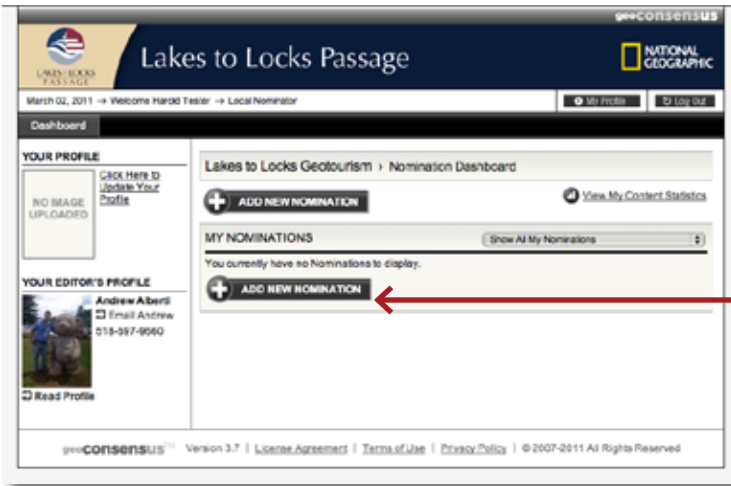
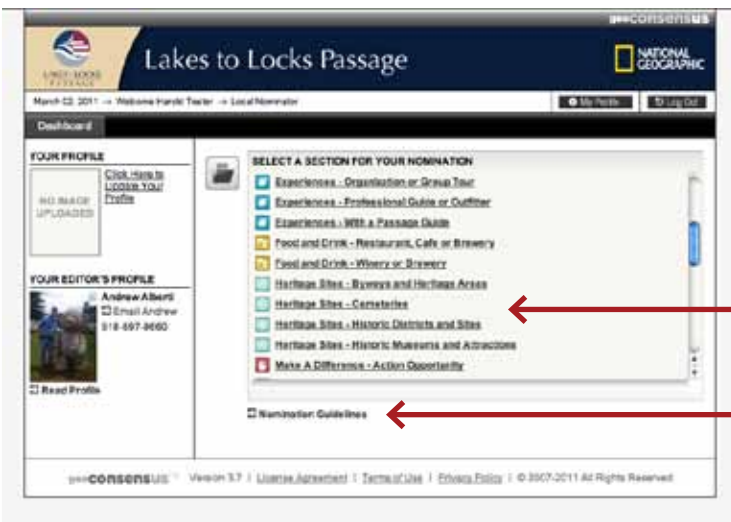


# A Quick and Easy Guide to Nominating



## Step 1

Click the ADD NEW NOMINATION button.



## Step 2

Select the most appropriate section for your nomination. You can read more about each section by clicking on the 'learn more'.

You can learn about the nomination criteria and guidelines by clicking on the Nominations Guidelines link.

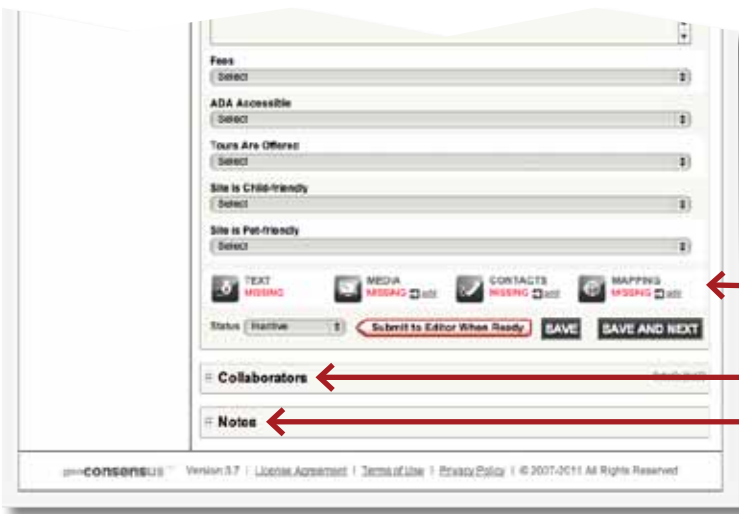


## Step 3

Provide your nomination with a title and begin by completing the text information about your nomination.

