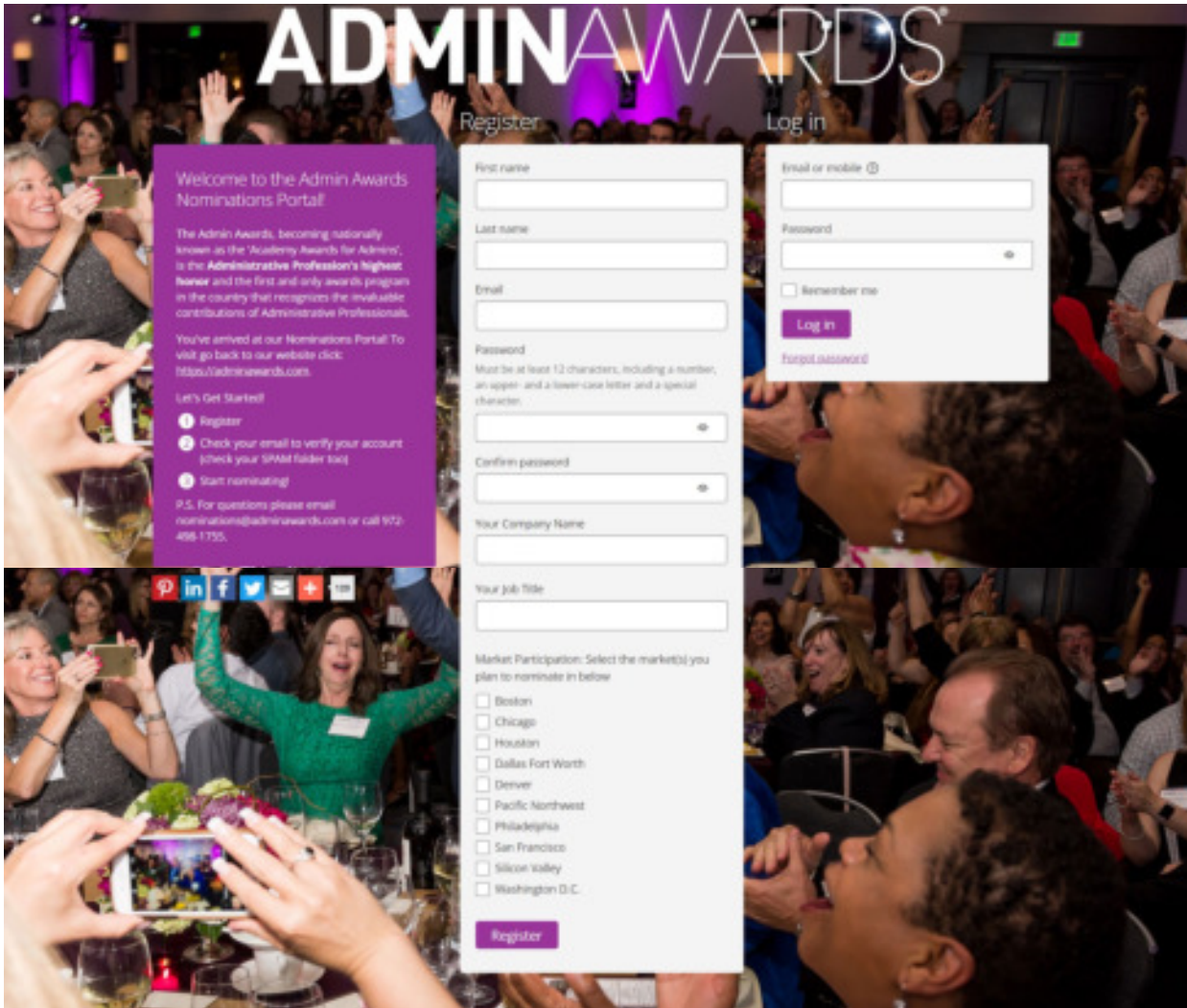


Thank you for your interest in the Admin Awards! We are excited that you are going to nominate your Awesome Admin for an award! Here are step by step instructions that will help guide you through the nomination process. At any time, you can reach out directly to our Director of Nominations, Judy Champion, for help. You can reach Judy at 214.577.6984 (call or text) or judy.champion@adminawards.com. So, let's get you started nominating!

