



World of Children

UNLOCK THE FUTURE FOR VULNERABLE CHILDREN

HOW TO SUBMIT A NOMINATION

GET STARTED WITH CREATING YOUR ACCOUNT



STEP 1: SIGN UP OR SIGN IN



Sign In

Email:

Password:

SIGN IN [Forgot your password?](#)

Need An Account?

SIGN UP

If you already have an account, you can sign in using your username and password.

To set up a new account, click the green Sign Up button.



STEP 2: ACCOUNT CONFIRMATION



Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you create a new account, you will be redirected to this page confirming your registration once you fill out the required information.

In addition, you will also receive an email confirming your registration.



CREATE YOUR NOMINATION APPLICATION



STEP 1: GET STARTED

Home

Create a new nomination?

To get started, click the green button below.

[Get Started](#)



After clicking the confirmation link in your email, you will be redirected to your Nominations dashboard.

Click the “Get Started” button to begin your Nomination Application.



STEP 2: START NOMINATION FORM

Nomination Application

Below is a list of tasks that you need to complete. To begin, click on the task name.

When you have completed a task, the Status will change from "Incomplete" to "Complete."

If one or more tasks are incomplete, you will not be able to submit your work. When you have completed both the **Nomination Form** and the **About the Nominator** form, the button below will become green. You must click this button to submit your application for our review.

Task	Deadline	Status	Actions
Nomination Form	03/31/2018 11:59:00 PM EST	INCOMPLETE	Start
About the Nominator - About You	03/31/2018 11:59:00 PM EST	INCOMPLETE	Start
Submit Your Nomination Application	03/31/2018 11:59:00 PM EST	PREREQUISITES NOT MET	

You must complete both the Nomination Form and the About the Nominator form before you can submit your application.

Click on the "Start" button to begin the first task.



STEP 3: COMPLETE THE NOMINATION FORM

Nomination Form

SECTION 1: Basic Information

Saving Instructions:

- Periodically while you're working, click the green "Save" button at the bottom of the page.
- If you would like to return to edit this form at a later time, **ALWAYS save your work before leaving this page.**
- If you have entirely completed this form and are ready to submit, click the blue "Complete & Submit" button.

Award Category:

Your Nominee can only be considered for one Award category. Please select the Award that best describes the work of your Nominee (Select One). Nominees who are under the age of 21 at the time of the Nomination Application deadline must be nominated in the Youth Award category only.

- Education Award** - Honors an individual making extraordinary contributions to the education of children.
- Health Award** - Honors an individual making extraordinary contributions to children through the fields of health, medicine, or the sciences.
- Humanitarian Award** - Honors an individual making extraordinary contributions to children through social services or humanitarian services.
- Protection Award** - Honors an individual making extraordinary contributions to protect children from fear, abuse, and exploitation (including but not limited to trafficking, slavery and sexual imposition).
- Youth Award** - Honors an individual under the age of 21 who is making extraordinary contributions to other children.

First, select which Award category best describes your Nominee. Then continue completing all of the required fields in the form.

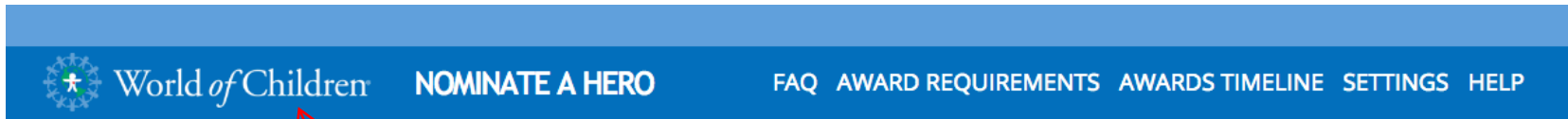


STEP 4: SAVING YOUR FORM



Click the green "Save" button to save your work and continue editing. This button is at the bottom of your screen at all times.

ALWAYS save your work before exiting.



Nomination Form

At any point, you can choose to exit the form even if you haven't completed all questions. Simply click the World of Children logo in the top left corner after you have saved your work.



STEP 5: SUBMIT YOUR NOMINATION FORM



Once you've completed every question, click the blue "Complete & Submit" button at the bottom of the page.

NOTE:

If you select this button before you've completed every question, you will receive an alert on the incomplete questions. If you'd like to exit the form and return to complete it at a later time, be sure to "Save" your progress, and click the "Back" button at the top of the page.




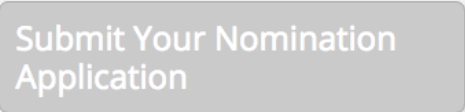
STEP 5: ABOUT THE NOMINATOR FORM

Nomination Application

Below is a list of tasks that you need to complete. To begin, click on the task name.

When you have completed a task, the Status will change from "Incomplete" to "Complete."

