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 ✅ to nominate for an award. In this case, we will select Test Event 2020 for award nomination as shown with ✅ 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 ✅ in below screenshot.
b. It will prompt for confirmation click on Complete Event as marked with 6, 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 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).

   ![Nominate Event for an award](image)

   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
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. Shows where you input websites or URLs related to the event
   c. Shows where you upload documents or images related to the event

8. Once you have provided any appropriate supporting materials, select the “Submit Nomination” button marked with 11.
9. The nominated event will now display on your dashboard under the “Nominated Awards” widget

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

   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.

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