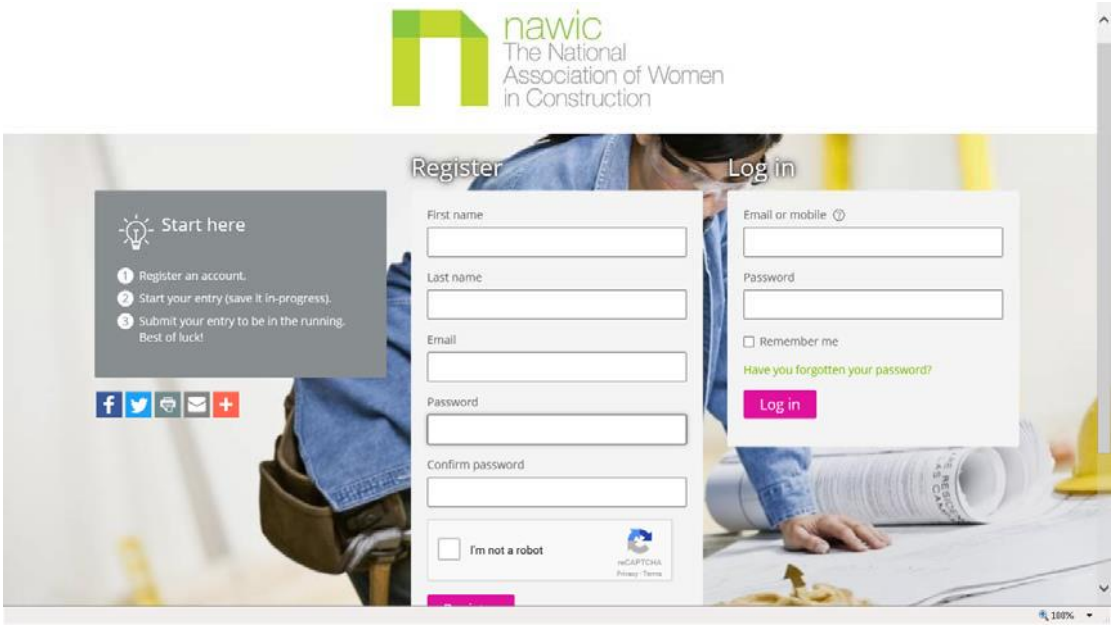
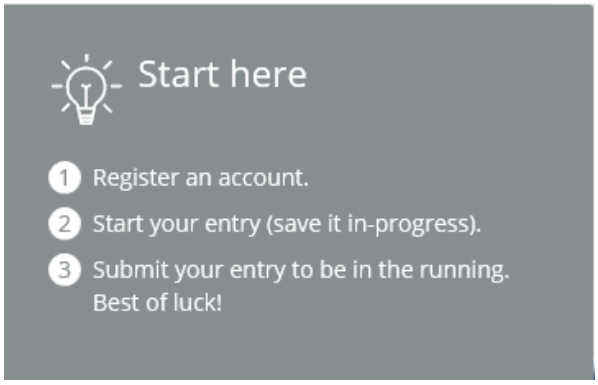
How to Guide to Award Nomination Entry

