

# VOICE OF DEMOCRACY AND PATRIOT'S PEN SCHOLARS APP

For Post and District Level

Created By: Department of Illinois District 7 Commander

David Long 5/16/25

Narrated By: Department of Illinois VOD/PP Chairperson

Kyna Simpson

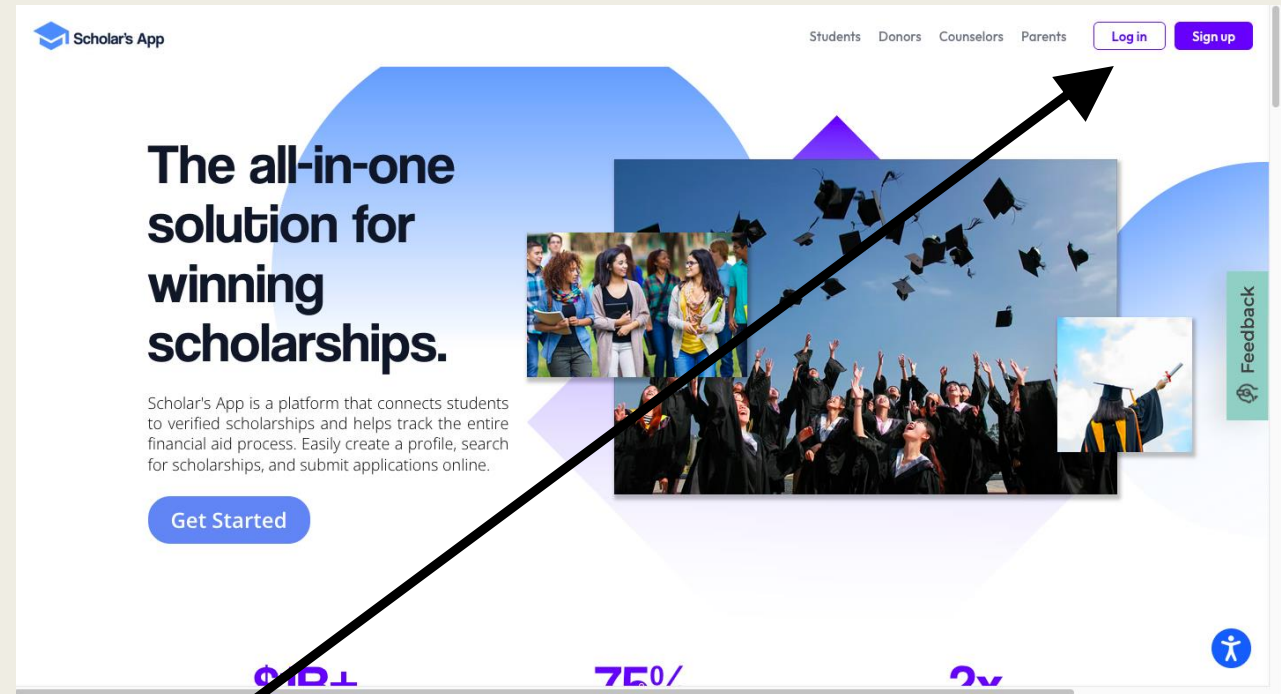


# Getting a Login

- Voice of Democracy/ Patriot's Pen Post Chairperson need to provide following items to their District VOD/PP Chairperson:
  - *Full name*
  - *Email address*
- The District Chairperson will then send this information to Scholars App (General Support: [hello@scholarsapp.com](mailto:hello@scholarsapp.com) or Technical Support: [support@scholarsapp.com](mailto:support@scholarsapp.com)) in order to have the individual added as a Chairperson.
- District VOD/PP Chairperson will also be responsible for submitting their name and email address to the Department VOD/PP Chairpersons respectfully and sending a cc to the Department Quartermaster at [vfwil@vfwil.org](mailto:vfwil@vfwil.org)
- Email will be sent from the Scholars App website
  - *Will be sent once the District Chairperson has received post Chairperson's information. Periodically check "Spam" folder*

# Logging In

- Check in your “Spam” folder if you have not received your email
  - *Reach out to your District Chairperson if you still have not received them*
- Open the email and click on the link to set up your Scholars App profile **OR** go to scholarsapp.com



### Log in

Email

Password

☒ Remember me [Forgot password?](#)

**Log in**

[Don't have an account? Sign up](#)  
[California Privacy Policy](#)

Bypass Password Login  
(Repeat this process every time you want to log in using this bypass.)

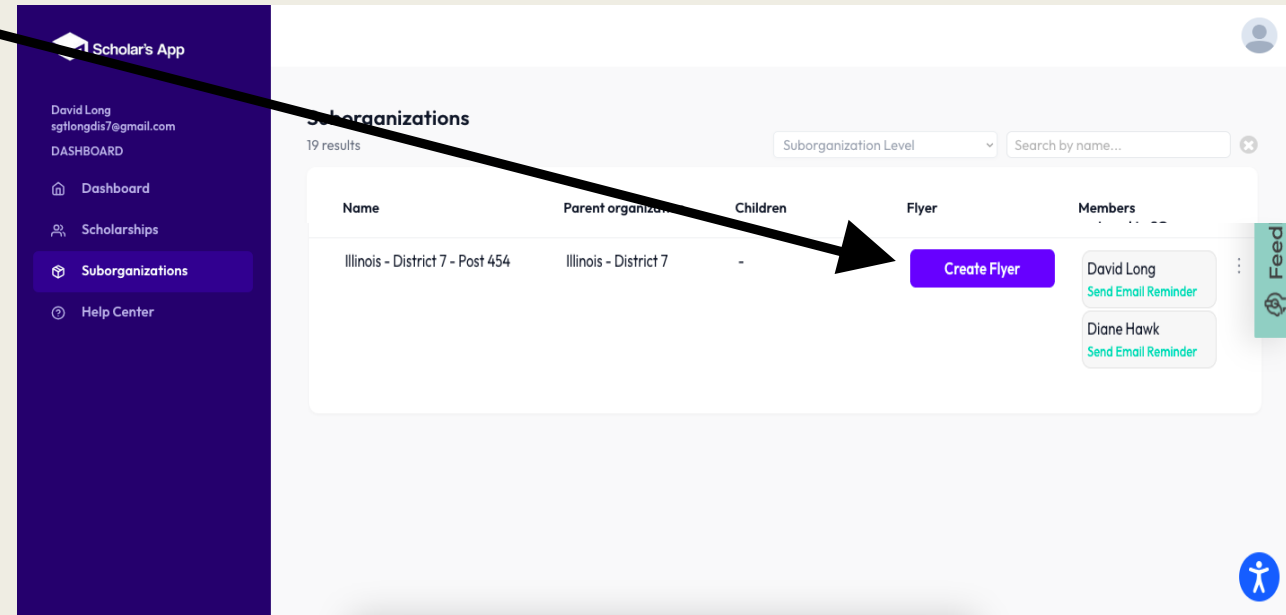
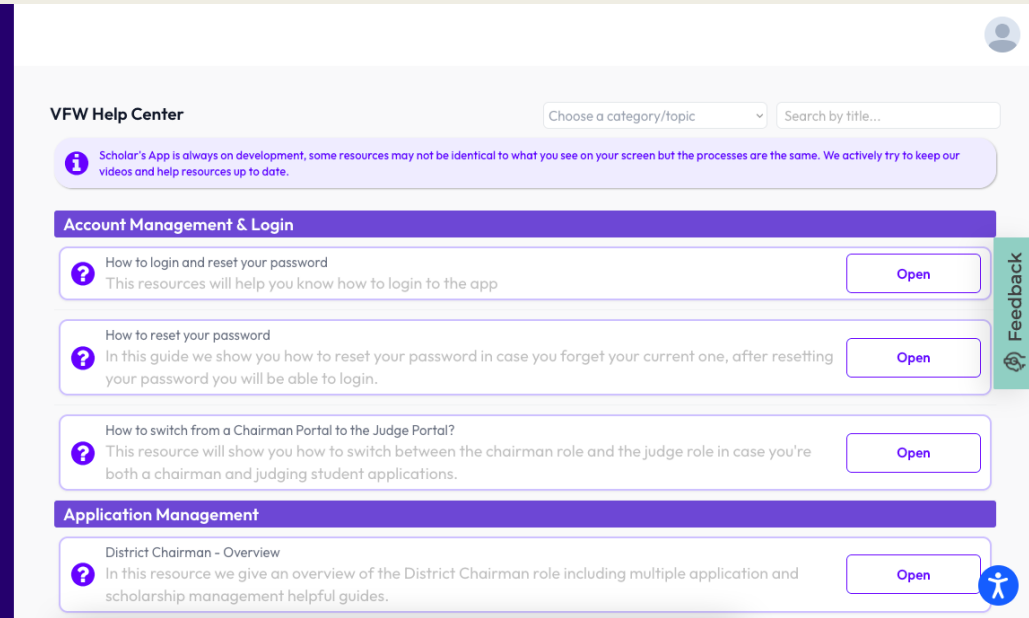
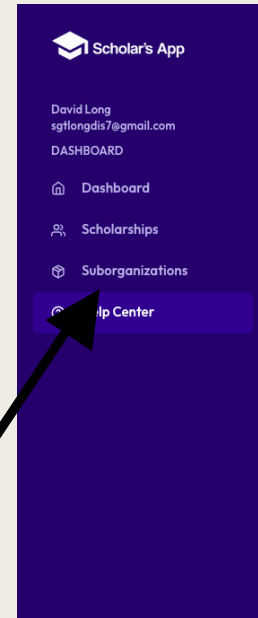
Password-Less Login

