

NAWIC ACT Awards for Excellence

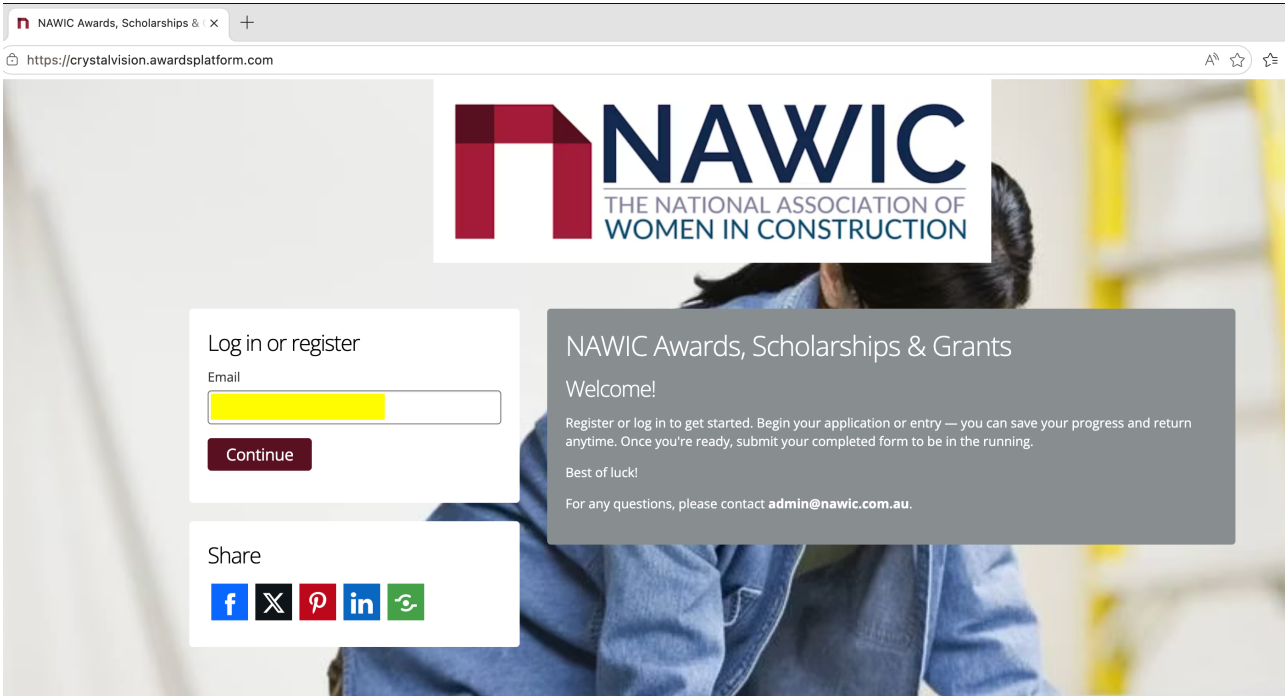
How-to Guide: Award Nomination Entry

Entries close: 7 September 2026

This guide walks you through every stage of submitting an award nomination on the NAWIC awards platform, creating an account, completing and submitting an entry, and editing or deleting an entry if you need to.

