

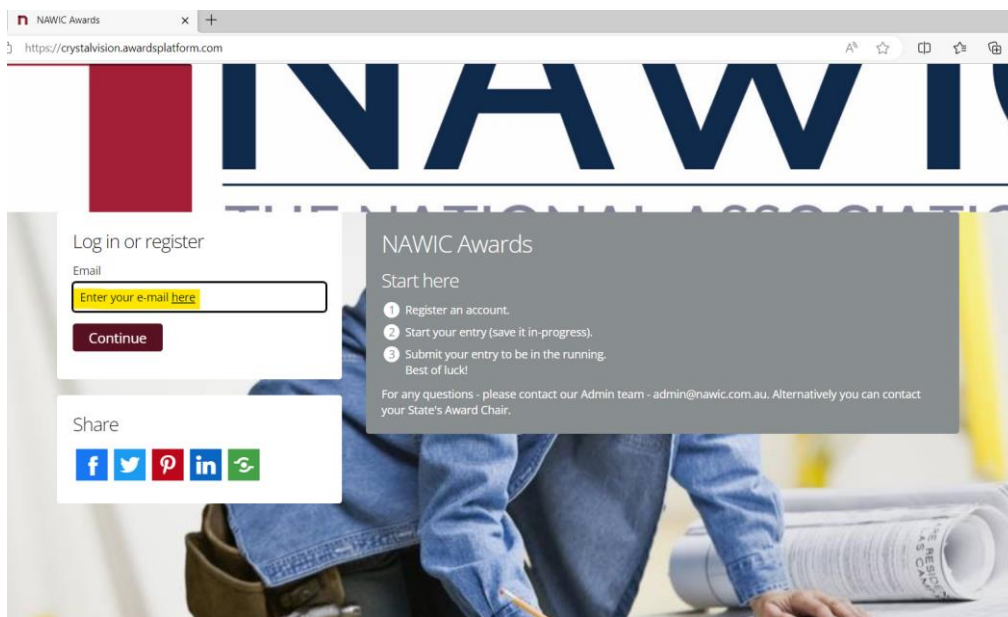
# NAWIC ACT

## How-to Guide to Award Nomination Entry

**\*Entries close 6<sup>th</sup> September 2024\***

### Register & Login

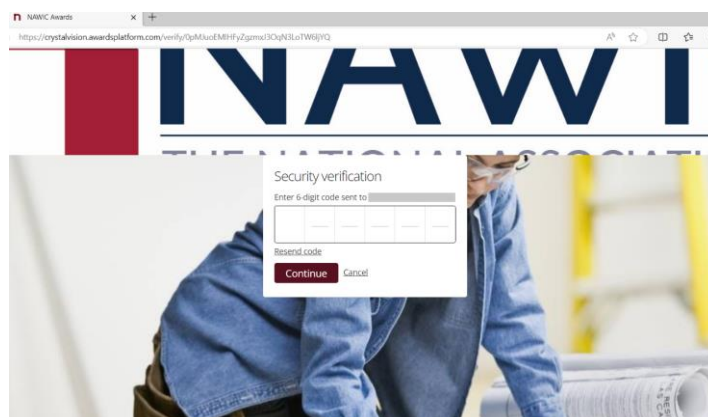
**Step 1:** Use link to access NAWIC awards nomination page <https://crystalvision.awardsplatform.com/>



