Sponsor and Candidate Instructions

As the sponsor, log in to your club account online. First, please ensure your profile has the "I will be sponsoring a scholarship applicant" checkbox selected! Ensure you have or are working on completing the adequate sponsor qualifier scans. You must have 6 events scans during both your qualifying and sponsoring year with at least 3 being a monthly meeting, at the time of final application processing. The last available qualifying monthly meeting is the May meeting. You must also have been a current dues paying member in good standing in both your qualifying and sponsoring year.

Click scholarship tab in the top ribbon.

The "about" has general info on the program

The "submit scholarship candidate" starts the process for applying

The "my scholarship candidates" allows the sponsor to check on the progress of the scholarship application

To start a new scholarship candidate submission:

1. Submit candidate- enter your sponsored candidate's first/last name, their email address, their relationship to you, and upload your sponsor letter of reference. The letter should be 200 words or less PDF document, and include your contact info and signature.
2. Once you select submit, the system will auto generate an email to the candidate which will prompt them with instructions on how to proceed with the application. Please instruct them to watch for the email, and check their spam and junk folders for the email. It will come from "The Pipe Liners Club of Tulsa" and the subject line will be "The Pipe Liners Club of Tulsa Scholarship Application". You have the option to resend the invitation to your candidate in the "my scholarship candidates" tab.
3. Student selects "complete application" in the email. It will take them to the club website for the application completion process.

   They will see 8 steps grouped by tab. Selecting "continue" at the bottom of each page will guide you through the tabs. You may also directly select any desired tab you want to directly go to. Complete each step/tab fully. The 8 tabs are: Intro, Applicant Info, Education, Extracurricular, Employment, School Funds, Letters of Reference, and Certification.

   When the application is fully completed, click "submit application". It will then display a recap page of your application. Please right click the page and print for your records.

The 2 references listed on the application will each receive an email prompting them to submit a letter of reference via upload electronically. The letter should be 200 words or less PDF document, and include your contact info and signature.

The application will then be on "pending" or "under review" status until all remaining qualification documentation is received. You may check back often to see the progress. If you have any issues navigating this process, please contact Terry Flynn at terry@tulsarigiron.com