

Frequently Asked Questions

Do I have to create a log-in account just to submit a nomination?

Yes, for a couple of reasons. First, we want to make sure we are able to thank you for participating in this year's award process. Secondly, by creating an account, you can review all of your submissions at a later time.

How can I save my work if I need to finish the nomination at a later time?

Simply click on the "Accept and Continue" button at the bottom of the screen. This will save your work and allow you to come back to it later.

My session timed out and I lost my work! What happened?

As with many online software programs, if you let the program sit idle for 45 minutes or more, it will time out and any unsaved work will be lost. To avoid this problem, simply click on "Accept and Continue" at the bottom of the page occasionally during your session as your working. Even if you're not done, by doing so you will save your work and you can always come back to the nomination to finish it (at least up until the point that all nominations are due!)

Are group nominations accepted?

Yes. We encourage you to work with others to nominate someone; one nomination with many supporters is as effective as many nominations by individuals.

How do I check my nomination after I'm done?

You will see your nominations when you log back into the nomination software:

Simply click on the nominee's name to view the nomination. You can click on the green hyperlink down the right hand side of the page to edit any portion of the nomination.

After nominations close, the nomination will be assigned to the selection committee, and no further edits can be made.



The screenshot shows a web browser window titled "ACE Awards: A Champion in Education - Mozilla Firefox". The address bar shows the URL: http://www.allacademic.com/one/ace/ace06/index.php?click_key=388&cmd=Load+Session+Submission&session_id=533878&PHPSESSID=dc1133. The page features logos for "A CHAMPION IN EDUCATION ACE", "Eugene Area Chamber of Commerce", and "SPRINGFIELD". A navigation menu includes "Submission Menu", "Main Menu", "Logout", and "Help".

Welcome: Angela Peacor
Eugene 4J -> Administrator -> Doe, John S.

Submit or Edit a Nomination Form

To begin a new nomination form, click the "Submit a New Nomination Form" link from the menu below.

Before you begin you should have all of the necessary information prepared (your session will time out after 45 minutes of inactivity - be prepared). Please include:

1. Information about the nominee. This information should include nominee's name, complete home address, email address, phone number, title or position, and department/school name.
2. No more than one page with detailed examples as to how the nominee meets the specified criteria.
3. No more than one page sharing a story or anecdote about the nominee that demonstrates how the individual embodies the qualities specified for his or her category.
4. One letter of support (optional). This letter should be written by someone from one of the following groups: parent, student, colleague, business or community member. Ideally, this letter would represent a different perspective than that of the nominator. It should be no more than one typewritten page.

Items 2 and 3 above may be attached as a word processor document, or pasted into an online web form. If you choose to upload word processor documents, the documents must be combined into one single file in one of the following formats: **Microsoft Word, Adobe PDF, Word Perfect, Plain Text, Rich Text Format(rtf)**.

Submit a New Nomination Form

- [Submit A New Nomination Form](#)
- [Work on Current Session Submission](#)

Edit or Track Submitted Nominations

The nomination form(s) that you have submitted appear below. Click on the appropriate link to edit or delete your nomination form.

Title / Status	Action
• Doe, John S. (Administrator) ◦ Eugene 4J	Edit Delete

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How do I upload more than one electronic file for additional materials?

You can't. You can submit more than one item as an attached electronic document, but all of your documents must be combined into one file. You can do this by scanning your document to a pdf file, or by cutting and pasting from multiple documents. If you have difficulty getting all of your additional documents into one file, contact either the Springfield Chamber or the Eugene Area Chamber for assistance.