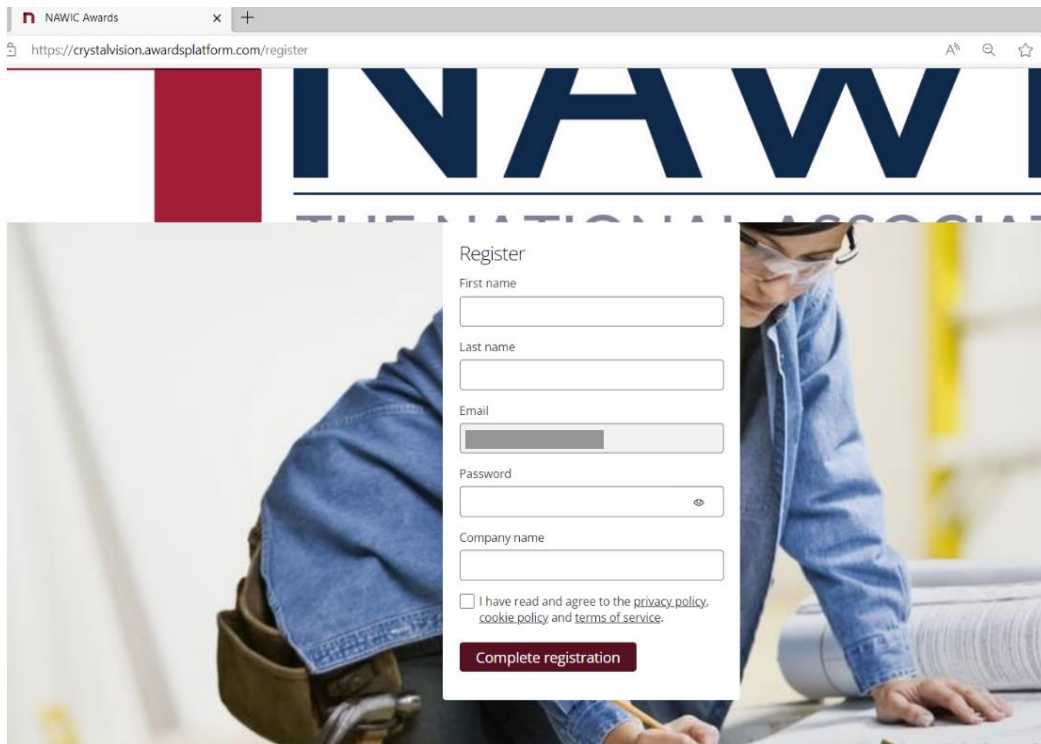
**Step 2:** If this is your first time using Awards Platform, please create an account. If you have an account, continue to log in using your registered e-mail account and skip to **Step 4**.

**Step 3:** To create a new account, begin by entering your e-mail address in the e-mail field and click Continue. Follow the prompts provided.

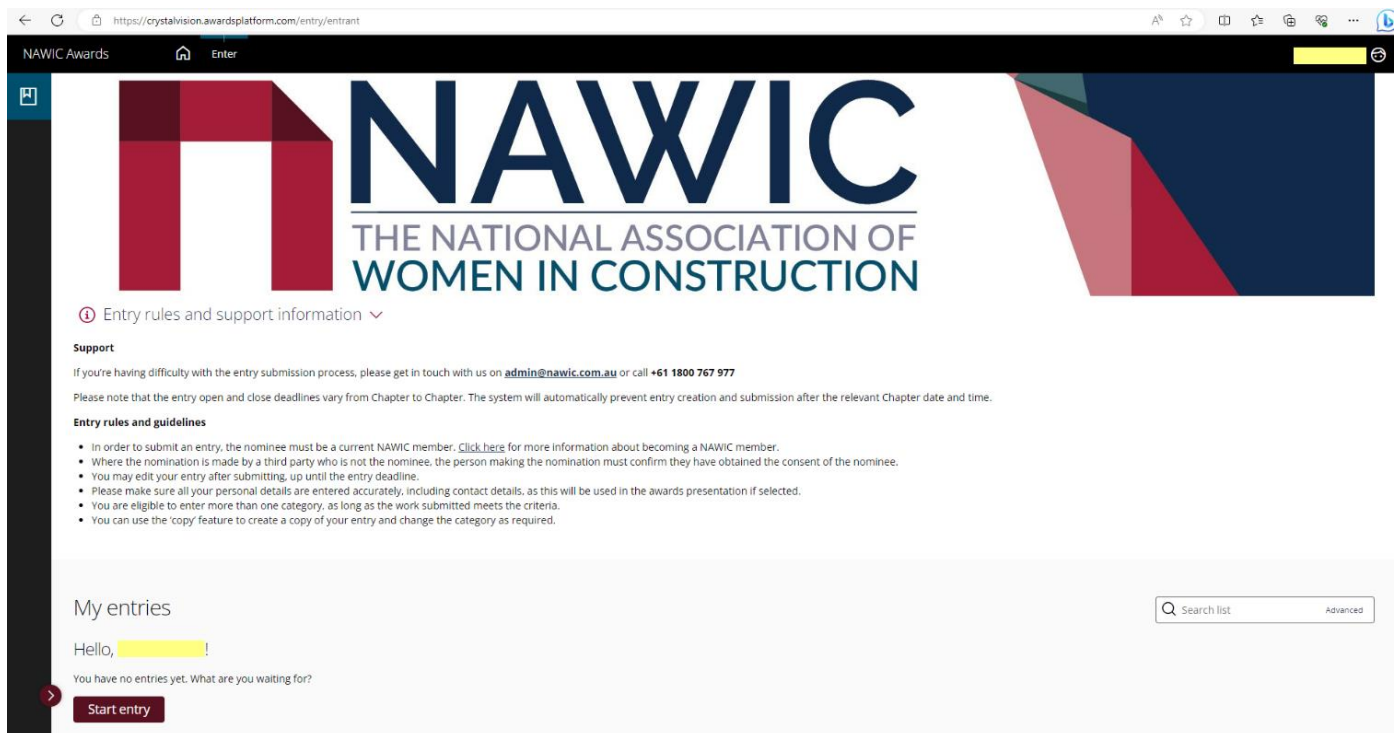
i. Enter the 6-digit code sent to your e-mail address.



