**NOMINATION ACCESS AND REVIEW PROTOCOL**

Here’s a step-by-step on how you will receive nominations from the website into your Google Drive for review and scoring:

**STEP 1: Nomination Form Submission**

All nominations will be collected via the Teendom Awards nomination portal.

The portal will be built using a form system that automatically stores submissions in a secure cloud database (Google Sheets linked to the form).

**STEP 2: Central Data Collection**

All nomination entries (including attached documents, photos, or videos) will be stored in Google Drive folders, organized by award category.

If files are large (e.g., videos), they will be uploaded directly to Drive and linked in the central sheet.

**STEP 3: Data Sorting & Categorization**

Once the nomination period closes, the Teendom Awards Secretariat will:

* Review for completeness
* Remove any disqualified entries
* Organize the approved nominations into category-specific Google Drive folders
* Each folder will be named according to the award category (e.g., Advocate for Change, Sports Excellence)

**STEP 4: Judge Access Setup & Secure Sharing**

Judges will be granted restricted “View Only” access to their specific category folders in Google Drive.

This ensures confidentiality and prevents accidental editing/deletion

P.S The folder link will be unique per judge

**STEP 5: Scoring Sheet Access**

Alongside the folders, each judge will receive:

A Google Sheet scoring rubric/template where the judge will;

* Enter their scores per criteria
* Add brief notes

The scoring rubric/template will the shared with edit rights for the judge only

**STEP 6: Final Submission of Scores**

Judges will be asked to complete their scoring by a set deadline

Once all scores are submitted, the Secretariat will collect and consolidate the scores from all judges’ sheets into a master results file.