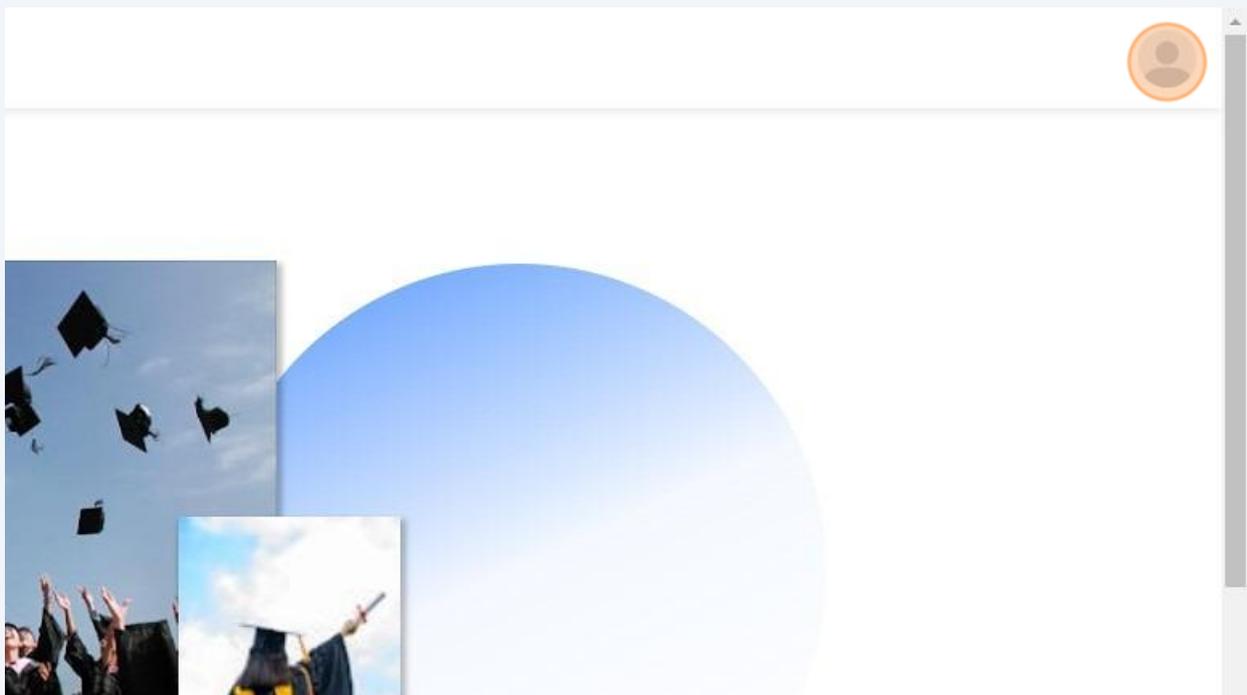


How to generate/download flyer

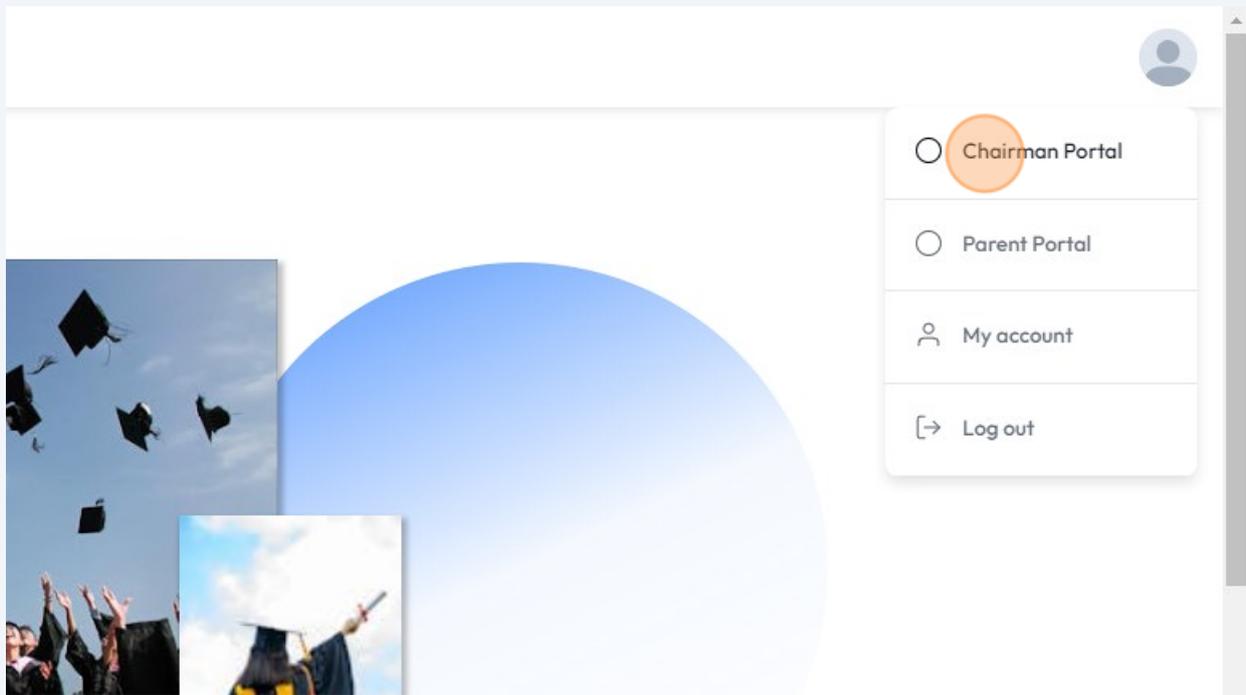
1 Navigate to <https://scholarsapp.com/version-live/login>

2 Login with your designated email and password

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



4 Click "Chairman Portal"



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

6 Click "Suborganizations"

The screenshot shows the Scholar's App interface. On the left is a dark sidebar with the following menu items: Dashboard, Scholarships, Suborganizations (highlighted with a red circle), and Help Center. The main content area is titled 'Scholarships' and shows 21 results. Three scholarship entries are visible:

- VFW - Patriot's Pen - Test Department**
Sub Organization: Test Department
Viewed: 0, Qualified: 0, In progress: 0
- VFW - Patriot's Pen - Test Department - District 1**
Sub Organization: Test Department - District 1
Viewed: 1, Qualified: 0, In progress: 0
