

# faq | region leaders & managers

## Frequently asked questions from award managers

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### **Why are there two deadlines, one in January and one in February?**

**The nomination submission deadline, in January, is for all nominations to be submitted online for all ACSA award categories** (does not apply to Every Student Succeeding). Members need to submit their completed nomination forms through the online platform no later than Jan. 19, 2023. Regions will have access to review and download the nominations in order to select state finalists.

**The state finalist submission deadline, in early February, is for region leaders to submit their chosen state finalists to the Awards Committee for consideration.** You do this by flagging your finalists in the online nomination platform by the deadline of Feb. 9, 2023.

### **How do I get access to the online nomination portal to review my region's nominations?**

Region leaders provide a list of their current award managers each year to the statewide awards coordinator. Just let the awards coordinator know that you need access.

### **Why can't I see any nominations when I log in? All I see are my own entries.**

Until the first nominations have been submitted in your region (in progress nominations are considered drafts), your account will revert to a basic "Entrant" account. As soon as the first nomination has been submitted, you'll see the Region Review & Selection and Judge entries tabs.

### **Why do I see Marcus Foster and/or Ferd. Kiesel nominations under Judge entries, but not under Region Review & Selection?**

Nominations for the two statewide-level awards go directly to the Awards Committee, with no region review or submission. You can view any submissions from your regions in these categories for informational purposes, but you won't be asked to flag those nominees to send them forward. There are no limits to the number of nominees in either statewide-level category from each region.

### **What if our region wants to accept late nominations, submitted after the January deadline?**

Every region has the option to accept late submissions. Just communicate with the statewide awards coordinator, as each late submission will need to be entered manually. The nomination portal cannot be reopened, but the awards coordinator can enter them for you. (Only applies to January deadline.)

### **How do I submit our state finalists on the platform? What do I need to do?**

It's a very simple step to flag your finalists. Under Review Review & Selection, select an award category, and then simply click the small heart-shaped "Vote" button on the nominee you are sending to the state level as your finalist. You can only select one nominee in each category.

### **What if we have changes to our state finalist nominations? Can we have access to edit them?**

The statewide awards coordinator can make any edits or additions for you. Just email the changes before the February state finalist deadline. (Adding letters of recommendation, correcting errors, etc.)

### **Can I download my region's nomination forms?**

Yes, you can bulk download nomination forms by category or as a whole under the Judge entries tab. There's a bulk download link at the bottom of the screen. [Read complete instructions here.](#)

### **Is there a way to get training on the online platform?**

Yes, a brief training video is available for region award managers, walking you through the process, at [www.acsa.org/awards](http://www.acsa.org/awards) under Help & Resources. We highly recommend taking a few moments to watch it each year. If you have any questions, you can reach out to the awards coordinator.