



**BARRY GOLDWATER**  
SCHOLARSHIP & EXCELLENCE IN EDUCATION FOUNDATION

## Goldwater Campus Representative (CR) 2025 Instruction Manual

Questions – [goldwater@scholarshipamerica.org](mailto:goldwater@scholarshipamerica.org)

Goldwater Help Desk at 507-931-8335

Monday – Friday 8:00 a.m. – 4:30 p.m. Central Time

## Table of Contents

Goldwater Admin Accounts .....	3
Login information for Campus Representatives .....	4
Using the Campus Rep Dashboard .....	5
Approving Pre-applications .....	8
Unsubmitting Applications .....	9
Exporting a PDF file of the application .....	10
Emailing Applicants from Campus Rep Dashboard .....	11
Changing Recommenders .....	12
Letters of Recommendation .....	13
Transcripts.....	14
Completing the Campus Rep Form .....	15
Unlocking the Campus Rep Form .....	16
Nominating Students .....	17
Notification Day .....	21
Advertising Materials .....	21
Process Map .....	21

## Goldwater Admin Accounts

The primary CR is responsible for the institution's admin account.

- Each institution will be given one admin account
- The designated CR's (or department's) email address will be the username (if you are unsure, it is the email address listed in the CR Locator)
- The CR may share login credentials, but for security purposes, please limit the number of people who know the username and password

The primary CR must notify Scholarship America if the CR duties move to another person. Please notify Scholarship America by submitting a [Campus Rep Update Form](#).

To become a Campus Rep

1. Visit the [CR Locator](#) first to see if your institution has a listed Campus Rep
2. If there is one listed:
  - a) be sure to check with them to ask if they want to be relieved of their CR duties (if the person listed is still at your institution) or
  - b) determine if that person is no longer valid (retired or no longer at your institution) and should be updated
3. Submit a [Campus Rep Update Form](#) which includes your name, institution name, title, phone number, and email address

[Back to top](#)

## Login information for Campus Representatives

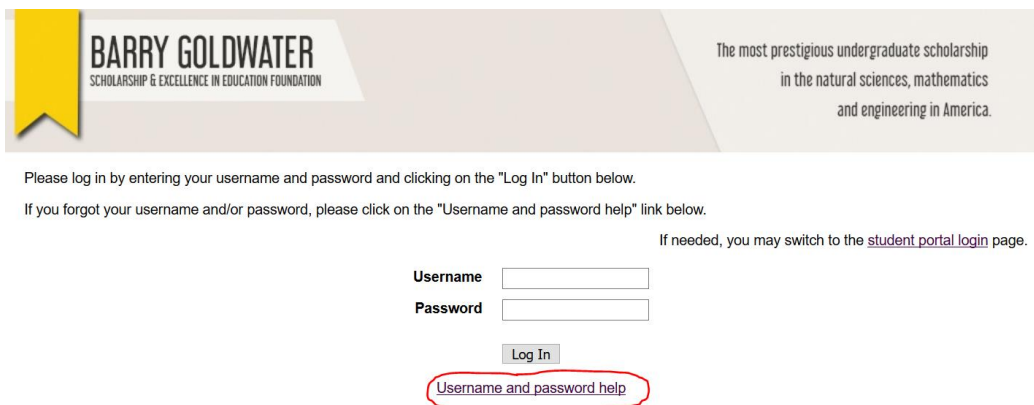
Go to website: <https://apply.scholarsapply.org/barrygoldwater/admin/nominator.php>

First time signing in:

Username = Primary CR email address (the \*registered email address)

Click on *Username and password help* to set the password for the account

\*If you do not know your registered email address, it is the email address listed in the [CR Locator](#), or you may contact the help desk at [goldwater@scholarshipamerica.org](mailto:goldwater@scholarshipamerica.org)



**BARRY GOLDWATER**  
SCHOLARSHIP & EXCELLENCE IN EDUCATION FOUNDATION

The most prestigious undergraduate scholarship  
in the natural sciences, mathematics  
and engineering in America.

Please log in by entering your username and password and clicking on the "Log In" button below.  
If you forgot your username and/or password, please click on the "Username and password help" link below.

If needed, you may switch to the [student portal login](#) page.