Register and Log In

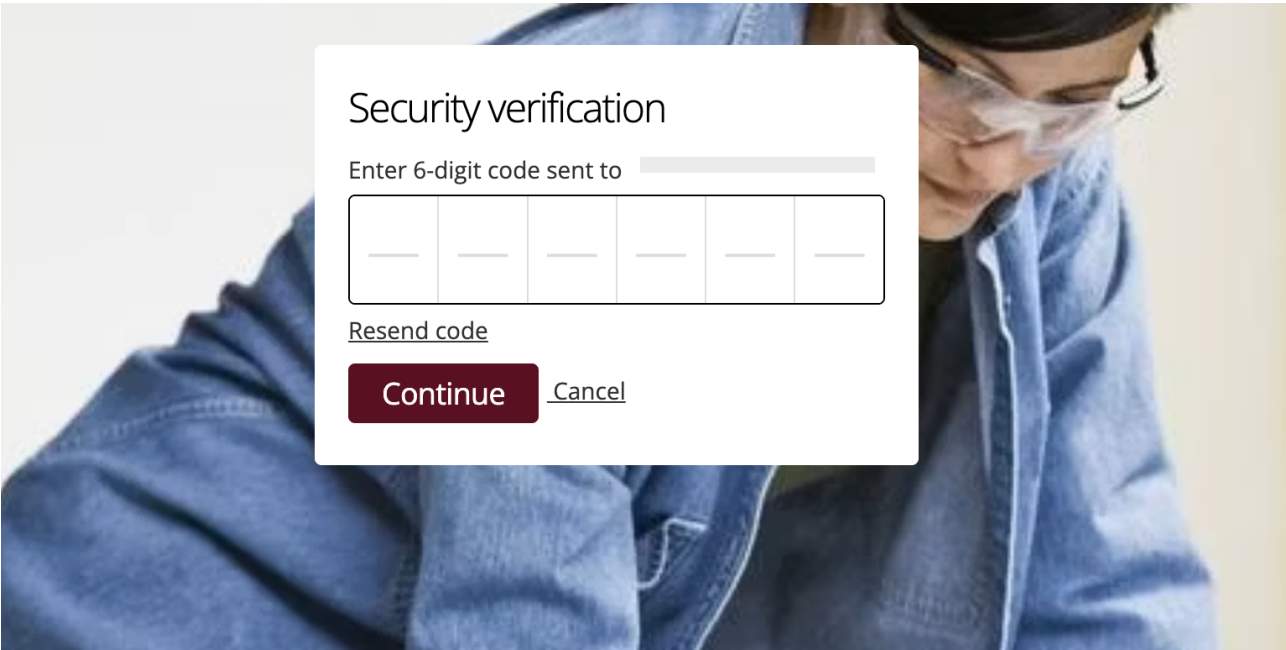
Step 1: Open the NAWIC awards nomination platform: <https://crystalvision.awardsplatform.com/>



Step 2: If you already have an account, log in with your registered email address and go straight to **Step 4**. If this is your first time using the platform, create an account as described in Step 3.

Step 3: To create an account, enter your email address in the email field, click **Continue**, and follow the prompts:

- a. Enter the six-digit verification code sent to your email address.



- b. Fill in the details requested and click **Complete registration**.

