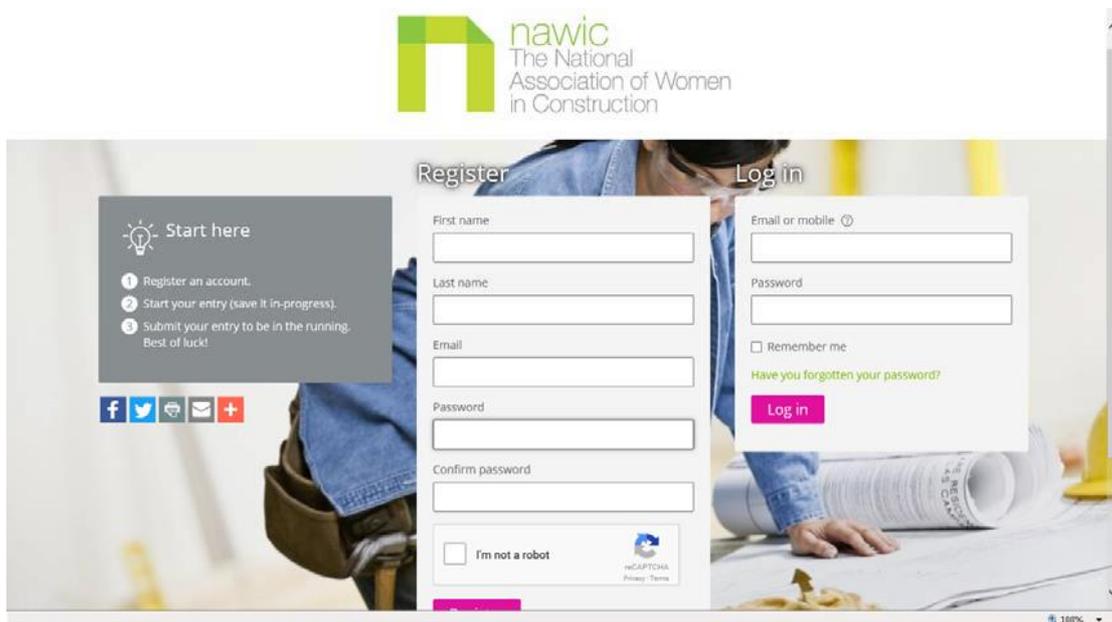


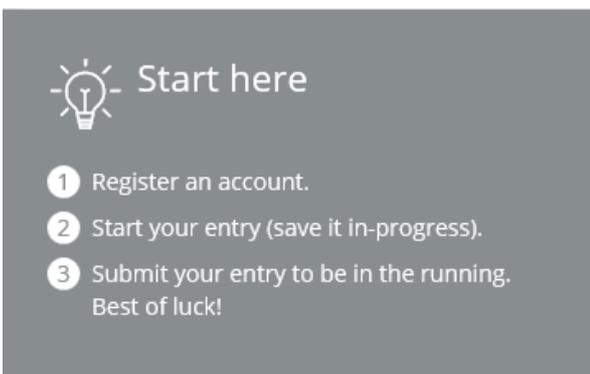
How to Guide to Award Nomination Entry

Register & Login

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



Step 2: If this is your first time please register by completing the above indicated fields and read the 'Start Here' grey box located to the left of the website (below). Once completed please select 



If you have a NAWIC account please continue to log in using your Email or Mobile and select . Once logged in please continue to **Step 4.**

If you have a login but have forgotten your password, please select 'Have you forgotten your password?' this is located in the 'Login' field and is in green font. Follow the prompts. Once logged in please continue to **Step 4**.

Step 3: Complete the 'Additional Details', please answer all fields indicated and select

Complete profile

Additional details

All questions must be answered, unless marked optional.

Mobile

Company name

Address

NAWIC Membership Number (optional) ⓘ

Complete profile

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Creating Nomination Entry

Step 4: Once completed you will be taken to the below screen.

My entries

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Entry rules and support information

! An email has been sent to your address for verification. You will need to click the verification link in the email.
If you don't see your email in a couple of minutes, please check your junk mail or spam folder - if it's not there, contact your network or IT administrator to whitelist the address no-reply@awardsplatform.com.
[Resend verification email](#)

Hello, Ali Mott!