- VFW - Patriot's Pen - Test Department - District 1 - Post 1**
Sub Organization: Test Department - District 1 - Post 1 Cycle: 6/20/23 -

- 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).

The screenshot shows the 'Suborganizations' table in the Scholar's App. At the top, there is a search bar with 'Suborganization Level' and 'Start typing...' and a 'Create new' button. The table has the following columns: Parent organization, Children, Flyer, and Members assigned to SO.

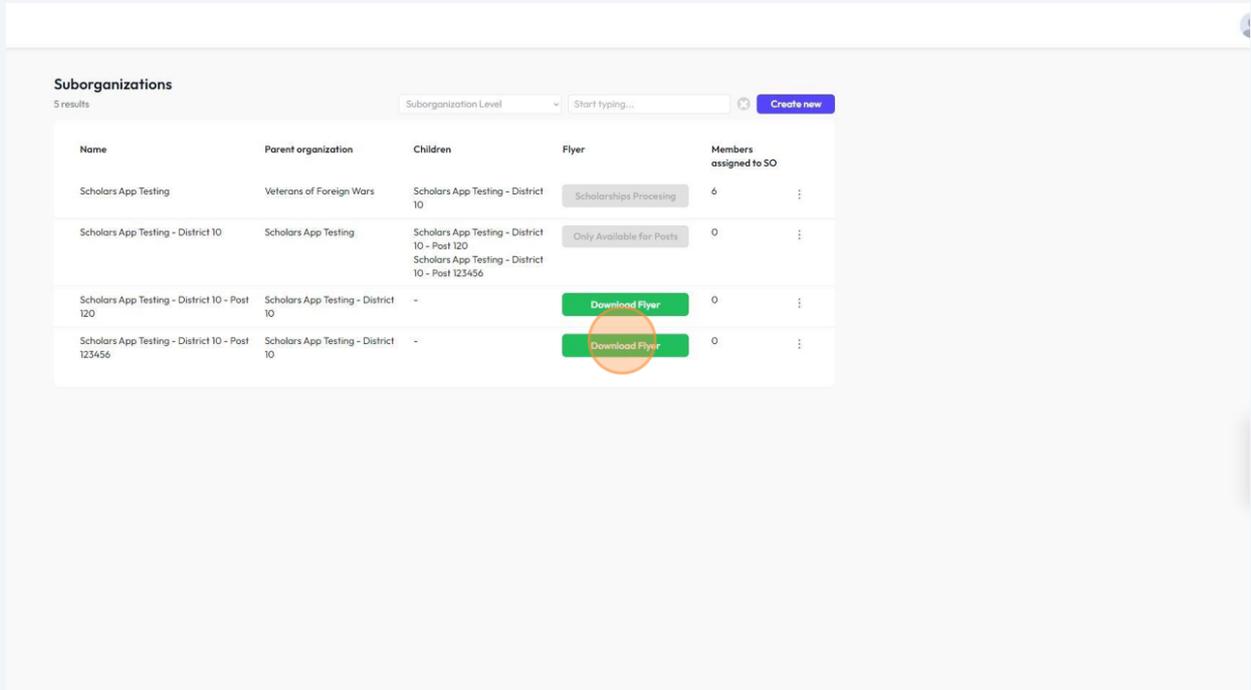
	Parent organization	Children	Flyer	Members assigned to SO
ting	Veterans of Foreign Wars	Scholars App Testing - District 10	Scholarships Processing	6
ting - District 10	Scholars App Testing	Scholars App Testing - District 10 - Post 120 Scholars App Testing - District 10 - Post 123456	Only Available for Posts	0
ting - District 10 - Post	Scholars App Testing - District 10	-	Downloaded Flyer	0
ting - District 10 - Post	Scholars App Testing - District 10	-	Create Flyer	0