Username

Password

Log In

[Username and password help](#)

[Back to top](#)

## Using the Campus Rep Dashboard

Initially, there will be no student names listed on your Dashboard. When a Pre-application is submitted, the student's name will appear on your Dashboard. The Pre-Application (Pre-App) column will indicate "Awaiting Decision." The Application Status (App Status) column will list n/a. When you "Accept" a pre-application, the pre-application column will change to "Approved" and the application status will change to "Incomplete."

Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
<a href="#">Jess Carpenter</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration
<a href="#">Moises sdfsd sdfsd</a>	Approved	Submitted <a href="#">PDF</a>	No	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration
<a href="#">Linda Zuhlsdorf</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration
<a href="#">Sam Cory</a>	Awaiting decision	n/a	Incomplete	n/a		<a href="#">View</a>	

### [Using the Campus Rep Dashboard](#) – Overview from the website

At the bottom of the Dashboard are eight fields (Name, Pre-App, App Status, Transfer Student, Veteran, Campus Rep Form, Checklist, and Status). The functionality of these fields is as follows:

- **Name** – Initially there will be no student names on your Dashboard. When a pre-application is submitted, the student's name will appear here.
- **Pre-application (Pre-App)** – Once a name appears, the Pre-App column will say "Awaiting Decision." If you elect to have the student move forward with the application, the Pre-App will change to "Approved." If you elect not to move the student forward, Pre-App will change to "Discontinued." Before any decision is rendered, it is strongly recommended that you meet with the student. You can message the student by clicking on the student's name and opening the Message tile in the student workspace.
- **App Status** – Initially the App Status will read "N/A." When you have elected to move a student forward (elected continue), the App Status will change to incomplete.
- **Transfer Student** – Indicates which students are transfer students (Yes) and which are not (No). This column will initially say Incomplete until you have answered the transfer question on the Campus Rep Form.
- **U.S. Veteran** - Indicates which students are U. S. Veterans (Yes) and which are not (No). This column will initially say Incomplete until have you answered the U.S. Veteran question on the Campus Rep Form.

- **Campus Rep Form** – This column allows you to view your answers to the questions you develop for students who are going to be nominated for a Goldwater Scholarship.
- **Checklist** – The Checklist column tracks the critical elements of the nomination. All rules on the Checklist **MUST** be satisfied before you can nominate a student from your institution for a Goldwater scholarship and lock and submit your selections.
- **Status** – You must change the dropdown to “Selected” from “Under Consideration” for those students you wish to nominate for a Goldwater scholarship.

### **Working on a Student’s Application**

Your workspace for each student is divided into a set of 8 areas called tiles. Click on a student’s name to view the workspace tiles for that student. Informational tiles include the Profile, Pre-application, Application, and Recommenders tiles. Work tiles include the Messages, Notes, Backpack, and Campus Rep Form tiles. Information on how to use each work tile is provided when the tile is opened. Please open and review the guidelines in each tile.

### **When the Student’s Online Application is Ready for your Review.**

When a student’s online application is ready for your review, the student must submit his/her application to you. Once submitted, a PDF link will appear on your Dashboard in the App Status column next to the student’s name. To print the application, click on the PDF link.

When an application is submitted to you, the student no longer has access to the application. The “lockout” feature prevents the student from changing the application while you are reviewing it. Once your review is complete, you can return control of the application to the student by going to the student’s Application work tile and clicking “un-submit.”

### **Changing a student’s status from “Under Consideration” to “Selected” in the Status column**

The dropdown box will **not change** to Selected until the following conditions are met:

- Pre-application: Approved (by you)
- Application: Submitted (by the student) – Yes
- Campus Rep Form: Submitted (by you) – Yes

Backpack (document upload area) must contain:

- 1 Research Essay (uploaded by the student)
- 3 Letters of Recommendation (uploaded by you)
- 1 or more Transcripts (uploaded by you)
- 1 copy of a Permanent Resident Card (If the student is a Permanent Resident – uploaded by the student)

To check these conditions, select “View” in the “Checklist” column. When all conditions are met under “View,” you will be able to change the dropdown box in the Status column

to “Selected.” To do further work on an application, you may change the Status column back to “Under Consideration” at any time.