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

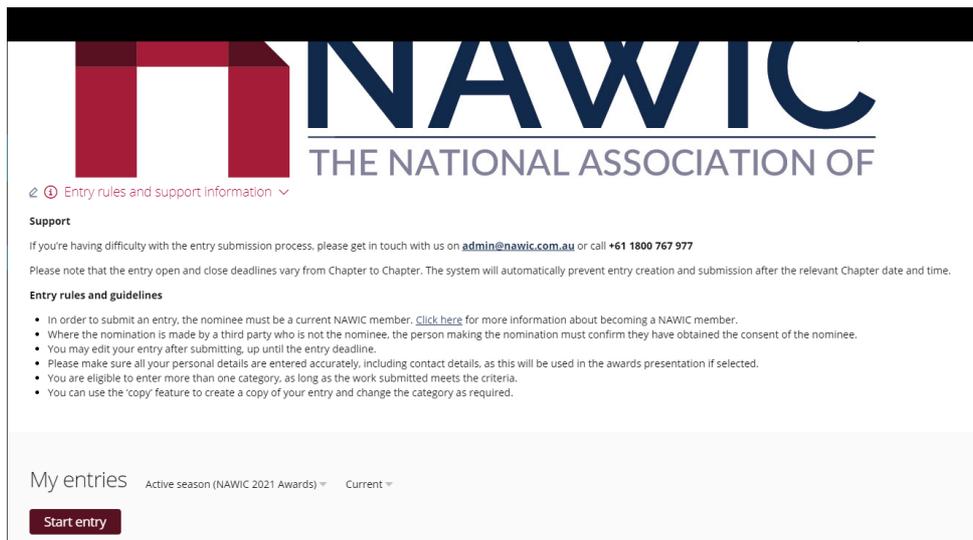
Start new entry

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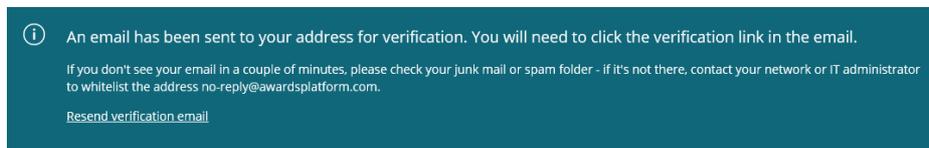
Step 5: 'Entry Rules and Support Information' can be found once dropped down.

Please note: Nomination for ACT **closes midnight 16th October 2021.**



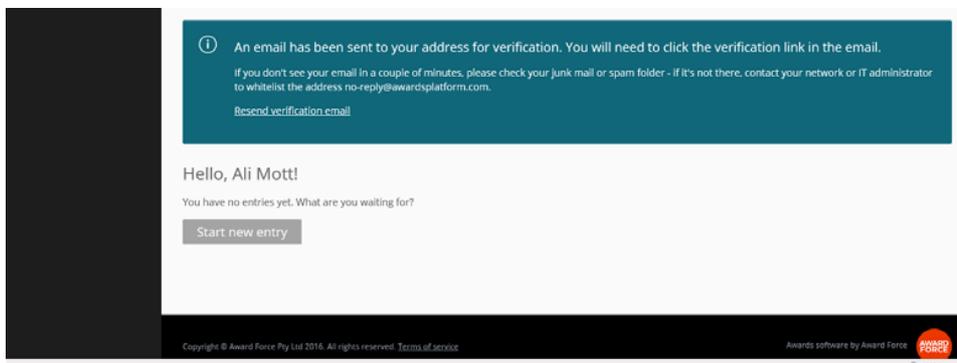
Step 6: If you verified your NAWIC account please continue to **Step 7.**

If you haven't you will need to check the designated email address you created your NAWIC account with and verify your registration. Until you do you will not be able to create an entry.



Step 7: Once you have verified registration, select **Start entry**.

If entry button is grey **Start new entry**, you need to verify registration. If you have please log out and in and try again.



Step 8: Please select from the drop down 'State' first (ACT) and then 'Category'.

Categories:

1. Crystal Vision
2. Construction Business Woman of the Year
3. Leadership in Construction
4. Emerging Leader
5. Capital Region Student of the Year
6. Tradeswoman of the Year
7. Mentor of the Year
8. Innovation in the Construction Industry
9. Diversity and Inclusion Award
10. Achievement in Engineering
11. Achievement in Design

Please complete the rest of the fields and select **Save + next**.

Please note: There are 5 sections to complete to lodge an Award Nomination, below. Team section is not applicable to the ACT NAWIC Awards.

The screenshot displays a web-based nomination form. At the top, there are five dark red navigation tabs: 'Details', 'Nominee Details', 'Criteria', 'Attachments', and 'Team'. The 'Details' tab is currently selected and highlighted in a lighter shade. Below the tabs, the form content is visible. It starts with a 'State' dropdown menu where 'ACT' is selected. Below that is a 'Category' dropdown menu which is open, showing a list of award categories. The first category, 'ACT: ACHIEVEMENT IN SAFETY (inactive for entrants)', is highlighted in blue. Other categories include 'ACT: AMA PROJECTS Mentor of the Year', 'ACT: AON Achievement in Design', 'ACT: BUILT Leadership in Construction', 'ACT: CONSTRUCTION CONTROL Construction Business Woman of the Year', 'ACT: ELVIN GROUP Achievement in Engineering', 'ACT: GINNINDERRY Tradeswoman of the Year', 'ACT: LENDLEASE Crystal Vision Award', 'ACT: MANTEENA Capital Region Student of the Year', 'ACT: MONARO WINDOWS Diversity and Inclusion Award', 'ACT: MORRIS LEGAL GROUP Emerging Leader', and 'ACT: NORMAN DISNEY & YOUNG Innovation in the Construction Industry'. Below the category list are three input fields: 'Phone number', 'Mobile', and 'Email', each with a corresponding text box.