The 'Create Flyer' button in the last row is highlighted with a red circle.

8

After generating the flyer.

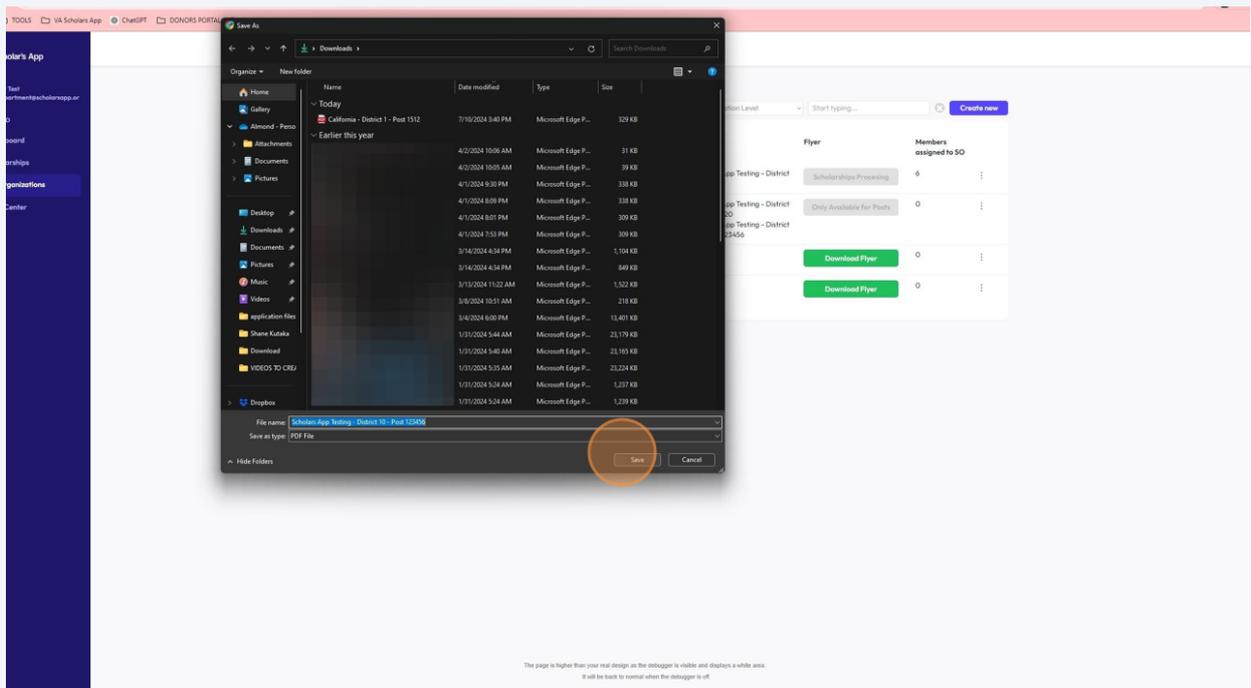
Click here to download



9

A prompt will appear to download it on your device.

