HOW TO CREATE A SUBMISSION

https://sla-events.fluidreview.com/

SLA Awards & Honors Submission Website & Portal
Click on the purple button to begin.
Start by logging in or creating an account.

Sign In

Email:
you@example.com

Password:
Enter your password here...

Sign In »

Forgot your password?

Need An Account?

Sign Up »
Already have an account? Click Log in here
or complete the form then click the green button

We just need a bit more information from you before you can start.

Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!

Already have an account? Log in here.

**First name**

John

**Last name**

Smith

**Email**

you@example.com

**Create a password**

Create a password

CREATE ACCOUNT
Click “View Events” then select the Awards & Honors form
Events

You are eligible for 5 event(s).

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DESCRIPTION</th>
<th>CATEGORY</th>
<th>DEADLINE</th>
<th>QUANTITY</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards &amp; Honors</td>
<td>Submit a nominee for an SLA Award</td>
<td>Event (Internal)</td>
<td>OPEN 10/18/2018</td>
<td>1</td>
<td>Create Submissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CLOSED 02/14/2019</td>
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</table>

Create your submission
A-00671 (A-00671)

Awards & Honors

Event deadline: 02/14/2019 11:59 PM EDT

Application Round

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEADLINE</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Your Application</td>
<td>06/30/2019 11:59:00 PM EDT</td>
<td>INCOMPLETE</td>
<td>Start</td>
</tr>
<tr>
<td>Awards Nomination Form</td>
<td>06/30/2019 11:59:00 PM EDT</td>
<td>INCOMPLETE</td>
<td>Start</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>06/30/2019 11:59:00 PM EDT</td>
<td>INCOMPLETE</td>
<td>Start</td>
</tr>
</tbody>
</table>

Please include the name of your nominee and the award for which you'll be nominating him/her.

Please upload a letter of recommendation to support the nominee's consideration for this award; this could be from a superior, coworker, volunteer supervisor, or anyone who can vouch for the member's deservability to be recognized for this award. This is a required part of our submission process. Submissions should be in a Microsoft Word or PDF document.
To begin click “Start” beside the “Name Your Application” link

A-00671 (A-00671)

Awards & Honors

Event deadline: 02/14/2019 11:59 PM EDT

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<td><img src="Start.png" alt="Start button" /></td>
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</table>

Please include the name of your nominee and the award for which you’ll be nominating him/her.

Awards Nomination Form 06/30/2019 11:59:00 PM EDT INCOMPLETE ![Start button](Start.png)
Name your Application using this Format: [Award Name].[Nominee]

Name Your Application

Provide a title for your submission.

Please name your application in this format: Award Name.Nominee Name (i.e. John Cotton Dana.Amy Burke)

Then click “Save & Exit.”
Now Click “Start” next to the “Awards Nomination Form” link.
Complete all fields for each nomination.

Awards Nomination Form

Nomination Form

SLA Awards and Honors

Submitter Information:
Name:
E-mail:
Phone:

Nominee Information
Name:
E-mail:
Phone:

For which SLA award are you nominating this person?

- John Cotton Dana Award
- Fellows of SLA
- Rose L. Vormelker Award
To continue later, select “Save & Continue Editing”

If you’ve completed your submission, select “Save & Exit”
Finally, upload a Letter of Recommendation.
Browse for the file on your computer, choose it, and click “Open”

Letter of Recommendation

Please upload a letter of recommendation to support the nominee's consideration for this award; this could be from a superior, coworker, volunteer supervisor, or anyone who can vouch for the member's deservability to be recognized for this award. This is a required part of our submission process. Submissions should be in a Microsoft Word or PDF document.
The document will open. Ensure it’s the correct file, then click “Back”
You should now see the uploaded Letter of Recommendation on your homepage.

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<td>COMPLETE</td>
<td>View, Edit, Delete</td>
</tr>
<tr>
<td>Please include the name of</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>your nominee and the award</td>
<td></td>
<td></td>
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<td>for which you'll be</td>
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**Uploaded File(s)**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Upload Date</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Test document.docx</td>
<td>10/18/2018 12:53 PM</td>
<td>Remove</td>
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</table>

**Submit Application**

<table>
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<td></td>
</tr>
</tbody>
</table>
You are finished when you hit "Submit"
Your submissions will always appear on your Homepage:

Special Libraries Association

EVENTS  RESOURCES  HELP  SETTINGS

Home

Events

Your Events

<table>
<thead>
<tr>
<th>APPLICATION ID</th>
<th>REFERENCE ID</th>
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<tbody>
<tr>
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<td>A-00071</td>
<td>Awards &amp; Honors</td>
<td>02/14/2019 11:59 PM EDT</td>
<td>COMPLETE</td>
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</table>

View Events »