Step 9: Please complete 'Nominee Details' and select **Save + next** .

[My entries](#) → [Start entry](#)

All questions must be answered, unless marked optional.

Details **Nominee Details** Criteria Attachments Team

↶

First name

Last name

Organisation

Please note: You can **Save + close** at any time and resume to finish the entry later.

Step 10: Please complete the 'Criteria' section and select **Save + next** .

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**

Step 11: Please complete 'Attachments' section. Uploading an image of the person you are nominating is highly recommended.

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.

[My entries](#) → [Edit entry](#)

All questions must be answered, unless marked optional.

Details **Nominee Details** **Criteria** **Attachments** **Team**

[🔗](#) **Attachments information** ▾

Additional material may be attached as follows:

- Upload JPEG, PDF, Word or video files. Maximum file size is 15MB per piece. A maximum of nine pieces can be uploaded with your entry.
- All entries must contain one JPEG high quality photograph of the nominee or nominee team, which will be used in the Awards presentation.
- You may also be required to provide up to 5 good quality digital images (in JPEG format) relevant to the nominee's relevant Award category and project identified in the nomination.
- All entries relating to or describing work on a project or property must include a letter of authorisation from the project owner agreeing to the property / project being entered in the Awards and photographs of the project being used for the purpose of the Awards.
- Website URL's to the publicly accessible campaign or active URL of a landing page - please ensure any applicable usernames and passwords are provided and active.
- Please do not upload any material other than that specified as being required below as the Judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

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 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

Add attachments

Add link or video

Save + next **Save + close** **Preview** **Submit entry**

Reviewing Nomination Entry

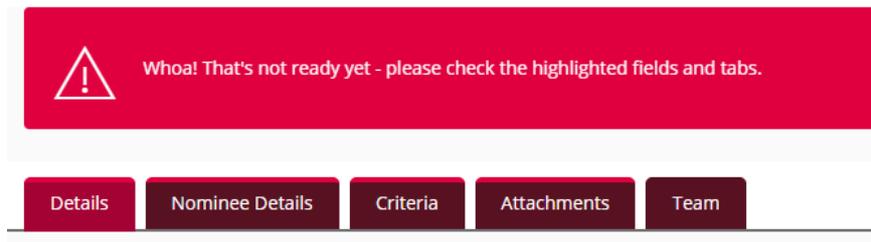
Step 12: Please review entry, this can be achieved by selecting the section tabs.

Details **Nominee Details** **Criteria** **Attachments** **Team**

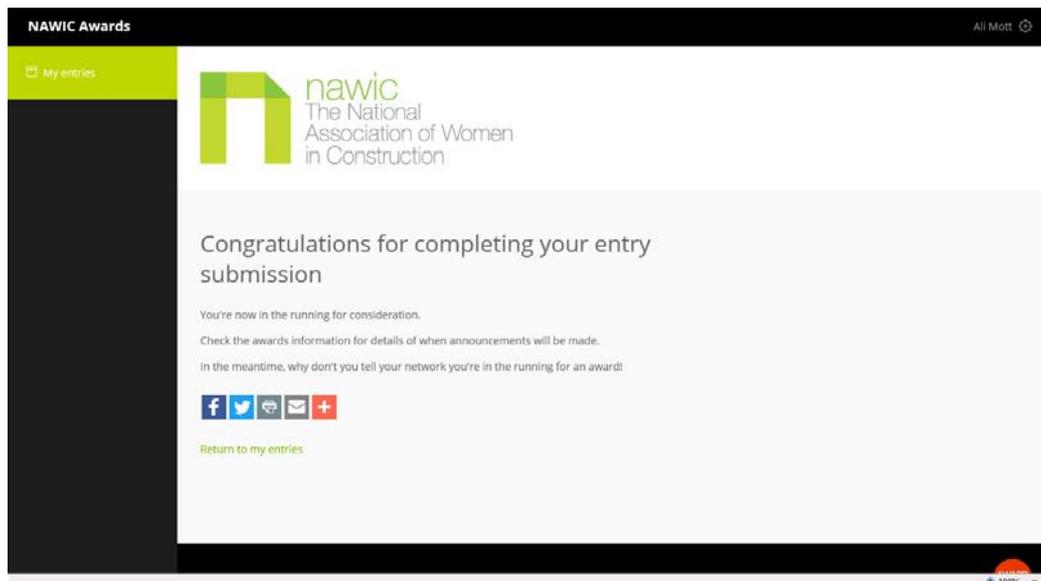
Submitting Nomination Entry

Step 13: Once completed you can select **Submit entry** 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 14: Once you reach the below screen you have successfully completed an entry to the 2021 NAWIC ACT Awards.