Since your company is already registered to participate this year, you can start by going directly to our Nominations Portal here... <https://theadminawards.awardsplatform.com/>. Here's what you will see when you get there:



If this is your first-time logging in, you will need to complete the Register box in the middle of this screen. If you've already registered as a user, you can enter your email address and password in the Login box on the right of this screen and skip the registration information. Once you Register you will receive an email from the Admin Awards system that looks like this:



The Admin Awards Account Confirmation

Dear Judith,

Thank you for creating your nominations account with the Admin Awards!

To confirm that this account was indeed created by you, please click the link below or copy and paste it into your browser. You will then be able to log in and begin nominating!

[Confirm account](#)

If this was not you, then please ignore and delete this email.

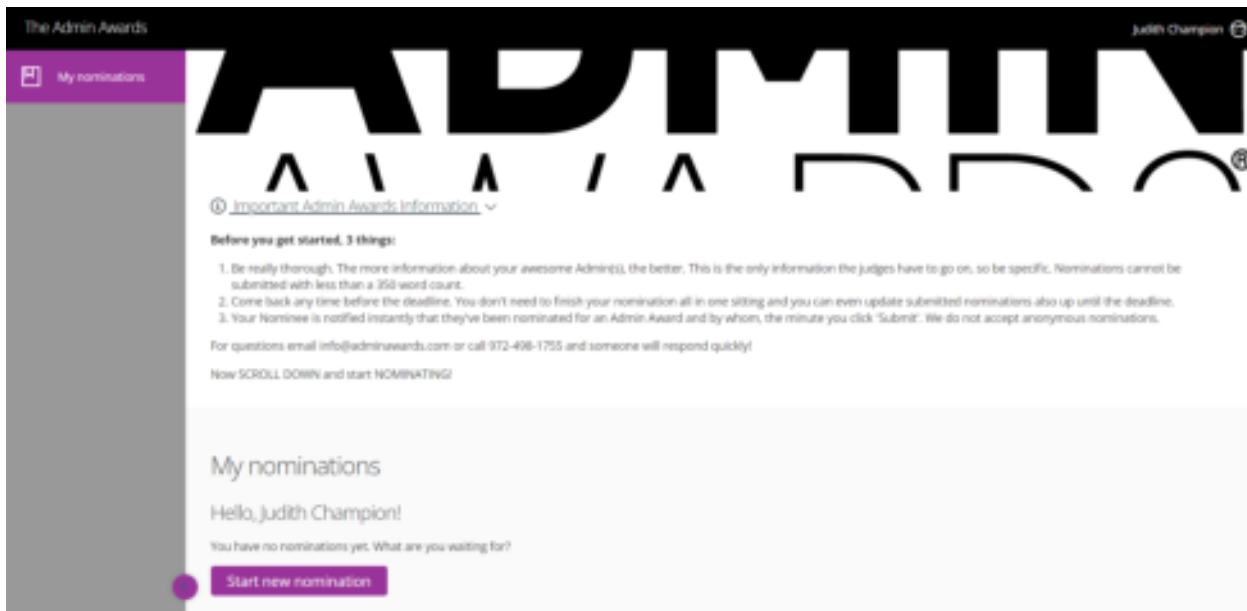
Thank you!

The Admin Awards Team

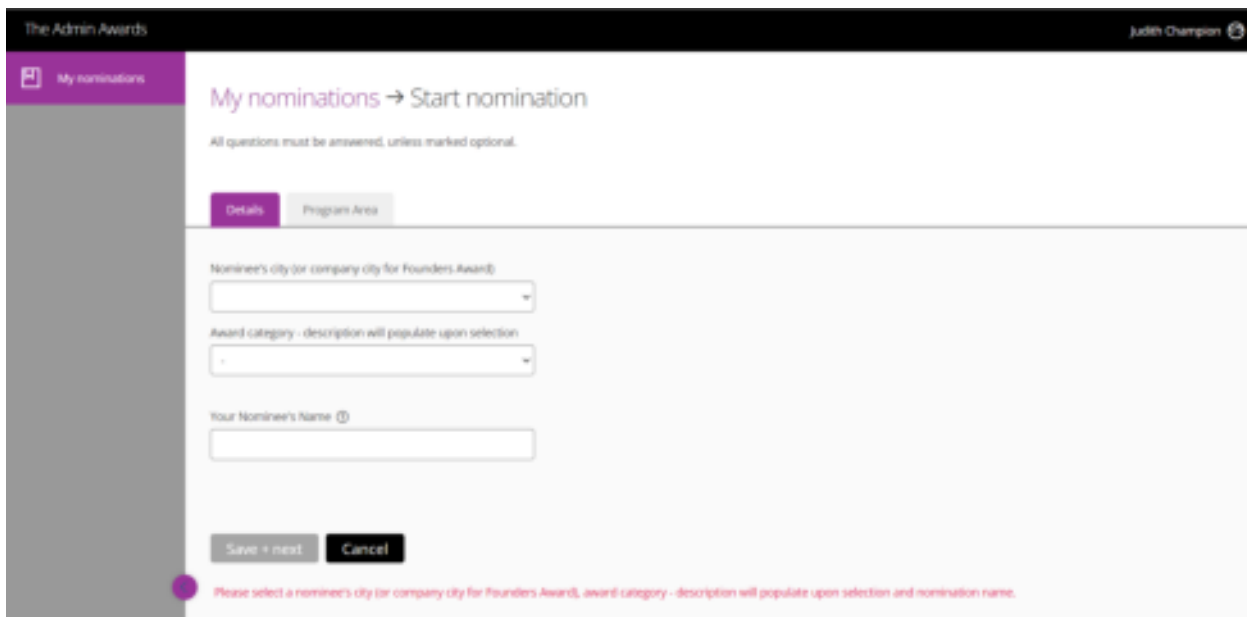
Dallas / Fort Worth | Silicon Valley | Denver | Houston | San Francisco |
Chicago | Boston | Pacific Northwest | Philadelphia | Washington D.C. |
Coming to a city near you.

