Teton County Scholarship Program
Application Tech Tips

- Important links
  - Program information **tetonscholarships.org**
  - Application **tcsp.smapply.org**
- Register for a SurveyMonkey Apply account using your school email address by clicking the REGISTER button at the top right of the screen.
- You will be prompted to complete an Eligibility Questionnaire. Your responses will determine the list of awards you're eligible to apply for.
  - To revise your answers, click on your name in the top right corner, then MY ACCOUNT and ELIGIBILITY.
- SurveyMonkey Apply terminology:
  - PROGRAMS are the scholarships you're eligible for.
  - APPLICATIONS are the forms you fill out.
- On the PROGRAMS dashboard, you can view your available scholarships/programs as icons or text rows, and can order them by name or value. Use the view that works best for you.
- All Programs share 8 common "reusable tasks:"
  - Name, Gender & Ethnicity
  - Contact Information
  - Request a Recommendation
  - Academics
  - Upload Your Most Recent Transcript
  - Work, Volunteerism, Extracurriculars
  - Financial information
  - Record a Video Essay

COMPLETE ALL 8 REUSABLE TASKS WITHIN JUST ONE PROGRAM. Your responses will auto populate across all your applications when you click **MARK AS COMPLETE** at the bottom of a given task.

- If you need to edit any applications after submission, note that the edits will appear only in the Program you're working in. If you want the edits to appear in all your applications, you will need to edit all of your Programs individually.
- Other than "Request a Recommendation," all application tasks are editable until January 18 at 5pm MST, even if you've marked them as complete or submitted the application. You can reopen submitted tasks using the ellipsis (3 dots) at the top right of each application task.

Questions? info@tetonscholarships.org - don't be shy, we're here to help!