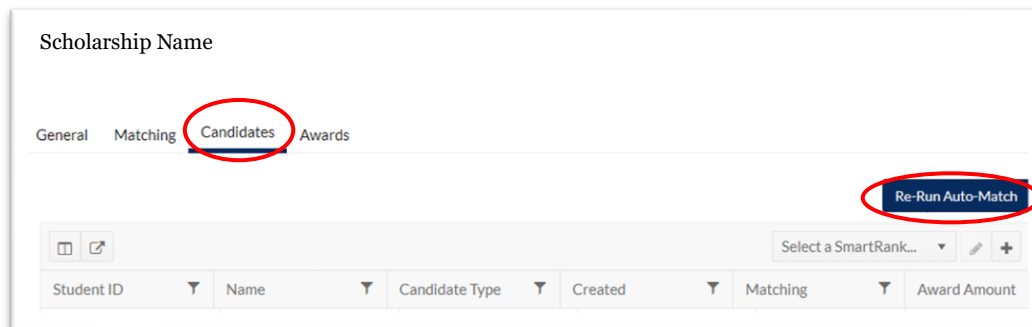# JagSPOT Awarding Direct Award Applications

This guide will assist you with Direct Award Applications (previously Auto-Match) and the awarding process. **Direct Award Applications do not have a committee review option in JagSPOT.**

1. To award Direct Awards navigate to *Plan* on the left-hand navigation bar and then select the *Scholarships* tile.

Plan

Cycles | Applications | Score Cards | Scholarships
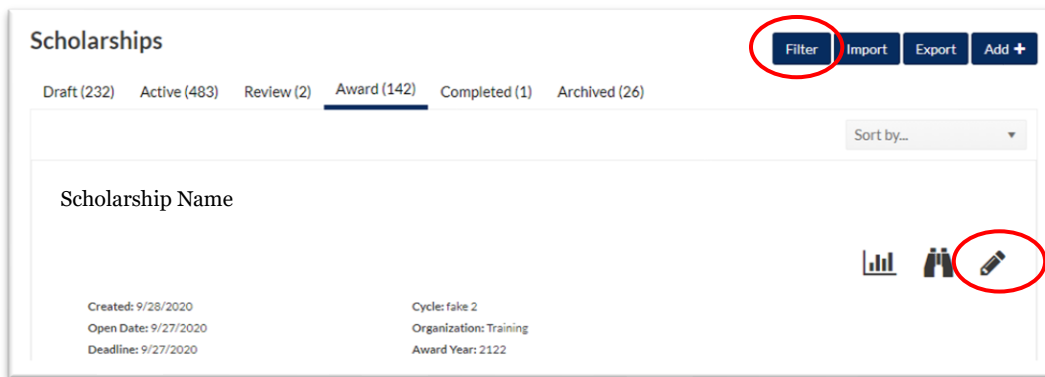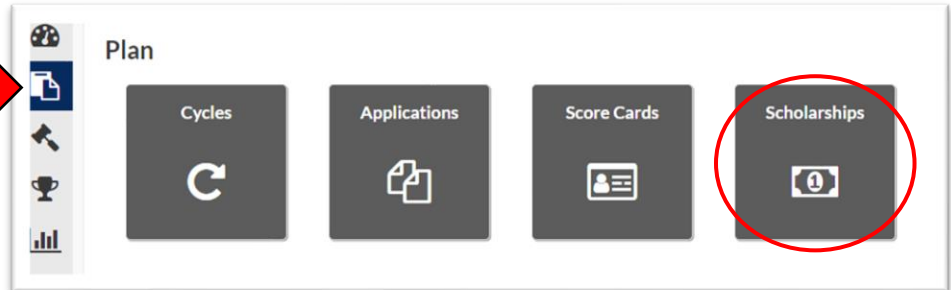
2. Locate the scholarship to be awarded using the filter function and click on the *Pencil* icon to edit the award.

Scholarships

Filter | Import | Export | Add +

Draft (232)　Active (483)　Review (2)　Award (142)　Completed (1)　Archived (26)

Sort by...

Scholarship Name

Created: 9/28/2020　　　　Cycle: fake 2
Open Date: 9/27/2020　　　Organization: Training
Deadline: 9/27/2020　　　　Award Year: 2122

3. Select the *Candidates* tab, and then click on the *Re-Run Auto-Match* button to ensure you have the most current list of eligible students.

Scholarship Name

General　Matching　Candidates　Awards

Re-Run Auto-Match

Select a SmartRank...

Student ID | Name | Candidate Type | Created | Matching | Award Amount

> While the auto-match is re-running the button will be greyed out. This may take several minutes.

4. Next, proceed to *Award* on the left-hand navigation bar and click on *Award Views*.

Award

Award Views | Manage Awards
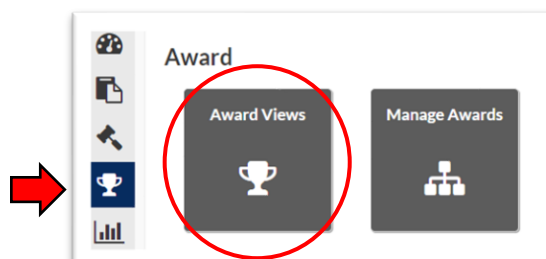
5. If an award view has already been created for this scholarship, select that view by clicking on the corresponding *Pencil* icon. If not, create a new award view by pressing the *Add+* button (detailed instructions can be found in the Creating Award Views Document).

6. Once inside the *Award View,* a list of eligible students will be visible.

SmartRanks and or the *Column Manager* can be used to add additional information from the student's file to your view.

7. After identifying the students to be awarded, click on the *$0.00 Award Amount* next to their name. This will pull up an awarding window.

In this window you will enter the dollar amount you are awarding the student into the corresponding award term. There is also a box for comments if you would like to make notations for the record.

8. Once you have allocated all of the awards in the award view, save your work.