

## How to use our Outside Scholarship spreadsheet

1. Open the Outside Scholarship spreadsheet
2. On the top row, there are various headings like application dates & deadlines, as well as different groups that students may identify with. Filters can be used to sort scholarships by your desired category.

C	D	E	F	G	H
Opens by Date (Based on prior year if not yet active) ▾	Deadline Date (Based on prior year if not yet active) ▾	BIPOC ▾	Students w/ Disabilities ▾	LGBTQ ▾	Women ▾
N/A	9-Jan	X			
Varies	Varies	X			
Varies	Varies	X			
N/A	28-Feb	X			
15-Jul	15-Sep	X			

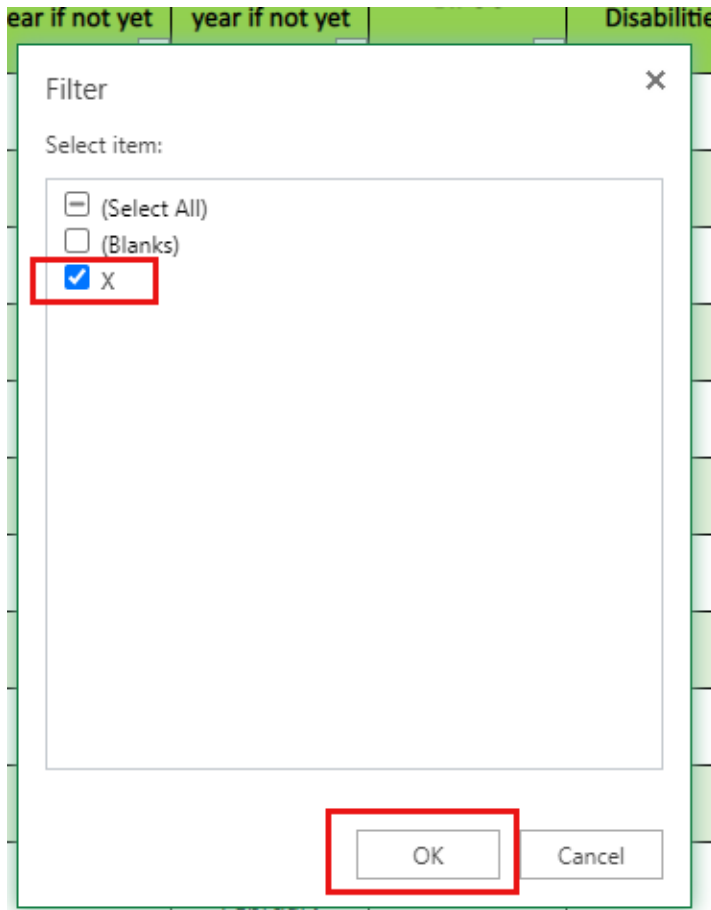
- a. On each of the identifying groups' cells, i.e. BIPOC, Students with Disabilities, Women, etc., there is a box in the bottom right corner with an arrow.
- b. Click the box, then click "Filter..."

E	F	G
BIPOC ▾	Students w/ Disabilities ▾	LGBTQ ▾
X		
X		
X		
X		
X		
X		

The image shows a dropdown menu for the BIPOC column. The menu includes options for sorting (Sort A to Z, Sort Z to A, Custom Sort), clearing the filter, and text filters. The 'Filter...' option at the bottom is highlighted with a red box.

- c. From here, you can choose to only show scholarships that are, for example – BIPOC, while also offering an award to a student with a disability. By filtering only the "X" in the BIPOC category, you will see only scholarships that have the BIPOC indicator checked once you hit "OK."

- d. If you instead check the “(Blanks)” box and hit “OK,” you will no longer see any scholarships that have the BIPOC attribute, and instead will see every scholarship *EXCEPT* the BIPOC scholarships.



- e. If you'd like to start from scratch and remove all the filters and sift through the scholarships with another filter, you can remove the filter by clicking the same button in the bottom right of the category name's cell (example: BIPOC), and then by clicking clear Filter from 'BIPOC.'"

