## 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 1 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.

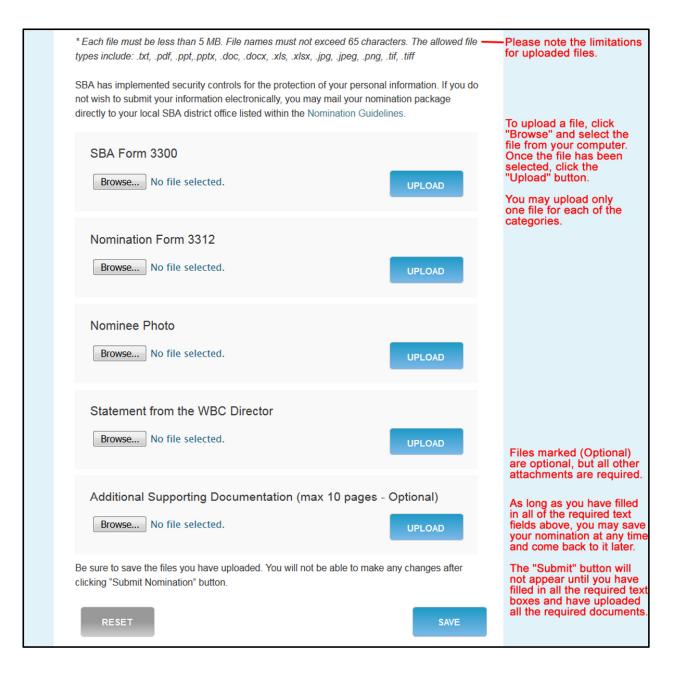
Once your file is uploaded, it will be listed. You can remove a document by clicking the "remove" button. You can upload the documents in any order. Please make sure you upload all the documents required in the Nomination Guidelines.

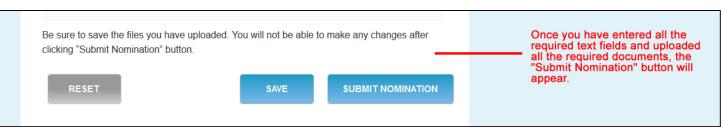
Be sure to save the files you have uploaded. Files that have been saved can be removed, revised, and re-uploaded prior to submission.

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

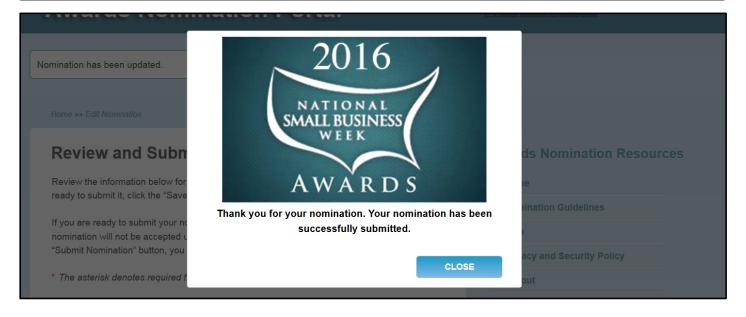
Click here to review the required documents for the award. You can also find this information in the nomination guidelines on the homepage of this website.

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





### **Submission Checklist Your Uploaded Documents** Award: Women's Business Center of Excellence Award 1. SBA Form 3300.pdf Please confirm by checking the boxes below that you have uploaded each of the required documents. Once you 2. Nomination Form 3312.pdf click "Submit Nomination" you will no longer be able to edit this information. 3. Nominee Photo.jpg 4. Statement from the WBC **Required Documents:** Director.docx Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes: Once you select "Submit A completed background form (SBA Form 3300, Award Nominee Background Form) which is available Nomination," you will see a list of your uploaded documents and a checklist of the required through SBA district offices and online nominations portal. documents for the award. A completed nomination form (SBA Form 3312, Women's Business Outreach Center of the Year Form) You must check the box to which is available through SBA district offices and the online nominations portal; indicate that you have uploaded each required document. Any other supporting documentation deemed significant by the nominator, including news clips, letters Once you click "Submit Nomination," you will no longer to able to edit your nomination of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered. package. A statement by the WBC Director that the Center is in compliance with the Notice of Award. An original 8" x 10" or 5" x 7" photo of the nominated WBC's Center Director or a digital photo - at least CANCEL SUBMIT NOMINATION



### **Editing Your Nomination**

# Small Business Week Awards Nomination Portal



Home» Get Started

### **Get Started**

To nominate a small business owner in your community for a National Small Business Week award, click the "Start" button.

If you are a returning user, your nomination will be listed below and will indicate a status of either "Submitted" or "Edit." If a nomination has not been submitted, you can complete your package by clicking the "Edit" link



### **Your Nominations**

Award Name	Date	Status
Federal Procurement Award - Small Business Subcontractor of the Year Award	10/06/2015 - 18:12 EST	Edit
Women's Business Center of Excellence Award	10/06/2015 - 17:57 EST	Submitted

### **Awards Nomination Resources**

- > Home
- Nomination Guidelines
- ➤ Help
- > Privacy and Security Policy
- > Logout

#### **Forms**

- > Awards Nomination Form 3300
- > Awards Nomination Form 3301

From the Nomination Portal home page, you can see your list of nominations.

If the status says "Edit," you can click on the link to make changes and submit your nomination package. If the status says "Submitted," you cannot make any edits to the package.