

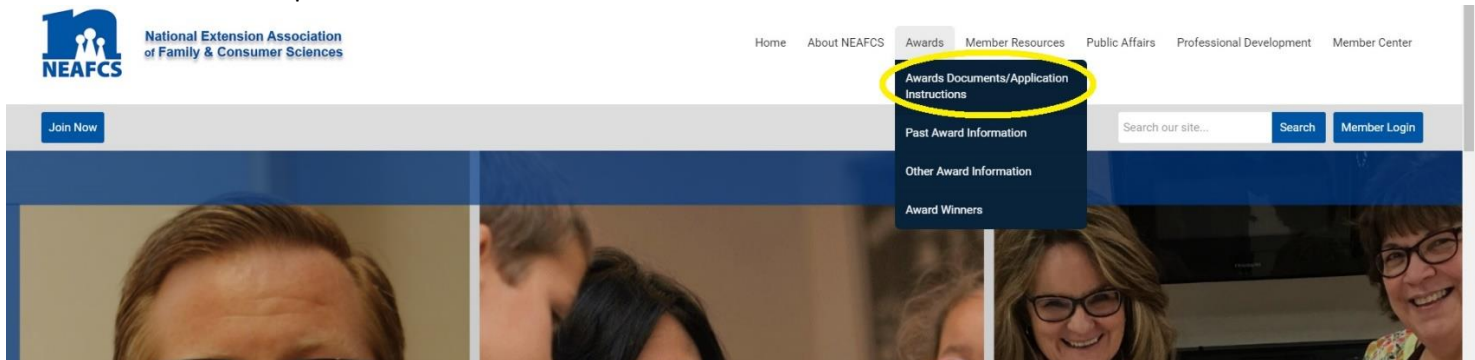
How to Apply for an Award

A step-by-step visual guide.



All awards must be entered into the online portal at www.neafcs.org. In order to be eligible for an award, your membership dues must have been received at the National Office by December 31st. You should check with your Affiliate Officer for additional information that is specific to your state's awards process.

1. Go to www.neafcs.org and log in by clicking the blue "Member Login" button in the upper right hand corner. Your username most likely your full email address. Your password is case sensitive and if you have forgotten it, please use the reset password request and the system will email you further instructions.
2. After you log in, select "Awards Documents/Application Instructions" from the Awards menu at the top of the screen:



3. Look for the header "Award Application" and click the link that says the awards portal is now open:



Awards Documents/Application Instructions

Vice President for Awards & Recognition: [Julie Garden-Robinson](#)

NEAFCS honors the contributions of members to the profession and to society through a number of awards given annually. Awards application

Award Application

The 2021 NEAFCS Awards submission portal is now open! The National submission deadline is March 15th. Please make sure you talk to yo their deadlines for you to complete your online submission.

4. When you click this link, it will open a new tab in your browser. The first page of the application is the NEAFCS Awards Affirmation. Please read through each bullet point. By submitting an

award application, you are affirming that you understand the requirements and expectations. Click Next at the bottom of the screen to continue to the next page.

5. Please note that you must submit one application per Award. Select which category your award application belongs in. Next, select if this is an Individual Entry or a Team Entry. From the drop down list, select your Affiliate. Your affiliate is part of a region. Please read the lists on the page to determine which region your state belongs to and select it.
6. Enter the title of your award submission.
7. Enter a 30 word summary.
8. Next are 4 upload slots for your accompanying files. You have 3 file upload slots for items like PDFs, Word Documents, etc. The last slot is for your picture to be uploaded. You are required to upload a photo as part of your submission, but you can indicate if you consent to it being used later.
9. To upload a file, click the Upload button under File 1, File 2, or File 3. A pop-up window will open allowing you to navigate your computer to find the file you wish to upload. Repeat for each file you need to upload, including the Picture file upload. Once a file has been uploaded, a link to the file will appear along with an option to Remove a file:

File 1:

[Calendar for NEAFCS Leadership Experience.docx](#) **remove**

File 2:

Upload File

File 3:

Upload File

Photo:*

[NEAFCS-Mentor-Leadership-Logo-2020 \(1\).png](#) **remove**

10. If you make a mistake here, simply click the “remove” (as highlighted in the image above) link and the file will remove itself from the system allowing you to upload something else in its place (or leave it blank if you do not need that slot to upload a file).
11. Once you are sure you have the right files uploaded into the available slots, click the Next button at the bottom of the screen to continue.
12. The next page asks for all of your contact information. Please note that the fields which pre-populate with your information in them are fields from your member profile in the system. If you update any of that information in the awards form, you will be updating the information in your profile. No one should be logging in as another member and submitting an award for them.
13. Please update any information as needed or add any missing information before clicking Next to continue to the next page.

14. This page has 20 fields for you to enter your team members' names. If this is an individual entry, scroll past this section and pick up with the next question. If this is a team entry, and you have less than 20 total team members, enter each person's name in one of the available fields. Do NOT include yourself here. If you have more than 20 total team members, please enter "Full Team Members Listed in Application" and ensure that you provided a FULL LISTING of every team member who should be recognized in an obvious place in your uploaded documents. Only team members listed on this original application will be recognized and given a certificate. Do NOT include prefixes or suffixes. Example: John Doe, PhD, M.Ed should be entered simply as "John Doe"
15. After the team member section is the photo release. If you agree, you are giving NEAFCS the right to use the photo(s) you included in your submission in future marketing. If you choose to not agree, NEAFCS will not use your photos for marketing. Opting in or out of the agreement will in no way affect your scoring. Click Next.
16. The final page contains a review of the Affirmation along with two check boxes. You will need to check both to complete your submission by clicking Submit at the bottom of the screen.
17. Once your application has been submitted, it is saved in the system and you can go back and edit it if needed. The page will refresh and give you an on-screen confirmation that looks like this:

Confirmation

Thank you for submitting an award application for 2021! *Please ensure your dues are (or were) received by the National order to be eligible for Awards.*

Distinguished Service Award

Submission Confirmation

Thank you for submitting an award application. Below are the details of your submission. You may go back to edit your submission, or log in to create a new submission.

Name: William Ferguson

Affiliate: District of Columbia

Region: Eastern

Award Category: Distinguished Service Award

Entry Title: A Test by Will Ferguson

18. You may print this for your records. The system will also email you a copy of your confirmation which you may need to print or forward to your Affiliate Officer. Contact them to find out. There is a Finish button at the bottom of the screen which will return you to the Home page.

Repeat the steps above for each award submission you need to make. The system will send the confirmation email to whatever your primary email address is in your online profile so make sure that's been updated on the contact information screen during your submission. If you experience any issues submitting an award, please contact us at william@neafcs.org.