## **NOMINATING YOUR STUDENTS**

After you have changed the dropdown boxes to “Select” for **ALL the students** you intend to nominate for Goldwater scholarships, click the “LOCK AND SUBMIT NOMINATIONS” button. A pop-up window will open. You will be given an opportunity to review your nomination list one more time prior to the actual submission of your nominees. Once you are satisfied that everything is correct, click the “LOCK AND SUBMIT NOMINATIONS” button. At this point, you have nominated your students. You cannot make any additional changes to the nomination materials. **Please note that ALL nominees must be nominated at the same time. Students are NOT nominated separately! YOU HAVE NOT NOMINATED YOUR STUDENTS UNTIL YOU HAVE COMPLETED THE “LOCK AND SUBMIT NOMINATIONS” STEP!**

You will receive an email notification when you have nominated your students. If you do not receive an email notification, check your spam file. If no email notification is found, please contact Scholarship America at (507) 931-8335 or [goldwater@scholarshipamerica.org](mailto:goldwater@scholarshipamerica.org).

[Back to top](#)

## Approving Pre-applications

After a student submits a pre-application, you will receive an email letting you know a student has submitted a pre-app (subject of the email: *Barry Goldwater Scholarship: pre-application submission*) and that student will appear on your dashboard with “Awaiting decision” in the Pre-App column.

Name	Pre-App	App Status	Transfer Student	Campus Rep Form	Checklist	Status
<a href="#">mlima35 lima35</a>	Approved	Incomplete	Yes	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">mlima36 lima36</a>	Approved	Incomplete	No	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">mlima37 lima37</a>	Approved	Incomplete	No	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">mlima38 lima38</a>	Approved	Incomplete	No	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">mlima39 lima39</a>	Approved	Incomplete	Yes	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">Sam Cory</a>	Awaiting decision	n/a	Incomplete	n/a	<a href="#">View</a>	

Click on the student’s name to take you to the Nomination Tiles (work area) for that student. Click on the Pre-application tile to approve the pre-application.

Below is a set of tiles covering different facets of the applicant’s information. Click the name of a tile to expand that tile’s display or to reset to the initial size.

<p><a href="#">Profile</a></p> <p>Sam Cory 123-123-1234 sam+barryg3@internet-connections.net</p>	<p><a href="#">Pre-application</a></p> <p>Submitted On: 08/26/2019 02:54pm Decision: <b>NEEDED</b></p>
--	--

Click on the appropriate decision and click *Save my decision*. If **not moving a student forward**, you **must provide an explanation in the narrative box to activate the *Save my Decision* button**.

Indicate your decision:

I accept this student - he or she may continue with the application. The student will be notified of your decision via email.

I am not moving this student forward in the Goldwater competition – no further access to the scholarship opportunity will be given.

If you are not moving the student forward in the Goldwater competition, you **must** provide a short explanation. This will be emailed to the student and displayed on the student’s website dashboard:

[Save my decision](#)

Once accepted, your decision will show in the Pre-application tile for that student > “Approved” and the date it was approved.

[Pre-application](#)

Submitted On: 08/23/2019 02:03pm  
Decision: **Approved**  
Decided On: 08/23/2019 02:05pm

Note, if you approve a Pre-app in error, there is **no way to reverse the decision**. Be sure to communicate with the student so they know you approved their application in error, so they do not move forward with completing the full application.

[Back to top](#)



## Unsubmitting Applications

- You can unsubmit an application from the “Application” tile (you can access the Nomination Tiles (work area) by clicking on the student’s name on your dashboard).

Name	Pre-App	App Status
<a href="#">Sam Cory</a>	Approved	Submitted <a href="#">PDF</a>

### [Application](#)

When an application is unsubmitted, please notify the applicant that their application is able to be edited again using the Messages tile above.

Application questions in red require an answer; application questions in black do not.

[UNSUBMIT APPLICATION](#)

- If you unsubmit an application, notify the applicant that their application can be edited, and **make sure the applicant is aware that they must resubmit their application** for their application to be nominated.

## Exporting a PDF file of the application

Once a student submits his/her online application, a PDF link will appear in the App Status Column on your Dashboard. This link will allow you to print the application as a PDF file.

Name	Pre-App	App Status
<a href="#">Sam Cory</a>	Approved	Submitted <a href="#">PDF</a>

### BARRYG - PDF Export Page

Administrator ID# 8158

[Return to the Dashboard](#)

Your session will end at **11:42:07am** if no action is taken. Clicking a link or submitting a form will reset this timer.