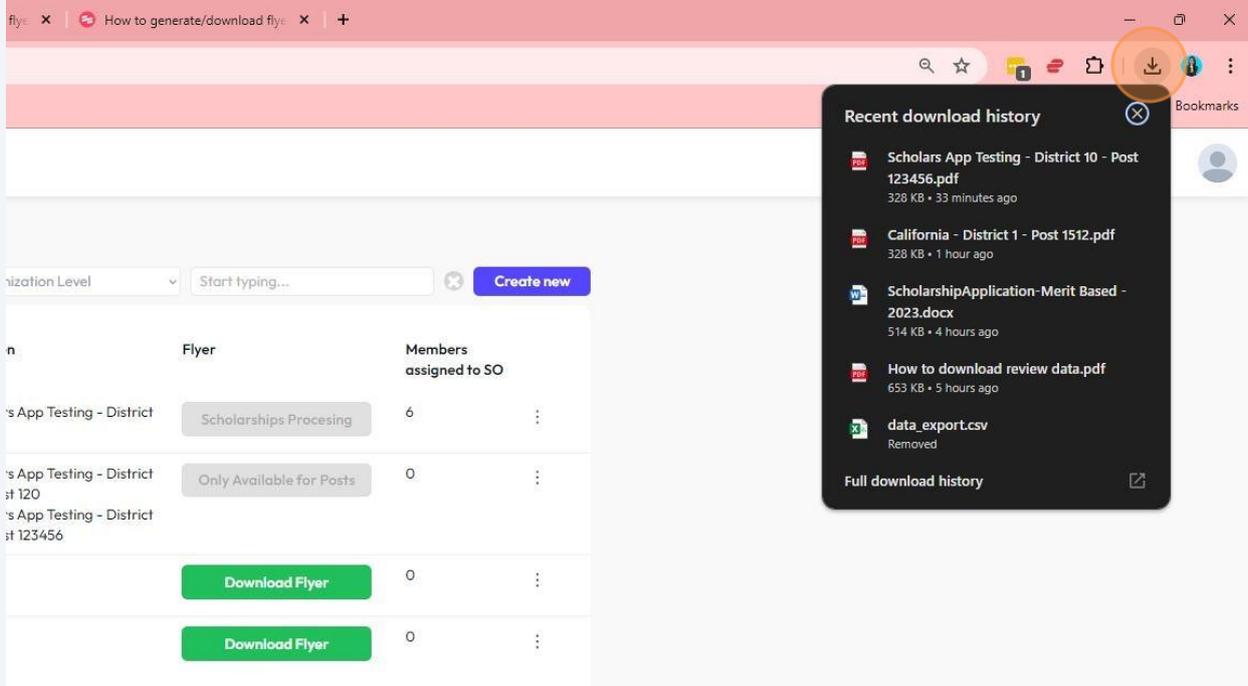
Click "Save"