Type in your  
credentials

Select “Log In”

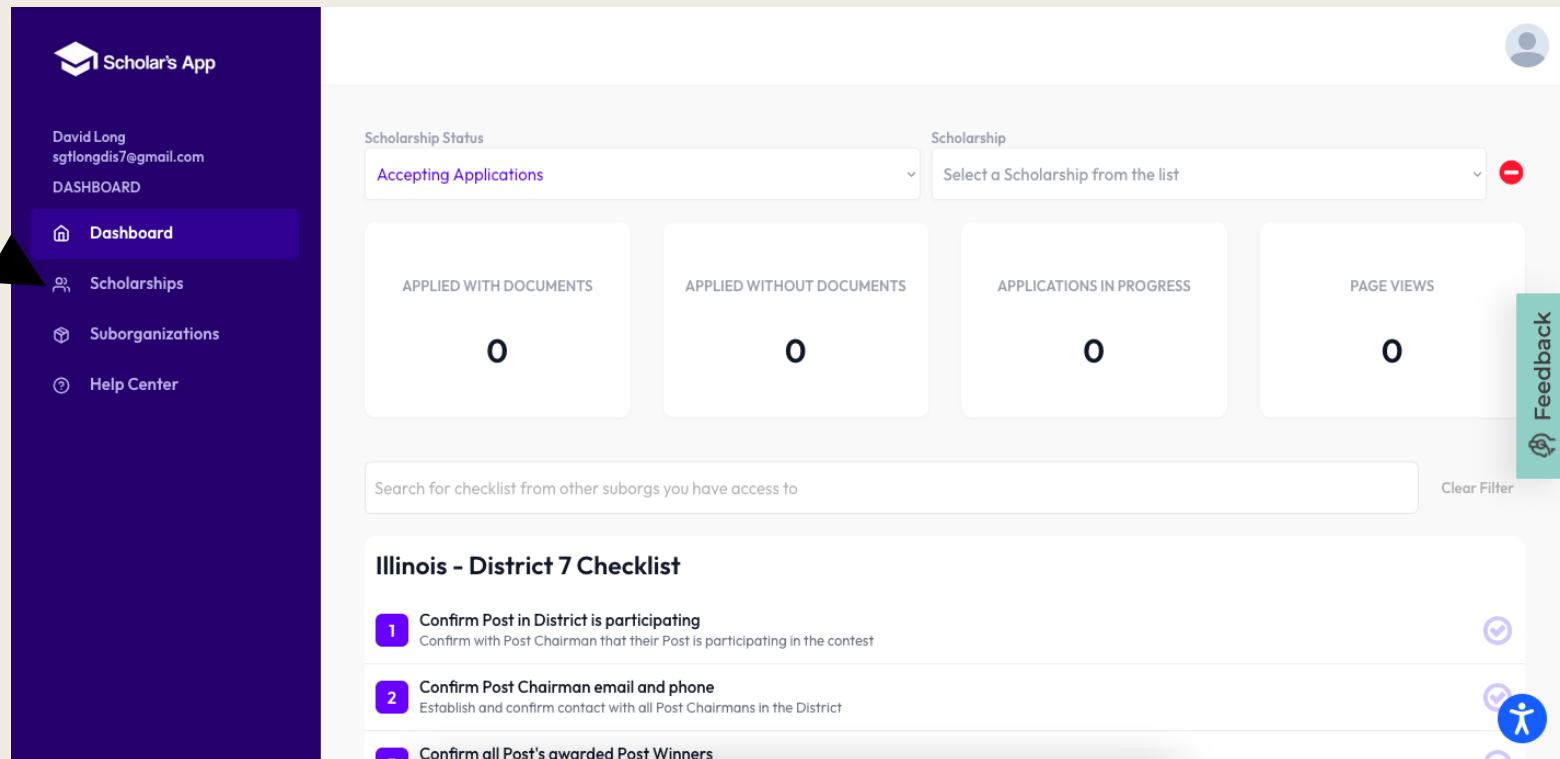
# Post Flyers

- Select “Suborganizations” on the left side of the page
- Click on “Post Flyers” to download and print
  - *Both Voice of Democracy and Patriot’s Pen will be on the **SAME** flyer*
- Distribute to local schools and businesses.



# Scholarships Tab

- On the lefthand side of the screen, click on “Scholarship” tab.
- You will be able to view your department, district, and post.
  - *Ex//: VFW-Voice of Democracy – Illinois – District 7 – Post 454*



# Scholarships Tab (continued)

## ■ Selecting your post

- Provides you access to Scholarship Information, Applicants, Judges, Judges Rounds and Awardees

**Scholar's App**

David Long  
sgtlongdis7@gmail.com  
DASHBOARD

- Dashboard
- Scholarships**
- Suborganizations
- Help Center

**VFW - Patriot's Pen - Illinois - District 7 - Post 454** Accepting Applications Open

Sub Organization: Illinois - District 7 - Post 454 Cycle: 3/12/25 - 11/01/25

0	0	0	0	0	0
Viewed	Qualified	In progress	Missing docs	Candidates	Awarded

**VFW - Patriot's Pen - Illinois - District 7 - Post 5212** Accepting Applications Open

Sub Organization: Illinois - District 7 - Post 5212 Cycle: 3/12/25 - 11/01/25

0	0	0	0	0	0
Viewed	Qualified	In progress	Missing docs	Candidates	Awarded

**VFW - Patriot's Pen - Illinois - District 7 - Post 5520** Accepting Applications Open

Sub Organization: Illinois - District 7 - Post 5520 Cycle: 3/12/25 - 11/01/25

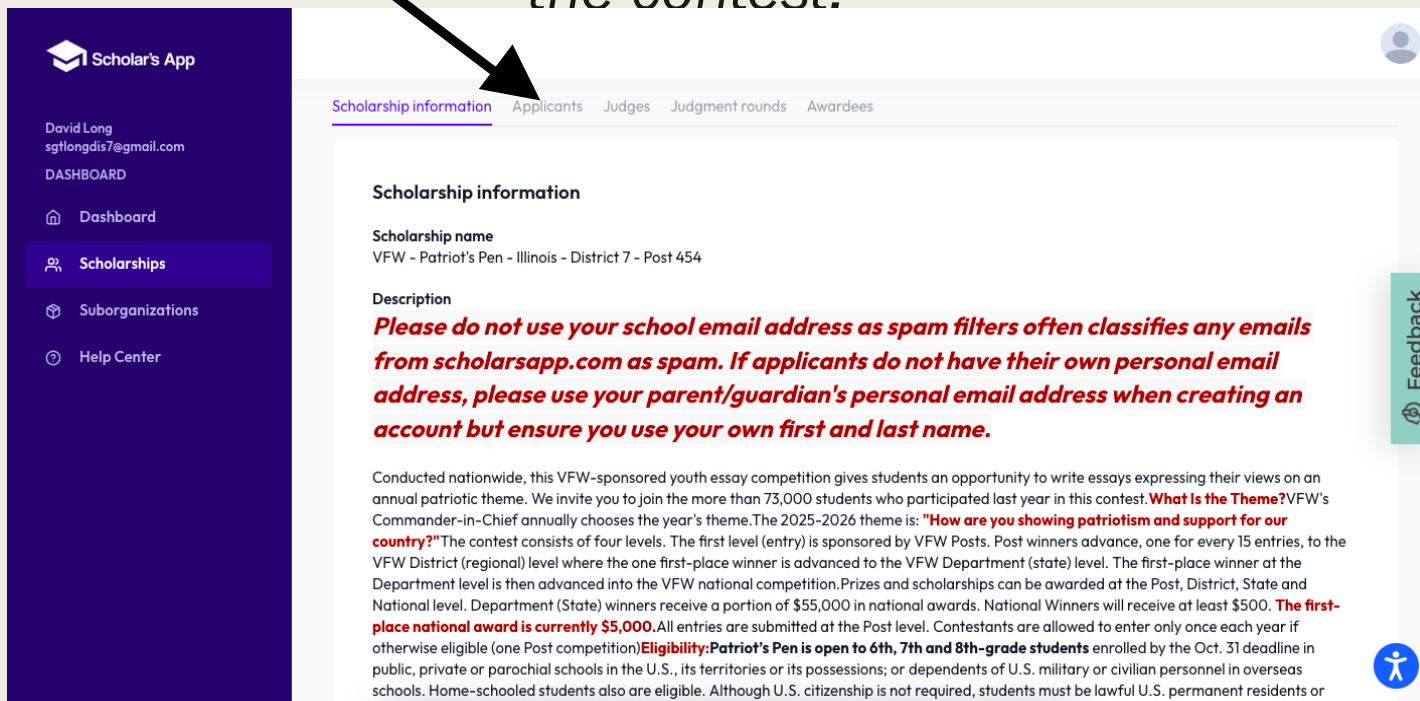
0	0	0	0	0	0
Viewed	Qualified	In progress	Missing docs	Candidates	Awarded