This is an automated message from The Admin Awards. Please do not reply to this message.

Click on Confirm account and you will see the following screen:



Click on Start new nomination. The following screen will appear:



Choose your Nominee's city from the drop down in the first box. Then choose an award category from the drop down in the 2nd box. Enter your nominee's first and last name in the 3rd box, then click on Save + next at the bottom of the screen.

To make it easier for you to decide, here is a list of the award categories and a brief description of each:

The Colleen Barrett Award for Administrative Excellence – the Admin Awards' most prestigious award category.

The Colleen Barrett Award for Administrative Excellence is The Admin Awards' most prestigious award. This coveted award will be presented to the admin that best demonstrates the qualities listed below, many of which enabled Colleen Barrett's rise from legal secretary to President and Chief Operating Officer of Southwest Airlines and contributed to the company's legendary corporate culture and extraordinary success. These qualities are:

- High proficiency
- Values that reflect those of your organization

- Passionately committed to your organization's cause or purpose
- Deeply committed to legendary customer service both internally and externally
- The heart for employee advocacy — making sure the company always does right by its employees

The Rookie of the Year Award

The Rookie of the Year Award celebrates an Administrative Professional (including Receptionists) new to the administrative profession whose career as an Admin started less than 3 years ago. Candidates in this award category have already made a significant impact on the organization, seek continuous improvement and demonstrate great potential to continue to excel and advance in their role. This award honors either young professionals who are either starting their career as an Administrative Professional, or more mature individuals who have re-entered the workforce as an Admin or made a career change. Please note: This is NOT an age-related award category.

The Leadership Award

The Leadership Award recognizes the Administrative Professional that best demonstrates multiple leadership qualities such as confidence, focus, integrity, innovation, patience, decisiveness, open-mindedness, empowerment, generosity, persistence, and a passion for helping fellow employees and their organization succeed.

The Achiever Award

The Achiever Award recognizes the high performing Administrative Professional that has successfully demonstrated one or more of the following criteria:

- Has successfully managed and/or executed a significant project that has had a positive, company-wide impact within the past 2 years and/or
- Continuously performs difficult tasks and solves challenging problems day after day as a result of their resourcefulness and relentless perseverance

The Administrative Excellence in Public Service Award

The Administrative Excellence in Public Service Award honors Administrative Professionals that are involved in either the public or private sectors in the following industries: Healthcare, Biotech, Pharma, Education, Government, Nonprofit, Military, Law Enforcement, Fire & Rescue, Politics. **Professionals in these areas have made significant contributions to the success of their organizations in an administrative capacity.**

The Spirit Award

The Spirit Award celebrates the Administrative Professional that consistently exhibits a positive, optimistic outlook that people find contagious and uplifting. They approach their work with high energy, enthusiasm and demonstrate an eagerness to help others, always with a positive can-do attitude. This is the person that lifts up the office, who people are drawn to during good days and bad, and the person that contributes to a culture of optimism and positivity within the organization.

The Loyalty Award

The Loyalty Award is presented to the Administrative Professional that has a long history of effective service in the administrative profession (minimum of 20 years) and/or has a long history of effective service to their existing company or Executive in an administrative capacity (minimum of 10 years).