Register

First name

Last name

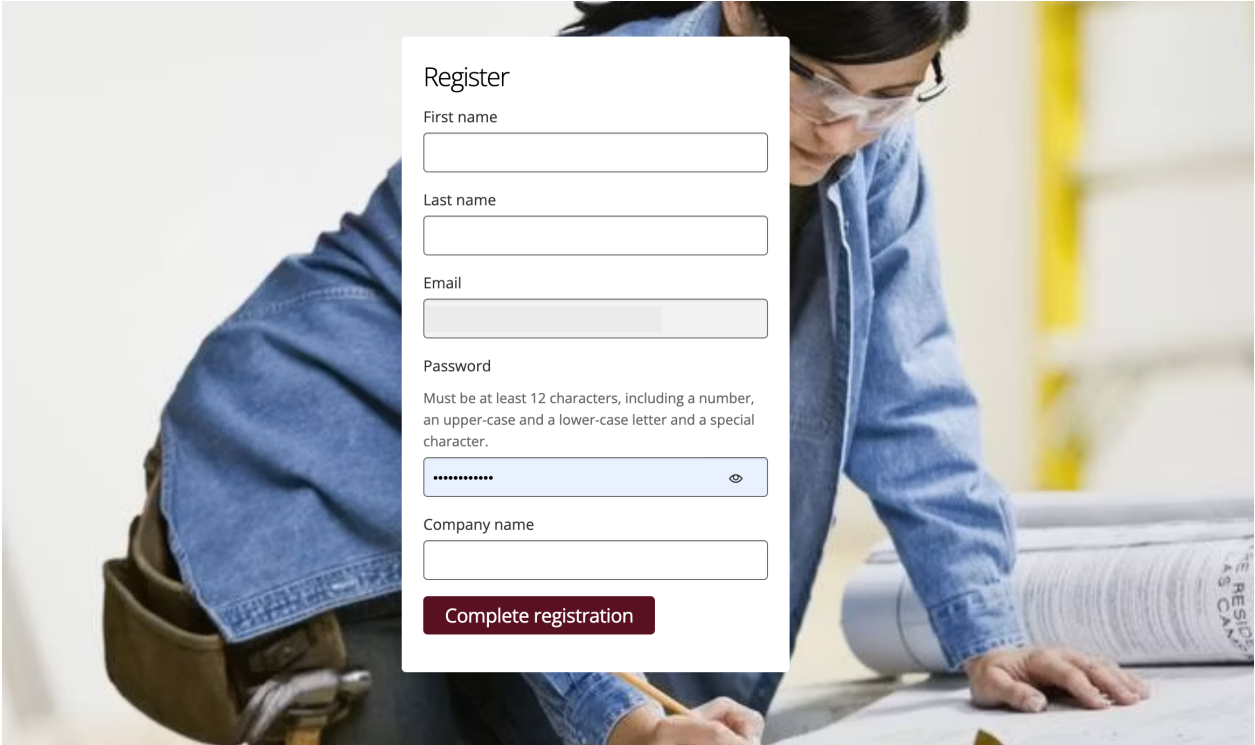
Email

Password

Must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

Company name

Complete registration



c. Once your account is registered, you will arrive at the landing page shown below.

NAWIC Awards, Scholarships & Grants

Enter



WE ADVOCATE FOR CHANGE.
WE EDUCATE AND EMPOWER.
WE CONNECT. WE ARE NAWIC.
www.nawic.com.au

Entry rules and support information

Support

If you're having difficulty with the entry submission process, please get in touch with us on admin@nawic.com.au or call +61 1800 767 977

Please note that the entry open and close deadlines vary from Chapter to Chapter. The system will automatically prevent entry creation and submission after the relevant Chapter date and time.

Entry rules and guidelines

- In order to submit an entry, the nominee must be a current NAWIC member. [Click here](#) for more information about becoming a NAWIC member.
- Where the nomination is made by a third party who is not the nominee, the person making the nomination must confirm they have obtained the consent of the nominee.
- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.

My entries

Hello,

You have no entries yet. What are you waiting for?

Start entry

Search list

Forgotten your password? Click “Forgot password” on the login screen and follow the prompts, then continue from Step 4.

Create a Nomination Entry

Step 4: Click **Start entry** to begin a new nomination.

Step 5: Select **ACT** from the first drop-down menu, then choose the award category you would like to enter from the list that appears.

State

ACT

Category

ACT: Manteena - Young Achiever

ACT: Built - Leadership in Construction

ACT: Burgtec - Male Ally

ACT: Canberra Metro Construction - Diversity and Inclusion

ACT: CIT - Tradeswoman/Apprentice of The Year

ACT: Construction Control - Construction Business Woman of the Year

ACT: Elvin Group - Achievement in Engineering

ACT: Hindmarsh - Achievement in Design

ACT: Joss Group - Mentor of the Year

ACT: Lauren Cullen Recruitment - Innovation and Sustainability in the Construction Industry

ACT: Lendlease - Crystal Vision

ACT: Richard Crookes - Achievement in Health and Safety/ Or Environment

ACT: TSA Riley - Emerging Leader

The entry page for each category sets out its **eligibility criteria**, the **additional information required**, and the **judging criteria** with their weightings, the example below is for the Mentor of the Year Award. A blank Entry PDF can be downloaded from this page for offline reference. Please note that the PDF is a guide only and submissions must be completed through the online platform.

Category

ACT: Joss Group - Mentor of the Year

JOSS GROUP - MENTOR OF THE YEAR

A MENTOR THAT HAS ENCOURAGED PROFESSIONAL GROWTH OF WOMEN IN THE CONSTRUCTION INDUSTRY.

Purpose

This award recognises an individual, man or woman, that is a mentor, assisting and encouraging women in the construction industry.

This award promotes investment in the development of women in the construction industry; it acknowledges the outstanding contributions made by the mentor to the professional growth, guidance and betterment of their mentees.

