Nomination Portal Cheat Sheet

Preparing Your Nomination

Small Business Week Awards Nomination Portal SBA Event Home » Add content» Create Nomination **Prepare Your Nomination Awards Nomination Resources** Follow the steps below to submit your nomination package. Please refer to the Nomination > Home Guidelines for award rules. Nomination Guidelines Individuals or businesses may not be nominated for more than one Small Business Week award category. > Privacy and Security Policy * The asterisk denotes required fields > Logout 1. Select Award **Forms** The Small Business Week Awards Nomination Portal only accepts nominations for awards listed in the dropdown menu. Nominations for awards not listed in the dropdown menu should be submitted directly Awards Nomination Form 3300 to the affiliated U.S. Small Business Administration district office in the state or territory where the nominee's business is located. **Problem Viewing Awards** Nomination Form 3300? - Select an award -Use the dropdown menu to select an 2. Enter Nominee Information Please complete all of the fields below for the nominee. Fill in the fields with the information First name * for the individual nominee or representative of the team you are nominating. Last name * Required fields are marked with an Enter the name of the individual nominee or the representative of the team you are nominating. asterisk. You will not be able to save your nomination unless all required Business or text fields are filled in. Organization Name * City * - Select a value -State * When you fill in your zip code, the system will automatically populate the correct SBA Office based on your zip code and the type of award. If the system does not recognize your zip code, you will have to select the appropriate office from the list. Zip Code * Select SBA Office * Select a SBA Submission Office You must enter the zip code of the business location. By entering the zip code, the "SBA Office" field will automatically populate to the appropriate SBA office. Comments

3. Upload Supporting Documentation

SEE REQUIRED DOCUMENTS

Click the button above to see the specific documentation required for this award. You must submit all of the documents listed in the pop-up to complete the nomination package.

To upload a document:

- 1.) Click the "Browse" button below to locate the file you want to upload from your computer.
- 2.) Click the "Upload" button.
- 3.) Enter a short description of the file within the description field. Be sure to include all of the required files as listed in the "Required Documents" button above.
- 4.) Repeat these steps to add additional documents.
- 5.) Click the "Save" button.

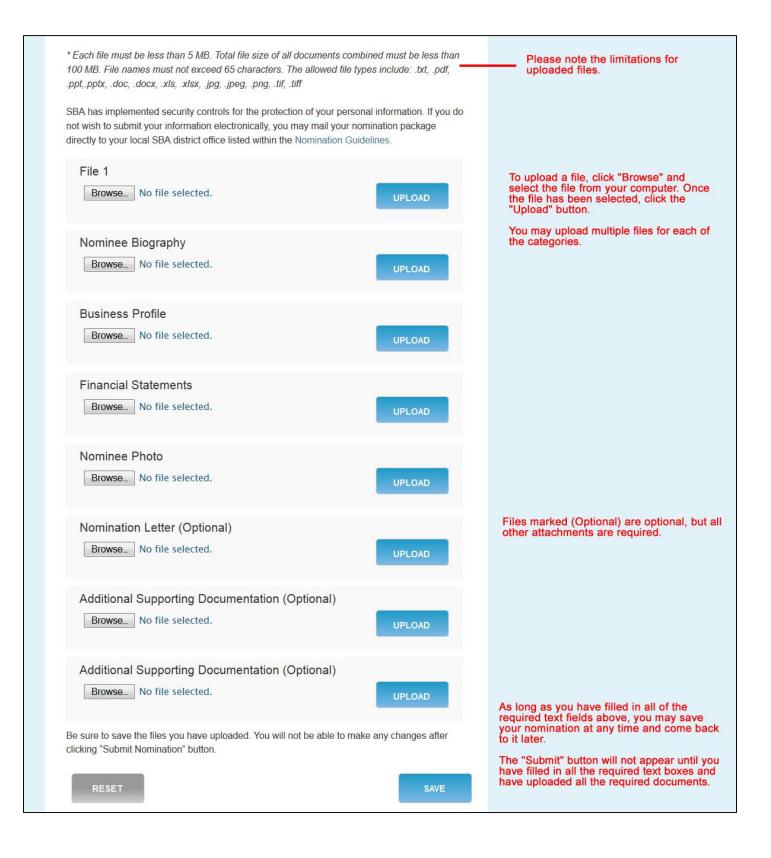
Once your file is uploaded, it will be listed. You can remove a document by clicking the "remove" button. You can upload the documents in any order. Please make sure you upload all the documents required in the Nomination Guidelines.

Be sure to save the files you have uploaded. Files that have been saved can be removed, revised, and re-uploaded prior to submission.

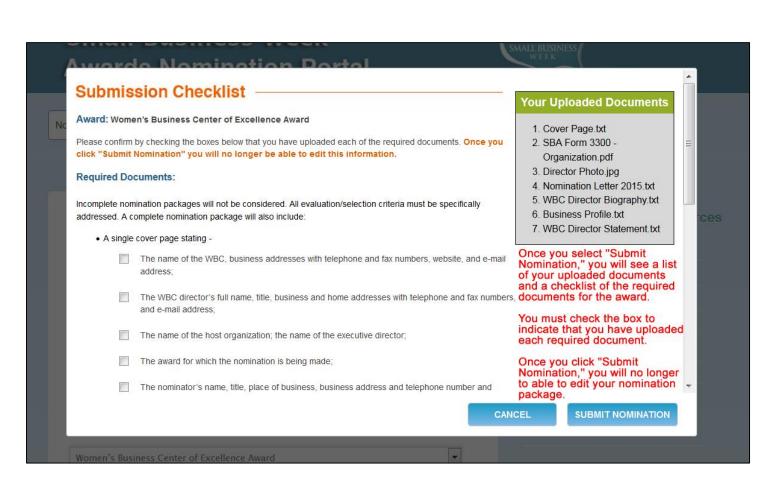
Nominations that had been submitted are considered final and cannot be altered.

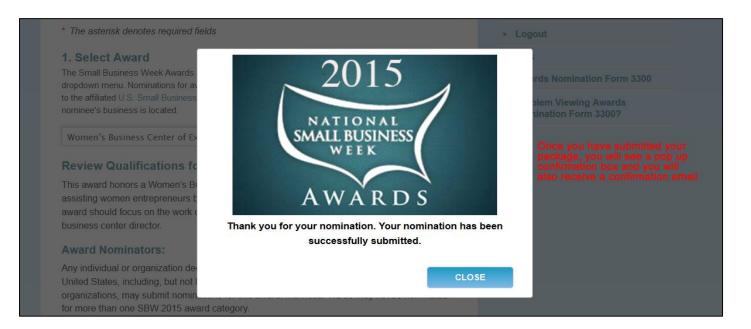
Click here to review the required documents for the award. You can also find this information in the nomination guidelines on the homepage of this website.

You can save your changes and edit your nomination package. However, once you have submitted your package, you can no longer make any edits.



Nomination Letter Nomination Letter 2015.txt (1.17 KB) File Description *	REMOVE	For each document that you upload, you must enter a file description.
Be sure to save the files you have uploaded. You will not be able to clicking "Submit Nomination" button. RESET SAVE	o make any changes after SUBMIT NOMINATION	Once you have entered all the required text fields and uploaded all the required documents, the "Submit Nomination" button will appear.





Editing Your Nomination