Export information for: **test11 test11**

- Include application
- Include documents

Get PDF

- Please note that the generated PDF includes **only** the supporting documents the student uploaded – the essay and Permanent Resident card (if applicable).

[Back to top](#)

## Emailing Applicants from Campus Rep Dashboard

- 1) Send group messages right from the Campus Rep Dashboard home page; check the box for the student(s) you want to email.

To communicate with a student or groups of students, you can [send email notifications](#).

<b>Applicants</b> <b>Nominated</b> <input type="checkbox"/> All nominated <input type="checkbox"/> Linda Zuhlsdorf <input type="checkbox"/> Moises Lima-Guerrero  <b>Under Consideration</b> <input type="checkbox"/> All under consideration <input type="checkbox"/> Angela Kilmer <input type="checkbox"/> John Mateja <input type="checkbox"/> Laura Test <input type="checkbox"/> Linda Zuhlsdorf <input type="checkbox"/> Moises Lima-Guerrero <input type="checkbox"/> Sam Cory <input type="checkbox"/> test11 test11 <input type="checkbox"/> test33 test33 <input type="checkbox"/> test4 test4  <b>Rejected</b> <input type="checkbox"/> All rejected <input type="checkbox"/> test5 test5	<b>Your Feedback</b> <b>Subject line</b> <input type="text"/> <b>Message</b> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <input type="button" value="Send Message"/>
---	---

- 2) Or send messages to individual applicants using the “Messages” tile.

[Messages](#)

This area is for you to send a comment to the applicant via email.

Messages are archived for future reference.

**Added: 7/7/2019 11:25**  
Your application looks great. Please stop in my office by Friday to discuss next steps.  
Kind regards,  
Professor


**Added: 7/7/2019 11:24**  
Test number 2.

**Added: 7/7/2019 11:23**  
test

## Changing Recommenders

In the Pre-application, the student enters three potential recommenders. Oftentimes, after discussing potential recommenders with their CR, the recommenders need to be changed. Once the Pre-application has been submitted, the student cannot make the change; **the CR must make the change from their dashboard**, using the “Recommenders” tile.

- Open the “Recommenders” tile under the appropriate student’s name, reject the recommender that needs to be changed by clicking on the reject button next to the recommender’s name, add the name and email address of the new recommender in the pop-up box that will appear, and then immediately approve the new recommender **before** leaving the screen on the CR’s dashboard.
- Note, if you accidentally exit the screen before approving the new recommender, click on the reject button again and the box to enter the new recommender will pop back up.

<u>Recommenders</u>							
Full Name	Email Address	Approved					
Full Name	Email Address	Actions	Status	Action Date	Contact	Contact Date	
<input type="text"/>	<input type="text"/>	Approve 					
456	456@musiccity.net	Approve Reject	Approved	08/08/2023 03:11pm	Email		
789	789@gustavus.edu	Approve Reject	Approved	08/08/2023 03:11pm	Email		
423	423@pga.com	Approve Reject	Rejected	08/22/2023 11:43am			

[Back to top](#)

## Letters of Recommendation

- It is the CR's responsibility to email the recommenders (once the final three recommenders have been approved)
- Email using the 'Recommendors' tile

Full Name	Email Address	Actions	Status	Action Date	Contact	Contact Date
123	123@pga.com	Approve Reject	Approved	08/08/2023 3:11pm	Email	08/08/2023 3:12pm
456	456@musiccity.net	Approve Reject	Approved	08/08/2023 3:11pm	Email	
789	789@gustavus.edu	Approve Reject	Approved	08/08/2023 3:11pm	Email	

- Click on Email in the *Contact* column (circled above)
  - The email button may or may not open your email client and prefill the recommender email address (depending on your computer settings). The button will insert a date/time stamp.
- Recommended text is provided in the 'Recommendors' tile work area
- If you want to contact all approved recommenders by email, you can download a list by clicking the link on your CR dashboard. You can then do a mail merge to send one communication to all approved recommenders.



