

2024 Circle of Excellence Awards Nomination Guide

We are excited that you want to participate in SEFAA's 2024 Circle of Excellence Awards Ceremony Nominations. To submit the nominee's information, please follow the instructions below:

1. Go to: <https://sefaa.awardsplatform.com/>

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.

The screenshot displays the user interface for the SEFAA awards platform, divided into three main sections:

- Start here:** A teal sidebar containing a numbered list of steps: 1. Register an account, 2. Have an account already? Log in, 3. Start your nomination (save it in progress), and 4. Submit your nomination to be in the running. Below the list is the text "Best of luck!" and a row of social media sharing icons (Pinterest, LinkedIn, Facebook, Twitter, YouTube, and a plus sign for more).
- Register:** A form with fields for "First name", "Last name", "Email", and "Password". The password field includes a note: "Must be at least 12 characters, including a number, an upper- and a lower-case letter and a special character." Below the password field is a "Confirm password" field. At the bottom of the form are two checkboxes: "I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#)." and "I agree to receive notification and communication emails or SMSS from SEFAA. You may withdraw your consent at any time." A purple "Register" button is at the bottom.
- Log in:** A form with fields for "Email or mobile" (containing the example email "kristenlharry@gmail.com") and "Password". It includes a "Remember me" checkbox, a purple "Log in" button, and a "[Forgot password](#)" link. Below this is a section "or log in with" featuring buttons for "Facebook", "Twitter", and "Google".

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

Keep in mind you can save it in progress and come back after to complete your nomination by the deadline date.

🕒 Important awards information ▾

Dates

- Entry deadline: Wednesday, July 5, 2023 at 11:59 p.m.
- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline.
- Finalists will be announced during the live awards ceremony on Friday, November 3, 2023. For more information visit [sefaa.org] (<https://www.sefaa.org/events/circle-of-excellence-nov-2023>).

Support

If you have any questions on the nomination process, please contact SEFAA by emailing us to nominations@sefaa.org or call 800-627-7921.

- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected as a finalist.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- Please make sure to completely submit your entry.

My entries

Active season (2023 COE Nominations) ▾

Current ▾

🔍 Search list

Advanced

Hello, Kristen Hicks!

You have no entries yet. What are you waiting for?

Start entry

3. Select a category that corresponds to your nomination.

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

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

Begin Nomination

Attachments

Category

- 1.1 Community Manager of the Year
- 1.2 Maintenance Supervisor of the Year
- 1.3 Regional/District Manager of the Year
- 2.1 Leasing Professional of the Year
- 2.2 Assistant Community Manager of the Year
- 2.3 Maintenance Professional of the Year
- 2.4 Housekeeper/Groundskeeper of the Year
- 3.1 Maintenance Team of the Year
- 4.1 Community of the Year - Affordable
- 4.2 Community of the Year - Conventional - Garden Style Community
- 4.3 Community of the Year - Conventional - Mid-High Rise Community
- 4.4 Community Exterior Curb Appeal of the Year
- 4.5 Community Amenities of the Year
- 5.1 Community Model of the Year
- 5.2 Community Clubhouse of the Year
- 5.3 Lease-up Community of the Year
- 6.1 Social Media Excellence of the Year
- 7.1 Community Renovation of the Year
- 8.1 Supplier Company of the Year
- 8.2 Supplier Professional of the Year

Your Email Address

Save + next

Cancel

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 category description to the right of the screen to verify your selection and review the requirements per category.

*Each category checklist will appear on each description.

The screenshot shows a web application interface for a nomination process. At the top, there is a navigation bar with several tabs: 'Begin Nomination' (highlighted in black), 'Nominee Information', 'Community Information', 'Continuing Education/Designations', 'Association Involvement', 'Supplementary Questions', and 'Attachments'. Below the navigation bar, the 'Category' dropdown menu is set to '1.1 Community Manager of the Year'. Underneath, the text reads 'Community Manager of the Year' followed by a description: 'This category honors the Community-building, team building, and customer service skills demonstrated by the Community Manager that result in a Community that residents are proud to be a part of; individuals entered in this category maintain high standards pertaining to occupancy, routine maintenance and leasing operations.' A link '*Click here to view the checklist' is provided. Below this is a link with a PDF icon: 'Download blank entry PDF for reference'. The form contains several input fields: 'Who are you nominating?', 'Your Name', 'Your Phone Number', and 'Your Email Address'. At the bottom left, there are two buttons: 'Save + next' and 'Cancel'.

Additional Notes:

- A checklist 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 checklist packet for the respective categories.
- 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 checklists and category descriptions can also be found on the event page at sefaa.org.