Feedback

# Applicants Tab

## ■ Click on “Applicants”

- *All Chairpersons need to be familiar with the rules and requirements under the Scholarship information tab!*
- *This will take you to all of the students who have entered the contest.*

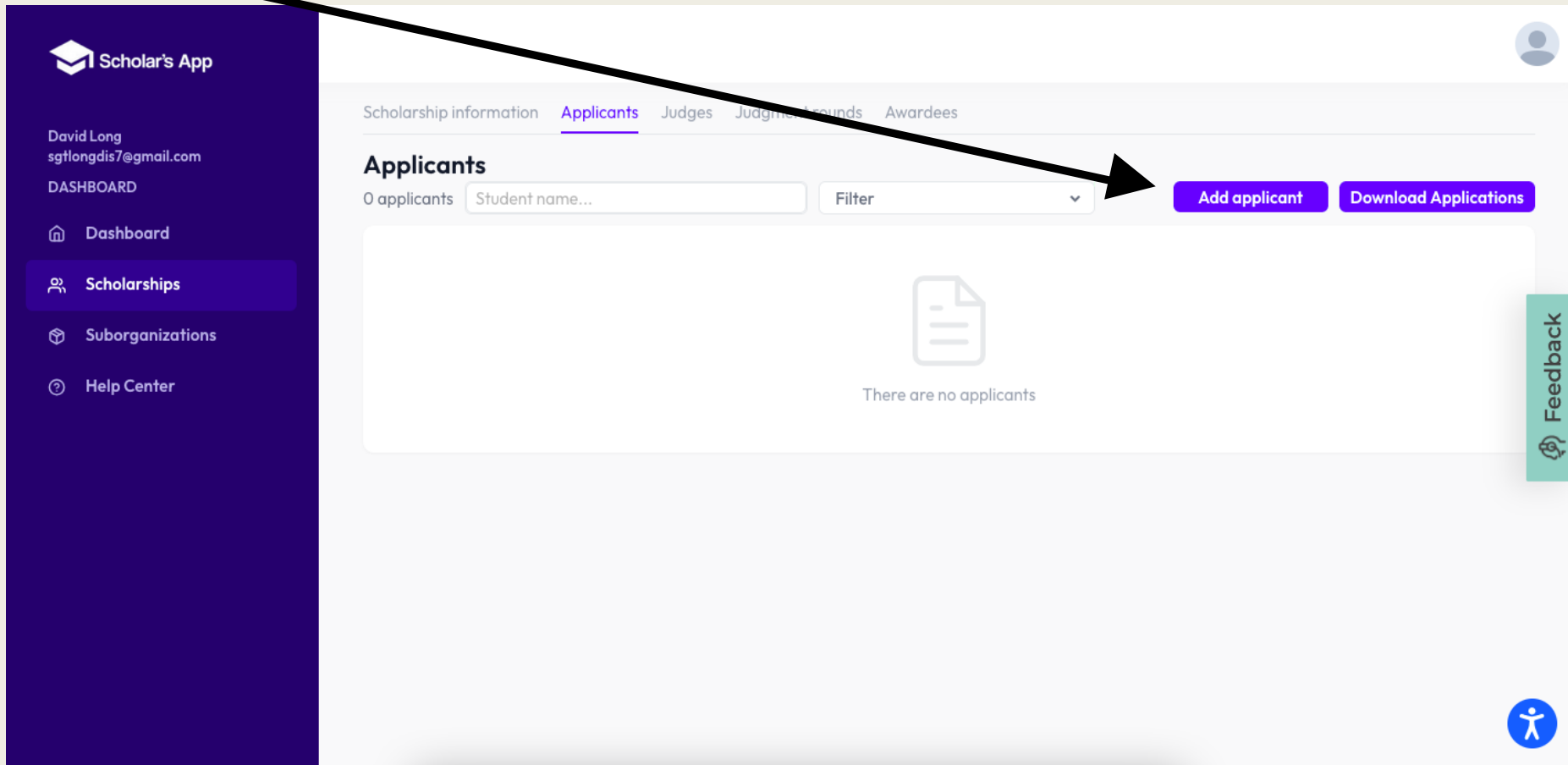


The screenshot displays the Scholar's App interface. On the left is a dark purple sidebar with the app's logo and user information (David Long, sgtlongdis7@gmail.com). Below this is a 'DASHBOARD' section with icons and labels for 'Dashboard', 'Scholarships' (which is highlighted), 'Suborganizations', and 'Help Center'. The main content area is white and features a horizontal navigation bar at the top with tabs: 'Scholarship information', 'Applicants', 'Judges', 'Judgment rounds', and 'Awardees'. An arrow from the text 'Click on “Applicants”' points to the 'Applicants' tab. The 'Applicants' tab is currently selected, showing a 'Scholarship information' section with the name 'VFW - Patriot's Pen - Illinois - District 7 - Post 454'. Below this is a 'Description' section containing a red warning: 'Please do not use your school email address as spam filters often classifies any emails from scholarsapp.com as spam. If applicants do not have their own personal email address, please use your parent/guardian's personal email address when creating an account but ensure you use your own first and last name.' The bottom of the page contains detailed contest rules and eligibility criteria. On the right side of the main content area, there is a vertical teal 'Feedback' button and a small blue circular icon at the bottom.