If you need to contact all approved recommenders by email, you can [download this list](#) of student/recommender info

- The CR is responsible for uploading the recommendation letters to the student's application
  - Upload recommendation letters using the 'Backpack' tile

**Backpack** Close

The Backpack enables PDF, JPG and PNG files to be uploaded to the server and subsequently viewed. CRs should use the Backpack to upload a student's transcript(s) and three (3) letters of recommendation to a student's file. The student should use the Backpack to upload his/her research essay and, as necessary, permanent resident card and letter of intent to become a U.S. citizen. Click the "Add or Edit Documents" link to upload, change or delete files. To view a file, click on the file name.

File Type / Description	Description	File Name
<a href="#">Add or Edit Documents</a>		

- Click on *Add or Edit Documents* – a box will pop up to upload the letters (please include the recommender's name in the file name)

### BARRYG - Add or Delete Supporting Documents

[Close Document Upload Utility](#)

#### Chosen Application - Matching Applicant Profile

Name: test11 test11  
 Date of Birth: 05/12/9944  
 Email: nnakarmi10@scholarshipamerica.org

#### Applicant's Uploaded Documentation

1. Select the type of document you are uploading from the drop down list.
2. Enter a short description of the document.
3. Click the "Choose File" button to locate the document on your computer.
4. Click the "Upload" button to add the document to the applicant's backpack.

File Type / Description	Description	File Name
Recommendation	Rec 1 - Dr. Jones	No file selected.
		<input type="button" value="Upload"/>

The uploaded documents appear below. Based on the column headers, you can associate documents by marking the appropriate check boxes.

## Transcripts

The CR is responsible for collecting and uploading the transcripts to the student's application.

Upload transcripts using the 'Backpack' file.

[Backpack](#) Close

The Backpack enables PDF, JPG and PNG files to be uploaded to the server and subsequently viewed. CRs should use the Backpack to upload a student's transcript(s) and three (3) letters of recommendation to a student's file. The student should use the Backpack to upload his/her research essay and, as necessary, permanent resident card and letter of intent to become a U.S. citizen. Click the "Add or Edit Documents" link to upload, change or delete files. To view a file, click on the file name.

File Type / Description	Description	File Name	<a href="#">Add or Edit Documents</a>
-------------------------	-------------	-----------	---------------------------------------

---

**BARRYG - Add or Delete Supporting Documents**

[Close Document Upload Utility](#)

**Chosen Application - Matching Applicant Profile**

Name: Sam Cory  
Date of Birth: 01/01/2001  
Email: sam+barryg3@internet-connections.net

**Applicant's Uploaded Documentation**

1. Select the type of document you are uploading from the drop down list.  
2. Enter a short description of the document.  
3. Click the "Choose File" button to locate the document on your computer.  
4. Click the "Upload" button to add the document to the applicant's backpack.

File Type / Description	Description	File Name	
<input type="text" value="Transcript or Academic Document"/>	<input type="text" value="Sam Cory   Transcript"/>	<input type="text" value="Browse..."/>	<input type="text" value="No file selected."/> <input type="button" value="Upload"/>

It is the student's responsibility to provide you with their transcripts. Transcripts must reflect all courses students will use to compute their Grade Point Averages (GPAs). If courses and grades from schools the student previously attended are on the student's current transcript, separate transcripts are not needed.

Transcripts may be "official" or "unofficial." If "unofficial," CRs must be able to download the transcript online or have the student download an "unofficial" transcript in your presence. If neither of these is possible (e.g. a student is studying abroad), the student must obtain an "official" transcript and have it sent to the CR. If available, the current term's classes and grades should be included.

Campus Representatives are responsible for uploading transcripts to Scholarship America. **Transcripts need to include the student's name, college name and must be easily readable.** Institutional logos, ink marks, etc. should not obscure courses and grades. **DO NOT UPLOAD TRANSCRIPTS THAT ARE PASSWORD-PROTECTED!** Save password-protected transcripts as PDF files and then upload the PDF file. Include the transcript key/guide to ensure the transcript is accurately interpreted.

[Back to top](#)

## Completing the Campus Rep Form

- The CR will complete the Campus Rep Form for each nominee.
- This form is required before the CR may choose 'selected' in the *Status* column (this is **NOT the final step** in nominating a student).

**Campus Rep Form**

What is the student's citizenship status? \*  (All permanent residents must provide a copy of their permanent resident card.)