ii. Enter the details requested and click Complete registration.



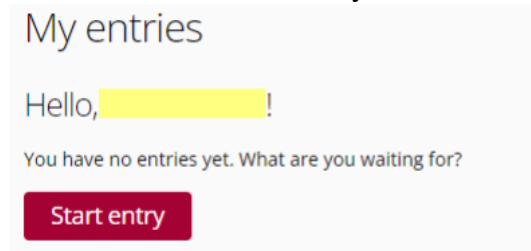
iii. Once your account has been registered, you will see the following landing page:



If you have previously created a login but have forgotten your password, click “Forgot password” and follow the prompts. Once logged in, continue to **Step 4**.

## Creating a Nomination Entry

**Step 4:** To begin a new nomination, click on “Start entry”



**Step 5:** Select “ACT” from the first drop down menu. The list of applicable categories for the NAWIC ACT Crystal Vision Awards will appear. Select the category you would like to enter.

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Details

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State

ACT ▼

Category

▼

- ACT: BENMAX LEADERSHIP IN SAFETY
- ACT: BUILT Leadership in Construction
- ACT: Canberra Institute of Technology Tradeswoman 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: LENDLEASE Crystal Vision Award
- ACT: MANTEENA Capital Region Student of the Year
- ACT: MONARO WINDOWS Diversity and Inclusion Award
- ACT: NDY Innovation & Sustainability in the Construction Industry
- ACT: TSA MANAGEMENT Emerging Leader
- NATIONAL BUSINESS AWARD 2023
- NATIONAL: Crystal Vision Award

Phone number

Mobile

**Note:** The **Eligibility criteria**, **Additional Information Required** and **Judging Criteria** for each category are displayed on the Entry landing page for the individual/selected category (see figure below for “Mentor of the Year Award” example).

Weighting for each judging criteria is provided on this page.

A blank “Entry PDF” can be downloaded for offline reference. Criteria questions will be printed in the PDF.

Please note that entries that do not meet the eligibility criteria and/or do not provide all the required additional information **may not be accepted**. The entrant will be notified prior to the submission deadline if any criteria or submission requirements have not been met and may be asked to re-submit entries and/or re-upload attachments.

**Mentor of the Year Award**  
**Sponsored by Joss Group**

**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 female mentees.

**Eligibility**

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

- 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.

