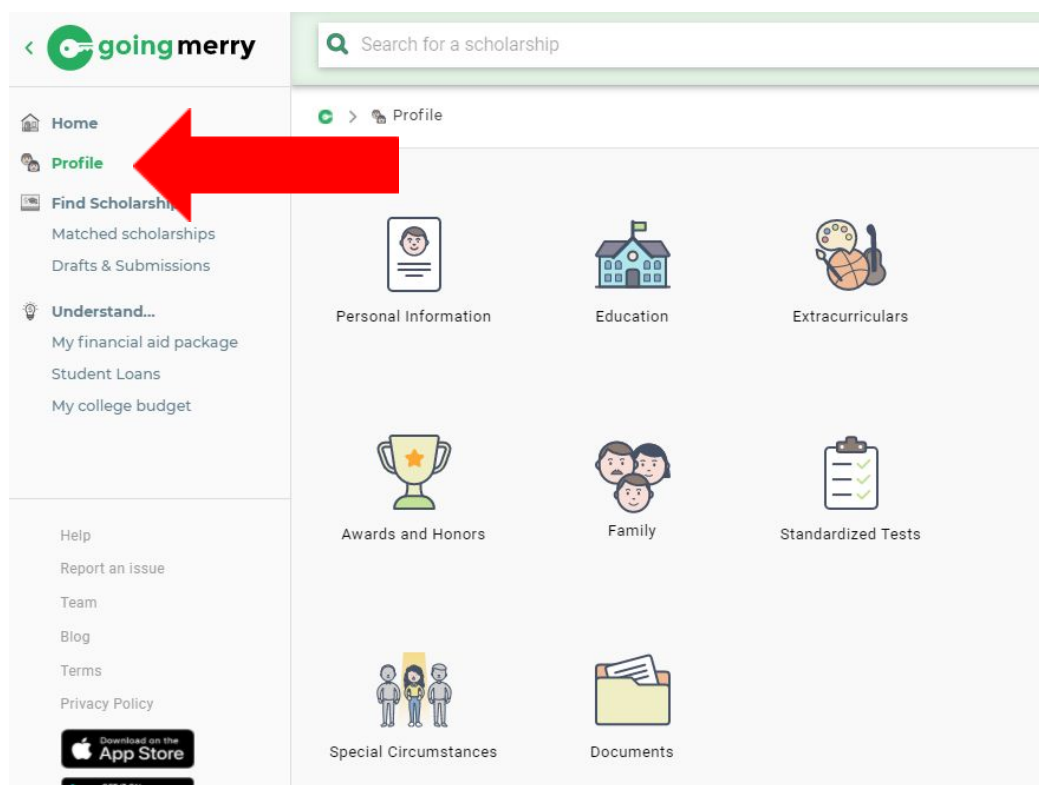


How do I get started on Going Merry?



1. **Create an account** - go to www.goingmerry.com
2. **Complete your profile** – after you log in, click on “Profile” on the left-hand menu and fill out as much information as possible in each category. This allows us to match you to scholarships perfectly and save you time later by filling this information into any application you start. **Make sure you enter your home school for your high school, do NOT use Roseville Virtual Academy.**



3. **Add supporting documents** – within the “Profile” page, click on “Documents” and then “Upload” in the top right corner. There you can select the document type and upload it from your computer. We recommend that you upload your transcript (unofficial is ok), FAFSA/CADAA Student Aid Report (only need page 1, it has to have the EFC (Estimated Family Contribution in the upper right corner), and letter of recommendation. as scholarship providers will often

ask for these documents. If you upload them now you can then add them to any application you start with one click.

The screenshot shows the 'going merry' website interface. At the top, there is a search bar and a user profile dropdown labeled 'RJUHSD Demo'. The main navigation menu on the left includes 'Home', 'Profile', 'Find Scholarships', and 'Understand...'. The 'Documents' page is active, displaying a message about profile information and a table of uploaded documents. A red arrow points to the 'REQUEST REC LETTER' button in the top right corner of the document list area.

File Name	Type	Uploaded By	Upload Date	Description	
RJUHSD_Demo-Recommendation Letter-20201029172504.pdf	Recommendation Letter	RJUHSD Demo	Oct 29th 2020	Rec letter 1	 

The screenshot shows the 'Upload document' modal form. The 'Document type' dropdown menu is open, displaying a list of document types including: Transcript, FAFSA® SAR, Recommendation Letter, Tax Return, Resume, Photo, College Acceptance Letter, College Financial Aid Award Letter, SAT Score Report, ACT Score Report, AP Score Report, SAT 2 Score Report, IB Score Report, GRE Score Report, GMAT Score Report, LSAT Score Report, and MCAT Score Report.

4. Request recommendation letters – in the top right corner of the “Documents” page you can also click “Request Rec Letter”. After that, you simply fill out your recommender’s email address and click “Send Request”. A lot of scholarships will require rec letters and it may take your recommenders time to write yours. Therefore we recommend requesting them immediately so they don’t hold you up later.

The screenshot shows the 'Documents' section of a user's profile on the Going Merry platform. The page header includes the 'goingmerry' logo, a search bar, and the user's name 'RJUHSD Demo'. The left sidebar contains navigation options: Home, Profile, Find Scholarships, and Understand... The main content area displays a message about profile information and a table of uploaded documents.

File Name	Type	Uploaded By	Upload Date	Description	
RJUHSD_Demo-Recommendation Letter-20201029172504.pdf	Recommendation Letter	RJUHSD Demo	Oct 29th 2020	Rec letter 1	Download icon

Recommendation Letter Request

Please enter your recommender's email address and we will send them instructions on how to upload your recommendation letter. Once they upload it, you will see it in your Document Portfolio and be able to attach it to any application.

Type recommender's email address
e.g. john.smith@gmail.com

Type a personal note to your recommender including when you need a recommendation letter by

SEND REQUEST

Recommender Email	Date Requested
tkeeney@rjuhsd.us	Nov 4th 2020
amprice@rjuhsd.us	Sep 18th 2020

5. Check your matched scholarships – now that your profile is complete, Going Merry will match you with scholarships from their database. To view the Local Scholarship Program for RJUHSD seniors, go to “Scholarships” on the left-hand menu and click on “Matched Scholarships”, then “Local Scholarships.”

The screenshot shows the 'Matched Scholarships' section of the Going Merry interface. The left sidebar is visible with 'Find Scholarships' and 'Matched scholarships' selected. The main area has filters for 'COMPLETION TIME', '# OF RECIPIENTS', and 'WHERE YOU APPLY'. Below these are toggle switches for 'Showing All Scholarships', 'COLLEGE', 'LOCAL SCHOLARSHIPS', 'BUNDLED APPS', and 'FAVORITES'. A red arrow points to the 'LOCAL SCHOLARSHIPS' filter. At the bottom, it says 'We found hundreds of scholarships based on your search' and 'SORT BY DEADLINE'.

6. Submit an application – you’ll be able to apply to any of your “Matched Scholarships”. Simply click on “Apply”. This will take you to a page where you can see the additional questions you have to answer. Simply fill out those and click “Submit” and we’ll handle the rest.