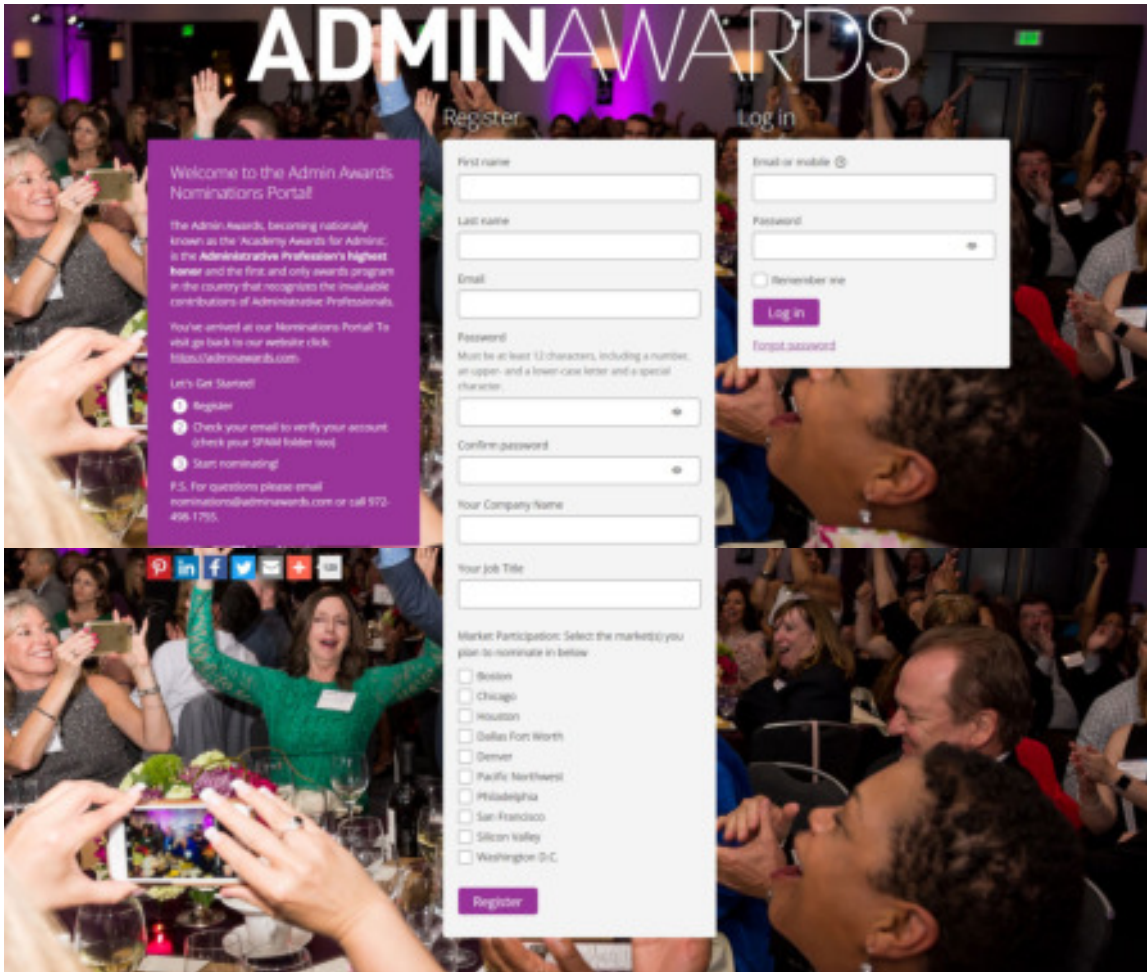


Hello Advisory Board Members and Sponsors!

Thank you for your service to the Admin Awards! We are excited that you are going to get Awesome Admins that you know nominated through our Trigger Nomination process! Here are step by step instructions that will help guide you through completing your Trigger Nominations. 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](mailto:judy.champion@adminawards.com). So, let's get you started!

To get started go 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.

