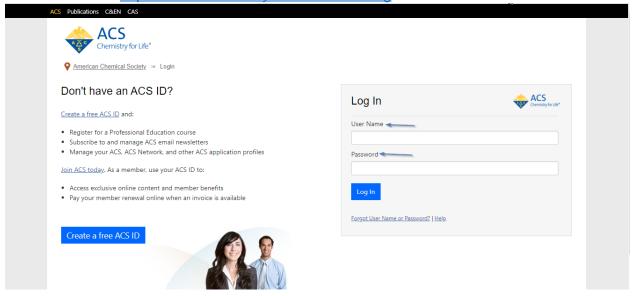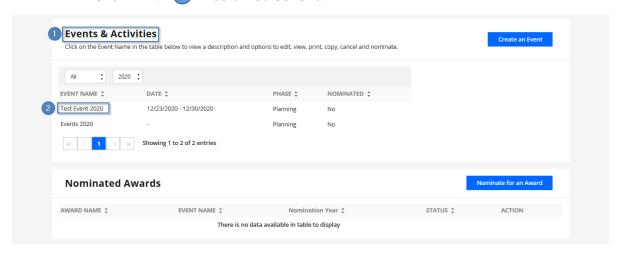# How to Nominate an Event for an Award:

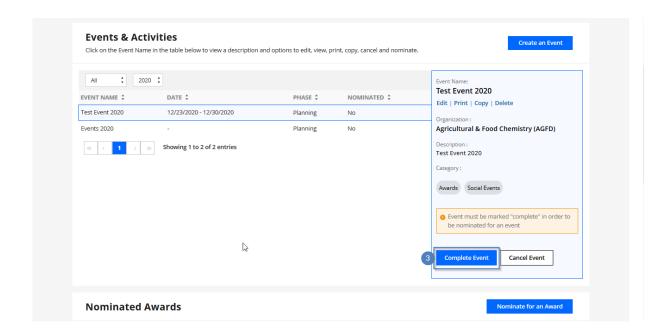1. Log in to Community Connection site
   a. With your username and password, log in to Community Connection from https://www.communityconnection.acs.org

2. Select event from "Events & Activities" widget
   a. Select an Event under Events & Activities marked with ① to nominate for an award. In this case, we will select Test Event 2020 for award nomination as shown with ② in below screenshot.

3. Event must be marked as complete in order to be nominated for an award.
   a. Select "Complete Event" button as shown with ③ in below screenshot.

b. It will prompt for confirmation click on Complete Event as marked with ④, as shown below screenshot.

4. Evaluation Page
   a. Selecting "Complete Event" will guide you to the Evaluation page marked with ⑤. Here fill out all required fields and click on Submit Evaluation button as shown with ⑥ in below screenshot.

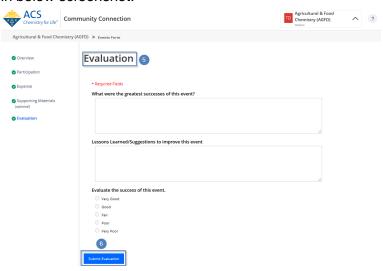5. Nominate Event from Evaluation Page
    a. Once you select "Submit Evaluation," you will be presented a pop up which asks "Would you like to nominate this event for a ChemLuminary award?"
    b. If you choose to nominate, select on "Yes, nominate event" button as shown with ⑦ in below screenshot.

6. Award Nomination Page
    a. Selecting the nominate event button will bring up all available awards list.
    b. Select an award under "Choose one award to nominate for your event" (In this instance we selected Outstanding Leadership Development Program as shown with 8 in below screenshot. You may choose any award that you like from the list).

Note: That the list of awards is paginated. You may visit additional pages to see more awards.

    c. Once an award is selected, if there are questions associated with the award nomination the questions will display

Choose one award to nominate for your event *

Award Name

○ Outstanding Leadership Development Program | Hide details

Award Sponsor Name:
Leadership Advisory Board (LAB)

Award Description:
This Award recognizes a local section, technical division, or regional meeting for outstanding efforts to promote leadership development through the ACS Leadership Development System among its members.