Register & Login

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



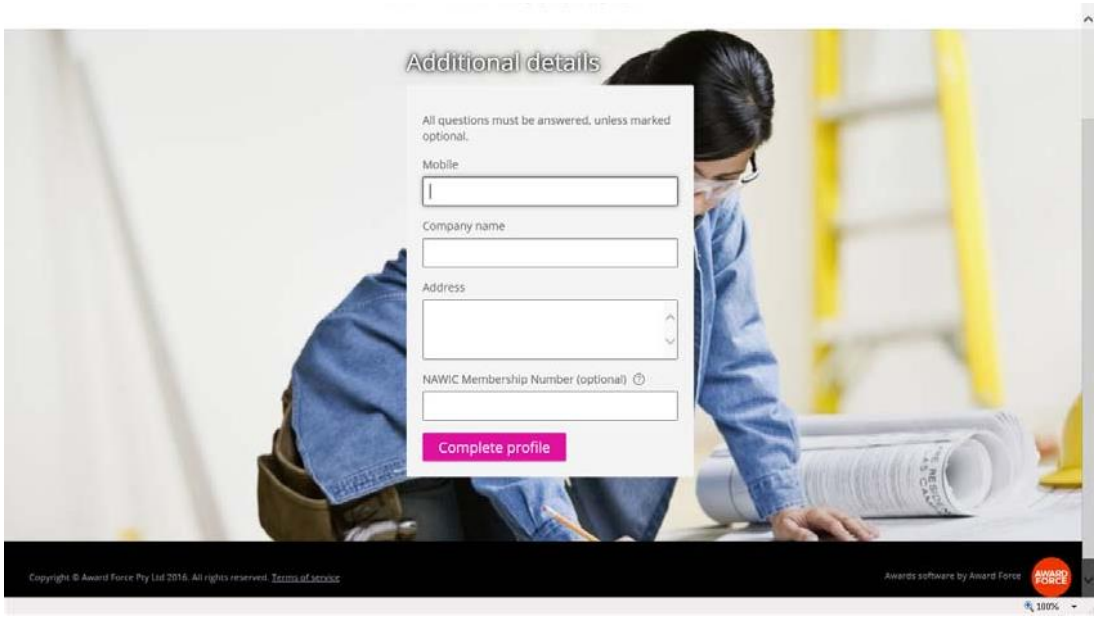
Step 2: If this is your first time please register by completing the above indicated fields and read the 'Start Here' grey box located to the left of the website (below). Once completed please select Register



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

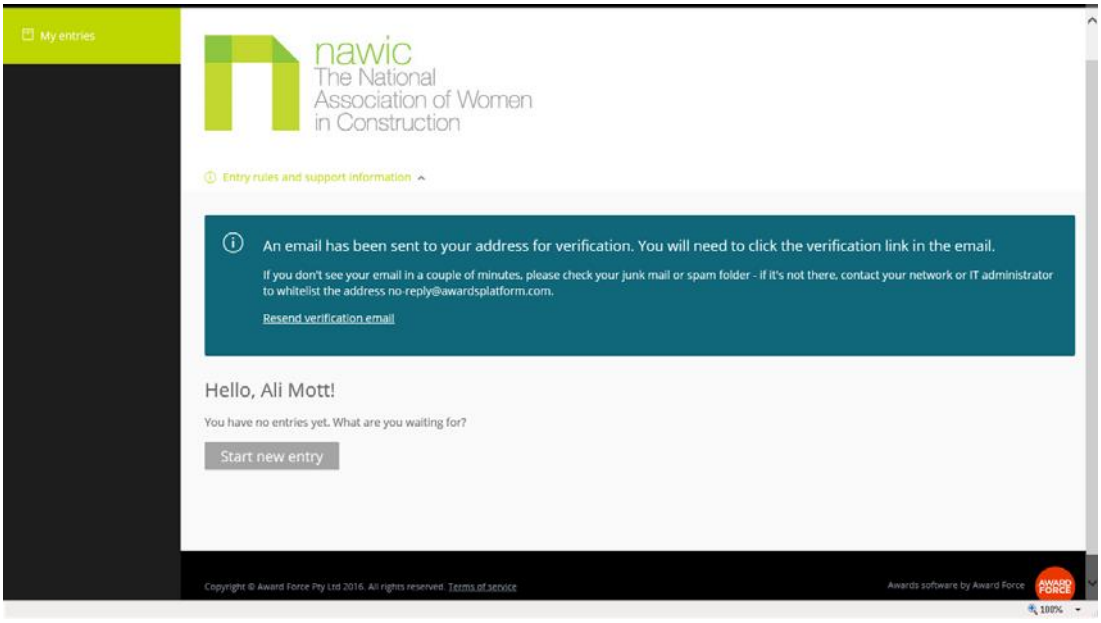
If you have a login but have forgotten your password, please select ‘Have you forgotten your password?’ this is located in the ‘Login’ field and is in green font. Follow the prompts. Once logged in please continue to **Step 4.**

