


# Nomination Portal Cheat Sheet

## Preparing Your Nomination

## Small Business Week Awards Nomination Portal



An SBA Event

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### Prepare Your Nomination

Follow the steps below to submit your nomination package. Please refer to the [Nomination Guidelines](#) for award rules.

**Individuals or businesses may not be nominated for more than one Small Business Week award category.**

*\* The asterisk denotes required fields*

#### 1. Select Award

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 to the affiliated U.S. Small Business Administration district office in the state or territory where the nominee's business is located.

- Select an award -

#### 2. Enter Nominee Information

Please complete all of the fields below for the nominee.

First name \*

Last name \*

Enter the name of the individual nominee or the representative of the team you are nominating.

Business or Organization Name \*

City \*

State \*

- Select a value -

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

### Awards Nomination Resources

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### Forms

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Use the dropdown menu to select an award.

Fill in the fields with the information for the individual nominee or representative of the team you are nominating.

Required fields are marked with an asterisk. You will not be able to save your nomination unless all required text fields are filled in.

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.

### 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.

*\* Each file must be less than 5 MB. Total file size of all documents combined must be less than 100 MB. File names must not exceed 65 characters. The allowed file types include: .txt, .pdf, .ppt, .pptx, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .tif, .tiff*

SBA has implemented security controls for the protection of your personal information. If you do not wish to submit your information electronically, you may mail your nomination package directly to your local SBA district office listed within the [Nomination Guidelines](#).

#### File 1

No file selected.

#### Nominee Biography

No file selected.

#### Business Profile

No file selected.

#### Financial Statements

No file selected.

#### Nominee Photo

No file selected.

#### Nomination Letter (Optional)

No file selected.

#### Additional Supporting Documentation (Optional)

No file selected.

#### Additional Supporting Documentation (Optional)

No file selected.

Be sure to save the files you have uploaded. You will not be able to make any changes after clicking "Submit Nomination" button.

Please note the limitations for uploaded files.

To upload a file, click "Browse" and select the file from your computer. Once the file has been selected, click the "Upload" button.


You may upload multiple files for each of the categories.

Files marked (Optional) are optional, but all other attachments are required.

As long as you have filled in all of the required text fields above, you may save your nomination at any time and come back to it later.

The "Submit" button will not appear until you have filled in all the required text boxes and have uploaded all the required documents.

## 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 make any changes after clicking "Submit Nomination" button.

RESET

SAVE

SUBMIT NOMINATION

Once you have entered all the required text fields and uploaded all the required documents, the "Submit Nomination" button will appear.

## Submission Checklist

**Award:** Women's Business Center of Excellence Award

Please confirm by checking the boxes below that you have uploaded each of the required documents. **Once you click "Submit Nomination" you will no longer be able to edit this information.**

### Required Documents:

Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include:

- A single cover page stating -

- ☐ The name of the WBC, business addresses with telephone and fax numbers, website, and e-mail address;
- ☐ The WBC director's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
- ☐ The name of the host organization; the name of the executive director;
- ☐ The award for which the nomination is being made;
- ☐ The nominator's name, title, place of business, business address and telephone number and

### Your Uploaded Documents

1. Cover Page.txt
2. SBA Form 3300 - Organization.pdf
3. Director Photo.jpg
4. Nomination Letter 2015.txt
5. WBC Director Biography.txt
6. Business Profile.txt
7. WBC Director Statement.txt

Once you select "Submit Nomination," you will see a list of your uploaded documents and a checklist of the required documents for the award.

You must check the box to indicate that you have uploaded each required document.

Once you click "Submit Nomination," you will no longer be able to edit your nomination package.

CANCEL

SUBMIT NOMINATION

Women's Business Center of Excellence Award



\* The asterisk denotes required fields

> Logout

### 1. Select Award

The Small Business Week Awards dropdown menu. Nominations for awards are available to the affiliated U.S. Small Business Administration business center director.


Women's Business Center of Excellence Award

### Review Qualifications for Award

This award honors a Women's Business Center director who is assisting women entrepreneurs to start, grow, and succeed in their businesses. The award should focus on the work of the business center director.

### Award Nominators:

Any individual or organization located in the United States, including, but not limited to, business centers, may submit nominations for more than one SBW 2015 award category.



Thank you for your nomination. Your nomination has been successfully submitted.

CLOSE

Once you have submitted your package, you will see a pop up confirmation box and you will also receive a confirmation email.

Awards Nomination Form 3300

Problem Viewing Awards Nomination Form 3300?

## Editing Your Nomination

# Small Business Week Awards Nomination Portal

NATIONAL SMALL BUSINESS WEEK An SBA Event

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.

**START**

### Your Nominations

Award Name	Date	Status
Small Business Person of the Year Awards	09/25/2014 - 15:17 EST	Edit
Women's Business Center of Excellence Award	09/25/2014 - 18:22 EST	Submitted

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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.