



Emerald Awards Nominations How-To Guide

Welcome to the 25th Annual Emerald Awards nominations. By showcasing and elevating Alberta's outstanding environmental achievements, we inspire others to follow their examples. We thank you for your time to complete the nomination process.

We have created this How-To Guide to help you with your nomination. From start to finish, the nomination process should take no more than two hours to complete; however, we require two support letters for every nomination which may take more time to gather. If you have any questions, please do not hesitate to contact us at info@emeraldfoundation.ca.

Our Nominations System

Our nominations system is an externally-hosted site that can be accessed through our [website](#). When arriving to our nomination system for the first time, we recommend that you tour the menu on the homepage for more information about the Emerald Awards, judging criteria, and more. Reviewing this information will provide you with insight on how to craft your nomination to best catch the attention of our judges.

Submitting Your Nomination

- **Step 1 - Create a username and password.**

In order to log into the nominations system, you are required to create an account. If you are a returning nominator from last year, your username and password will remain the same. You may select the "lost password" option if necessary.

To create a new account: select "My Account" from the menu, complete the form and click "Register." You may also access this page by clicking the "Enter Here" option on the home page. Once you have created your account, you will be taken to the Emerald Nomination form. Your account will also allow you to login and logout as necessary.



• Step 2 - Complete the "Before you get started..." Questionnaire

While we support and encourage all those who are committed to positively impacting the environment through their projects and initiatives, our judges award those who meet certain criteria, primarily those that are well established. To assist in your nomination process and to determine your eligibility for an Emerald Award, please complete the "Before you get started..." questionnaire to the best of your knowledge. If you respond "no" to any questions, it may not be time to nominate your project just yet.

If you have any questions, please do not hesitate to contact us at info@emerald.foundation.ca.

• Step 3 - Complete the "Nominee Information" form

A nominee is defined as the person, project or organization that is being nominated for an Emerald Award. If you are both the nominee and the nominator (for instance, if you are nominating yourself for the Emerald Award), please complete this section with your own information.

- **Project Name:** This is the name of the project you are nominating. If you are not nominating a specific project, but rather a person or organization as a whole, please put the person's or organization's name here.
- **Category:** Please select the category you are nominating your person, project or organization in. Depending on the category selected, there may be subcategories. For example, if "Business" is selected, an additional drop down list will appear to split the category into Large and Small. Select the one that is most appropriate for your nomination.
- **Number of Years Active:** If you are nominating a project or initiative, please provide the number of years the project has been active. If you are nominating an organization as a whole or a person, please put the length of time they have been actively pursuing environmental excellence.
- **Nominee First Name and Last Name:** If you are nominating a project or organization, please submit the name of the person who will be our point of contact.
- **Complete the remainder of the form. Once completed, click "Save and Next."**

• Step 4 - Complete the "Nominator Information" form

A nominator is defined as the person or organization that is submitting the Emerald Award nomination. If you are both the nominator and the nominee, you are still required complete this form. **Once completed, click "Save and Next."**

• Step 5 - Complete the "Project Details and Achievements" form

Provide the information outlined in each of the fields. We recommend drafting your responses in a Word document and copy/pasting them into the form. **Please note:** There is a 200 word limitation on each of the fields. Provide specific information that describes and supports the nominee's work and environmental commitment. **Once completed, click "Save and Next."**



• Step 6 - Complete the "Supporting Your Case" form

- **Why should the nominee receive an Emerald Award:** This question is in the same format as the "Project Details and Achievements" page. We recommend drafting your responses in a Word document and copy/pasting them into the form.
- **Provide two letters of support:** These must be third-party endorsements of the project, person or organization you are nominating. Please submit them as PDFs. *These letters can take some time to gather. If this is the case, you are allowed to submit them after your nomination has been completed by emailing them to info@emeraldfoundation.ca, so long as they are submitted by the February 19, 2016 deadline.*
- **Project or Organization Website (optional):** If your nominee has a website, you can provide it here. Judges may visit it to gain a better understanding of the nominee.
- **Supporting Document (optional):** You may provide one supporting document of your choice. This can include articles written about your nominee, presentations, photos, etc.
- **Supporting URL (optional):** You may submit one supporting URL. This can include YouTube or Vimeo videos, online articles or blogs, etc.

Once this page is completed, click "Save and Next"

• Step 7 - Complete the "Final Questions" form

Once you have completed this form, you have the option of clicking **Save**, which will not submit your nomination, allowing you to return at a later date to continue working on it, or **Save and Finalize**, which will submit your nomination for our judges to review. If you accidentally click **Save and Finalize** before you have completed your nomination, please email [Gregory Caswell](mailto:Gregory.Caswell) to reopen your nomination.

• Step 8 - Give yourself a pat on the back.

Submitting an Emerald Award nomination takes time and dedication. If at any time you have questions, please feel free to [contact us](#). We are here to make the process as effortless as possible.

Best of luck with your nomination!