The Above the Call Award

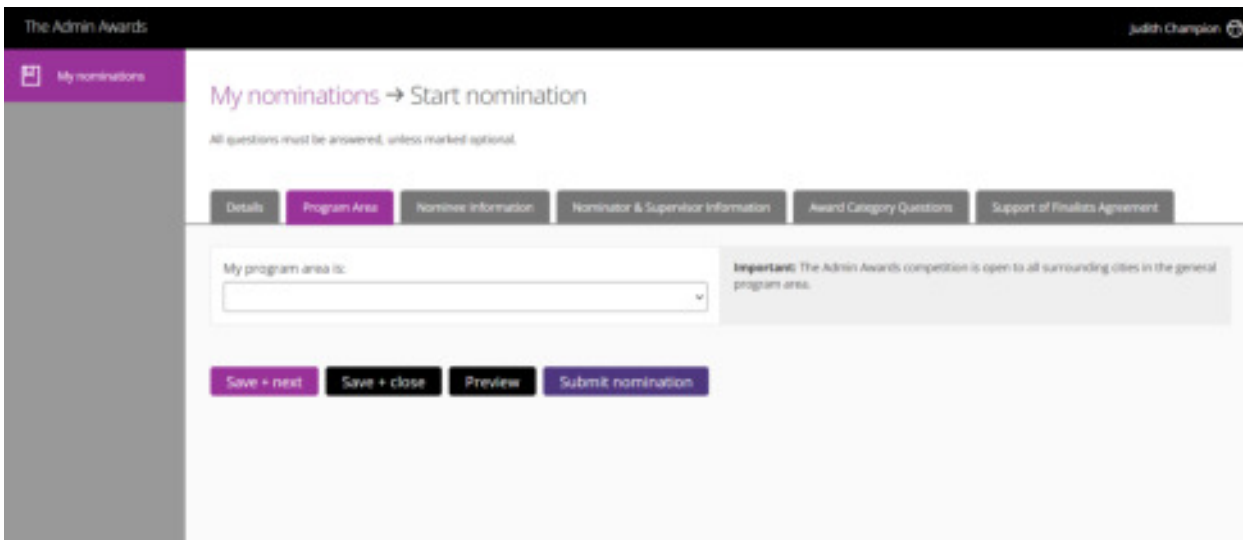
The Above the Call Award honors the Administrative Professional that goes above and beyond the call of duty in delivering an exceptional customer experience, a phenomenal first impression and serves internal

and external customers with professionalism, enthusiasm, and care. Candidates that qualify for the Above the Call Award include any Administrative Professional whose job responsibility involves significant interaction with others such as coworkers, customers, vendors, company visitors, etc. Administrative titles might include but are not limited to: Receptionists, Office Assistants, Client Service Assistants, Facilities Assistants, Sales Coordinators, Sales Assistants, Marketing Coordinators, etc.

The Strategic Partnership Award

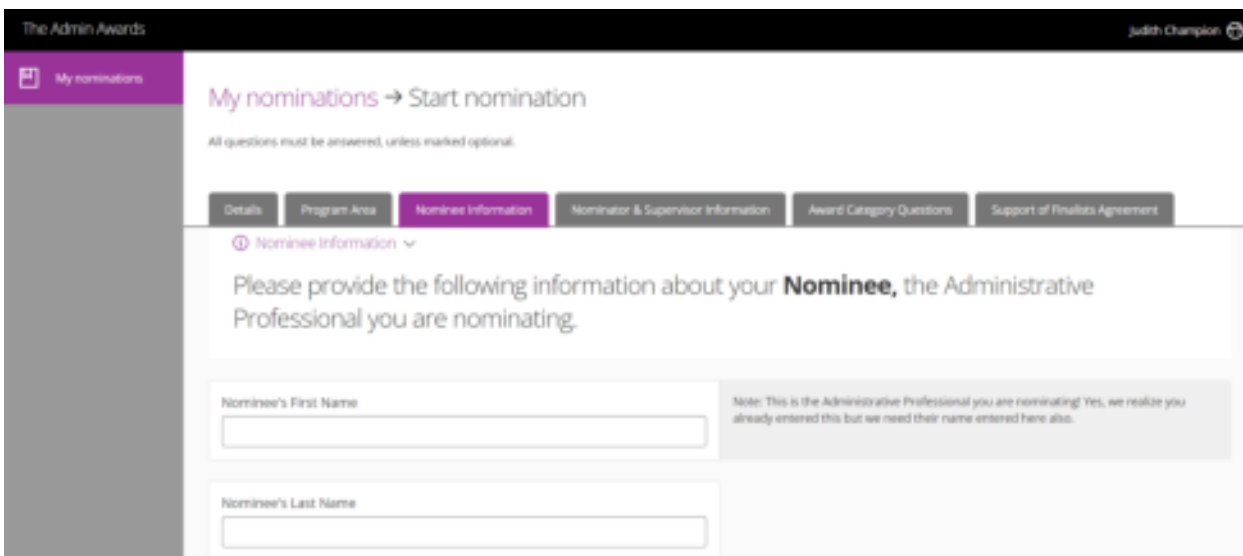
The Strategic Partnership Award is the award that demonstrates the tremendous impact an Executive Assistant and Executive team can have when they work together in true partnership to advance the needs of the organization. By utilizing the EA role to deliver greater strategic value to the executive and organization extraordinary new heights are achieved which this award category celebrates.