# Applicants Tab (*continued*)

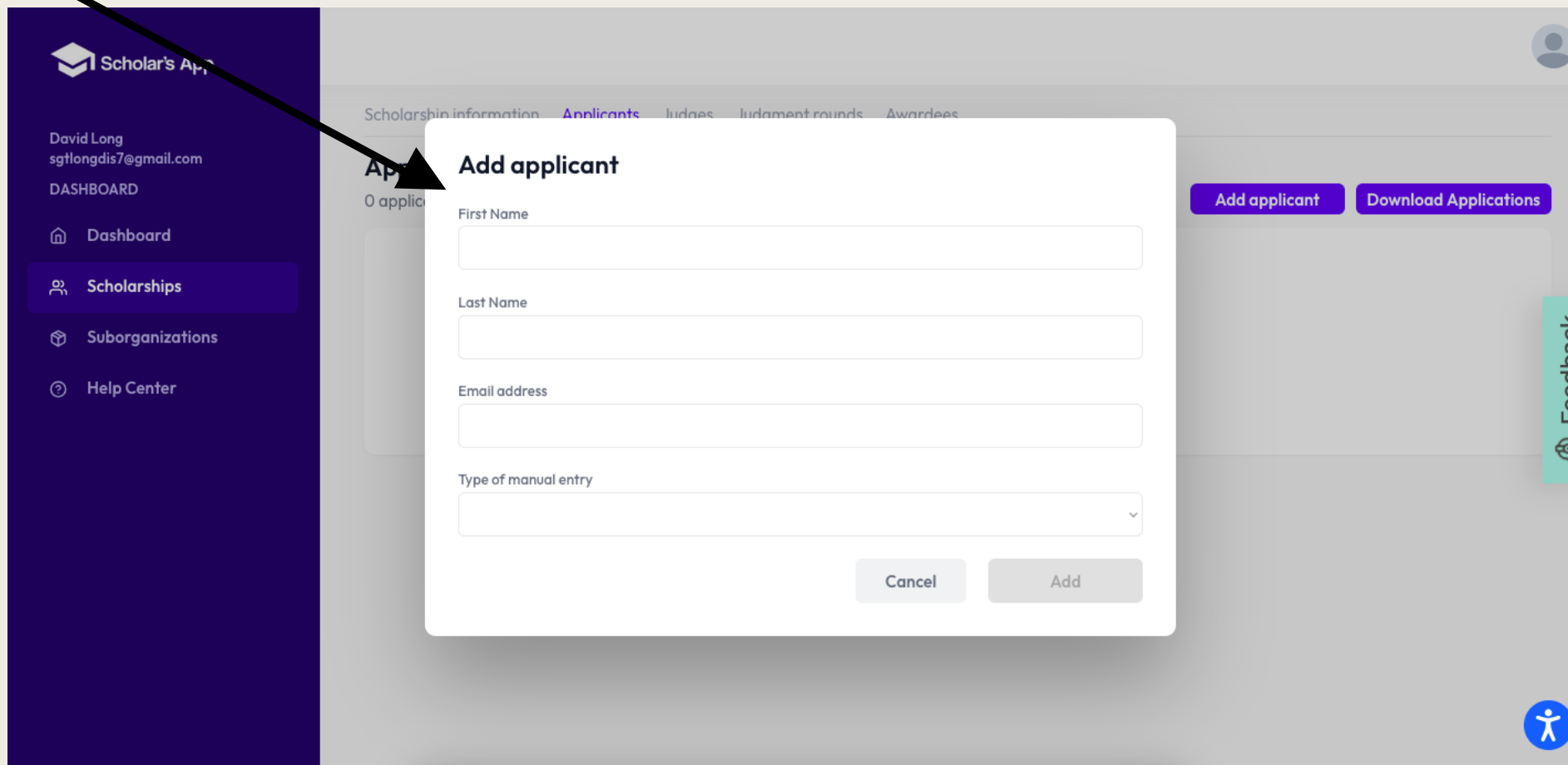
- If you need to add a student's application manually, select “Add Applicant”



The screenshot displays the Scholar's App interface. On the left is a dark purple sidebar with the 'Scholar's App' logo and user information for David Long (sgtlongdis7@gmail.com). The sidebar menu includes Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main content area has a top navigation bar with tabs: Scholarship information, Applicants (selected), Judges, Judging Rounds, and Awardees. Below the Applicants tab, the heading 'Applicants' is followed by '0 applicants', a search input field labeled 'Student name...', and a 'Filter' dropdown. Two prominent blue buttons, 'Add applicant' and 'Download Applications', are located to the right of the search field. A large black arrow points from the text 'Add Applicant' in the list above to the 'Add applicant' button. The main content area below the buttons is empty, showing a document icon and the text 'There are no applicants'. On the right side of the interface, there is a vertical teal 'Feedback' button and a blue user profile icon at the bottom right.

# Applicants Tab (*continued*)

- A pop up will open and you will fill out the student's name and email address



The screenshot displays the 'Scholar's App' dashboard. On the left, a dark blue sidebar contains the user's name 'David Long', email 'sgtlongdis7@gmail.com', and a 'DASHBOARD' section with links to 'Dashboard', 'Scholarships' (highlighted), 'Suborganizations', and 'Help Center'. The main content area has a top navigation bar with tabs: 'Scholarship information', 'Applicants' (active), 'Judges', 'Judgment rounds', and 'Awardees'. Below this, there's a section titled 'Applicants' with '0 applicants' and two buttons: 'Add applicant' and 'Download Applications'. A white 'Add applicant' pop-up form is centered over the main content. It contains four input fields: 'First Name', 'Last Name', 'Email address', and 'Type of manual entry' (a dropdown menu). At the bottom of the pop-up are 'Cancel' and 'Add' buttons. A black arrow points from the text in the list above to the 'Add applicant' button in the background. On the right edge of the dashboard, there is a vertical teal 'Feedback' button with a speech bubble icon. A blue user icon is in the bottom right corner.

**Add applicant**

First Name

Last Name

Email address

Type of manual entry

Cancel Add

# Applicants Tab (*continued*)

- Click on “Type of Manual Entry” and select “Structured Files”
  - *it’s the only option available*

Scholar's App

David Long  
sgtlongdis7@gmail.com  
DASHBOARD

Dashboard

Scholarships

Suborganizations

Help Center

Scholarship information Applicants Judges Judgement rounds Awardees

0 applicants

**Add applicant** **Download Applications**

**Add applicant**

First Name  
John

Last Name  
Doe

Email address  
jdoe@awesome.com

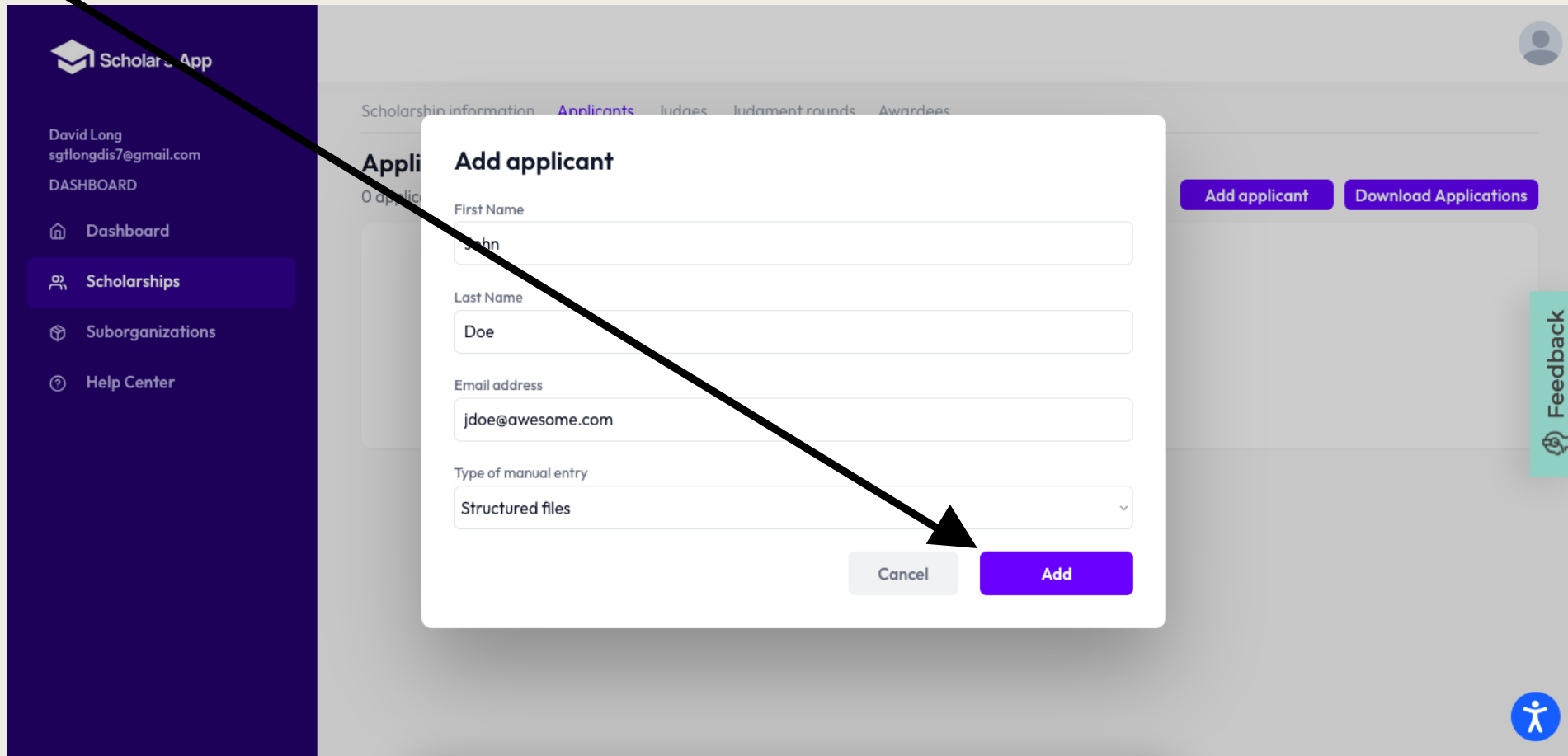
Type of manual entry  
Structured files

Cancel Add

Feedback

# Applicants Tab (*continued*)

- Once finished, click on “add” and the student will populate in the applicant section.