**Additional Information Required**

Nominees are required to provide the following as an attachment:


- A summary profile (100 words or less) about yourself or the individual being nominated.
- A letter of reference or endorsement from a trainee or mentee in the mentoring 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:

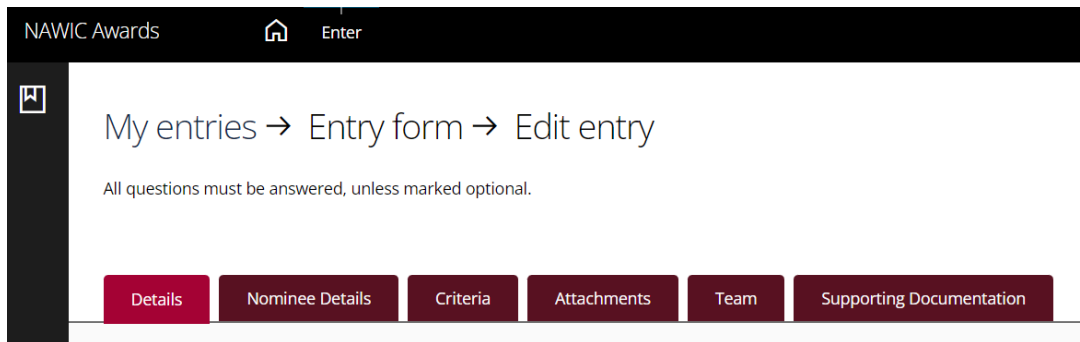
- Describe the mentoring and demonstrate how this assists employees/trainees/apprentices develop skills and leadership qualities (30%) ← **Weighting**
- Provide details of how the mentoring program/mentor relationship provides a forum to share experiences, business skills and expertise to benefit others, 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%)

**Important Dates**  
 Nominations Open: 13th July 2023  
 Nominations Close - 30th September 2023  
 ACT Awards Night - 17 November 2023

 [Download blank entry PDF for reference](#) ← **Downloadable PDF for offline reference**

**Step 6:** Complete all fields in the respective category. All tabs (except “Team”) must be completed for a nomination to be complete and accepted.

The **Team** tab is not applicable to the 2024 ACT Crystal Vision Awards.

