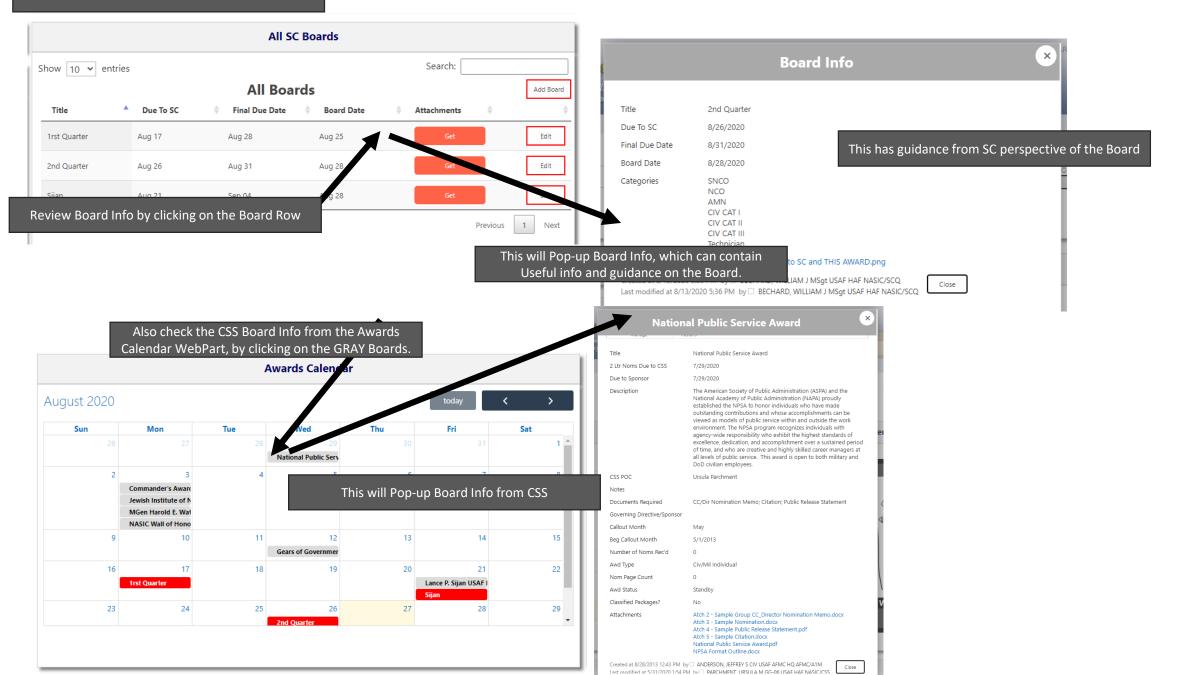
Package Submitter Roles

Review Board Info



Click on the Submit Package Button, which will pop up the Submit Package Modal. Submit Board Member **Submit Rankings** Submit Package **Submit Package Form** Choose a Board that the Package is being submitted to. (Note: This will be loaded from the Target Board 1rst Quarter Board List Items). Year 1 2020 Choose a year. This will likely be Auto Filled to the current year. However in situations where you are Auto filled. Only change if needed to match the year the board is in. Format targeting a different year you may need to type in a XXXX IE:2020 4 digit year Category 3 SNCO Y Select the Category for which the Package belongs. Nominee * Enter a name or email address... (Note: This is pulled from the Board List Item Category field.) SCP Y Type the Nominee's name and make sure you click Add File Add At on the correct RESOLVED name. Save Cancel Select the SC Org that the Nominee is from. Note: There is checks to ensure that common errors are caught: Finally add the required attachments: 1206, Citation – etc. More than one file can be attached, A Nominee package for the same board/year can be submitted 2x however it has to be added one at a time.

No Packages can be submitted against a CLOSED Board