Does the student have a cumulative grade point average of at least 3.0 on a 4.0 scale? \*

Is this a transfer student? \*

Is this student a U.S. Veteran? \*

Is the student preparing for and committed to a research career in mathematics, the natural sciences, or engineering? \*

The grade level status of the student predicates the maximum amount of the student's award. Use the definitions above to determine if the student is a sophomore or junior. If selected, the student's status, as reported on the form, will be deemed binding.

Although not required, nominators may make brief comments about the merits of the applicant. These comments will be a part of the file of the applicant and reviewers of the application will see these comments.

(2000 character limit, including spaces)

Signature \*

After completing the form, a message will pop up on the dashboard acknowledging the Campus Rep Form has been successfully submitted (saved). Click *Complete and Lock* to lock the form.

Step 1: Questionnaire
Step 2: Review and Submit

You may review your answers on this page before completing your campus rep form. If you wish to adjust anything, use the links just above.

**Your information has been saved.**

**Campus Rep Form**

Indicate student's citizenship status *	U.S. Citizen
Does the student have a cumulative grade point average of at least 3.0 on a 4.0 scale? *	Yes
Is this a transfer student? *	No
Is this a U.S. Veteran	Yes
Is the student preparing for and committed to a research career in mathematics, the natural sciences, or engineering? *	Yes
The grade level status of the student predicates the maximum amount of the student's award. Use the definitions above to determine if the student is a sophomore or junior. If selected, the student's status, as reported on the form, will be deemed binding. *	Junior - has 1 but not more than 2 semesters left of full-time undergraduate study beginning 9/2024
Although not required, nominators may make brief comments about the merits of the applicant. These comments will be a part of the file of the applicant and reviewers of the application will see these comments.	fjejeje
Signature *	kkff

If you are ready to complete this form, click the "Complete and Lock" button. If at a later time you need to edit this material, you will be able to unlock the CR Form to make edits.

Complete and Lock

Administrator ID# 8158

[Log Out](#)

Your session will end at 11:59:38 am Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

✔ Thank you. Your campus rep form has been saved.

[Back to top](#)

## Unlocking the Campus Rep Form

Note: the Campus Rep Form can be unlocked for editing up until nominations are Confirmed and Locked, BUT to be able to do so, the dropdown in the Status column **must be *Under Consideration***. After changing the student to *Under Consideration*, you must access the CR Form via the **questions** link in the Campus Rep Form column on your main dashboard for the unlock the form link to appear. Once you select *Under Consideration* for the appropriate student, you will see the option to unlock the form when you go back into the form (as highlighted in the screenshot below).

Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
<a href="#">Jess Carpenter</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	Under Consideration ▼
<a href="#">Moises sdfsfdf sdfsfdf</a>	Approved	Submitted <a href="#">PDF</a>	No	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	Under Consideration ▼
<a href="#">Linda Zuhlsdorf</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	Under Consideration ▼

[Lock and Submit Nominations](#)

Administrator ID# 8158 [Return to the Dashboard](#)

---

Your session will end at **12:24:54 pm** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

If you need to make adjustments to your answers, you may [unlock the form](#) and continue editing.

**Campus Rep Form**

Indicate student's citizenship status \* U.S. Citizen

Does the student have a cumulative grade point average of at least 3.0 on a 4.0 scale? \* Yes

Is this a transfer student? \* No

Is this a U.S. Veteran Yes

Is the student preparing for and committed to a research career in mathematics, the natural sciences, or engineering? \* Yes

The grade level status of the student predicates the maximum amount of the student's award. Use the definitions above to determine if the student is a sophomore or junior. If selected, the student's status, as reported on the form, will be deemed binding. \* Junior - has 1 but not more than 2 semesters left of full-time undergraduate study beginning 9/2024

You must change the dropdown in the Status column back to *Selected* after you edit the Campus Rep Form before you can nominate the student.