If one or more tasks are incomplete, you will not be able to submit your work. When you have completed both the **Nomination Form** and the **About the Nominator** form, the button below will become green. You must click this button to submit your application for our review.

Task	Deadline	Status	Actions
 Nomination Form	03/31/2018 11:59:00 PM EST	COMPLETE	View Edit Delete
About the Nominator - About You	03/31/2018 11:59:00 PM EST	INCOMPLETE	Start
	03/31/2018 11:59:00 PM EST	PREREQUISITES NOT MET	

After completing the Nomination Form, you will be redirected to the Nomination dashboard and prompted to complete the About the Nominator Form. This information must be completed before the entire application can be submitted.

Click on the "Start" button to complete the second task.



FINALIZING YOUR NOMINATION APPLICATION





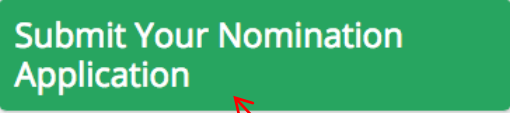
STEP 1: COMPLETING YOUR SUBMISSION

Nomination Application

Below is a list of tasks that you need to complete. To begin, click on the task name.

When you have completed a task, the Status will change from "Incomplete" to "Complete."

If one or more tasks are incomplete, you will not be able to submit your work. When you have completed both the **Nomination Form** and the **About the Nominator** form, the button below will become green. You must click this button to submit your application for our review.

Task	Deadline	Status	Actions
 Nomination Form	03/31/2018 11:59:00 PM EST	COMPLETE	View Edit Delete
 About the Nominator - About You	03/31/2018 11:59:00 PM EST	COMPLETE	View Edit Delete
	03/31/2018 11:59:00 PM EST	INCOMPLETE	

Once you have completed the Nomination Form and About the Nominator Form, you will be redirected to the application dashboard. The "Submit Your Nomination Application" will now be live.

Click this button to confirm your submission.



STEP 2: CONFIRM YOUR SUBMISSION

Submit your nomination

You are now submitting your World of Children nomination application.

Please be advised that you may no longer be able to make further changes to this application.

Cancel

Continue

Confirm that you are certain you want to submit your Nomination Application by clicking the “Continue” button. If you would like to make additional edits, click “Cancel.”

Once your Nomination Application has been submitted you will not be able to make changes.



STEP 3: NOMINATION RECEIVED

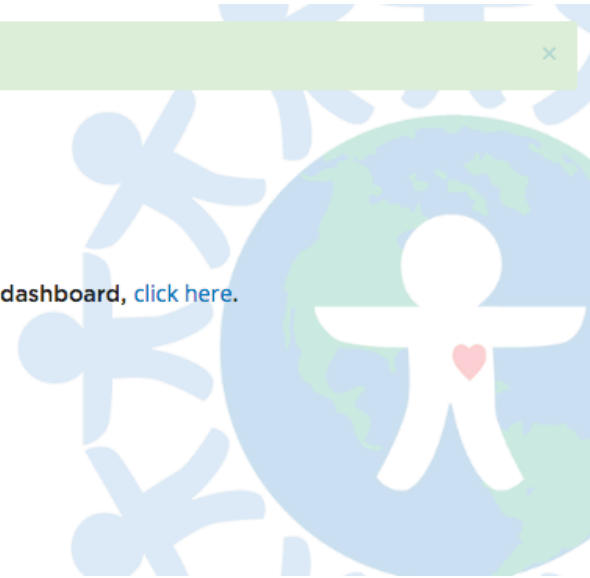
Your submission has been submitted. ×

[Home](#)

Nomination Confirmation



Thank you for submitting a Nomination! To return to your dashboard, [click here](#).



After clicking the continue button you will be redirected to a confirmation page. Also, be sure to check your email account for a confirmation email.



OTHER TIPS



TIP 1: PRINT OR VIEW YOUR APPLICATION

Nomination Application

Below is a list of tasks that you need to complete. To begin, click on the task name.

When you have completed a task, the Status will change from "Incomplete" to "Complete."

If one or more tasks are incomplete, you will not be able to submit your work. When you have completed both the **Nomination Form** and the **About the Nominator** form, the button below will become green. You must click this button to submit your application for our review.

Task	Deadline	Status	Actions
 Nomination Form	03/31/2018 11:59:00 PM EST	COMPLETE	View

To print your application, return to your Nominations account homepage, click on your submission and then click "View" to open a new screen that will allow you to print your application.



TIP 2: ERROR MESSAGES FROM MISSING DATA

Nomination Form

Please check your answers below and correct them before continuing.

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If you attempt to exit a form without completing one or more of the required fields, you will receive a notice like the one above. Enter the required data to continue, or Save your work, and select the “Back” button at the top of the form page.

When all required information is entered, you can click the blue “Complete & Submit” button.



THANK YOU FOR BEING A HERO!

