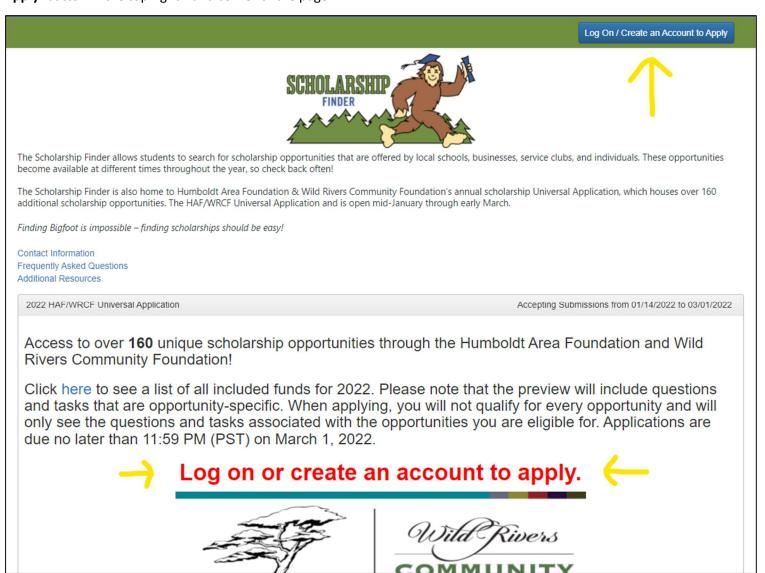
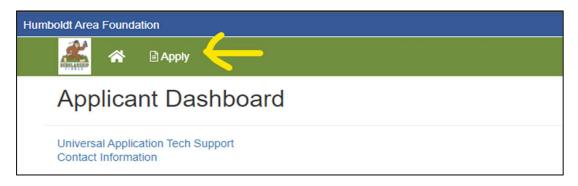
This tutorial will walk you through the process of applying for scholarship opportunities through the Humboldt Area Foundation and Wild Rivers Community Foundation Universal Application.

The Universal Application can be found on the Scholarship Finder at scholarshipfinder.org. To access the Universal Application, you will need have an account and be logged in. To log in or create an account, click the red 'Log on or create an account to apply' hyperlink or click the blue 'Log On/Create an Account to Apply' button in the top right-hand corner of the page.

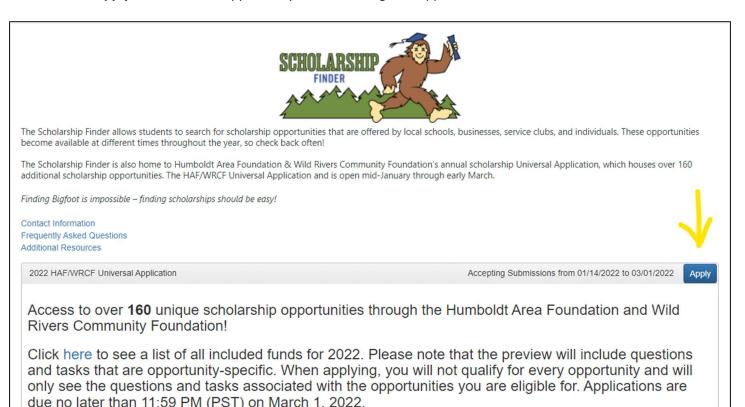


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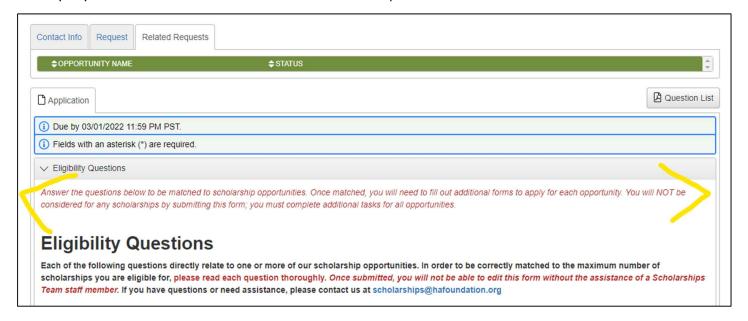
Once you are logged in, click the 'Apply' link at the top of the page to see a list of available scholarships. The Universal Application will be the first opportunity listed.