## Nominating Students

All rules in the checklist must be met to mark a student 'Selected'

All rules must be met to mark the student "Selected"

- Pre-application approved
- Application submitted
- Essay uploaded
- Transcript uploaded
- Recommenders (3) approved  
LKJ@SAMD.COM  
LKJ@SAMD.COM  
LKJ@SAMD.COM
- Recommendation Letters (3) uploaded  
rec test  
rec test 2  
rec test 3
- Citizenship documents irrelevant (U.S. Citizen)
- Campus Rep Form submitted

Once **ALL** nominees' statuses have been changed to SELECTED, you must click the 'Lock and Submit Nominations' button located at the bottom of the CR Dashboard. This will be the **final step** in nominating **all** of your selected students. If upon reviewing the names shown in the 'Lock and Submit Nominations' pop-up window, it is determined changes are needed, you may close out the window and make any necessary updates before submitting. **Once you 'Confirm and Lock Nominations,' you will no longer be able to make any changes to your nominations.**

Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
<a href="#">Jess Carpenter</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	Under Consideration ▾
<a href="#">Remi Goldendoodle</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Yes	<a href="#">Questions</a>	<input type="button" value="View"/>	Under Consideration ▾
<a href="#">Jeremy Jones</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾
<a href="#">Pam Smith</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾
<a href="#">Scott William</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾
<a href="#">Linda Zabel234</a>	Approved	Submitted <a href="#">PDF</a>	Yes	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾
<a href="#">Molly ZoZo</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾
<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Selected ▾

**Lock and Submit Nominations**

(In the above example, six students can be nominated because at least one of them is a transfer student **and** at least one is a U.S. Veteran.)

### Confirm Nominations

Please review the list of applicants below which you have selected to nominate. If you need to make changes, close this window and use the status dropdowns to update your nomination selections. If you are ready to lock your nominations, click the "Confirm and Lock Nominations" button below.

Name	Transfer Student	U.S. Veteran
Jeremy Jones	No	Yes
Pam Smith	No	No
Scott William	No	No
Linda Zabel234	Yes	No
Molly Zozo	No	No
Linda Zuhlsdorf	No	No

**IMPORTANT: Once you confirm and lock your nominations, you will no longer be able to make changes!**

Confirm and Lock Nominations

Cancel

Upon confirming and locking nominations, you will receive an on-screen message confirming that you have successfully submitted your nominations. You will also receive an email (**be sure to check your spam/junk folder if you do not see it**) with the names of the students you have officially nominated. At this point, you may still log into your CR Dashboard if you wish to view any of the materials submitted; however, no additional changes can be made.

### BARRYG - Campus Rep Dashboard

Administrator ID# 71249

[Log Out](#)

Your session will end at **10:34:54 am** Central Time if no action is taken. Clicking a link or submitting a form will reset this timer.

✓ You should receive a email shortly confirming your nominations.

As the Goldwater Campus Representative, your role in this program is extremely important. Please work with your applicants to help ensure that they submit an application that best represents them.

**You have successfully submitted your nominations for the 2024 Barry Goldwater Scholarship!**

Nominations submitted are final and changes can no longer be made to the student's application, supporting documents, or the Campus Rep form. Students below with the "Nominated" status are the applicants you have nominated.

For questions, contact Scholarship America:  
Email: [goldwater@scholarshipamerica.org](mailto:goldwater@scholarshipamerica.org)  
Phone: 507-931-8335 and ask for the Barry Goldwater Scholarship Program

To communicate with a student or groups of students, you can [send email notifications](#).

Students who you are not moving forward in the competition are hidden by default. Show them:

Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
<a href="#">Jeremy Jones</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Pam Smith</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Scott William</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Linda Zabel234</a>	Approved	Submitted <a href="#">PDF</a>	Yes	No	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Molly Zozo</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	Nominated
<a href="#">Jess Carpenter</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	
<a href="#">Remi Goldendoodle</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Not Selected

[Back to top](#)



Tue 11/14/2023 10:05 AM

goldwater@scholarshipamerica.org

[EXTERNAL] Barry Goldwater Scholarship nomination choices

To: Linda Zuhlsdorf

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Linda zuhlsdorf,

Congratulations! Your nominations for the 2024 Barry Goldwater Scholarship have been submitted.

For your records, below are the applicants you submitted for nomination:

Jeremy Jones  
Linda Zuhlsdorf  
Molly Zozo  
Pam Smith  
Remi Goldendoodle  
Scott William

While your nominations are final and you can no longer make any changes, you may still log into your Nominator dashboard at any time to view a student's submitted application, supporting documents, and your completed Campus Representative form.

