



Reviewing the Award Letter Quick Start Guide

In-System Offer

Note: To make changes to the award letter please contact the Office of Scholarship Services.

The screenshot displays the JagSPOT user interface for reviewing an award letter. The top navigation bar includes 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. Below this, a secondary navigation bar contains 'Details', 'Questions', 'Qualifications', 'Applications', 'Communications', 'Reviews', and 'Post A...'. The main content area is titled 'General Scholarship' and indicates it is 'Published, Ends in 52 days'. A red arrow points to the 'In-System Offer' button, which is highlighted in yellow. Other buttons visible are 'Offer Email', 'Banner', and 'Offer Reminder Email'. Below the buttons, there is a section for 'Offer Details' with a rich text editor containing the following text:

Description This is the text that will be displayed when a student logs in to his or her account and clicks through to accept or decline an offer.

Offer Details

Dear {{ applicant.name }},

Congratulations! You have been selected for a scholarship for the {{ application.semester }} academic year at the University of South Carolina.

Scholarship Guidelines:

1. This scholarship will be applied to your student account in two equal installments; one for fall semester and one for spring semester.
2. This scholarship is for payment of USA tuition and fees, USA housing and USA dining services due each semester.
3. You must be enrolled full-time each term (excluding summer semester) to be eligible for your scholarship.
4. Any lapse in enrollment will cancel the remainder of your scholarship.
5. You must indicate your plans to accept or decline this award within "30 days".

Example Formatting: **bold**, *italic*, underline, [link](#),

Available Merge Fields

offer_url	applicant.name	applicant.email	portfolio.name	application.applicant_url	application.amount
application					