COASTAL BEND
COMMUNITY
FOUNDATION

How to Accept Your 2021 Scholarship Through the Scholarship Portal

1. **Log On** to the appropriate Scholarship Portal.
   a. Graduating Seniors: https://www.cbcfoundation.org/?page_id=8064
   b. Current College Students: https://www.cbcfoundation.org/?page_id=8066

2. **Profile-** "EDIT" your Profile and double check that the email is correct and **IS NOT** your high school email address. Save Changes.

   Email (This will be the emailed used for ALL scholarship communication. If you are in high school, DO NOT use your high school email address!): *

   > nross+3@cbcfoundation.org

3. Click the green "Scholarship Acceptance" button.

   Test / Test

   Created on 12/09/2020

   Scholarship Acceptance
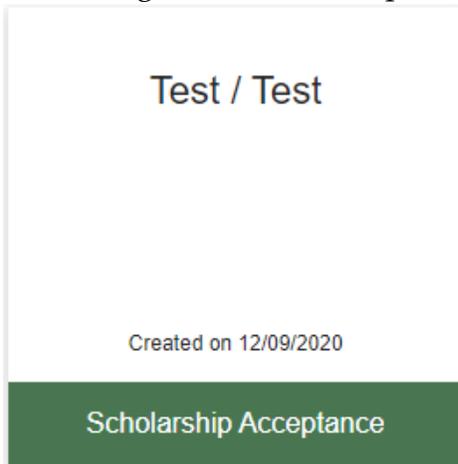
4. **Scholarship Acceptance-** Click "+New Item" to begin.

   # Scholarship Acceptance ▾

   Close

   Please click "+Add New Item".

   Minimum required: 1   Maximum allowed: 5   Total Completed: 0

   + New Item

Complete all required fields in this form. Please reread your award email to ensure you meet/will meet the requirements for the scholarship you have been awarded. If you do not or will not meet these requirements, you cannot accept your award.

You can save the form as a Draft and come back later to finish. Once all fields are filled out, you will click "Mark Complete" at the bottom or top of the page.

Save Draft   **Mark Complete**   Close

*If you were awarded more than one scholarship from CBCF, you will repeat this process for each scholarship you are accepting.

Once you have completed all Acceptance forms for each scholarship, click "Close".

Close

Please click "+Add New Item".

You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1   Maximum allowed: 5   Total Completed: 2   + New Item

Scholarship ⇕	Amount: ⇕	
CBCF General Scholarship	$1,000	Edit
Other CBCF Scholarship	$10,000	Edit

5. **Thank You Letter-** Click "+New Item" to begin.

Thank You Letter ⌄

Close

Please click "+Add New Item".

Minimum required: 1   Maximum allowed: 5   Total Completed: 0   + New Item

PLEASE READ THE REQUIREMENTS FOR WRITING THANK YOU LETTERS before you begin writing your letter. If you do not meet these requirements, you will be asked to rewrite your letter and resubmit. Your scholarship payment will not be processed until your thank you letter is satisfactory. The thank you letter MUST be submitted in a Word format. Your file must be saved in the following format: Scholarship Name- Last Name, First Name. Please see picture below:

Please attach your thank you letter. It must in .doc or .docx format. *

➕ Select a file | CBCF Scholarship- Ross, Nicole.docx | 🗑

Once the file is uploaded, click "Mark Complete".

*If you were awarded more than one scholarship from CBCF, you will repeat this process for each scholarship you are writing a thank you note for. You must upload a thank you letter for each scholarship awarded.

Once you have uploaded all Thank You Letters for each scholarship you were awarded, click "Close".

Thank You Letter ▾

Close

Please click "+Add New Item".

> You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1   Maximum allowed: 5   Total Completed: 2   + New Item

6. **Submit-** Once both steps have been successfully completed, you will now be able to click the green "Submit" button. **YOU MUST CLICK THE SUBMIT BUTTON**. You will receive a confirmation email once your acceptance has been successfully submitted.

➖ Scholarship Acceptance   Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button.
Once you click "Submit" the submission will no longer be editable.

7. If you have any questions or are having technical difficulties, please contact Nicole Ross at nross@cbcfoundation.org.