

### 2021 Circle of Excellence Awards Nomination

We are excited that you want to participate in our 2021 Circle for Excellence Awards Ceremony. To submit the nominee's information, please follow the instructions below:

#### 1. Go to: <a href="https://sefaa.awardsplatform.com/">https://sefaa.awardsplatform.com/</a>

If you have not created an account, under the "**Register**" box, add the information required to create a new account. Please note that under your account, you can submit multiple nomination entries. If you have an account already, please log in.

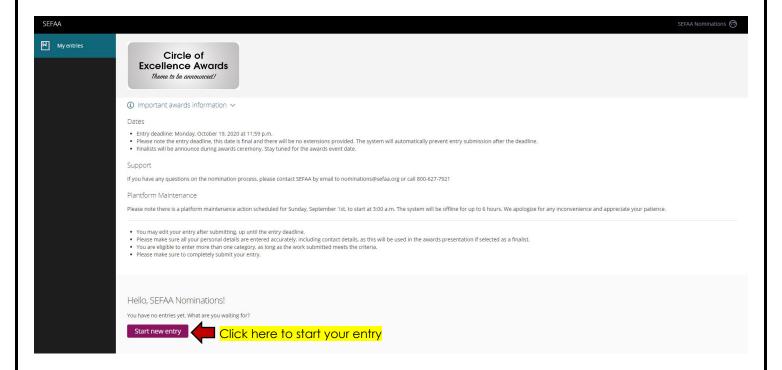
# Circle of Excellence Awards

Theme to be announced!

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	Register	Log in
Start here  Register an account.  Have an account already? Log in  Start your nomination (save it inprogress)  Submit your nomination to be in the running Best of luck!	First name  Last name  Email  Password	Password  Remember me  Log in  Forgot password
P in f       ✓       ✓       → 1	Confirm password  I have read and agree to the privacy policy, cookie policy and terms of service.  I agree to receive notification and communication emails or SMSs from SEFAA. You may withdraw your consent at any time.  Register	or log in with  Facebook Twitter

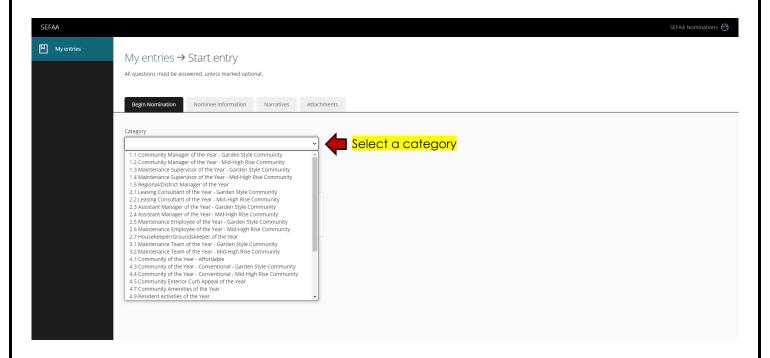
#### 2. Once logged in into your account, please start your entry

\*Keep in mind you can save it in-progress and come back after to complete your nomination.



#### 3. Select a category that corresponds to your nominee

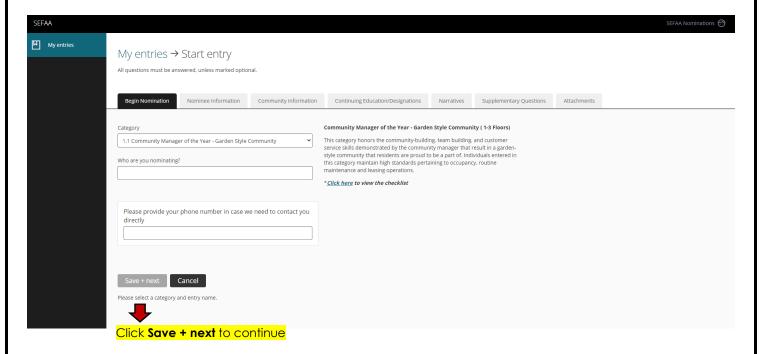
Click the drop-down menu and browse for the category you would like to submit the nomination.



## 4. Once the category is selected, type in the full name of the person/company you would like to nominate for that category.

Make sure to check the <u>category description</u> to the right of the screen to verify your selection and review the requirements per category.

\*Each category check-list will appear on each description.



#### **Additional notes:**

- A check-list is available to download under each category description. This checklist is to be used as a guideline for your application and includes the scoring per question for your reference.
- Please note **specific categories** contain an optional endorsement form. This page is included in the check-list packet for the respective category.
- Some fields are marked as optional, however, please note that points will be missed if field/box is left blank or attachments are not submitted.
- A copy of all check-lists and categories descriptions can also be found on the event page on SEFAA.org.