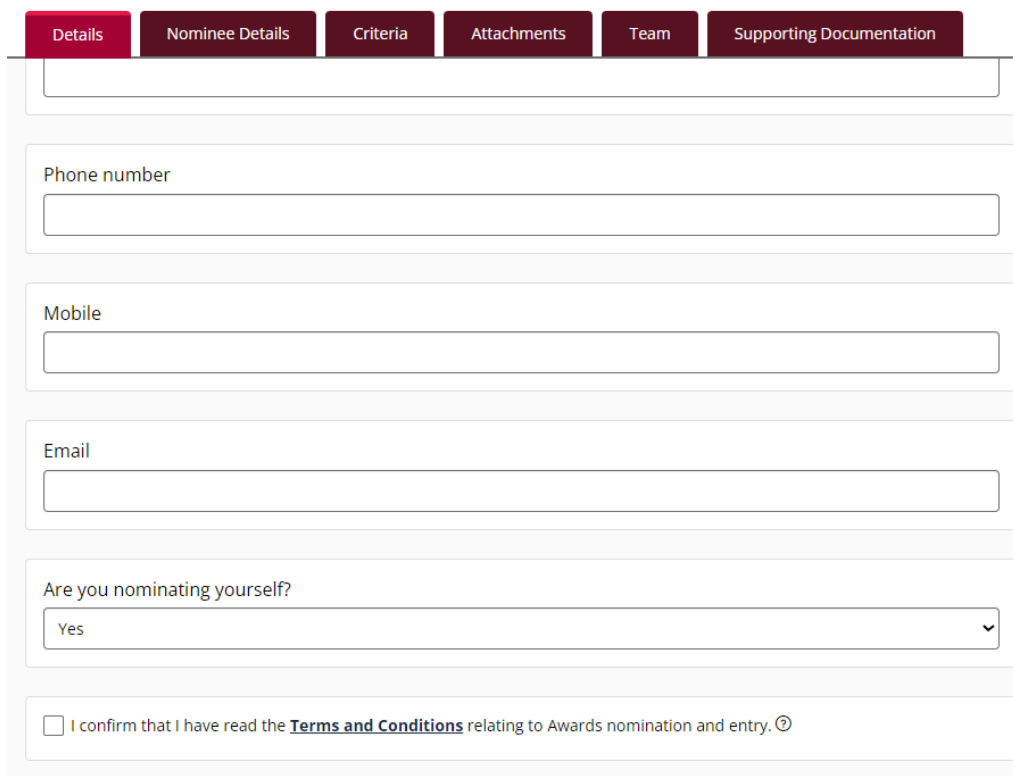


Click **Save + next** to save your entry on each tab. You can **Save + close** at any time and resume to finish the entry later.

### Details

Enter the details of the entrant (person doing the nomination). In the event that NAWIC needs to make contact regarding the nomination, this person will be contacted.

Ensure that the entrant has read the ACT Crystal Vision Awards Terms and Conditions (refer to the end of this guide) and ticks the box before submitting the entry. Entries that do not tick this box will not be accepted.



## Nominee Details

[My entries](#) → [Entry form](#) → [Edit entry](#)

All questions must be answered, unless marked optional.

Details	<b>Nominee Details</b>	Criteria	Attachments	Team	Supporting Documentation
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First name
<input type="text" value="Siti"/>

Last name
<input type="text" value="Mustaffa"/>

Organisation
<input type="text" value="NAWIC ACT Committee"/>

Postal address
<div style="border: 1px solid #ccc; padding: 5px;"><p>B I H “ ☰ ☷ 🔗 👁 📄 ?</p></div> <div style="border: 1px solid #ccc; height: 100px;"></div>

**Important notice:** Nominees who are not current financial members of NAWIC will not be eligible to enter into the Awards.

**All NAWIC members need to provide their membership number.** *(if you have applied for membership but not yet received a number, please type 'awaiting membership number' below)*

## Criteria

Details
Nominee Details
Criteria
Attachments
Team

Mentored Experiences 0 / 300 words

B I H 🗨 ☰ ☰ 🔗 👁 📄 🔒

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.

Mentored Organisational Change 0 / 500 words

B I H 🗨 ☰ ☰ 🔗 👁 📄 🔒

Provide details of how organisational change has occurred and how the mentor program has benefited women in the construction industry.

Save + next
Save + close
Preview
Submit entry


## Attachments

Details
Nominee Details
Criteria
Attachments
Team
Supporting Documentation

**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
- A Letter of Endorsement from someone involved in the innovation who can attest to the nominee's role and contribution
- 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



Drag your files here  
or

Select attachments

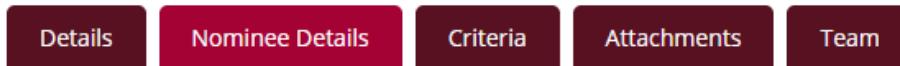
Add link or video

Save + next
Save + close
Preview
Submit entry

Please note: If you selected either Save + close or Save + next you have not completed the entry. You can come back later and complete the entry.

## Reviewing Nomination Entry

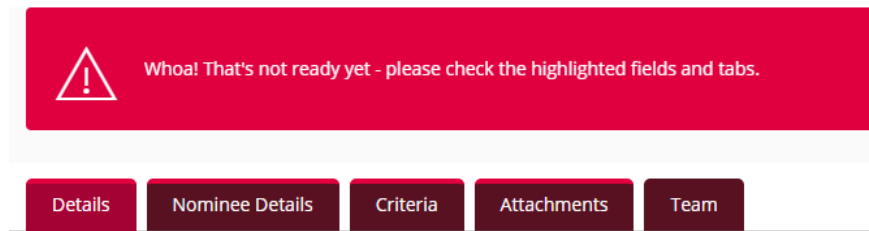
**Step 7:** Review the entry. This can be achieved by selecting the section tabs.