Step 3: Complete the ‘Additional Details’, please answer all fields indicated and select Complete profile



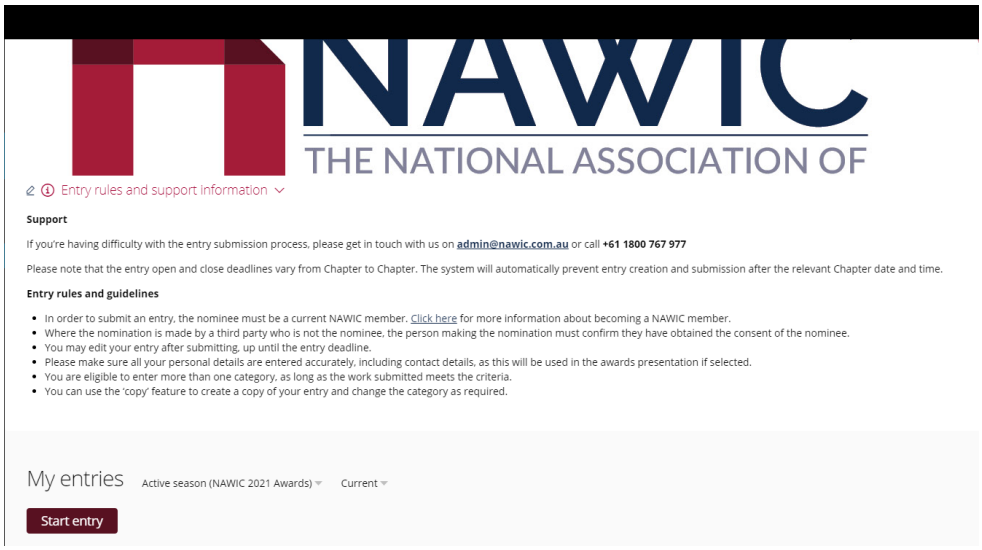
Creating Nomination Entry

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



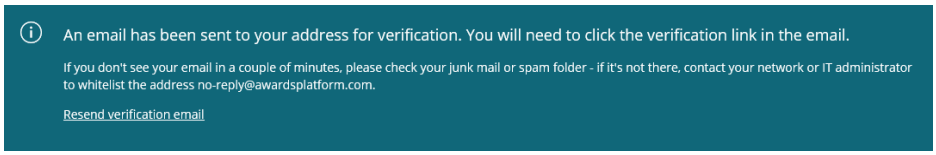
Step 5: 'Entry Rules and Support Information' can be found once dropped down.

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.

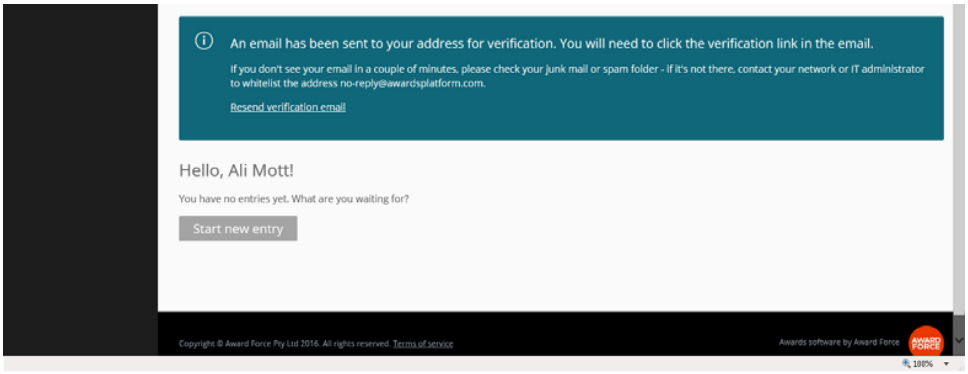


Step 7: Once you have verified registration, select

.