The screenshot displays the Scholar App interface. On the left is a dark blue sidebar with the app logo and navigation links: Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main area shows the 'Applicants' tab selected, with a modal form titled 'Add applicant' in the center. The form contains the following fields: First Name (John), Last Name (Doe), Email address (jdoe@awesome.com), and Type of manual entry (Structured files). At the bottom of the modal are 'Cancel' and 'Add' buttons. A large black arrow points from the text in the list above to the 'Add' button. In the background, a table of applicants is partially visible, and a 'Feedback' button is on the right side of the screen.

Scholarship information	Applicants	Judges	Judgment rounds	Awardees
0 applicants				

# Applicants Tab (*continued*)

- Select “upload application” for the student and a pop up will show where you add the student’s application file, headshot, essay and/or audio file.

The screenshot displays the Scholar's App interface. On the left is a dark purple sidebar with the 'Scholar's App' logo and user information for David Long. The main content area is white and shows the 'Applicants' tab selected. At the top of the main area are navigation links: 'Scholarship information', 'Applicants', 'Judges', 'Judgment rounds', and 'Awardees'. Below these is a section titled 'Applicants' with a search bar, a filter dropdown, and two buttons: 'Add applicant' and 'Download Applications'. A table lists the applicants, with one entry for 'John D...' having an 'App in Progress' status. Below the table, a section titled 'Available actions' contains four buttons: 'Upload application', 'Download file(s)', 'Edit Uploaded Files', and 'Open Application'. A black arrow points from the text in the list item to the 'Upload application' button. On the right side of the interface, there is a vertical green 'Feedback' button and a blue user profile icon at the bottom right.

Applicants	Application ID	Submitted	Status
John D...	428750735662	-	App in Progress

# Applicants Tab (*continued*)

- Select “Submit” once **ALL** items have been uploaded

The screenshot displays the 'Scholar's App' interface. On the left is a dark purple sidebar with the following elements: the 'Scholar's App' logo, user information for David Long (sgtlongdis7@gmail.com), a 'DASHBOARD' section, and navigation links for 'Dashboard', 'Scholarships' (highlighted), 'Suborganizations', and 'Help Center'. The main content area is light gray and shows a modal titled 'Upload application' with a close button (X). The modal contains three input fields: 'Application file' (containing 'VOD%20PP%20Test%20Documents.pdf'), 'Headshot' (containing 'Picture1.jpg'), and 'Essay File' (containing 'VOD%20PP%20Test%20Documents.docx'). At the bottom of the modal are 'Cancel' and 'Submit' buttons. A black arrow points from the 'Submit' button in the modal to the 'Submit' button in the sidebar. In the background, there are buttons for 'Accepting Applications', 'Add applicant', and 'Download Applications', along with a 'Feedback' link and a user profile icon.

# Applicants Tab

## *(DISTRICT LEVEL ONLY)*

- All posts in your district need to advance their winners to the district for judging
- Select “Applicants Tab” to view all of the students
- If a post has not sent their winner electronically, you can add the post student winner manually
  - *see Applicants Tab slides for directions on how to complete*
  - *Ensure this applicant is submitted under the appropriate post*

# Judges Tab

- Select “Judges” tab to add your post judges

The screenshot displays the Scholar's App interface. On the left is a dark blue sidebar with the following elements: a graduation cap icon and 'Scholar's App' text; user information 'David Long' and 'sgtlongdis7@gmail.com'; a 'DASHBOARD' section with links to 'Dashboard', 'Scholarships' (highlighted), 'Suborganizations', and 'Help Center'. The main content area has a purple header bar with the text 'VFW - Patriot's Pen - Illinois - District 7 - Post 454' and a button 'Accepting Applications'. Below this is a navigation bar with tabs: 'Scholarship information', 'Applicants', 'Judges' (underlined and pointed to by an arrow), 'Judgment rounds', and 'Awardees'. The 'Judges' section shows '1 result' and a card for 'Jane Doe' with a profile picture, a menu icon, and review statistics: 'Assigned reviews: 0' and 'Completed reviews: 0' with a progress bar. On the right side of the main area, there is a 'Filter' dropdown and an 'Add judge' button. A vertical green 'Feedback' button is on the far right. A blue user icon is in the bottom right corner.



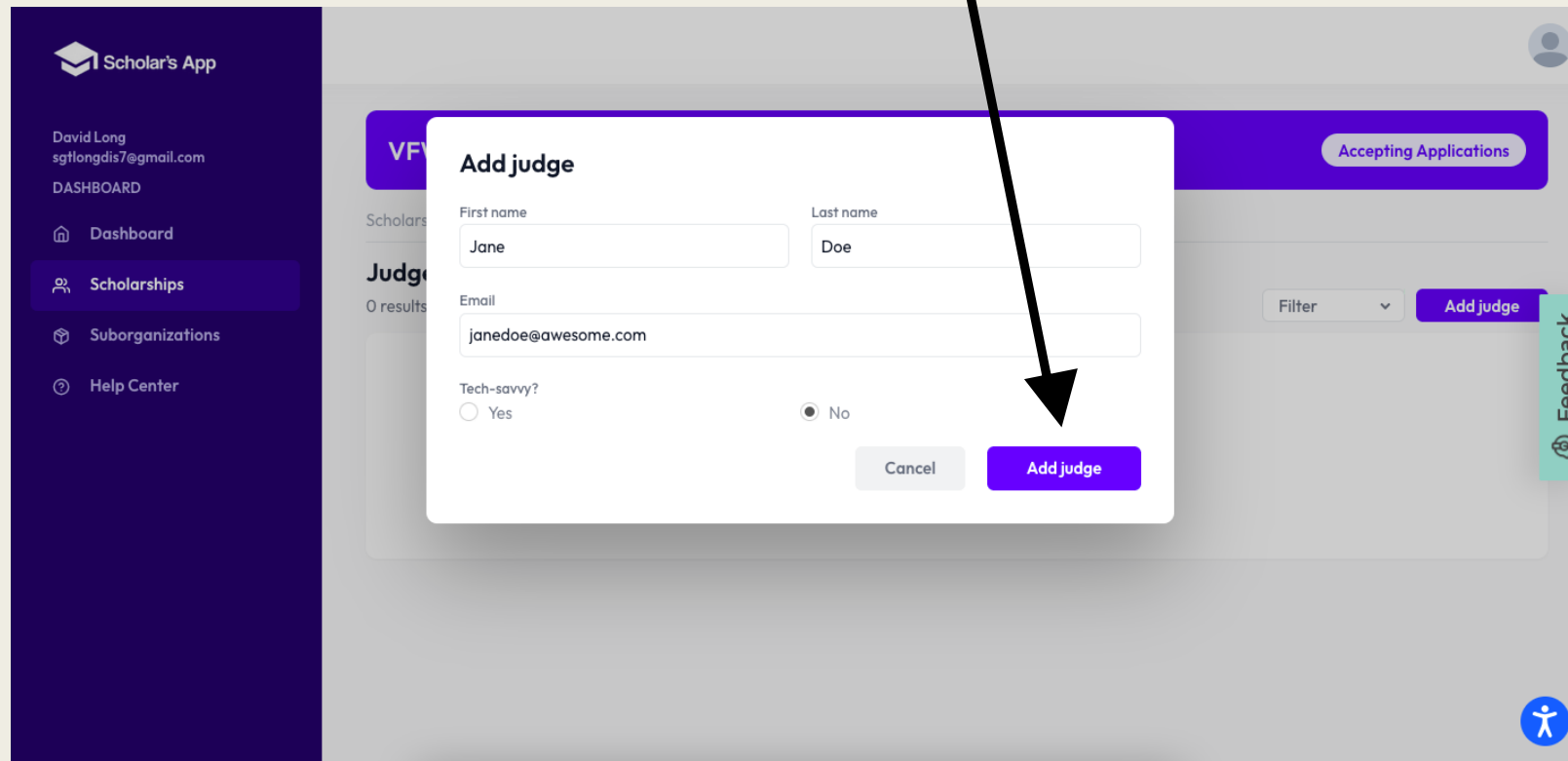
# Judges Tab (continued)

- Select “Add Judge”

The screenshot displays the Scholar's App interface. On the left is a dark blue sidebar with the 'Scholar's App' logo and user information for David Long (sgtlongdis7@gmail.com). The sidebar menu includes Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main content area is white and shows the 'VFW - Patriot's Pen - Illinois - District 7 - Post 454' scholarship page, which is currently 'Accepting Applications'. The 'Judges' tab is selected in the top navigation bar. Below the tab, it shows '0 results' and an 'Add judge' button. A black arrow points from the text 'Select “Add Judge”' to this button. The page also features a 'Filter' dropdown, a 'Feedback' button on the right, and a user profile icon in the top right corner.

