## How to generate/download flyer

1 Navigate to <u>https://scholarsapp.com/version-live/login</u>

2 Login with your designated email and password

Once logged in, you''ll land on the website homepageClick the "Human" icon on the top right corner of your screen



4 Click "Chairman Portal"	
	Chairman Portal
	<ul> <li>Parent Portal</li> <li>My account</li> </ul>
	[→ Log out

**5** You'll land on the Scholarships tab that displays all your scholarships

### Click "Suborganizations"

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**7** Look for the post you want to download a flyer

Click here to create the flyer

Wait for it to generate the flyer (10-30seconds).

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### After generating the flyer.

Click here to download

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9 A prompt will appear to download it on your device. Click "Save"

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## 10 To view the flyer you downloaded

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### **12** This is the download view.



**13** To view the flyer you download on your device

Click "Downloads" on top right corner of your screen.

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### 14 Click here to locate the download flyer on your device





**16** By following these steps, you will successfully download a flyer for your post.