10

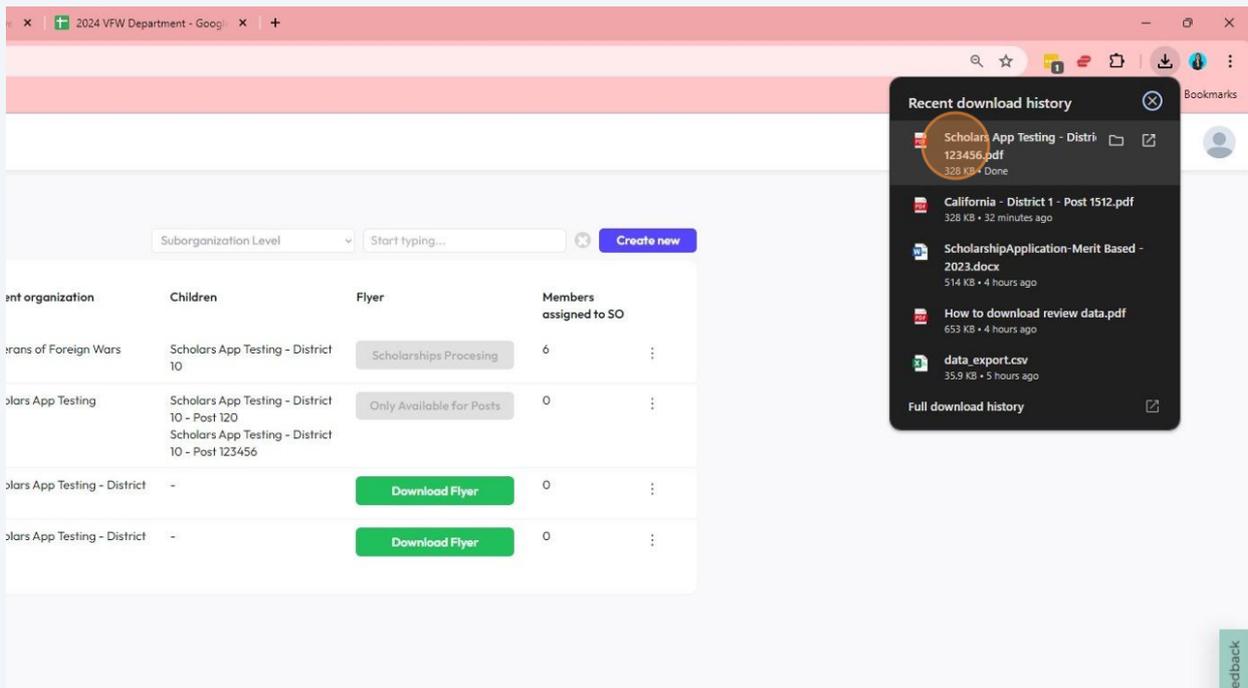
To view the flyer you downloaded

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

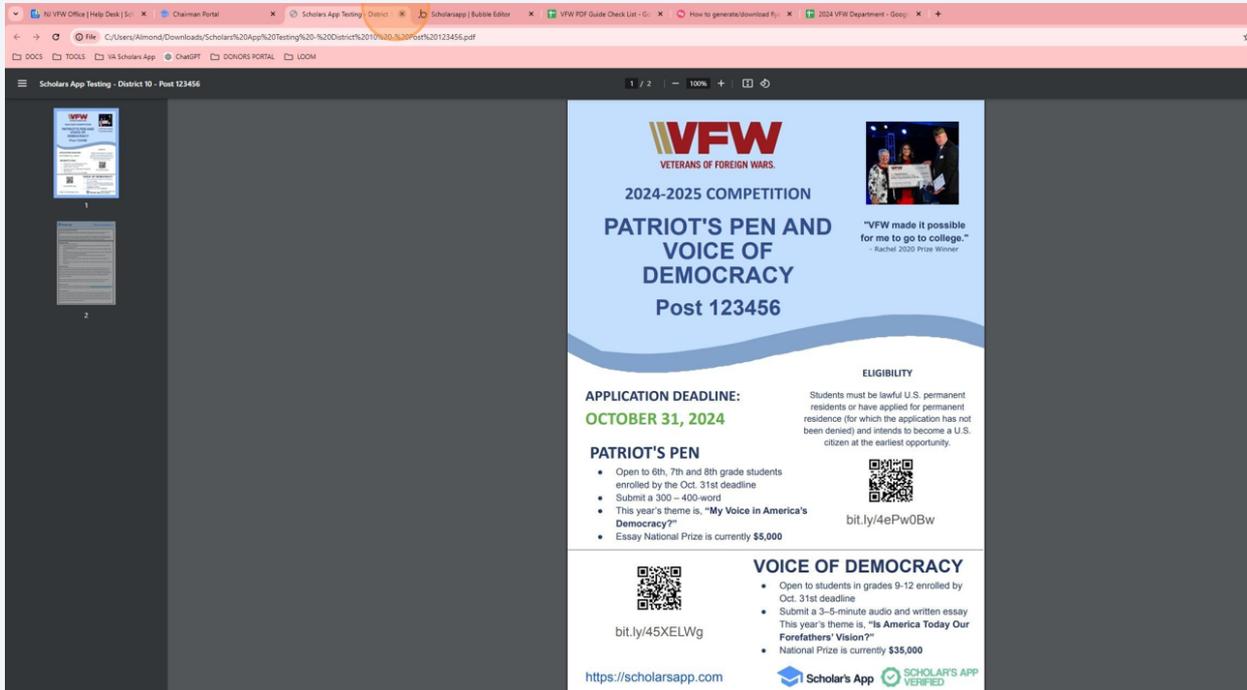


