

ONLINE APPLICATION PORTAL - FREQUENTLY ASKED QUESTIONS**What is the online *Live Your Dream Awards* Application Portal?**

A streamlined, contemporary way for women to apply to your club. Instead of writable PDFs, a woman completes her application online - eliminating blank fields, incomplete questions, and missing references. It's important to note that the application questions are exactly the same as years past! The Application Portal is simply a new method for women to apply.

Why did SIA Headquarters create the Application Portal?

For years SIA Headquarters has heard that clubs want an easier way to manage their *Live Your Dream Awards* applications. The PDFs aren't cutting it—blank text fields, incomplete questions, no references—these issues make more work for everyone. The online Application Portal eliminates these issues and makes the program more accessible, providing women with an easy method of submitting an application to a local club. In today's digital world, many school programs, grants, and scholarships offer online applications—we joined those ranks!

Will this affect how our club distributes or accepts applications?

Yes, but in the best way! Instead of emailing, printing, and/or distributing the writable PDF applications, all your club needs to do is share the [link](#) (or [this flyer](#) with the link) to the Application Portal. Women will enter their zip code and complete their application, and you'll get an email when an application is submitted to your club. We suggest you share [this link](#) on your social media, with community organizations, and directly to applicants, including instructions for applicants to submit to your specific club.

How will I know if a woman applies to our club on the Application Portal?

If you are the *Live Your Dream Awards* chair for your club, you will receive an email notification when a woman submits her application to your club on the Application Portal. Please do not share your portal password.

Does SIA Headquarters review the applications on the Application Portal?

No. When a woman applies through the Application Portal, her application is directly connected to a local club. Each club is then responsible for reviewing their applications from women in their area.

Can women and clubs still use the writable PDF applications?

Yes, if absolutely necessary. We highly encourage all clubs to direct applicants to the online Application Portal. This will help ensure you receive complete applications, and all your applications are in one place. However, if a woman does not have any access to the internet to apply online, the writable PDF application is still available for you to download and print [here](#).

What if our club has not received any eligible applications from women in our community?

Contact your region chair or other clubs in your area to see if they have applications they can share. Another option is to contact SIA Headquarters at lydawards@soroptimist.org – SIA Headquarters receives applications from women who do not live near a Soroptimist club and may have some to share with you!

For more resources about the online Application Portal, visit the SIA website here:

<https://www.soroptimist.org/for-clubs-and-members/program-resources/lyd-awards-club-resources/recruiting-applicants/index.html>