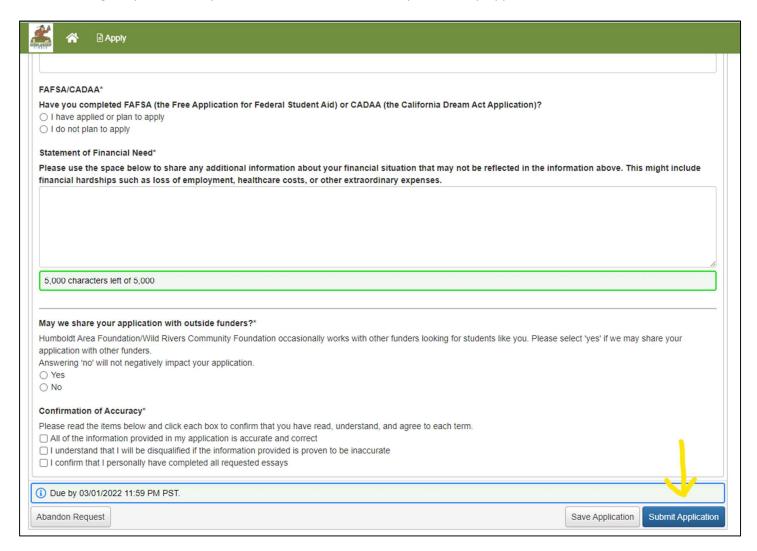
Click the blue 'Apply' button on the opportunity title bar to begin an application.



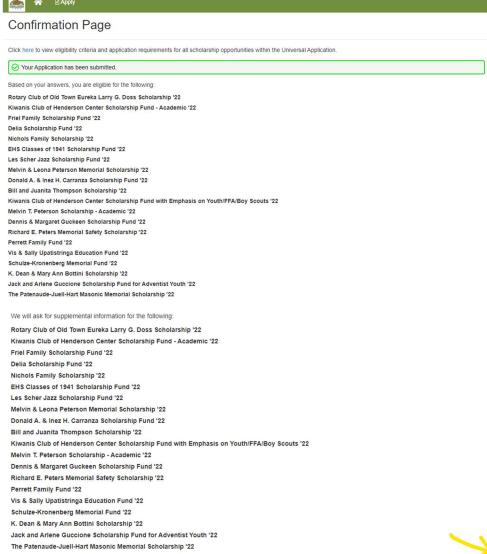
The first part of the application is an Eligibility Question form. This form will match you to the scholarship opportunities that you're eligible for; it's very important to read each question thoroughly so that you are matched to as many opportunities as possible. Once you submit this form, you will not be able to edit any of your answers without the assistance of a scholarship team member.



At the bottom of the form, you will see a blue 'Submit Application' button. Clicking this button will submit your Eligibility Questions and take you to the next part of the application process. All scholarship opportunities require the completion of additional tasks. If you do not complete these additional tasks and only submit the Eligibility Questions, you will not be considered for any scholarship opportunities.

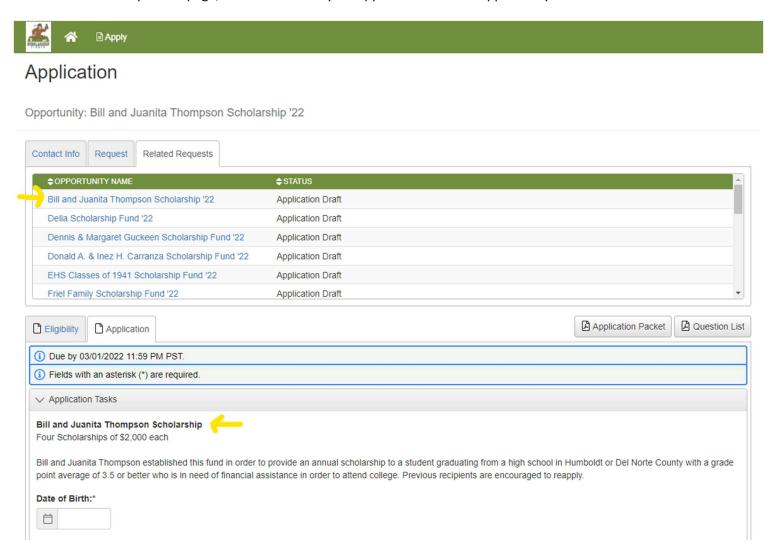


Once you submit your Eligibility Questions, you will be taken to the Confirmation Page. On this page will be a list of all opportunities that you have been matched to. Because all opportunities require additional tasks, you will see each opportunity listed twice. To go to the next part of the process, click the blue 'Continue' button at the bottom of the page.



