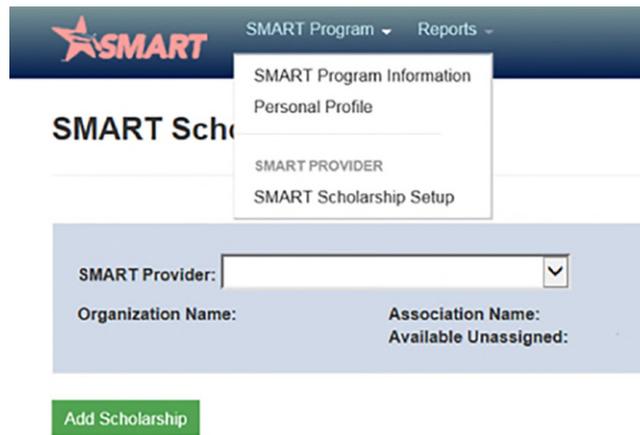


# PROVIDER RESOURCES: HOW TO ENTER AND SUBMIT A RECIPIENT LIST

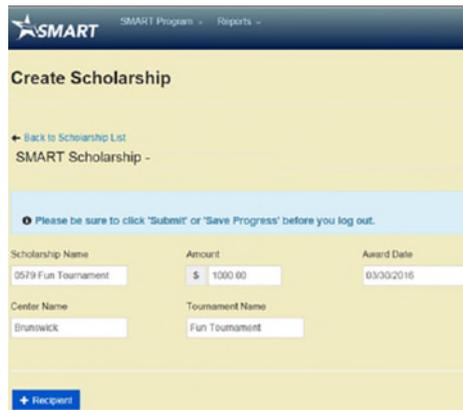
Click “SMART Program” from the blue bar at the top of the page, then click “Scholarship Setup” and click on “Add Scholarship”



The screenshot shows the SMART Program dropdown menu with the following options: SMART Program Information, Personal Profile, SMART PROVIDER, and SMART Scholarship Setup. Below the menu, there is a form with fields for SMART Provider, Organization Name, Association Name, and Available Unassigned. A green 'Add Scholarship' button is at the bottom.

1. Creating a Header – This information is what your recipients will see in their accounts.

- Name: It is important you list the scholarship name as stated in your tournament/league application.  
**Warning!!!** The portal will recognize similar-named events and merge them. Please make certain your events have a name that is distinct to keep this from occurring.
- Dollar Amount: This is the total amount of the scholarship list. Do not use a dollar sign (\$) or comma (ex. 5,000.00) in the amount field.
- Award Date – last date of the event: The Award Date is the last date of the league or tournament. At this time, the portal will default to the current date.
- Add your certification number: Put the Tournament Certification, League Certification or Association number first, then the name.
- Add Recipients – Amount Awarded: Click on “+ Recipient” in the top third of the page. This will bring up a search screen.



The screenshot shows the 'Create Scholarship' form with the following fields and values:

Scholarship Name	Amount	Award Date
0579 Fun Tournament	\$ 1000.00	03/30/2016
Center Name	Tournament Name	
Brunswick	Fun Tournament	

At the bottom of the form, there is a blue button labeled '+ Recipient'.

You have different options to search.

### Recipient Search ✕

National ID:  Or First:  Last:

City:  State:  ▼

Zip Code:  Date of Birth:

You can search by:

- USBC Member ID: Which we highly recommend.
- By name, city, state, etc. You can do Last name, first initial, state and pick the one that has the correct age/graduation date.
- **Double-check to ensure you have the right person.**
- Once you find the individual, click on the check mark to the left of their name. This adds the recipient to your list where you'll enter their scholarship award amount.

PLEASE NOTE: Do not click on "Add" directly under the search button if the person is a USBC member, as this will create a duplicate ID for the Youth. You must enter all information if you select this option (complete address, phone number, date of birth, high school graduation date and email address are required).

Click on "+ Recipient" for each person you wish to add to the list, until you have added all the recipients for that scholarship

Scholarship Name	Amount	Award Date
0546 XTZ Tournament	\$ 1000.00	03/30/2016
Center Name	Tournament Name	
	XYZ Tournament	

Recipient Name	National ID	Phone	Email	DOB	Graduation	Amount	
Bowlername	XX-XXXX				05/30/2019	\$ 1000.00	Remove
						Total Allocated: \$1000.00	

Remaining Balance: \$0.00

Submit Scholarship Save Progress

- **Proofread – Proofread** the list to make sure you awarded the right amount to each recipient.
- **Save list:** if you must exit the program before you have completed your list, click “ Save Progress” at the bottom of the page; or your list will not be saved.
- **Once list is Correct:** Click the green button at the bottom of the page, “ Submit Scholarship” . Your list is automatically saved and will be posted within the next three (3) business days (it will have an hourglass icon to the left of the scholarship name). No changes can be made after this point.

2. Posting: SMART has to post the list prior to any funds being assigned, this takes approximately 3 business days. After your list is posted, a green dollar/coin icon will appear next to the scholarship name.

3. Funding List: – Within 30 days of the end of your event, funds must be sent to SMART. We accept:

- a. Credit/Debit Card. Call SMART and make payment over the phone with a credit/debit card; we accept Visa and MasterCard. Phone - 800-514-2695, ext. 8968
- b. Check/Money Order made payable to – SMART. Include your account number and a copy of your scholarship list, so that we may apply it to the correct account. Mail check or money order to:  
USBC – SMART, 621 Six Flags Drive, Arlington, TX 76011
- c. Unassigned Funds: - After your list is posted a green dollar/coin icon will appear next to the scholarship name. This icon allows you to apply Unassigned Funds. Click on the scholarship name to apply the funds.

4. Final Posting: A final posting is done once all funds have been applied to the list. Only after all funds have been applied will your recipient(s) be able to view the award in SMART.