If entry button is grey

, you need to verify registration. If you have please log out and in and try again.



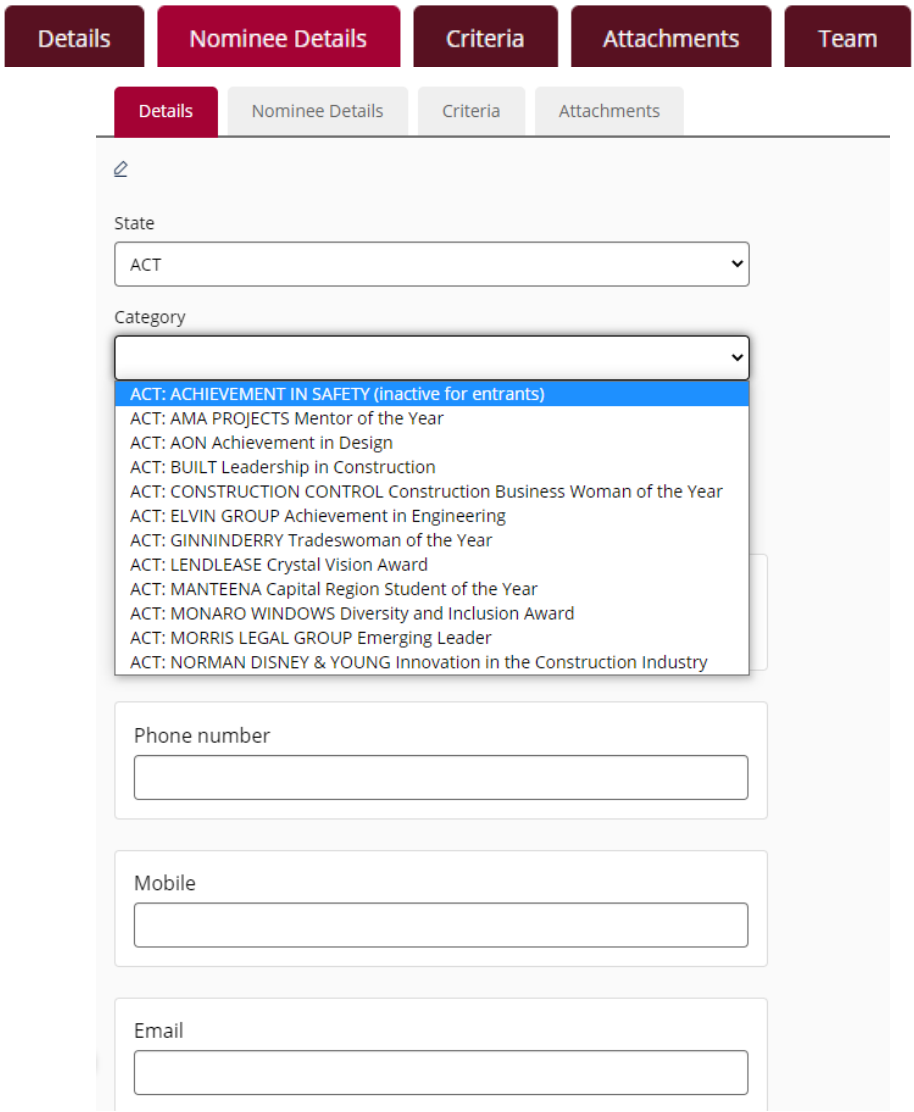
Step 8: Please select from the drop down 'State' first (ACT) and then 'Category'.

