

How to Submit an Awards Nomination Online

For samples of nominations from past award winners, email rwilhite@apwa.org and note which award sample you need.

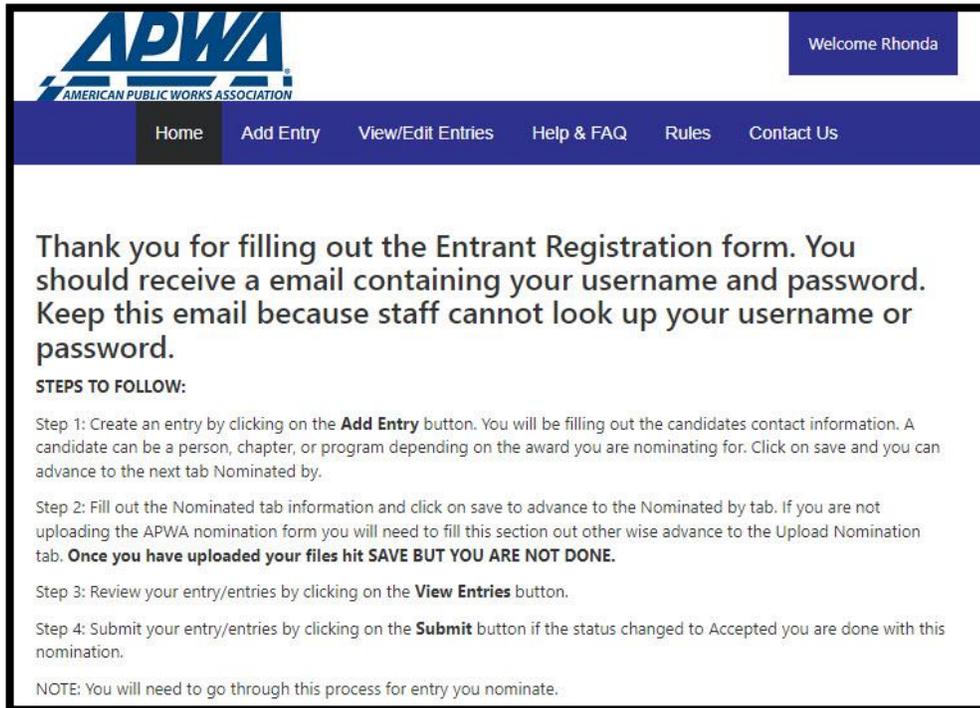
Go to awpa.org > Resources > APWA Awards. On the award criteria page you want to upload a nomination you will see on the right this box. Click on the Nominate for this Award bar.

A screenshot of a web interface element. At the top is a dark blue button with the text "Nominate for this Award". Below this is a light blue box containing the following text: "SUBMISSION DEADLINE" followed by "March 4, 2024", and "AWARD TYPE" followed by "Featured Awards".

You are now off the APWA website and on the Omni Solutions Group Awards website. This website will require you to register by using the register button in the upper right corner to create a username and password.

A screenshot of a registration form. At the top, there are two buttons: "Login" and "Register". Below these is a form with a label "Email" and an input field. A "Submit" button is located at the bottom right of the form.

Once you enter your email a form that says account will appear fill out your name and contact information then choose your username and password. After signing in - the nomination home page will appear as shown below. Read the page and click on Add Entry.



Add entry will take you to the nomination form which can consist of two or three tabs depending on the award you're submitting a nomination for. Please fill out each one hitting save before going to the next tab. The last tab will be where you upload your submission with a high-resolution photo of the candidate, or project or if an organization is nominated we would like your company logo. All photos should be a high-resolution jpg format. Once you hit save **you are not done yet.**

Go to View/Edit Entries to view this window.

If your nomination's status is 'Completed', please click on the 'Submit' button to submit your nomination.
Only submitted nominations will move to judging.

Add Nomination

	Edit	Print	No.	Entry Title	Category	Status		Date Added	Delete
			2	Jackson County Public Works	Asset Management Award	Completed	<input type="button" value="SUBMIT"/>	10/25/2023	
			1	Public Works Paws	Management Innovation Award	Incomplete		10/25/2023	

An Incomplete means you forgot to fill something out. Go back, correct, and save. If you see a submit button you need to click on this for it to be ready for judging.

You should receive a confirmation email like the one below and you are finished.

2023 Awards Program

rwilhite@APWA.NET
To: Rhonda Wilhite

Wed 10/25/2023 2:17 PM

Dear Rhonda,

Your nomination was submitted and received for the 2024 Awards Program. Please print this e-mail for your records.

Registrant Name: Rhonda Wilhite
Nomination ID: 1264254
Registrant ID: 699727

Please make sure the 'STATUS' column on the entry list page shows 'accepted' for all nominations intended for judging. Only 'accepted' nominations will be included in the judging process.

Thanks for your support and good luck!

Please contact Rhonda Wilhite at rwilhite@apwa.org for any questions you might have.