# Judges Tab (continued)

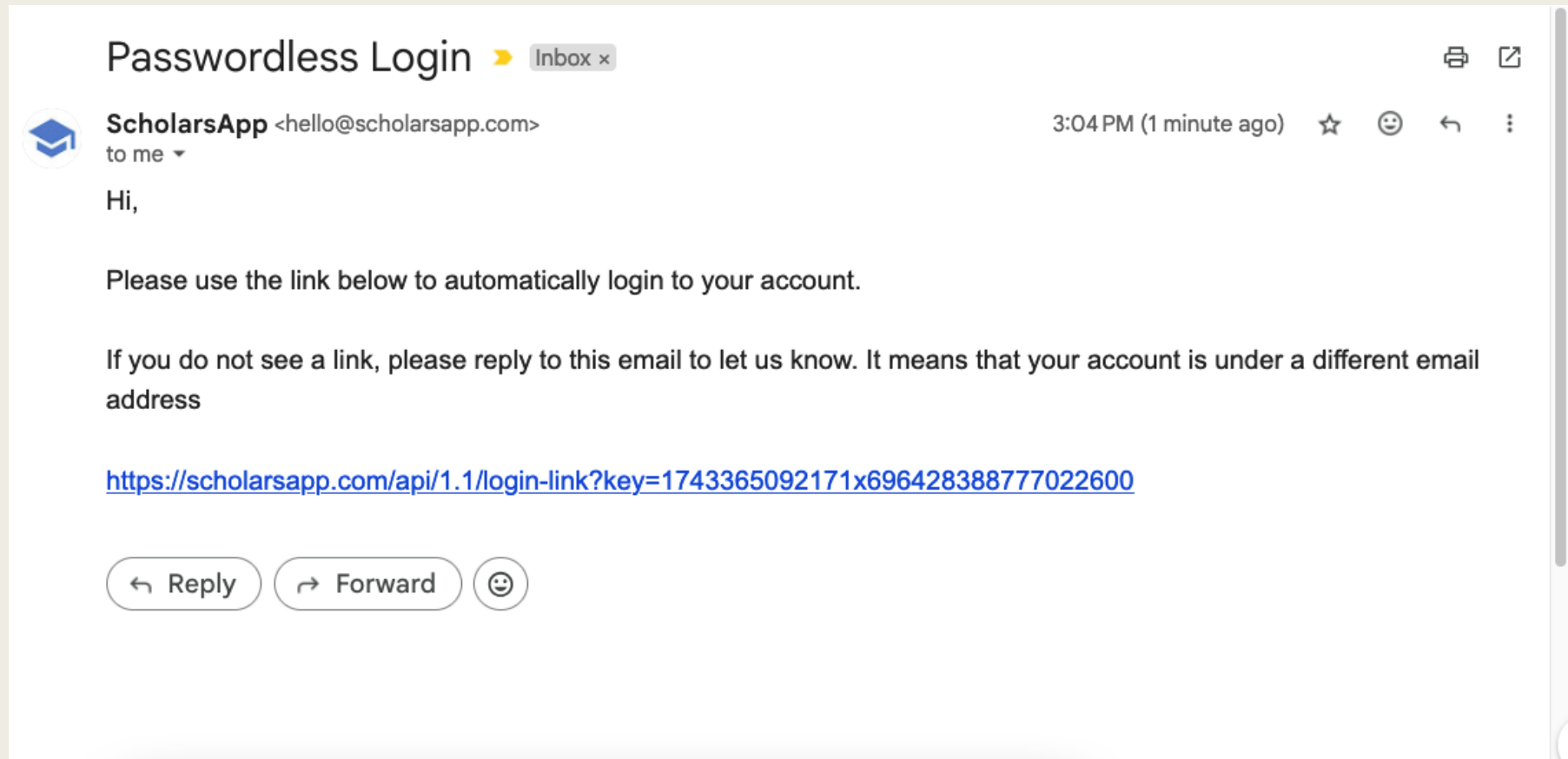
- A popup window will appear for you to add all relevant information for the judge
- Select “Add Judge” when completed



The screenshot displays the Scholar's App interface. On the left is a dark blue sidebar with the 'Scholar's App' logo and user information: David Long, sgtlongdis7@gmail.com, and a DASHBOARD section with links to Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main content area is light gray and shows a 'Judges' tab with a search bar and a list of judges. A white 'Add judge' popup window is centered over the list. The popup contains the following fields: 'First name' (Jane), 'Last name' (Doe), and 'Email' (janedoe@awesome.com). Below these is a 'Tech-savvy?' section with radio buttons for 'Yes' and 'No' (selected). At the bottom of the popup are 'Cancel' and 'Add judge' buttons. A black arrow points from the text 'Select “Add Judge” when completed' to the 'Add judge' button in the popup. In the background, a purple button labeled 'Accepting Applications' is visible at the top right, and a 'Filter' dropdown and 'Add judge' button are visible in the middle right. A 'Feedback' button is on the far right edge, and a user profile icon is in the top right corner.

# Judging Essay/ Audio Essay

- Judges will receive an email from Scholars App to create a login



# Judging Guidelines: Voice of Democracy

VOD Judges' Guidelines					
Category	1-10 pts	11-20 pts	21-25 pts	26-30 pts	30-35 pts
Originality (35 pts possible)	Unoriginal. Re-phrases others' ideas or uses cliches without any creative applications.	A few original, creative thoughts but on the whole fails to be engaging.	Mostly original, creative thoughts that are generally engaging.	Content is original and creative that engage the reader throughout the essay.	Excellent developed with many aspects and ideas of the theme being addressed. Original content, original examples that are memorable and impactful. Captivates the audience and leaves a lasting and profound impression.
Content (30 pts possible)	Content is unrelated to the theme of the contest. Structure is disorganized and hard to follow.	Partially related to the theme of the contest. Structure lacks organization, focus, and clear argumentation.	Mostly related to the theme of the contest. There is some structure, but there are gaps in organization, focus, and argumentation.	The content is clearly in line with the contest theme. Good structure and organization is evident. The paper is mostly focused and most arguments are well-supported.	
Delivery (35 pts possible)	The speaker cannot be understood. Articulation is poor with poor pronunciation.	The speaker is difficult to understand. The speaker is monotone through much of the speech. The speaker is unengaging and pacing is poor.	The speaker can be understood most of the time, but vocal tone and pacing are inconsistent, and speaker's ability to engage the listener is uneven.	Clear speaking voice with generally good tone and pacing that complement the content of the speech and generally engage the listener.	Superior speaking voice with excellent tone and well-paced delivery that enlivens the content of the speech and consistently engages the listener.

# Judging Guidelines: Patriots Pen

Patriot's Pen Judges' Guidelines				
Category	1-10 pts	11-20 pts	21-30 pts	31-35 pts
Theme Knowledge (30 pts possible)	Student does not demonstrate understanding of the theme. The theme is not clearly stated or the content is not evident of the theme.	Student demonstrates some understanding of the theme. The theme is stated and some of the content is evident of the theme.	Student demonstrates a high level of understanding of the theme. The theme is clearly stated and content consistently demonstrates evidence of understanding.	
Theme Development (35 pts possible)	The theme of the essay shows little to no development throughout the essay. The student may have alluded to the theme but the essay lacks consistency in ideas.	The theme shows some development with a few aspects of the theme being addressed. Student leaves reader with some unanswered questions.	The theme shows good development with several aspects of the theme being addressed. Student conveys the theme with clarity.	The theme is excellently developed with many aspects and ideas of the theme being addressed. Student conveys theme with clarity and purpose.
Clarity of Ideas (35 pts possible)	The student struggles to convey their ideas to the reader. The ideas are not cohesive or organized. The essay is confusing and hard-to-follow.	The student conveys some of their ideas to their reader. Some of the ideas are organized and cohesive, but parts of the essay were confusing or may have not connected to the rest of the essay.	The student conveys many ideas to their reader. Most ideas are organized and cohesive. The essay flows well and is easy to follow.	The student conveys all ideas to their reader in an organized and cohesive manner. The essay has excellent structure and flows exceptionally well and holds the attention of the reader throughout.