When the first screen is complete and you click on Save + next, the following screen will appear:



The screenshot shows the 'The Admin Awards' nomination form. The header includes 'The Admin Awards' and 'Judith Champion'. The left sidebar has 'My nominations'. The main content area is titled 'My nominations → Start nomination' and includes the instruction 'All questions must be answered, unless marked optional.' The navigation tabs are 'Details', 'Program Area', 'Nominee Information', 'Nominator & Supervisor Information', 'Award Category Questions', and 'Support of Finalists Agreement'. The 'Program Area' tab is active. Below the tabs is a dropdown menu labeled 'My program area is:' with a downward arrow. To the right of the dropdown is a grey box with the text: 'Important: The Admin Awards competition is open to all surrounding cities in the general program area.' At the bottom are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit nomination'.

The Program Area is the same as the Nominee City on the previous page. Please select the program area and click on Save + next. The following screen will appear:



The screenshot shows the 'The Admin Awards' nomination form. The header includes 'The Admin Awards' and 'Judith Champion'. The left sidebar has 'My nominations'. The main content area is titled 'My nominations → Start nomination' and includes the instruction 'All questions must be answered, unless marked optional.' The navigation tabs are 'Details', 'Program Area', 'Nominee Information', 'Nominator & Supervisor Information', 'Award Category Questions', and 'Support of Finalists Agreement'. The 'Nominee Information' tab is active. Below the tabs is a dropdown menu labeled 'Nominee Information' with a downward arrow. Below the dropdown is a grey box with the text: 'Please provide the following information about your **Nominee**, the Administrative Professional you are nominating.' Below this are two input fields: 'Nominee's First Name' and 'Nominee's Last Name'. To the right of the input fields is a grey box with the text: 'Note: This is the Administrative Professional you are nominating! Yes, we realize you already entered this but we need their name entered here also.' At the bottom are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit nomination'.

Nominee's Company

Nominee Job Title 0 / 40 words

Nominee Email

Nominee's Phone Number

How many years has this Administrative Professional been employed by their current organization or executive? (Take a guess, we'll also verify with your Nominee.) (optional)

How many total years has this Nominee served as an Administrative Professional throughout their career? (Take a guess, we'll also verify with your Nominee.) (optional)

Save + next Save + close Preview Submit nomination

Enter your nominee's basic information then click on Save + next. (Note, at any time during the process you can click on Save + close and come back to finish your nomination later. To come back to the nomination, simply return to our nomination portal here... <https://theadminawards.awardsplatform.com/> and login with your email address and the password you set when you registered as a user.) When you click on Save + next the following screen will appear:

My nominations → Start nomination

All questions must be answered, unless marked optional.

Details Program Area Nominee Information **Nominator & Supervisor Information** Award Category Questions Support of Finalists Agreement

Nominator & Supervisor Information

Please provide contact details below for the Nominator and/or Supervisor.

Nominator First Name

Nominator Last Name

Nominator Company Name

Nominator Job Title

0 / 30 words

Nominator Email Address

Nominator Phone Number

Are you this Nominee's Direct Supervisor?

Note: If you are submitting this nomination on behalf of the nominee's Direct Supervisor, select "Yes"

It's perfectly fine if you're not, but we do need this information provided so we can notify your Nominee's supervisor of their nomination so they can confirm this nomination and/or create a nomination of their own.