11

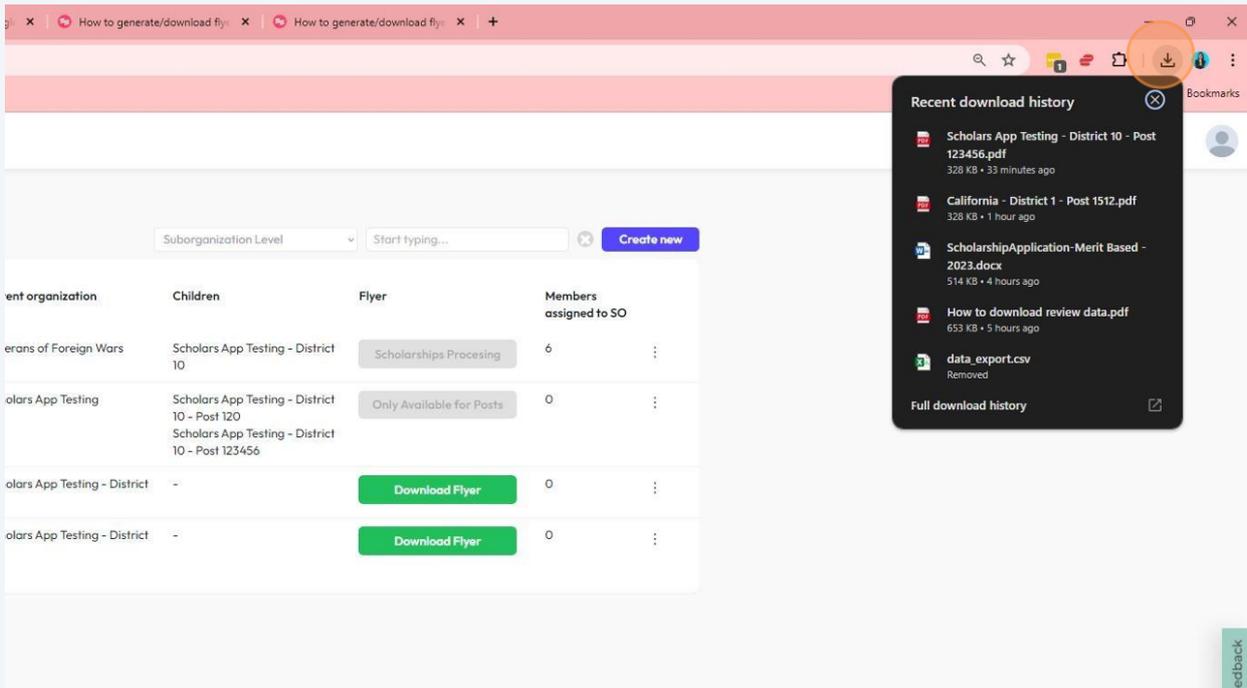
Click here to view your downloaded flyer



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.