Categories:

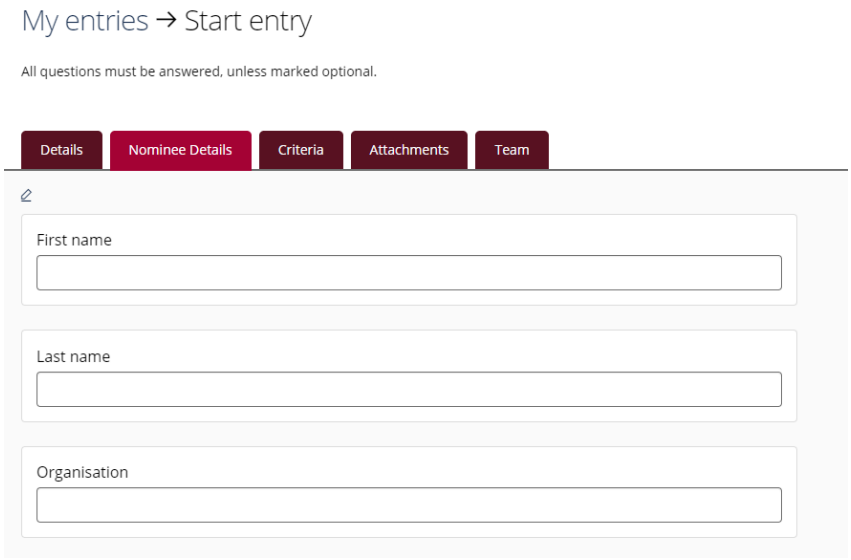
1. Crystal Vision
2. Construction Business Woman of the Year
3. Leadership in Construction
4. Emerging Leader
5. Capital Region Student of the Year
6. Tradeswoman of the Year
7. Mentor of the Year
8. Innovation in the Construction Industry
9. Diversity and Inclusion Award
10. Achievement in Engineering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