Eligibility

The following conditions apply for who can be entered into this award category:

- This award is open to individuals, male or female
- Candidates must be based and working in the Capital Region
- Candidates can nominate themselves or be nominated by someone else
- Candidates must read and agree to be bound by the Conditions of Entry
- Candidates must be NAWIC financial members at the time of nomination and award ceremony

Additional Information Required

Nominees are required to provide the following as an attachment:

- A summary profile (100 words or less) about yourself
- A letter of reference or endorsement from a trainee or mentee in the program
- A minimum of two photos of the nominee and one photo of projects (for use in marketing material)
- Any endorsements/approvals required for the photos provided

Judging Criteria

Nominations will be assessed in accordance with the nominee's ability to meet the following assessment criteria and respective weightings:

- Describe the mentoring and demonstrate how this assists employees/trainees/apprentices develop skills and leadership qualities (30%)
- Provide details of how the mentoring program/mentor relationship provides a forum to share experiences, business skills and expertise to benefit others, particularly women in the construction industry (20%)
- Provide details of successful experiences where mentees have gained professional growth and guidance in career development or how a mentor has utilised expertise and networks to assist others and resolve challenges (20%)
- Provide details of how organisational change has occurred and how the mentor program has benefited women in the construction industry (30%)

← Weighting

Important Dates

- Nominations Open – 9 July 2026
- Nominations Close – 7 September 2026
- ACT Awards Night – 13 November 2026

 Download blank entry PDF for reference

Please note: Entries that do not meet the eligibility criteria, or that omit required information, may not be accepted. If anything is missing, the entrant will be contacted before the submission deadline and may be asked to resubmit the entry or re-upload attachments.

Before You Proceed: NAWIC Membership

The Awards for Excellence are open to current NAWIC members only. Before proceeding with your entry, make sure the nominee’s NAWIC membership ID number is on hand, as you will need it to pass the eligibility check in Step 7.

If you are **self-nominating**, the nominee is you, so your own membership details are required. If you are **nominating someone else**, provide that person’s membership details.

NAWIC Membership Requirement

The Awards for Excellence is open to current NAWIC members only. Before commencing your entry, please ensure the nominee’s NAWIC membership ID number is available.

If you are **self-nominating**, the nominee is **you** and your membership details are required. If you are **nominating someone else**, please provide the nominee’s membership details.

You can locate your membership number by logging into the [NAWIC website](#) and selecting the **'My Profile'** tab. Your membership ID number is displayed within your profile details.

If you are unable to locate your membership number or require assistance accessing your account, please contact the Membership Team at membership@nawic.com.au.

Where to find a membership number: log in to the [NAWIC website](#) and open the “My Profile” tab. The membership ID number is displayed within the profile details. If you cannot locate the number or need help accessing the account, contact the Membership Team at membership@nawic.com.au.

Step 6: Enter the contact details of the **entrant** (the person completing the nomination) and indicate whether you are nominating yourself. NAWIC will use these details for any questions about the entry. The entrant must read the Awards Terms and Conditions and tick the acknowledgement box. **Entries without this box ticked will not be accepted.** Click **Save + next** to continue.

Organisation

Phone number

Are you nominating yourself?

Email Address

☐ I confirm that I have read the [Terms and Conditions](#) relating to Awards nomination and entry. ⓘ

Save + next

Cancel

NAWIC Membership Eligibility

Step 7: The next tab is **NAWIC Membership Eligibility**. Confirm whether the nominee is a current NAWIC member:

- **If yes:** select **Yes**, enter the nominee’s NAWIC Membership ID Number, and click **Check eligibility**. Once eligibility is confirmed, you can continue with your submission.
- **If no:** select **No**, enter **N/A** in the Membership ID Number field, and click **Check eligibility**.

Details

NAWIC Membership Eligibility

Instructions:

- If the nominee is a current NAWIC member, select **Yes**, enter their NAWIC Membership ID Number, then click **Check eligibility**.
- If the nominee is **not a NAWIC member**, select **No**, enter **N/A** in the NAWIC Membership ID Number field, then click **Check eligibility**

Is the nominee a current NAWIC member?

☐ Yes

☐ No

NAWIC Membership ID Number (enter N/A if not applicable)

Save + close

Preview

Check eligibility

Note: The membership requirement applies to the nominee (the person being nominated for the award). If you are submitting an entry on behalf of someone else, please confirm the nominee's NAWIC membership before proceeding.

Important: If the nominee is not a current NAWIC member, an ineligibility message will appear, and the entry cannot proceed. The entry cannot be saved or resumed. A new entry will need to be started once the nominee’s NAWIC membership has been processed and activated.