# Judgement Round

- Click on “Judgement Round”
  - *You will be able to view all of your applicants listed*

The screenshot displays the Scholar's App interface. On the left is a dark blue sidebar with the 'Scholar's App' logo and user information for David Long (sgtlongdis7@gmail.com). The sidebar menu includes Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main content area has a purple header for the scholarship 'VFW - Patriot's Pen - Illinois - District 7 - Post 454' with a status of 'Accepting Applications'. Below the header are tabs for Scholarship information, Applicants, Judgment rounds (selected), and Awardees. A black arrow points from the text 'Click on “Judgement Round”' to the 'Judgment rounds' tab. Under the 'Round 1' tab, there are three summary cards: '# OF APPLICATIONS' with a value of 1, 'ASSIGNED APPLICATIONS' with 0%, and 'REVIEW COMPLETION' with 0%. Below these are sections for 'REVIEW DEADLINE' (11/22/24 11:59 AM CST) and 'CRITERIA TYPE' (Tally). At the bottom, an 'Applications' section shows '1 applications' and includes search filters for 'Student name...' and 'Reviewer name...', along with buttons for 'Select top students', 'Bulk action', and 'Generate Report'. A vertical 'Feedback' button is on the right side of the main content area.

# Judgement Round (*continued*)

- To assign **ALL** students at once, locate the “student” label at the top of the list and select the check box next to the “student” label

- To assign a **SINGLE**, select the check box next to their name

The screenshot shows the Scholar's App interface. The sidebar on the left contains the following links: Dashboard, Scholarships, Suborganizations, and Help Center. The main dashboard area displays the following information:

- Round 1** (selected)
- # OF APPLICATIONS**: 1
- ASSIGNED APPLICATIONS**: 0%
- REVIEW COMPLETION**: 0%
- REVIEW DEADLINE**: 11/22/24 11:59 AM CST
- CRITERIA TYPE**: Tally

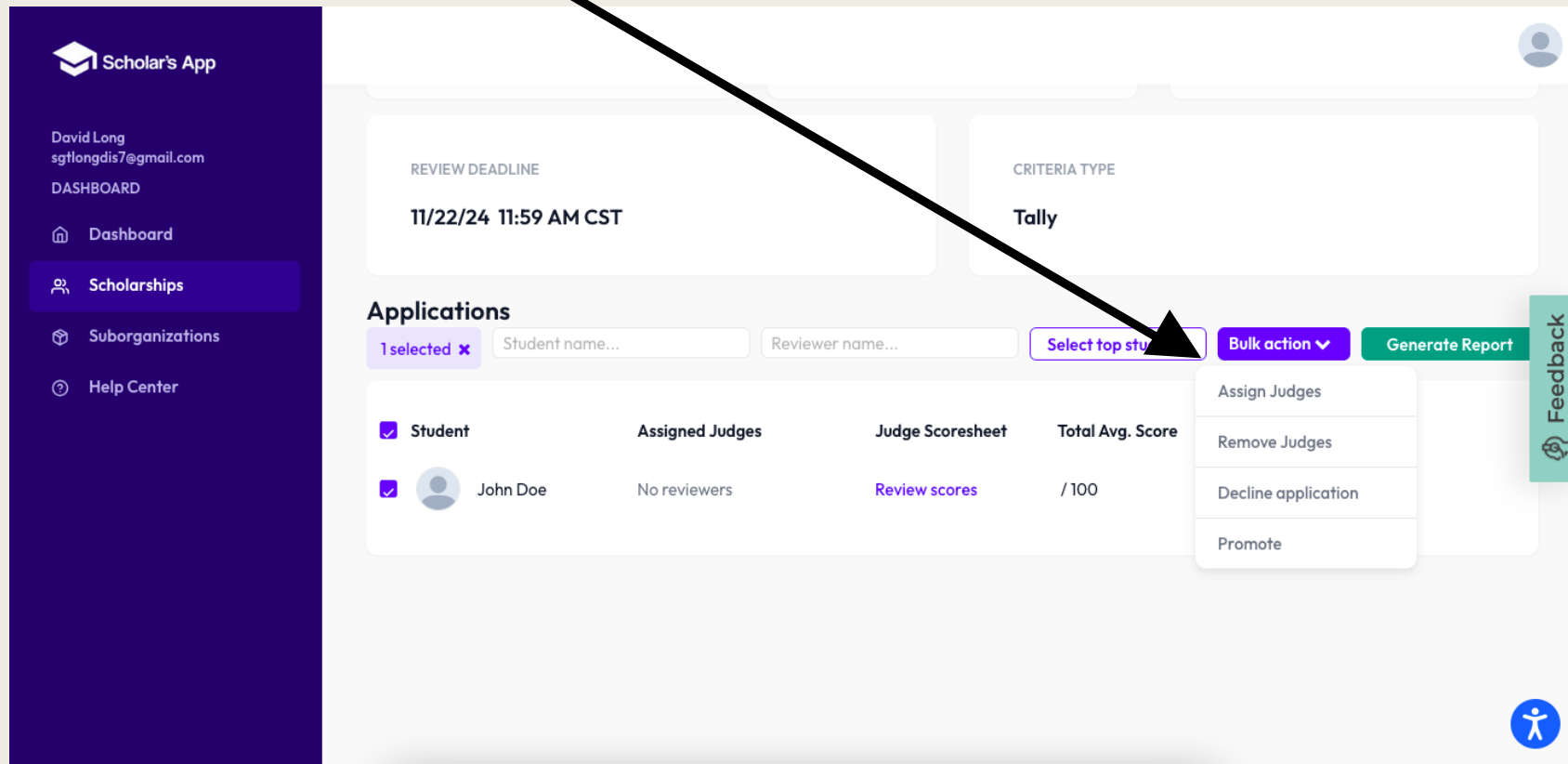
Below the summary cards is the **Applications** section, which includes a table of applications. The table has the following columns: Student, Assigned Judges, Judge Scoresheet, Total Avg. Score, and Judgment status.

Student	Assigned Judges	Judge Scoresheet	Total Avg. Score	Judgment status
<input type="checkbox"/> Student				
<input type="checkbox"/> John Doe	No reviewers	Review scores	/ 100	Pending

Arrows from the text instructions point to the "Student" label and the check box next to "John Doe" in the table.

# Judgement Round (*continued*)

- Once your students are selected, click on “Bulk Action”
- Select “Assign Judge”



**Scholar's App**

David Long  
sgtlongdis7@gmail.com  
DASHBOARD


- Dashboard
- Scholarships**
- Suborganizations
- Help Center

**REVIEW DEADLINE**  
11/22/24 11:59 AM CST

**CRITERIA TYPE**  
Tally

**Applications**

1 selected ✕ Student name... Reviewer name... **Select top student** **Bulk action** **Generate Report**

<input checked="" type="checkbox"/> Student	Assigned Judges	Judge Scoresheet	Total Avg. Score
<input checked="" type="checkbox"/>  John Doe	No reviewers	<a href="#">Review scores</a>	/ 100