[Back to top](#)

If choosing *Selected* in the *Status* column for applicants above the allowed amount (when you do not have a transfer or U. S. Veteran), or when you do not have a transfer **AND** U. S. Veteran, you will get an on-screen error message. See various scenarios below.

If you need to contact all approved recommenders by email, you can [download this list](#) of student/recommender info.

**You have attempted to nominate 5 students. This requires that at least one nominee be a transfer student OR at least one nominee be a veteran. You have not nominated a transfer student or a veteran.**

To communicate with a student or groups of students, you can [send email notifications](#).

Students who you are not moving forward in the competition are hidden by default. Show them:

School	Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
SA Testing Academy	<a href="#">Pam Smith</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Scott William</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Molly Zozo</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Jess Carpenter</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
SA Testing Academy	<a href="#">Remi Goldendoodle</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
SA Testing Academy	<a href="#">Jeremy Jones</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
SA Testing Academy	<a href="#">Linda Zabel234</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼

**Lock and Submit Nominations**

**You have attempted to nominate 6 students. This requires that at least one nominee be a transfer student AND at least one nominee be a veteran. You do not have a transfer student AND a veteran nominated.**

To communicate with a student or groups of students, you can [send email notifications](#).

Students who you are not moving forward in the competition are hidden by default. Show them:

Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
<a href="#">Pam Smith</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
<a href="#">Scott William</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
<a href="#">Molly Zozo</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
<a href="#">Jess Carpenter</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
<a href="#">Remi Goldendoodle</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
<a href="#">Jeremy Jones</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
<a href="#">Linda Zabel234</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼

**Lock and Submit Nominations**

**You have attempted to nominate 7 students. This exceeds the allowed number of nominees.**

To communicate with a student or groups of students, you can [send email notifications](#).

Students who you are not moving forward in the competition are hidden by default. Show them:

School	Name	Pre-App	App Status	Transfer Student	U.S. Veteran	Campus Rep Form	Checklist	Status
SA Testing Academy	<a href="#">Pam Smith</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Scott William</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Molly Zozo</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	No	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Jess Carpenter</a>	Approved	Incomplete	Incomplete	Incomplete	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
SA Testing Academy	<a href="#">Remi Goldendoodle</a>	Approved	Submitted <a href="#">PDF</a>	Yes	Yes	<a href="#">Questions</a>	<a href="#">View</a>	Under Consideration ▼
SA Testing Academy	<a href="#">Jeremy Jones</a>	Approved	Submitted <a href="#">PDF</a>	No	Yes	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼
SA Testing Academy	<a href="#">Linda Zabel234</a>	Approved	Submitted <a href="#">PDF</a>	Yes	No	<a href="#">Questions</a>	<a href="#">View</a>	<b>Selected</b> ▼

**Lock and Submit Nominations**

[Back to top](#)

## Notification Day

On notification day (the last Friday in March), your Campus Representative dashboard will reflect the results ahead of the official announcement (Noon Eastern Time).

Typically, at 9:00 AM Eastern Time, the status for the students you nominated will change from *Nominated* to either *Scholar* or *Non-Recipient*.

Note, any students with a status of *Not Selected* were not nominated and will remain *Not Selected*.

Name	Pre-App	App Status	Transfer Student	Campus Rep Form	Checklist	Status
<a href="#">Moises sdfsd sdfsd</a>	Approved	Submitted <a href="#">PDF</a>	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Non-Recipient
<a href="#">Sam Cory</a>	Approved	Submitted <a href="#">PDF</a>	No	<a href="#">Questions</a>	<input type="button" value="View"/>	Not Selected
<a href="#">Derek-ss Liebertz-ss</a>	Approved	Incomplete	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	
<a href="#">Lindatest Zabel</a>	Approved	Submitted <a href="#">PDF</a>	Yes	<a href="#">Questions</a>	<input type="button" value="View"/>	Not Selected
<a href="#">Linda Zuhlsdorf</a>	Approved	Submitted <a href="#">PDF</a>	Yes	<a href="#">Questions</a>	<input type="button" value="View"/>	Scholar
<a href="#">Linda test 1 Zuhlsdorf test 1</a>	Approved	Incomplete	Incomplete	<a href="#">Questions</a>	<input type="button" value="View"/>	

## Advertising Materials

Advertising materials are available on the website [here](#).

## Process Map

For a flow chart of the process, please view the [Process Map](#).