## Submitting Nomination Entry

**Step 8:** Once completed you can select  and you have completed your entry.

If you receive the below message (or similar) please go back to your entry application and complete the missing field/s stated to complete your award nomination.



**Step 9:** Once you reach the screen below, you have successfully submitted an entry to the NAWIC ACT Awards.




### 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:** Once you select  you are still able to edit your entry, please read the following section for further information for editing a submitted entry.



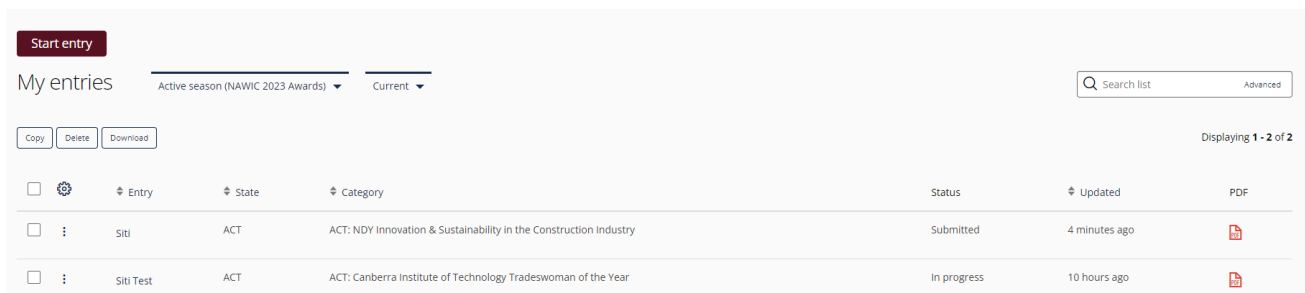
## Editing Nomination Entry

If you would like to edit a nomination entry, log in and select the name in the 'Entry' field you wish to edit.

While editing please remember to regularly click **Save + next**. Once you have completed editing, select **Save + close**. This will automatically update your submission.

### 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.



The screenshot shows the 'My entries' page with a 'Start entry' button at the top left. Below the header, there are filters for 'Active season (NAWIC 2023 Awards)' and 'Current'. A search bar is on the right. Below the filters are 'Copy', 'Delete', and 'Download' buttons. The main content is a table with columns: Entry, State, Category, Status, Updated, and PDF. Two entries are listed:

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	

## Additional Nomination Entry

If you would like you to make another entry, select **Start entry** and follow Steps 4 to 9.

## Deleting Nomination Entry

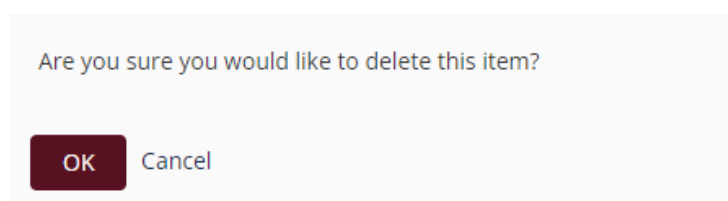
To delete a nomination entry please login, please tick the entry you would like to remove and select **Delete**.



The screenshot shows the 'My entries' page with a red arrow pointing to the 'Delete' button in the 'Copy', 'Delete', and 'Download' row. The table below shows the first entry selected with a checkmark in the 'Entry' column:

Entry	State	Category
<input checked="" type="checkbox"/>	Siti	ACT: NDY Innovation & Sustainability in the Construction Industry

You will be asked to verify deleting entry. Please confirm and the entry will be removed.



Are you sure you would like to delete this item?

**OK** Cancel

## **Nomination Entry Assistance**

If you have any issues with submitting a nomination entry please contact the ACT Awards team at:

[ACTAwards@nawic.com.au](mailto:ACTAwards@nawic.com.au)

***Thank you and we hope to see you at the NAWIC ACT Awards Night***