Award Supporting Material:

Award Questions:

- What lessons can you share about planning, running, and evaluating a successful leadership development event?
- Was this event supported by a grant from any part of ACS? If so, please provide details.
- Who participated in this event? Give the number of participants and briefly describe the distribution of the group.
- How did the event promote leadership development among the participants?
- Are there plans for future leadership development activities?

Change your Award

Questions based on your award selection:

1. What lessons can you share about planning, running, and evaluating a successful leadership development event? *

> Type here

2. Was this event supported by a grant from any part of ACS? If so, please provide details. *

> Type here

3. Who participated in this event? Give the number of participants and briefly describe the distribution of the group. *

> Type here

4. How did the event promote leadership development among the participants? *

> Type here

5. Are there plans for future leadership development activities? *

> Type here

       d.   Answer the questions associated with the award to submit for nomination

7. Supporting Materials
       a.   Supporting materials allows the addition of websites and documents to support event nomination
       b.   (9) shows where you input websites or URLs related to the event
       c.   (10) shows where you upload documents or images related to the event

8. Once you have provided any appropriate supporting materials, select the "Submit Nomination" buttonmarked with (11).

Supporting Materials

ⓘ Informational notification:
    Supporting materials and URLs from the original Event will be linked to this award nomination. If needed, you may upload five (5) additional supporting material to this award nomination.

Please provide URLs and descriptions that support your nomination

(9)

Enter URL

www.twitter.com

Description of URL entered from above

Displays tweets associated with event

Upload URL & Description

Uploaded URLs and descriptions

URL	Brief Description	Date Uploaded
	There is no data available in table to display	

(10)

Upload files related to your Nomination

Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT And ZIP | Maximum File size: 100 MB
File upload Limit: You may upload up to 5 Files. If you need to upload more than 5 files, zip the files and then upload the files.

Please provide brief description of uploaded file.

Fill in description of uploaded file

Choose File

Upload Files

Uploaded supporting materials and descriptions

Brief Description	File Name	File Size	Date Uploaded		
Images of the event	image (6).png	16.83 KB	12/23/2020	⬇ Download	🗑 Delete

(11)

| Save for Later | **Submit Nomination** |

9. The nominated event will now display on your dashboard under the "Nominated Awards" widget

Nominated Awards   [Nominate for an Award]

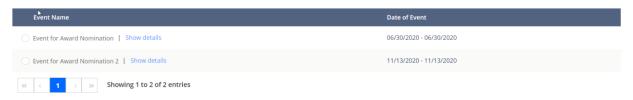| AWARD NAME ⬍	EVENT NAME ⬍	Nomination Year ⬍	STATUS ⬍	ACTION
Outstanding Leadership Development Program	Event for Award Nomination	2020	In Progress	⋯

« ‹ **1** › » Showing 1 to 1 of 1 entries

10. You may also nominate an event from the dashboard
    a. The blue "Nominate for an Award" button on the nomination widget will bring you to an award nomination page

Nominated Awards   ⑫   [Nominate for an Award]

AWARD NAME ⬍	EVENT NAME ⬍	Nomination Year ⬍	STATUS ⬍	ACTION
Outstanding Leadership Development Program	Event for Award Nomination	2020	In Progress	⋯

« ‹ **1** › » Showing 1 to 1 of 1 entries

   b. Once you select this button from the dashboard, you will be presented with the list of events from your Local Section, Technical Division, or International Chapter from which you may choose.

Nominate Event for an award

Please fill out this form to nominate your event for a chemluminary award

*Required Fields

Event Name	Date of Event
◯ Event for Award Nomination	Show details	06/30/2020 - 06/30/2020
◯ Event for Award Nomination 2	Show details	11/13/2020 - 11/13/2020

« ‹ **1** › » Showing 1 to 2 of 2 entries

   c. If you choose the incorrect event in error, you may change your selection but selecting the "Change your Event" link

Nominate Event for an award

Please fill out this form to nominate your event for a chemluminary award

*Required Fields

Event Name	Date of Event
● Event for Award Nomination	Hide details	06/30/2020 - 06/30/2020

Organization:
Chemical Toxicology (TOXI)

Description:
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibu

Category of Event:
Social Events

Change your Event ←

d. Once you select an event for nomination, the list of awards will be displayed. You may proceed with the event nomination as detailed above.