**Assign Judges**  
**Remove Judges**  
**Decline application**  
**Promote**

**Feedback**

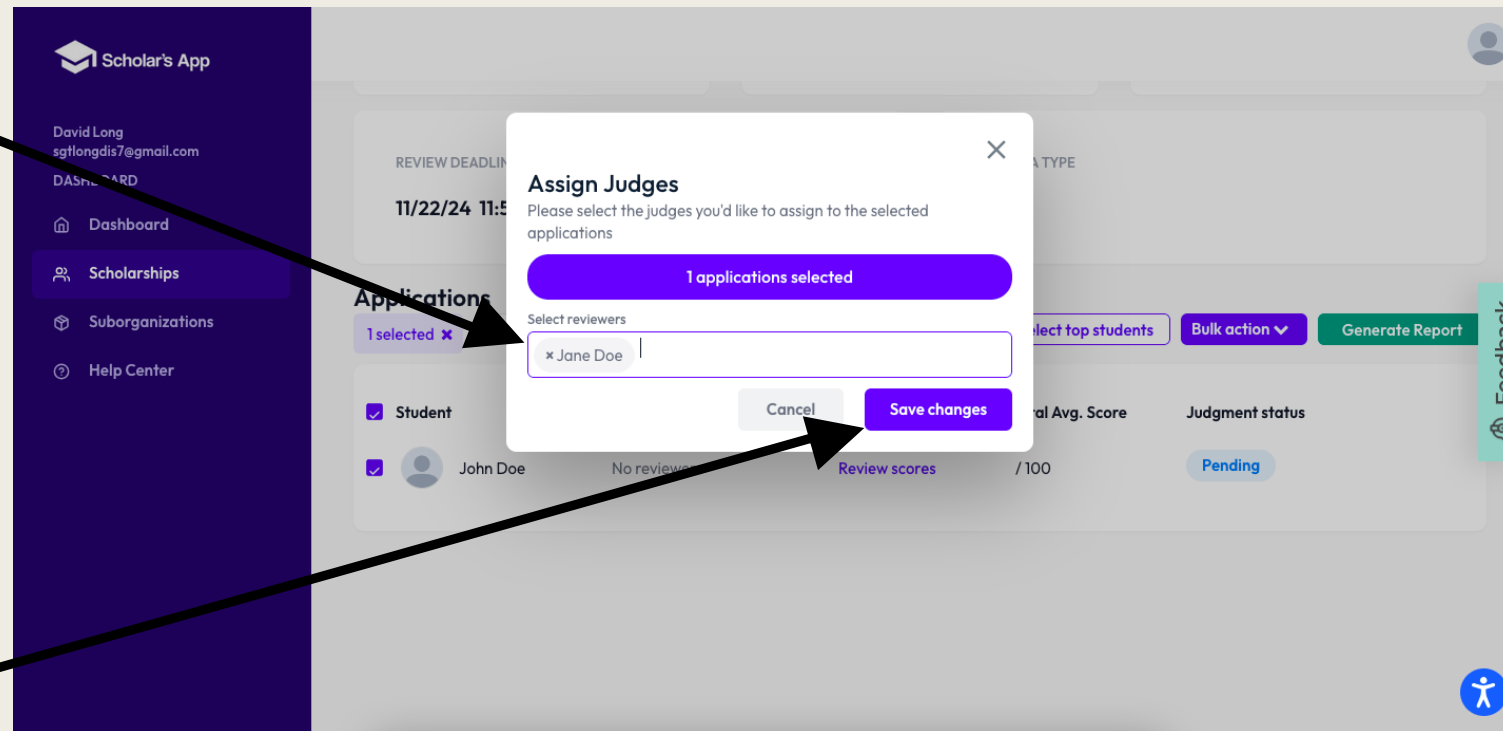


# Judgement Round (*continued*)

- In the popup window, click on “select reviewer”

- A dropdown will appear for you to select your judge(s)

- Select “save changes”

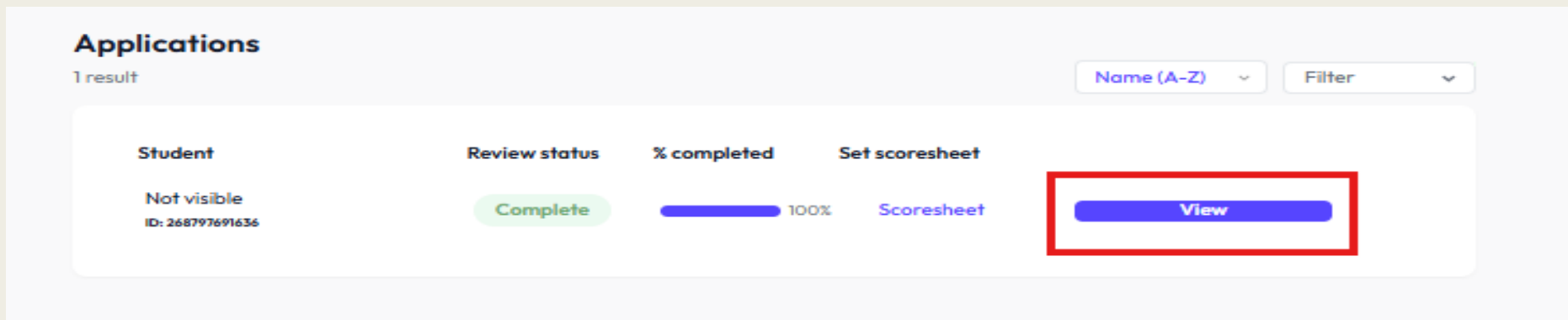


# Judging Essay/ Audio Essay

- Once logged in, select “VFW-Voice of Democracy – Illinois – your district – your post #”
  - *All of the student applicants will be ID numbers*
  - *District and Post Chairperson will see students name*
- Select “Download Files” to download the student’s application and essay and/ or audio files (for VOD students only)
- Read and/ or listen to the essay/ audio file

# Judging Essay/ Audio Essay (continued)

- Select “Scoresheet”
- In the new window, provide scoring and additional comments for the student’s entry
- When finished, select “Save” to submit scoring
- If you need to go back and change a score simply click the **"View"** button next to the student you want to update, and you will be able to change the score for the students essay.



The screenshot displays the 'Applications' section of a software interface. At the top, it says 'Applications' and '1 result'. There are two dropdown menus: 'Name (A-Z)' and 'Filter'. Below this is a table with the following columns: 'Student', 'Review status', '% completed', and 'Set scoresheet'. The table contains one row for a student with the status 'Not visible' and ID '268797691636'. The 'Review status' is 'Complete' (indicated by a green pill), and the '% completed' is 100% (indicated by a blue progress bar). The 'Set scoresheet' column has a 'Scoresheet' link and a blue 'View' button, which is highlighted with a red rectangular border.

Student	Review status	% completed	Set scoresheet
Not visible ID: 268797691636	Complete	100%	Scoresheet <a href="#">View</a>

# Promoting a Student

(completed by VOD/ PP Chairperson)

- Complete only when **ALL** judges have finished
  - *Post VOD/ PP Chairperson will need to ensure that all scores have been submitted for **EVERY** student*
  - *Ranking will be assigned automatically once all scoring has been submitted*

# Promoting a Student

(completed by VOD/ PP Chairperson)

- Select the box next to the student's name

The screenshot displays the Scholar's App interface. On the left is a dark purple sidebar with the app logo and navigation links: Dashboard, Scholarships (highlighted), Suborganizations, and Help Center. The main content area is white and shows the 'Applications' section. At the top, there are two summary cards: 'REVIEW DEADLINE' (11/22/24 11:59 AM CST) and 'CRITERIA TYPE' (Tally). Below these are filters for 'Student name...' and 'Reviewer name...', and buttons for 'Select top students', 'Bulk action', and 'Generate Report'. A table lists applications, with the first row for 'John Doe' having a checked selection box. A context menu is open over the 'John Doe' row, showing options: Assign Judges, Remove Judges, Decline application, and Promote. A vertical 'Feedback' button is on the right edge.

**Scholar's App**  
David Long  
sgtlongdis7@gmail.com  
DASHBOARD

- Dashboard
- Scholarships**
- Suborganizations
- Help Center

**Applications**

1 selected x Student name... Reviewer name... Select top students Bulk action Generate Report

<input checked="" type="checkbox"/>	Student	Assigned Judges	Judge Scoresheet	Total Avg. Score
<input checked="" type="checkbox"/>	John Doe	No reviewers	<a href="#">Review scores</a>	/ 100

- Assign Judges
- Remove Judges
- Decline application
- Promote

Feedback

# Promoting a Student

(completed by VOD/ PP Chairperson)

- Select “Bulk Action”
- Select “Promote”
  - A popup window will appear
- Fill out the promotion form and click “Submit”

The screenshot shows the Scholar's App interface. On the left is a dark purple sidebar with the 'Scholar's App' logo and navigation links: DASHBOARD, Dashboard, Scholarships, Suborganizations, and Help Center. The main content area is white and titled 'Applications'. It features a 'REVIEW DEADLINE' of 11/22/24 11:59 AM CST and a 'CRITERIA TYPE' of Tally. Below this is a table of applications. The first row is selected, showing a student named John Doe with no reviewers. A 'Bulk action' dropdown menu is open, showing options: Assign Judges, Remove Judges, Decline application, and Promote. Arrows from the text instructions point to the 'Bulk action' button and the 'Promote' option in the dropdown menu.

Student	Assigned Judges	Judge Scoresheet	Total Avg. Score
<input checked="" type="checkbox"/> John Doe	No reviewers	<a href="#">Review scores</a>	/ 100

# Contact Information

## ■ David Long

- *VOD/PP Scholars App Coordinator*
- *217-769-9810*
- [sgtlongdis7@gmail.com](mailto:sgtlongdis7@gmail.com)

## ■ Kyna Simpson

- *VOD/PP Scholars App Coordinator*
- *708-977-5083*
- [fog4kat@me.com](mailto:fog4kat@me.com)