Step 8: Once the eligibility check has been passed, the **Nominee Details**, **Criteria**, and **Attachments** tabs become available. Complete to finish your entry. Click **Save + next** to save each section as you go; you can click **Save + close** at any time and return later. Saving your entry does not submit it. You can return and edit your nomination until the closing date.

Nominee Details

Fill in each required field.

Details

NAWIC Membership Eligibility

Nominee Details

Criteria

Attachments

First name

Last name

Organisation

Postal address

Paragraph

Phone number

Criteria

Respond to each judging criterion for your chosen category. Word limits and guidance notes appear alongside every question.

Details

NAWIC Membership Eligibility

Nominee Details

Criteria

Attachments

Criteria

Please answer ALL the questions below.

Contribution to the Construction Industry

0 / 200 words

Paragraph

Outline the nominee's contributions to the industry and describe their role.

Challenges

Paragraph

Describe any challenges the nominee has faced and how they overcame them.

Attachments

Upload every item listed under “Additional Information Required” for your category. A nomination is not complete until all required attachments have been provided.

Details

NAWIC Membership Eligibility

Nominee Details

Criteria

Attachments

Attachments information

Maximum file size is 15MB per piece.

ADDITIONAL INFORMATION REQUIRED / ATTACHMENTS

The following **must** be uploaded before your nomination is deemed to be complete:

- A summary profile (100 words or less) about yourself (or your team/company, if applicable)
- The written reference(s) or letter of endorsement specified for your award category (see the category description for who this must be from and how many are required)
- A minimum of two photos of the nominee and one photo of projects (for use in marketing material)
- Any endorsements/approvals required for the photos provided
- All nominations must meet the eligibility criteria

Drag your files here

or

Select attachments

Review Your Entry

Step 9: Before submitting, review your entry by clicking through each of the section tabs and checking your responses.

Submit Your Entry

Step 10: Once every section is complete, click

Submit entry

.

If a message like the one below appears, return to your entry and complete the missing fields, then submit again.

Whoa! That's not ready yet - please check the highlighted fields and tabs.

Details

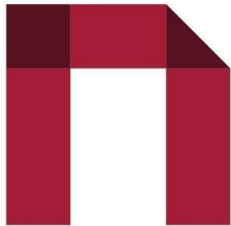
NAWIC Membership Eligibility

Nominee Details

Criteria

Attachments

Step 11: When you reach the confirmation screen below, your nomination has been submitted successfully.



NAWIC

THE NATIONAL ASSOCIATION OF
WOMEN IN CONSTRUCTION

Congratulations for completing your entry submission

You're now in the running for consideration.

Make sure you also purchase a ticket to the Awards event too. Check the [NAWIC](#) website for full details.

In the meantime, why don't you tell your network you're in the running for an award!

Please note: You can still edit your entry after submitting, see the next section.

Edit a Submitted Entry

Log in and click the name of the entry you wish to edit in the “Entry” list.

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- You can use the 'copy' feature to create a copy of your entry and change the category as required.

Start entry

My entries Active season (NAWIC 2023 Awards) Current

[Copy](#) [Delete](#) [Download](#) Displaying 1 - 2 of 2

☐		Entry	State	Category	Status	Updated	PDF
☐		Siti	ACT	ACT: NDY Innovation & Sustainability in the Construction Industry	Submitted	4 minutes ago	
☐		Siti Test	ACT	ACT: Canberra Institute of Technology Tradeswoman of the Year	In progress	10 hours ago	

While editing, remember to click **Save + next** or **Save + close** regularly to save your changes. When you have finished, click **Submit entry**, and your submission will update automatically.

Create an Additional Entry

To make another nomination, click **Start entry** and repeat Steps 4 to 11.

Delete an Entry

Log in, tick the entry you would like to remove, and select **Delete**.

Start entry

My entries Active season (NAWIC 2023 Awards) Current

[Copy](#) [Delete](#) [Download](#)

☐		Entry	State	Category
☒		Siti	ACT	ACT: NDY Innovation & Sustainability in the Construction Industry

You will be asked to confirm. Once confirmed, the entry is permanently removed.

Are you sure you would like to delete this item?

OK

Cancel

Need Help?

If you have any issues submitting a nomination, contact the ACT Awards team at ACTAwards@nawic.com.au.