Your nomination should include all nomination areas, TEXT, MEDIA, CONTACTS and MAPPING.

Continued Next Page...



## Four Key Areas

At the bottom of the TEXT area you see the status of your content in each of the areas, TEXT, MEDIA, CONTACTS and MAPPING.

You can invite other signed-up users to collaborate on your nomination.

You may also add and exchange notes with the editor about your nomination.

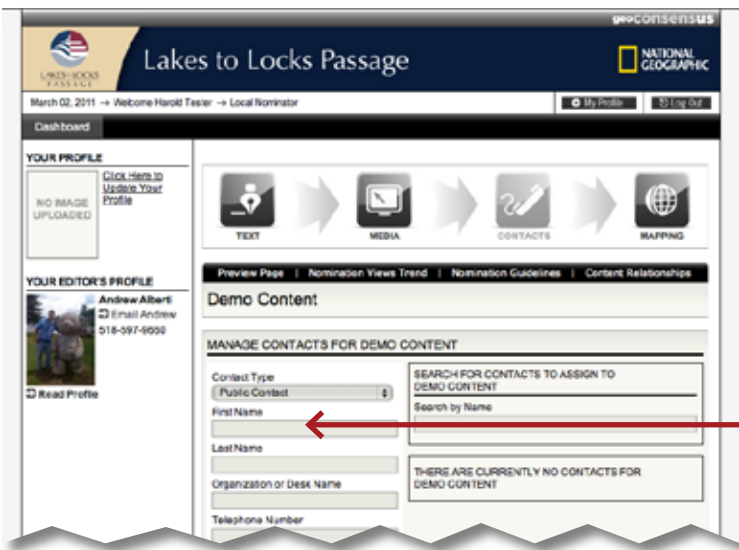


## Add Media

You can upload as many images as you want. The starting file size of your image should be less than 2 megabytes but more than 200k.

You can also add videos, embedded video, documents and sound files.

**You should upload at least one image for your nomination!**



## Add Contacts

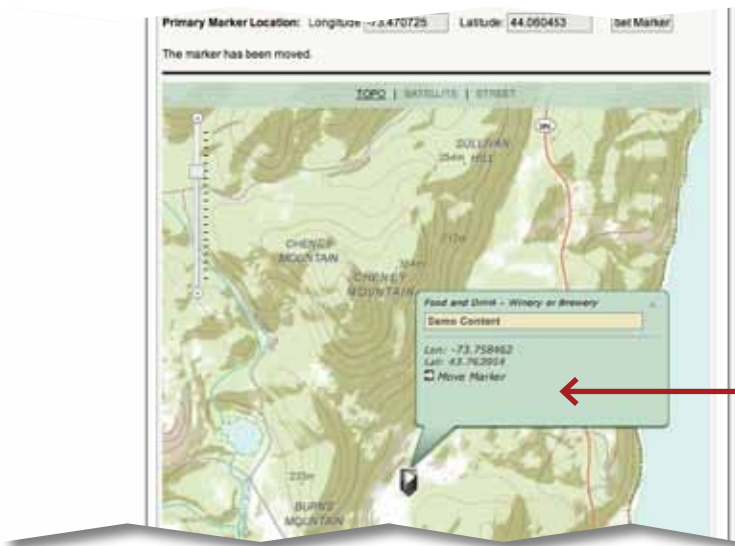
Add contact information for your nomination. You can add many contacts, however, you should add at least one contact. This should be the information the public can use to learn more about the nomination, or to otherwise contact the nomination.

**Continued Next Page...**



## Map It!

Choose to map as a single location, many locations, a route, or as an area. You can change from one type of mapping to another later on.



## Mapping Tools

Use the tools to zoom-in and accurately plot your nomination on the map.

You should make sure your nomination is marked exactly.

Use the zoom tool to ensure accurate mapping.



## Your Dashboard

All your nominations are listed on your dashboard. You can return as often as you like to update and add-to.

Make sure you select Submit to Editor

Don't forget to add your profile picture and info!