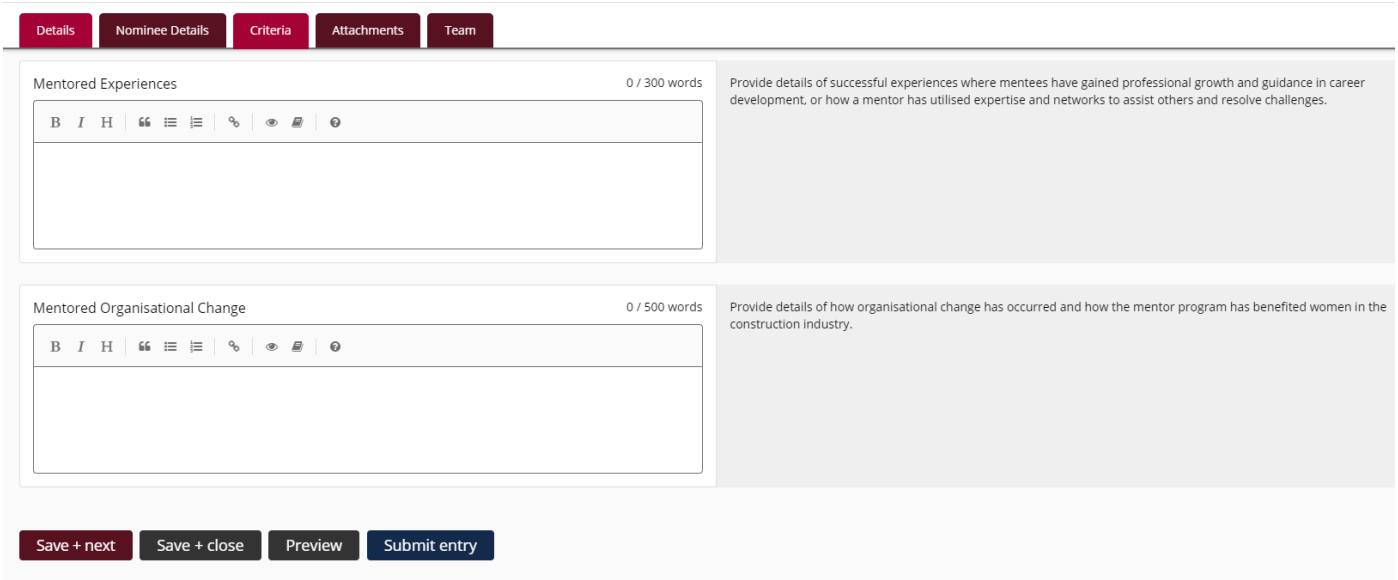


Step 9: Please complete 'Nominee Details' and select Save + next .



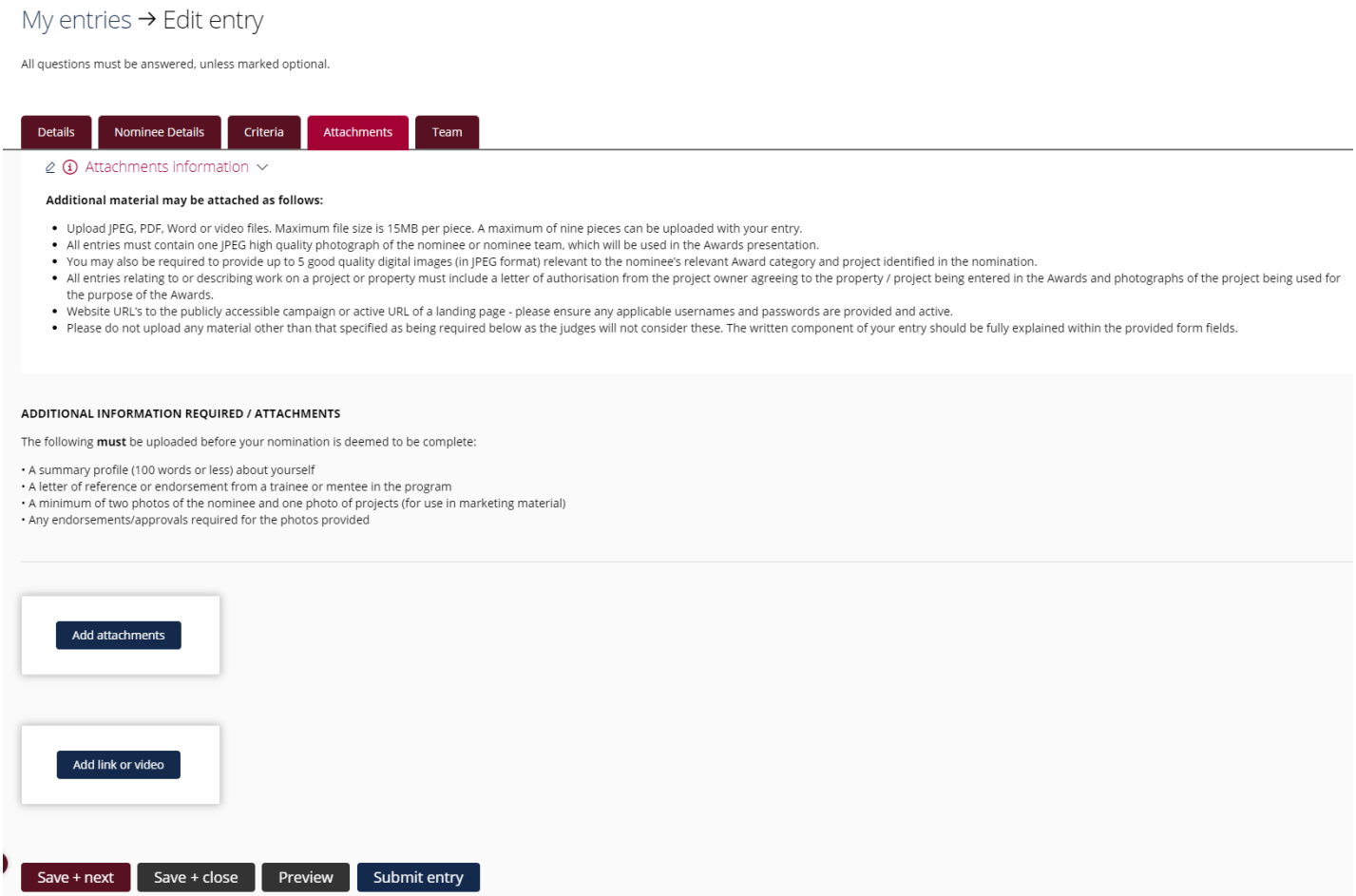
Please note: You can Save + close at any time and resume to finish the entry later.

