

JagSPOT Creating an Award View

This guide will assist you with setting up a new tool for the awarding process for your scholarships. Award views are customizable groupings that allow the awarder to view, rank, and sort all applicants who are eligible to receive an award. These views are unique to the individual awarder.

1. To begin awarding scholarships, create a unique award view to manage the awarding process through. Select [Award Views](#) from the left-hand menu and then the [New Award View](#) tile.

If _____ selected, a list of possible scholarships will be generated to choose from. Use the filters to identify scholarship(s) to be included in the award view.

Use the check boxes to include them in your award view and press save.