Is the Direct Supervisor's feedback included in this nomination? (optional)

Nominee's Direct Supervisor's First Name

Nominee's Direct Supervisor's Last Name

Direct Supervisor's Company

Direct Supervisor's Job Title (optional)

Direct Supervisor's Email

Your program Nominee's direct supervisor will be notified immediately via this email address that their Administrative Professional has been nominated for an Admin Award and will be encouraged to add to it so please be sure it is accurate.

Save + next

Save + close

Preview

Submit nomination

You are the nominator. If you are also the direct supervisor for your nominee, when you enter yes in the "Are you this Nominee's Direct Supervisor?" box, the rest of the direct supervisor questions will disappear. If

you are not your nominee's direct supervisor, please complete the direct supervisor information. Once the page is complete click on Save + next. The following screen will appear:

The Admin Awards Julith Champion

My nominations My nominations → Start nomination

All questions must be answered, unless marked optional.

Details Program Area Nominee Information Nominator & Supervisor Information **Award Category Questions** Support of Finalist Agreement

Why does this Administrative Professional deserve to win the Leadership Award? 0 / 4000 words

Please address the following items in your response. All the judges have to consider when evaluating your nomination is what you write in this nomination so please be thorough.

To view sample winning nominations visit our website at: <https://adminawards.com/winning-nominations>

- Provide a brief overview of who this Admin supports and a brief summary of their role.
- Please describe the leadership qualities that this Administrative Professional demonstrates in their role and provide specific examples of them. (Leadership qualities that you might address include determination, focus, confidence, integrity, passion, innovation, justice, decisiveness, open-mindedness, empowerment, generosity, persistence etc.)
- How does this Admin demonstrate a passion for leading?
- Include examples of how this Admin shares their knowledge, expertise and experience with others and how this contributes to the success of the organization.

Is there anything else you think the judges need to know about this candidate? If so, please share below. (optional)

I understand that if the program's judges determine that this nomination better qualifies this Nominee for another award category they could also be considered in that additional award category, only increasing their chances of advancing in the competition.

How did you hear about us?

- Admin Awards Advisory Board Member or Ambassador
- Email Blast
- Friend or Colleague
- HR department
- LinkedIn Message
- News Article
- Online Ad
- Sponsor
- Social Media Post
- Web search
- Other

Save + next **Save + close** **Preview** **Submit nomination**

This page will be slightly different depending on the Award Category you selected on the 1st page of the Nominations Portal. Note, for all award categories except the Colleen Barrett Award for Administrative Excellence, there is a 350 word count minimum for the "Why does this Administrative Professional deserve to win the _____ Award?" question. For the Colleen Barrett Award category there is a 150 word minimum for each question on the Award Category Questions tab. Once you've completed this page, click on Save + next. The following screen will appear:

The Admin Awards Judith Champion

My nominations → Start nomination

All questions must be answered, unless marked optional.

Details Program Area Nominee Information Nominator & Supervisor Information Award Category Questions **Support of Finalists Agreement**

Support of Finalists

Thank you for this awesome nomination - the fun is just beginning!

The Admin Awards is the Administrative Profession's highest honor and one heck of a party in celebration of Administrative Excellence!

Mark your calendar now for the Admin Awards Good as Gold Gala in your city and get ready to celebrate!

Mark your calendar now for the event date in your city (check our website regularly for updates as final plans are being made).

Silicon Valley: Friday, May 6, 2022, 6 PM - Santa Clara Marriott
Houston: Tuesday, June 7, 2022, 6 PM - Westin Galleria
Chicago: Thursday, June 24 2022, 6 PM - Marriott Marquis
Pacific Northwest: Thursday, July 21 2022, 6 PM - Westin Seattle
Philadelphia: September 15, 2022 - Live Casino & Hotel Philadelphia
Denver: August 11 2022 - Sheraton Downtown Denver
San Francisco Bay Area: September 2022 - Specific Date TBD
Washington D.C.: Friday, August 26, 2022, 6 PM - The Ritz Carlton Washington D.C.
Boston: October 14, 2022 - Marriott Copley Place
Dallas: November 2022 - Specific Date TBD

I understand the above and agree to enthusiastically support this Nominee!

Save + next Save + close Preview **Submit nomination**

Click the check box next to "I understand the above and agree to enthusiastically support this Nominee!" Then click Submit nomination and you're all done! Note, at any time during the process you can click on Save + close and come back to finish your nomination later. To come back to the nomination, simply return to our nomination portal here... <https://theadminawards.awardsplatform.com/> and login with your email address and the password you set when you registered as a user.