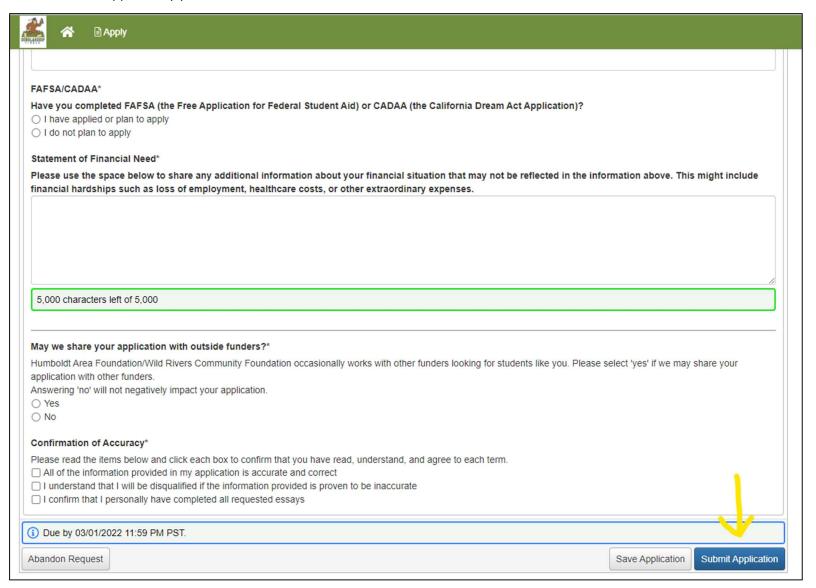


The 'Continue' button will take you to the application form for the first opportunity you were matched to. There will be a list of all the opportunities you were matched to at the top of the page, and the status of your application for each opportunity.

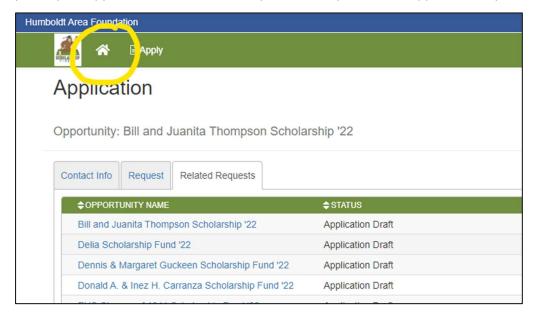


The first part of the application for each opportunity will be the 'Application Tasks' section. Most of the questions within this section are shared by all opportunities. This means that you will only need to answer most of the questions once and your answers will automatically be copied over to your application for each opportunity. There will be some questions that are unique to each opportunity.

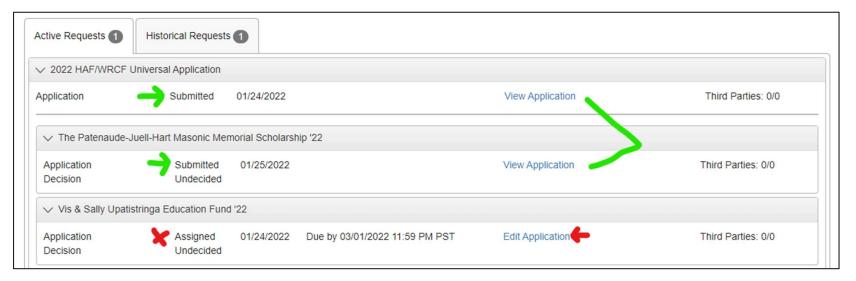
Once you've answered all the questions for an opportunity, you will see a blue 'Submit Application' button at the bottom of the page. You will need to click this button for each opportunity you would like to be considered for.



To confirm that you've submitted all your applications successfully, click the house icon at the top of the page, just to the right of the bigfoot logo. This will take you to your Applicant Dashboard, where you can easily see all the opportunities you've been matched to and the status of your application for each opportunity.



Applications that you have not yet completed will be labeled as 'Assigned' and you will see an 'Edit Application' link. An application that has been submitted successfully will be labeled as 'Submitted' and have a 'View Application' link. The first opportunity on the list will be the '2022 HAF/WRCF Universal Application' - this will already be labeled as 'Submitted.' To be considered for any scholarships, you must have a 'Submitted' label on **BOTH** the Universal Application AND on each scholarship opportunity you would like to be considered for.



If you have any questions or technical issues, please reach out to the scholarships team by emailing <a href="mailto:scholarships@hafoundation.org">scholarships@hafoundation.org</a> or calling 707-442-2993.