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



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.



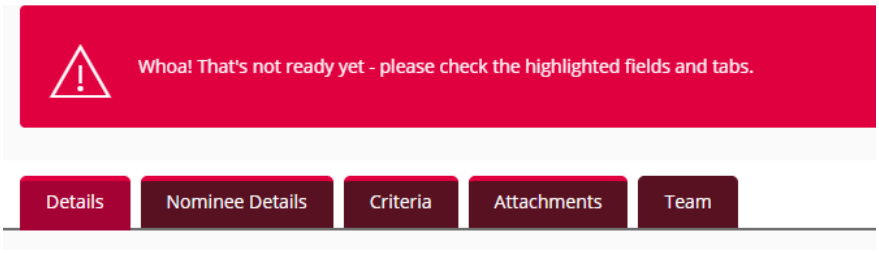
Reviewing Nomination Entry

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

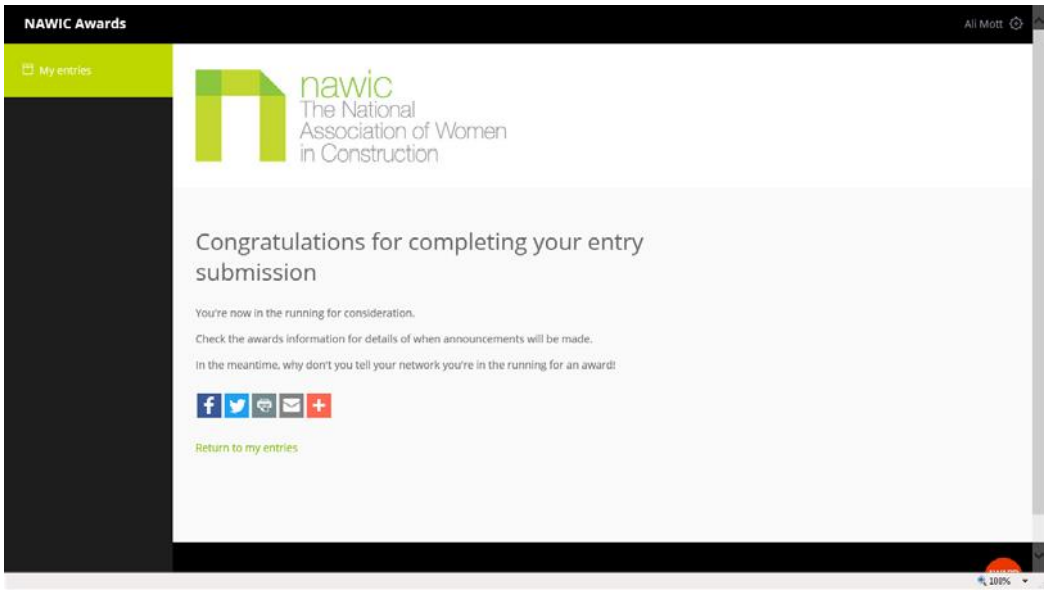
Submitting Nomination Entry

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.

