Chairman's Quick Start Guide

Scholars App – Manual Entry

Log in at scholarsapp.com.
Chairman Portal → Scholarship.
Applicants → Add Applicant.
Enter name, email → Structured Files → Add.
Upload Application, Photo (optional), Essay, Audio (VOD).

Scholars App – Adding Judges

Log in → Chairman Portal.
Scholarship → Judges → Add Judge.
Enter name, email, Tech▪Savvy value.
Judgment Rounds → Select all students.
Bulk Action → Assign Judges → Save.

Scholars App – Promote Student

Log in → Chairman Portal.
Scholarship → Select winning student.
Bulk Action → Promote → Confirm.