



NACE 2011 Awards Program A step-by-step guide to submitting chapter awards

Things you need to know:

- Award submissions open February 8, 2011
- Award submission cut-off date is **MAY 20, 2011 (5:00pm Hawaii Time)**
- **CHAPTER PRESIDENTS WILL BE GIVEN LOGIN INFORMATION FOR THEIR CHAPTERS. IF THEY WISH TO HAVE SOMEONE ELSE SUBMIT THE AWARDS THEY EITHER NEED TO GIVE THEM THE LOGIN INFORMATION OR CONTACT [ALICIA CROSBY](#) TO CREATE LOGINS FOR THOSE OTHER LEADERS.**
- **IMPORTANT:** If you plan to submit an industry award, do not submit your chapter's award. You will not have access to the industry awards section once you have created a profile under the chapter applicant section. Work with your board to decide who should submit awards. A suggestion would be to have one user from your chapter serve as the "Chapter Applicant." They will be able to share the username and password with the board should other board members be responsible for completing different parts of the submission.
- Award submissions must be for event(s) that took place during the 2010 calendar year.
- **Photographs must have a minimum resolution of 300dpi**, collages preferred.
- **File Requirements:** 20 MB upload limit, can be .doc, .ppt, .jpg, .wmv or .pdf, where specified.

Step 1: Create a user profile

Chapter presidents, you will receive your login information to submit for an award. If you would like additional people to have access to your profile, please contact [Alicia Crosby](#) so she may set up a login for that person. When you create your profile to enter chapter awards, you will only have access to enter submissions for chapter and individual awards. You will not have access to enter industry awards.

Step 2: Create your chapter profile

You will be asked to choose an applicant – choose "Chapter Applicant." You will then be asked to create a username and password, and complete the name and address fields.

Step 3: Chapter award user area

You will be brought to your chapter's award area. For example, the top of the screen will read, "Alamo Chapter User Area." It will then say "Chapter Users:" This will show all of the users who have access to your chapter's awards area. You may submit an entry for more than one award in this area.

Step 4: Select awards

Per your user status, you will see a section that says, "Awards you qualify to sign up for." Click on the "Signup" tab to the right of the award category to choose that award. Once you click the "Signup" tab, it will show up directly above the "Awards you qualify to sign up for" and be listed below "Selected Awards." At that time you will have the ability to submit your award by clicking on the "Edit" tab.

Step 5: Submitting your award

Once you get to the submission section, you will be able to see all of the criteria as well as the block below in which you can enter your information. It works very much like a word document. Please note that the judges will be seeing everything exactly as you enter it. Avoid curly fonts and large font sizes. Where photos and other materials are suggested, use the "browse" function to upload those items from your computer. **IMPORTANT: To avoid any loss in data it is HIGLY recommended that you create your submission in a word processing document and save it to your computer. You can then copy and paste each section into the appropriate section online. When pasting from word, you must use the word paster icon. In the editor, there is an icon in the top row, 5th from the right, that looks like a clipboard with the letter "w" in it. Click on the icon, then paste the word content. If that does not work, paste using the plaintext paster (the icon to the left of the word paster) and format it within the editor.**

Step 6: Completing your submission

Once you have completed your submission you will see the terms of award entry. Click the box prior to the “I have read, understand and agree to the terms of the award criteria” phrase and click “Submit.” Note: required fields must be completed in order to submit your award and may be changed until the cut-off date (see Step 7). You and any other authorized user of your chapter will receive an e-mail confirming receipt of your submission. If you do not receive this e-mail, please contact [Joanne Kim](#) at the NACE headquarters.

Step7: Making changes

Once you have submitted your award you have the ability to make edits and updates up until the **cut-off date of May 20, 2011 (5:00pm Hawaii Time)**. Simply login and visit the “Chapter User Area” and click on “Edit” to make the changes to your award(s). You will receive an e-mail confirming changes have been made to your awards submission. If you do not receive this e-mail, please contact [Joanne Kim](#) at the NACE headquarters.