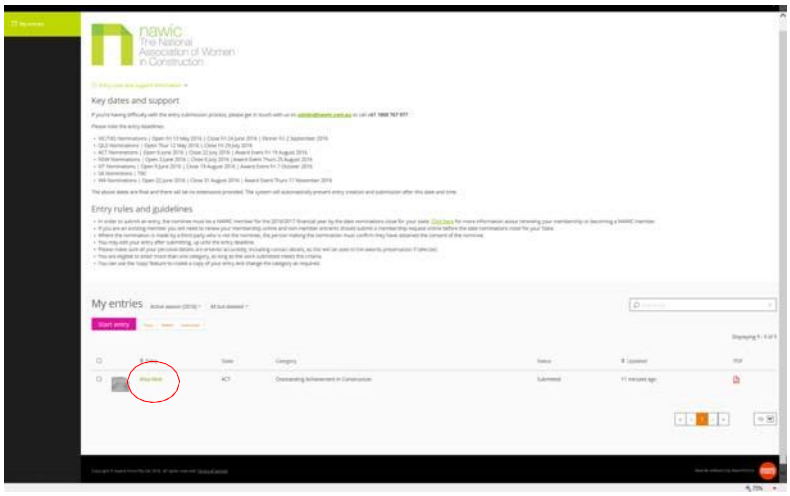


Please note: once you select Submit entry you are still able to edit your entry, please see below for further information for editing.

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.

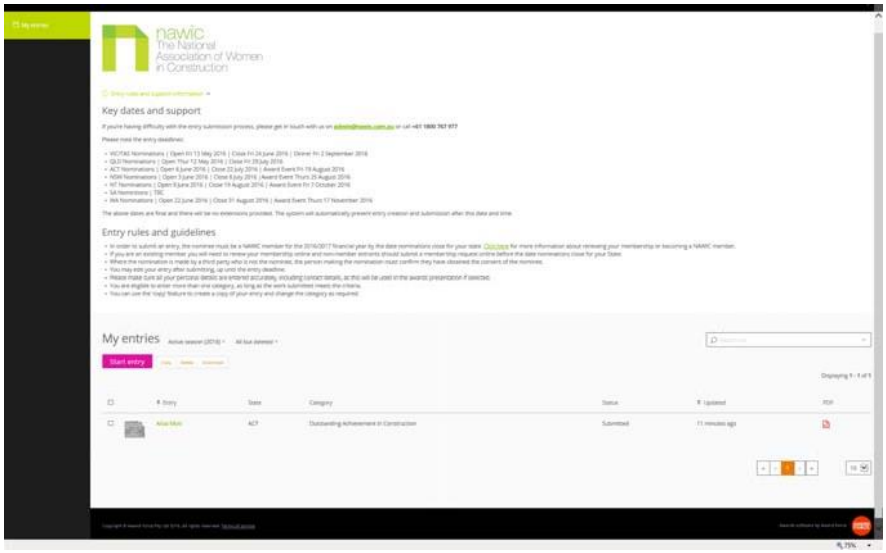
While editing please remember to Save + next and once you have completed editing please select Save + close, this will update your submission.


nawic
The National Association of Women in Construction
Key dates and support
Entry rules and guidelines
My entries
Start entry

Additional Nomination Entry

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

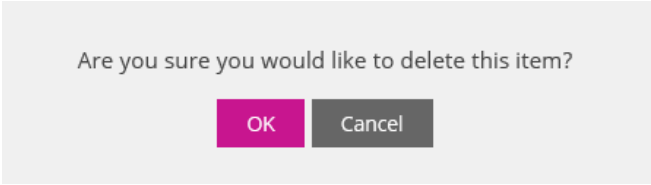
If you are starting a new entry directly, to find the Start entry, please select My entries in the left hand corner of the website and follow Steps 7-14.



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 Mustaffa – siti.mustaffa@bse.com.au

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