

## How to Nominate for a SIOP Award

*This guide provides a step-by-step process for nominating someone for a SIOP award, ensuring that you don't miss any crucial steps. By following the detailed instructions, you can easily navigate the nomination system and successfully submit your nomination. Awards recognize deserving individuals in the field, and foster a culture of appreciation within the professional SIOP community.*

1. Navigate to <https://www.siop.org/>
2. Click "**Log In**"
3. Insert your username and password and click the "**Log In**" button.
4. Click "**My Account**" to visit your member portal/personal snapshot to access the awards nomination process.
5. When viewing your Personal Snapshot, click "**My Awards**" from the left-hand side of the page.
6. To access the available awards and select a nominee, click the grey "**Nominate**" button.
7. Select the award option from the drop down picklist using the right-hand arrows. Then click "**Next**" to move to the next step to select the nominee(s).
8. You will have the option (if applicable) to self-nominate or nominate another member for the award. To self-nominate, select the "**Myself**" drop-down option for the nominee. To select someone else select, "**Someone Else**" using the drop-down picklist using the right-hand arrows. Click "**Next**" to move to the next step.
9. The page will appear with your contact information for reference in the text area. This is to confirm you are the "**Nominator**". The choose your "**Nominee**", Click "**Next**"
10. When you select "**Myself**" to self-nominate this will populate the nominee selection with your information. If you haven't selected "**Myself**" you will need to click "**Add Additional Nominee**" to search for your nominee.
11. When you have completed your search for the nominee, select the purple check box to the left of the name and information to confirm your selection. Confirm the name and email which appears under "**Nominees**" is accurate and reflects your selection. Click "**Next**" to go to the next step.
12. The next few steps require specific documents to be uploaded for designated award nominations.  
**NOTE: types of files that are eligible for upload include: PDF, doc, xls, PNG, GIF, JPG.**  
*Documentation upload file size is restricted to 3MB*  
**NOTE: You must first learn all specified documents with the information listed on the awards page under eligibility and criteria. Many of the documents differ by award type.**
13. To submit the files, click "**Upload Files**" to add files from your computer or device to the nomination.
14. When you select the file from your device and the file name appears below in **green**, you will know that it has been added. Click "**Upload**" under the green text to complete the upload process.
15. Click "**Next**" to move on to the next page of the nomination.
16. Continue following these steps to process any additional documentation uploads for the specific award requirements.
17. Answer the SIOP Anti-Harassment Policy question by selecting, either the "**Yes**" or "**No**" option.
18. Click "**Next**" to access the final step of your nomination.
19. To complete the nomination, click "**Finish Nomination**".  
*NOTE: you may click "**Save without Submitting**" and you will need to come back and finish the nomination before the deadline for it to be valid. When logging back in to complete a submission you will note a grey "Resume Nomination" button in the right hand side which will allow you to re-enter your submission. Documents may need to be re-uploaded. You will receive a confirmation email when your nomination has been completed and submitted.*

For additional support or questions about this process, please contact Awards Committee liaison, Heather Flattery, at [hflattery@siop.org](mailto:hflattery@siop.org) or the Business Process Manager, Scott Case at [scase@siop.org](mailto:scase@siop.org). Thank you for your interest in submitting a nomination for the SIOP/SIOP Foundation Award Recognition Program.