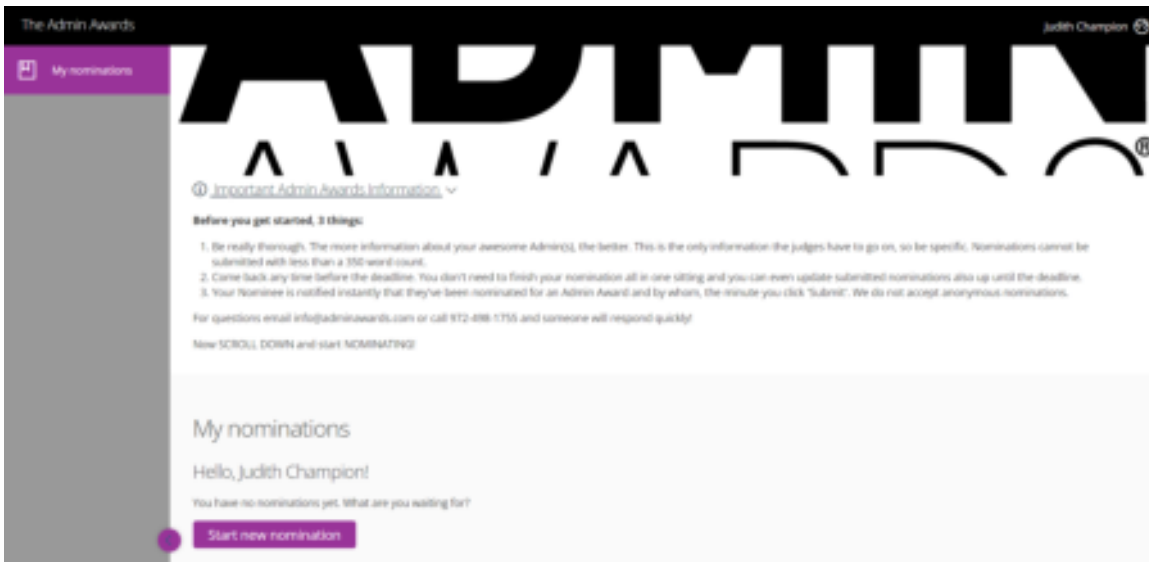
Thank you!

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.

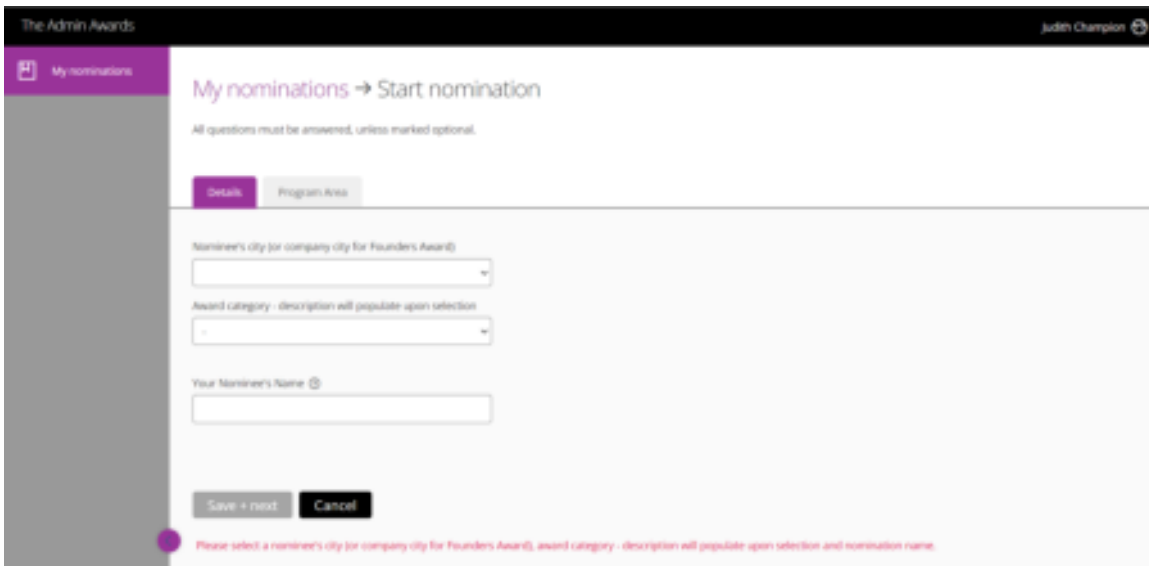
*This is an automated message from The Admin Awards. Please do not reply to this message.*

