## 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. So, let's get you started!

To get started go directly to our Nominations Portal here... <u>https://theadminawards.awardsplatform.com/</u>. 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:

The Admin Awards	Judith Champion 🛞
Wy cominations	
	Befure you get started, 3 things:
	Be really therough. The more information about your avesome Admin(3), the better. This is the only information the judges have to go on, so be specific, Nominations cannot be submitted with test than a 300-word insent.     Canne back any time before the detailine. This during neuronal test in the submitted with test than a 300-word insent.     Canne back any time before the detailine that during the detailine in a during and you-can even splittly submitted with the detailine.     Source back any time before the detailine. This during the detailine during and you-can even splittly submitted non-instances also up until the detailine.     Your to cannot be instantly that they be been non-instances for an Admin Award and by whom, the minute you click "tudenic". We do not accept anonymous non-instances.     For questions entail introgradminawards.com or call N2-488-5556 and sameone will respond quickly!     New SCIRUL DOINN and istart NCMINATING!
	My nominations Hello, Judith Champion! You have no nominations get. What are you waiting for? Slatt new nomination

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:

The Admin Awards	Juditi Champion 🤁
My nominations	My nominations → Start nomination
	All questions must be answered, unless marked optional.
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	Numineer's city for company city for Founders Award)
	Award category - description will populate upon selection
	Your Naminer's Rame @
	Please select a nominee's dity tor company dity for hounders Award), award category - description will pspulate upon selection and nomination name.

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 Admin Awards	Judit-Dumpion 🕲
E Ny reminations	My nominations → Start nomination         All questions must be answered, unless marked optional.         Details       Program Area         Manimum & Supervisor Information         Averd Cangory Questions       Support of Finalizes Agreement
	My program area it:     Important: The Admin Asards competition is open to all surrounding cities in the general program-area       Save + next     Save + close         Save + next     Save + close

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:

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My nominations → Start nomination	
All questions must be answered, unless marked optional.	
Details Program Area Namines Information Non	instor & Supervisor Information Award Category Questions Support of Pruliets Age
Nominee Information ~	
Please provide the following inform	ation about your Nominee, the Administrative
Professional you are nominating.	
Nominee's First Name	Note: This is the Administrative Professional you-are nominating Yes, w
	already entered this but we need their name entered here also.
Nominee's Last Name	
Nominee's Company	
Mornings Job Title	0.140 arests
Nomine joo noe	0740 80123
Nominee Email	
Nominee's Phone Number	
How many years has this Administrative Professional been er current organization or executive? (Take a guess, we'll also ve	nplayed by their rify with your
Nominee.) (optional)	
How many total years has this Nominee served as an Adminis Professional throughout their career? (Take a guess, we'll also	Initive verify with your
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	Suggested Award Category(s) or Notes (optional)	Provide what award comparyity you think this however-could be a good fit for or anything elia-you then income about the conditions.

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... <u>https://theadminawards.awardsplatform.com/</u> 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	Judit-Champion 🖰
Wy sominutions	My nominations -> Start nomination All questions must be answered, unless marked optional. Descel, Proceed Anna Manifester Education, Surgicular & S
	<ul> <li>Nominator &amp; Supervisor Information ~</li> <li>Please provide-contact details below for the Nominator and/or Supervisor.</li> </ul>
	Neoninator First Name
	Nominator Last Name
	Nominator Company Name
	Neordinator Job Title 0.730 words
	Norminator Proce Number

Are you this Nominee's Direct Supervisor?	Note: Pyrus are submitting this normination on behalf of the nominees Direct Supervised select. Yes' 4 As perfectly the Pyrus' next, but we do need this information provided so we can on your Nonstope'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? (op	tona) v
Nominee's Direct Supervisor's First Name	
Nominee's Direct Supervison's Lost Name	
Direct Supervisar's Company	
Direct Supervisor's Job Title toptional)	
Direct Supervisor's Email	Your program Nominee's direct supervisor will be reoffied immediately via this email address that their Administrative Professional has been nominated for an Admin Awa and will be encouraged to add to it so please the sure it is acruste.

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.

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judge rommations	For questions email info@adminawarth.r	on or call 113-484-1755 and someone will respond quickly				
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