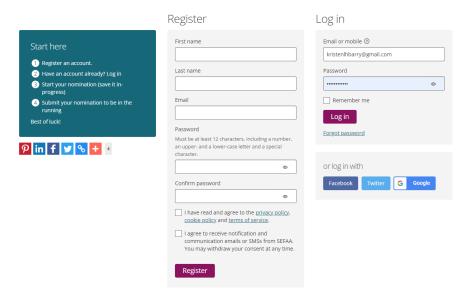


# Circle of Excellence Awards Nomination Guide

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

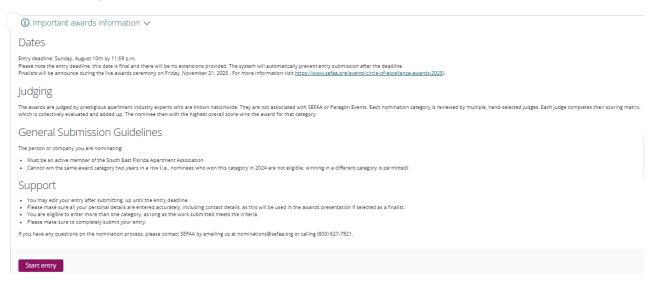
# 1. Go to: https://sefaa.awardsplatform.com/

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.



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

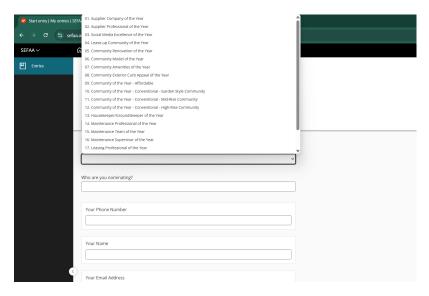
Keep in mind you can save it in progress and come back after to complete your nomination by the deadline date.





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

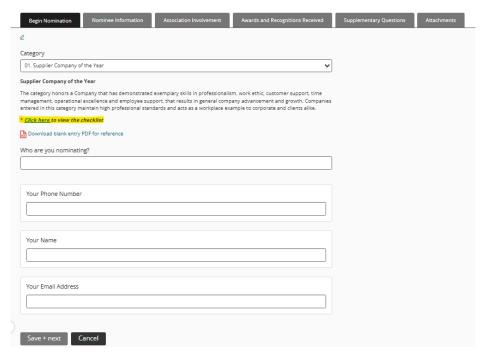
Click the drop-down menu and brown for the category you would like to submit a nomination.



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

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.





#### **Additional Notes:**

- The person or company you are nominating:
  - Must be an active member of the South East Florida Apartment Association
  - o Cannot win the same award category two years in a row
- 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 <u>sefaa.org</u>.