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

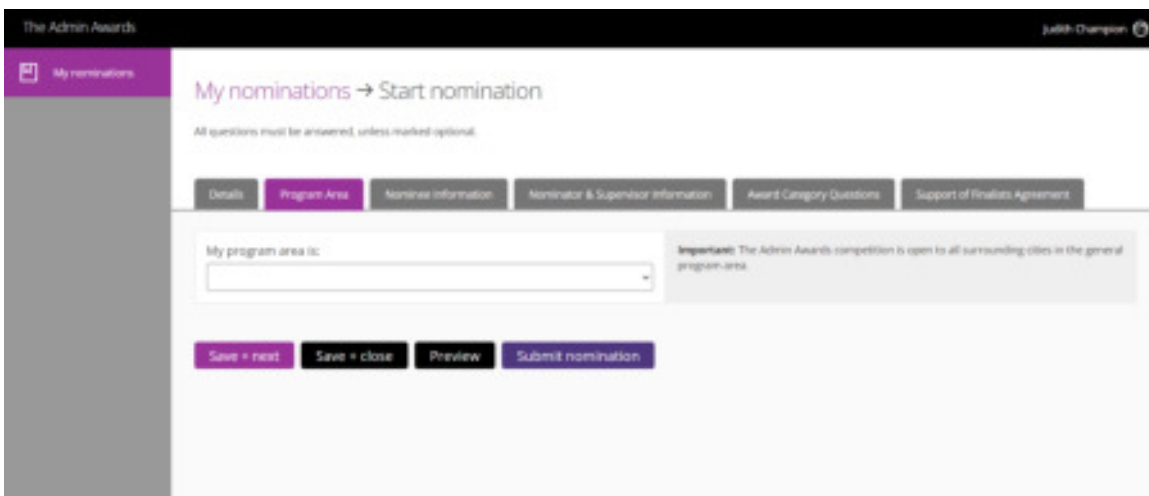


Note: after you register, when you login you will land here every time you login.

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 "Trigger Nomination (for internal use only)" from the drop down in the 2<sup>nd</sup> box. Enter your nominee's first and last name in the 3<sup>rd</sup> box, then click on Save + next at the bottom of the screen, the following screen will appear:



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:

Admin Awards Judith 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 Finalists Agreement

**Nominee Information** ▼

Please provide the following information about your **Nominee**, the Administrative Professional you are nominating.

Nominee's First Name

Note: This is the Administrative Professional you are nominating! Yes, we realize you already entered this but we need their name entered here also.

Nominee's Last Name

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)

**Nominee's Cell Phone Number**  We will use this phone number for the purpose of sending finalist related notifications and communications only.

**Nominee's Mailing Address Line 1**

**Nominee's Suite Number**

**Nominee City**

**Nominee State**

**Nominee Zip Code**

**Industry** which best reflects this Nominee's company's industry

Approximately how many employees does this nominee's organization employ?

HR Contact First Name

HR Contact Last Name

HR Contact Company

HR Contact Title

HR Contact Phone Number

HR Contact Email Address

Suggested Award Category(s) or Notes (optional)

Please enter what award category(s) you think this nominee could be a good fit for or anything else you think we should know about this candidate.

Save + next Save + close Preview Submit nomination

Enter your nominee's basic information. The fields starting with Nominees Cell Phone Number are not required and should be left blank. Once your nominee's basic information is complete 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:

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

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, so enter your name and contact information as the nominator. Then, and very important, you'll fill in the name and contact information for the nominee's direct supervisor. Once the page is complete click on Submit nomination. Once you have submitted the Trigger Nomination you will be returned to the My nominations screen and the Trigger Nomination you just submitted will show in your list of nominations.

The Admin Awards John Chenard

**ADMIN AWARDS**

**Important Admin Awards Information**

**Before you get started, 3 things:**

1. Be ready thorough. The more information about your nominee Address, the better. This is the only information the judges have to go on, so be specific. Nominations cannot be submitted with less than a 300 word count.
2. Come back any time before the deadline. You don't need to finish your nomination all in one sitting and you can even update submitted nominations also up until the deadline.
3. Your nominee is notified instantly that they've been nominated for an Admin Award and by whom, the minute you click "submit". We do not accept anonymous nominations.

For questions email [info@adminawards.com](mailto:info@adminawards.com) or call 873-488-1755 and someone will respond quickly!  
Now SCROLL DOWN and start NOMINATING!

**My nominations** [Admin Award \(CEO Admin Awards\)](#) [Cancel](#)

[Start nomination](#)

[New](#) [Add](#) [Remove](#) Showing 1 - 1 of 1

<input type="checkbox"/>	Nomination	Nominee's city or company city for Founders Award	Award category - description will populate upon selection	Status	Updated
<input type="checkbox"/>	1	Tracy, Nevada	Dallas Post North	Trigger Nomination - For Internal Use Only	Submitted 16 seconds ago