



NACE 2011 Awards Program A step-by-step guide to submitting industry 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)**
- **IMPORTANT:** If you are a chapter leader and plan to submit an industry award, **do not submit your chapter's award.** You will not have access to the chapter awards section once you have created a profile under the industry applicant section.
- 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

Click on the section that says, "Click here to login or create an account" located on the right side of the "Enter to Win" page. Once on the "User login" page, click the "Need an account? Click here." Click on the "Industry Applicant" circle. When you create your profile to enter industry awards, you will only have access to enter submissions for industry awards. Complete the requested information to complete your user profile.

Step 3: Industry user area

You will be brought to the "Industry User Area", listed will be the awards you qualify to purchase. You may submit an entry for more than one award in this area. The fee for submitting an industry award is \$95.

Step 4: Select and purchase awards

Choose the awards you wish to enter by clicking on the criteria, for example, check the box for "2010 Catered Event of the Year", then click on on-premise and the price category. Once you have selected the award which you would like to submit your entry, the next page will display the "Selected Awards to Purchase" to confirm the award. Click on "Continue." The next page will request your payment information, enter the information and click "Submit." A payment receipt will be displayed. Print this page for your records. Click on the "Click here when finished" link. It will then take you to the page where you can "Edit" or submit your award or it gives you the opportunity to purchase another award. Should you wish to enter another award at a later date the option will be available to you once you login.

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. Remember, photos must have a minimum resolution of 300dpi. **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, and 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 will receive an e-mail confirming receipt of your award submission. If you do not receive this e-mail, please contact [Joanne Kim](#) at the NACE headquarters.

Step7: Making changes

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