Please note: once you select **Submit entry** you are still able to edit your entry, please see below for further information for editing.

Editing Nomination Entry

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

While editing please remember to **Save + next** and once you have completed editing please select **Save + close**, this will update your submission.

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in Construction

Key dates and support

If you're having difficulty with the entry submission process, please get in touch with us on enquiries@nswic.org.au or call 187 1988 167 897.

Please note the entry deadline:

- NSWIC Nominations | Open 01 May 2016 | Close 01 June 2016 | Award 02 September 2016
- QLD Nominations | Open 01 May 2016 | Close 01 June 2016
- ACT Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016
- SA Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016
- NT Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016
- VIC Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016
- WA Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016
- TAS Nominations | Open 01 June 2016 | Close 01 July 2016 | Award 04 August 2016

The above dates are final and there will be no extensions provided. The system will automatically prevent entry creation and submission after this date and time.

Entry rules and guidelines

- In order to submit an entry, the nominee must be a NSWIC member for the 2015/2016 financial year by the date nominations close for your state. [Click here](#) for more information about renewing your membership or becoming a NSWIC member.
- If you are an existing member you will need to renew your membership online at [nswic.org.au](#) to ensure it is current when a nomination is made. A nomination is not valid unless it is made by a NSWIC member who is not the nominee. The person making the nomination must confirm they have approved the content of the nominee.
- You may edit your entry after submitting, up until the entry deadline.
- Please take care of your personal details in your nomination, including contact details, as this will be used to liaise with the nominee if there is any issue.
- Please do not edit your nomination after the entry deadline.
- You can use the 'copy' feature located in the top right of your entry area to change the category as required.

My entries Active entries (2/2) All but closed

[View entries](#) [New](#) [Home](#) [Help](#) [Logout](#)

ID	Name	Category	Status	# Entries	WAF
1	View this	ACT	Outstanding achievement in Construction	Submitted	11 entries left

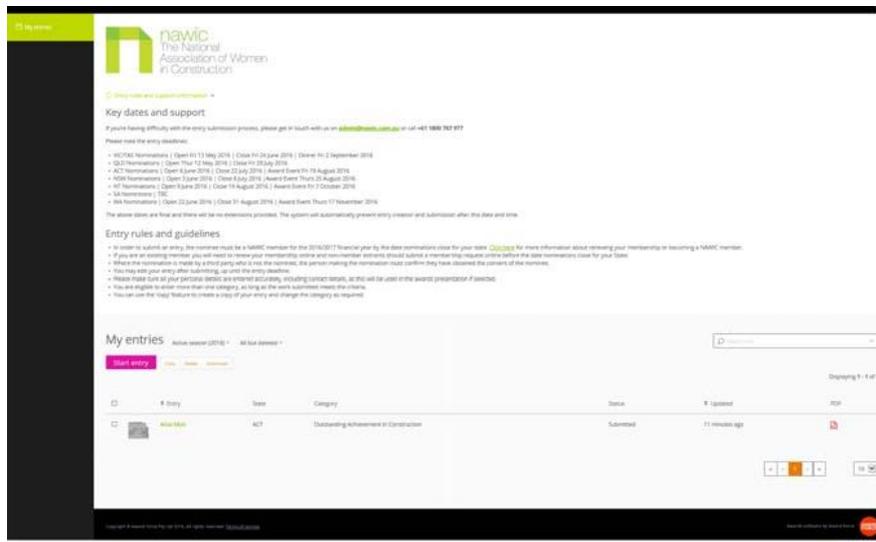
Showing 1 - 1 of 1

1 2 3 4 5 6 7 8 9 10

Additional Nomination Entry

If you would like you to make another entry, login and please select **Start entry** and follow Steps 7-14.

If you are starting a new entry directly, to find the **Start entry**, please select **My entries** in the left hand corner of the website and follow Steps 7-14.

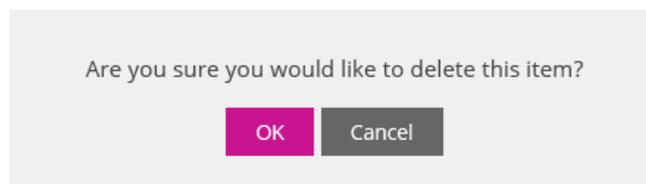


Deleting Nomination Entry

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



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



Nomination Entry Assistance

If you have any issues with submitting a nomination entry please contact:
Siti Mustafa – siti.mustaffa@bse.com.au

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