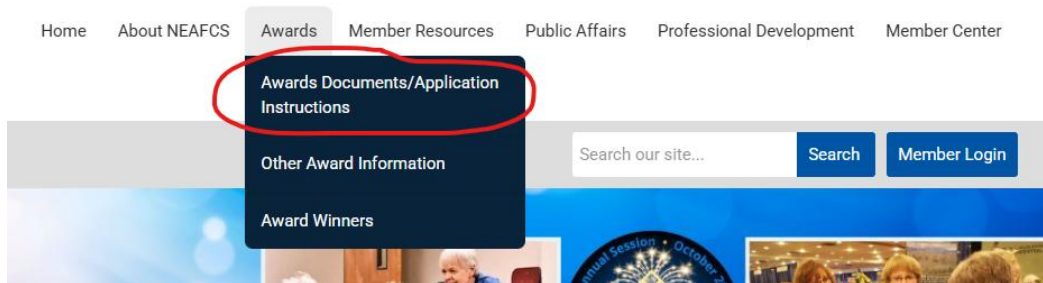




How to Apply for an Award A Step-By-Step Visual Guide

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 postmarked to the National Office by December 31st. Check with your Affiliate Office Treasurer 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, “Awards Application” and click the link that says the **awards portal is now open**. **Link will be posted where the red star is:*

[Award Application](#)



The National submission portal **opens** December 1, 2025. The portal **closes** on March 15, 2026.

Reminder: Your membership dues *must be postmarked* to the National Office by **December 31st** in order to qualify for an award(s). If you have concerns about the status of your membership, please contact your State Affiliate Treasurer directly.

4. When you click this link, it will open a new tab on 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.
 - a. 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.
 - a. Next select if this is an *Individual Entry* or a *Team Entry*.
 - b. 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 four upload fields for your accompanying files.
 - a. You have three file upload slots for items like; PDFs, Word Documents, etc.
 - b. The fourth slot is for your picture file. You are required to upload a photo as part of your submission packet, but 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. A pop-up window will open allowing you to navigate your computer to find the file you wish to upload.
 - b. Repeat for each file, including the photo file.
 - c. Once a file has been uploaded, a link to the file will appear along with an option to remove.
 - d. If you make a mistake, simply click remove to delete. You can then upload a new file or leave blank if you do not need to fill.

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. When you are sure you have uploaded all correct files into each slot, **click next** at the bottom of the screen to continue.
11. 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. If you update any of that information in the awards



application form, you will be updating your profile information simultaneously.

- a. **Noone** should be logging in as another member and submitting an award for them.
12. Please update any information as needed, or add any missing information before clicking next to continue to the next page.
13. This page has 20 fields for you to enter your team members' names.
 - a. If this is an individual entry, please scroll past this section and pick up with the next question.
 - b. If this is a team entry, and you have less than 20 total team members, please enter each person's first and last name in one of the available fields. Do NOT include yourself here.
 - c. If you have more than 20 total team members, please do not enter any names into the team member fields. Only enter "Full Team Members Listed in Application" into the first team member field. Then double check to ensure you have provided a FULL LISTING of every team member who should be recognized into an obvious place in one of your uploaded files.
 - d. Only team members listed on this original application will be recognized and given a certificate.
 - e. Please do **NOT** include name prefixes or suffixes such as; PhD, Ed.D. or M.Ed. Only first and last names, example: "John Doe".
14. After the team member section will be the *photo release*.
 - a. If you click **agree**, you are giving NEAFCS the right to use the photo(s) you included in your submission in future marketing as well as during the National Awards Ceremony.
 - b. If you choose **not to agree**, NEAFCS will not use your photos for any marketing purposes. *Opting in or out of the agreement will in no way affect your scoring.*
 - c. Click Next.
15. 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.



16. Once your application has been submitted, it is saved in the system and you will **not** be able to go back and edit. 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

17. You may print this for your records. The system will also email you a copy of your confirmation. Contact your affiliate officer to find out if you need to print and/or forward to them.
18. There is a Finish button at the bottom of the screen which will return you to the Home page.
19. Repeat the steps above for each award submission you wish to submit. The system will send a confirmation email to the primary email address on your profile. Please make sure that has been updated and is correct (on the contact information screen) during your submission.

If you have any questions or are experiencing any issues with submitting an award, please reach out to the national office at: awards@neafcs.org

Thank you!