

Frequently Asked Questions about Year-End Online Submissions

- **What entries are being submitted online?** All Chapter Annual Reports, Chapter Area of Opportunity Reports, Chapter Single Project Entries (also known as SPEs, Chairman's Planning Guides and CPGs), all State Project entries, all State Annual Reports and State Area of Opportunity Reports. No hard copy or "paper" copies for these entries will be accepted.
- **Are entries being judged online?** Yes. All entries for the 2008 Awards year will be both submitted and judged online.
- **Is there a specific electronic format or file type for the submission of entries?** Yes. All online submissions must be in PDF format. No other format (Word, Word Perfect, Power Point, etc.) will be accepted.
- **Why must the entries be in PDF format?** This is to ensure that all entries can be opened and read by all judges, regardless of the software on their computers. Plus it also ensures that your entries will not be able to be accidentally altered by anyone reading the entries.
- **How do I submit an entry to National for judging?** Each state has one or two people who have been designated as "Upload Managers." These people will be the only ones with access to the entry submission portion of the National Awards site.
- **Can I submit my PDF entry directly to National?** No, sorry. Only the designated "Upload Managers" from each state can submit entries. This is to keep the system from being "bogged down" with too many users, thus slowing the submission process. It also allows for quick and easy lists to be generated for each state showing the exact entries submitted.
- **How do I know if my entry was submitted?** Within 24 hours of submission to the site, the system will generate a list of all of the submissions that each Upload Manager has submitted. These lists will be visible to the Upload Managers when they log in. As the final deadline for submissions approaches, a complete list of all entries from a state will be sent to each State President. The State President can use the list to compare to the state's list and confirm that all entries have been submitted.

- **Is there a cost to submit entries to compete on a National level?** Yes. The fee charged is \$5.00 per entry. So if your chapter submits 6 Single Project Entries (aka SPEs or CPGs), then the cost would be \$30. (6 entries x \$5 each = \$30.00)
- **When are the deadlines for submitting entries?** Online submissions will take place beginning January 12th, 2009, and continuing through February 6th, 2009. All entries must be received by February 6th at midnight in your time zone.
- **Who will be judging the entries?** Each state will submit a list of members from their state to serve as judges. The judges will be contacted by National and informed how to access the entries online and which entries to judge.
- **When will the judging take place?** The judging will start after the submission period ends, approximately February 9th, 2009.
- **How will I know if my entry won?** Winners will be announced at the National Year-End convention held March 18th-22nd, 2009.
- **For Single Project Entries, how do I create the divider tabs?** There are two ways to identify the “tabs” 1) Include a separate sheet to act as a “divider” with only the Tab title boldly typed on the page, or 2) Put the Tab title at the top of the page when beginning a new Tab section. There are samples of both ways posted on the online awards site for you to view.
- **Who do I contact if I still have questions?** If you are a chapter member, the easiest person for you to try to contact first is the Upload Manager from your state. They have been trained in the online process. You may also contact the National Awards Committee team member assigned to your state or NAC Chairman, Joanie Cramer.