14 Click here to locate the download flyer on your device

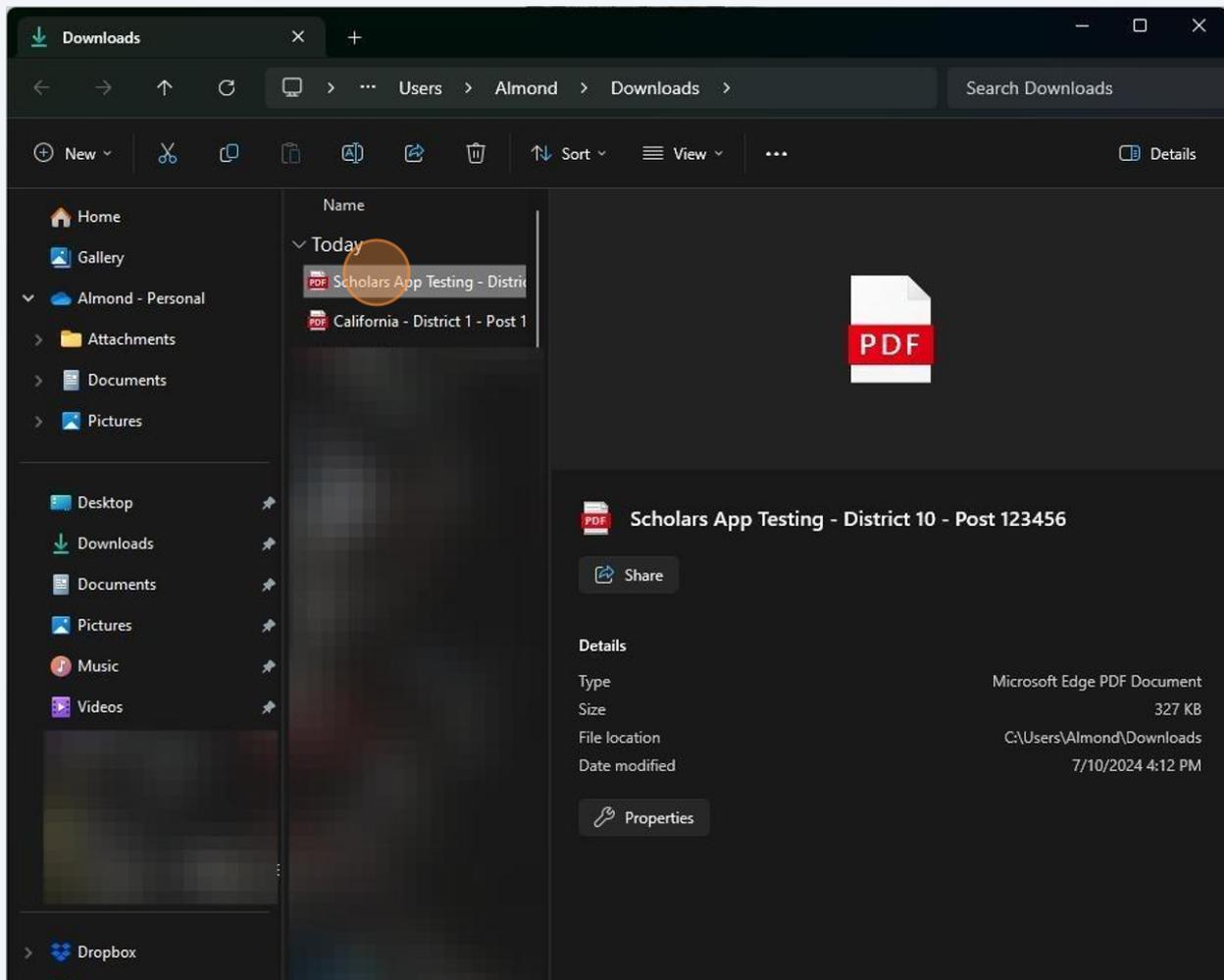
The screenshot shows a web application interface with a table of organizations and a 'Recent download history' popup. The table has columns for 'Parent organization', 'Children', 'Flyer', and 'Members assigned to SO'. The 'Recent download history' popup lists several files, including 'Scholars App Testing - District 10 - Post 123456.pdf', 'California - District 1 - Post 1512.pdf', 'ScholarshipApplication-Merit Based - 2023.docx', 'How to download review data.pdf', and 'data_export.csv'. A red circle highlights the download icon for the first file in the popup.

Parent organization	Children	Flyer	Members assigned to SO
Parents of Foreign Wars	Scholars App Testing - District 10	Scholarships Processing	6
Scholars App Testing	Scholars App Testing - District 10 - Post 120 Scholars App Testing - District 10 - Post 123456	Only Available for Posts	0
Scholars App Testing - District	-	Download Flyer	0
Scholars App Testing - District	-	Download Flyer	0

Recent download history

- Scholars App Testing - District 10 - Post 123456.pdf
328 KB • 30 minutes ago
- California - District 1 - Post 1512.pdf
328 KB • 1 hour ago
- ScholarshipApplication-Merit Based - 2023.docx
514 KB • 4 hours ago
- How to download review data.pdf
653 KB • 5 hours ago
- data_export.csv
Removed

15 This is the view of file location on your device



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