



Reviewer Chair Selection Quick Start Guide

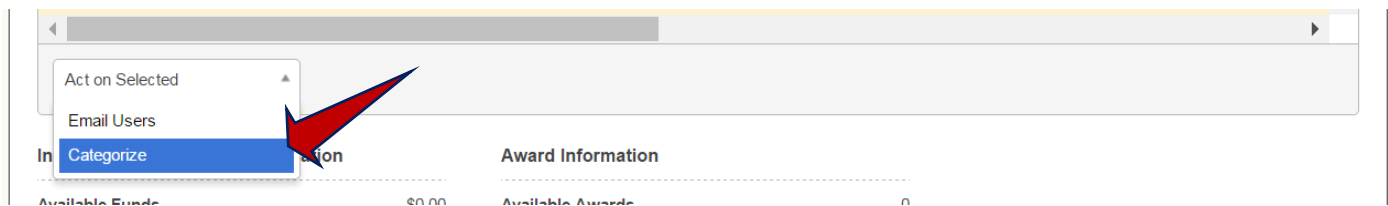
Step 1: Click on the opportunity's **Applications** tab and a grid of all applications for the opportunity will appear.

Step 2: Check the **small box** to the left side of each row for the applicant(s) who should receive an offer.

Step 2a: You can also select applicants in bulk- provided they are being awarded the same amount, and for the same award period.

<input type="checkbox"/>	View	Category	Categori...	Name	Primary Email	Please choose your status from the choi...	Encumbe...
<input checked="" type="checkbox"/>	View	Submitted	06/28/2016	SouthPaw Jag	awtest2@south...	I will be an incoming, first-time freshman f...	\$0.00

Step 3: Click the **Act on Selected** box (located in the bottom center of the application grid).
Select **Categorize** from the drop down menu.



Step 4: The **Categorize Selected** window will appear. Click on the **Choose a Category** box.

Step 4a: Choose the **Selected Reviewer Chair** category from the drop-down menu.

Step 4b: Enter the award amount in the **Update Amount** box.

This field represents the amount you would like to award for the upcoming aid year only. If your award is a single term award (Spring only or Fall only) please contact our office for additional assistance.

This award amount will prepopulate into your award letter.

Categorize Selected CLOSE X

Choose a Category
Selected Reviewer Chair

Update Amount
Suggested: \$0.00

Award Period
Choose an Award Period
None
1617
1516

[Categorize](#)

Step 4c: Choose the **Award Period** this scholarship will be awarded for.

Step 4d: Select the **Categorize** button to complete. The applicant's **Category** will update to **Selected-Reviewer Chair**. This process may take a few moments to update.

Step 5: Notify the Opportunity Administrator that the recipients have been selected and are ready for review and approval.