

A Quick and Easy Guide to Nominating

Lakes to Locks Passage

March 02, 2011 → Welcome Harold Tester → Local Nominator

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Dashboard

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NATIONAL GEOGRAPHIC

Lakes to Locks Geotourism → Nomination Dashboard

+ ADD NEW NOMINATION View My Content Statistics

MY NOMINATIONS Show All My Nominations

You currently have no nominations to display.

+ ADD NEW NOMINATION

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NATIONAL GEOGRAPHIC

SELECT A SECTION FOR YOUR NOMINATION

- Experiences - Organization or Group Trail
- Experiences - Professional Guide or Outfitter
- Experiences - With a Passage Guide
- Food and Drink - Restaurants, Cafes or Breweries
- Heritage Sites - Barrios and Heritage Areas
- Heritage Sites - Cemeteries
- Heritage Sites - Historic Districts and Sites
- Heritage Sites - Historic Museums and Attractions
- Make A Difference - Action Opportunities

□ Nomination Guidelines

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NATIONAL GEOGRAPHIC

SELECT A SECTION FOR YOUR NOMINATION Food and Drink - Whinery or Brewery

□ Nomination Guidelines

TEXT MEDIA CONTACTS MAPPING

New Nomination

Title Start Here SAVE

About This Establishment

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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...

This screenshot shows the 'TEXT' section of a nomination form. At the top, there are dropdown menus for 'Fees', 'ADA Accessible', 'Tours Are Offered', 'Site Is Child-friendly', and 'Site Is Pet-friendly'. Below these are four status indicators: 'TEXT MISSING' (red), 'MEDIA MISSING' (yellow), 'CONTACTS MISSING' (green), and 'MAPPING MISSING' (blue). A red arrow points to the 'Collaborators' field, which contains a link to invite others. Another red arrow points to the 'Notes' field, which is currently empty.

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!

This screenshot shows the 'MEDIA' section of the nomination form. It includes a 'Choose Image File (.jpg format)' input field with a 'Choose file' button, a 'Caption' field containing 'Carson Arboretum garden', and a preview thumbnail labeled 'Photo 29'. A red arrow points to this preview area.

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.

This screenshot shows the 'CONTACTS' section of the nomination form. It features a search bar for 'SEARCH FOR CONTACTS TO ASSIGN TO DEMO CONTENT' and a 'Search by Name' input field. A red arrow points to the 'First Name' input field, which is currently empty. Below the search fields, a message states 'THERE ARE CURRENTLY NO CONTACTS FOR DEMO CONTENT'.

Continued Next Page...

YOUR EDITOR'S PROFILE
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LOCATION MARKER OPTIONS FOR DEMO CONTENT

Choose the map marking method that is most appropriate for the location.

Mark a Single Location
For one, fixed location point.

Mark Multiple Locations
For content that has more than one fixed location point.

Mark Path, Line, or Route
For content that extends along a route or line.

Mark an Area
For content that covers a broad area.

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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!

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Dashboard

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Click Here to Update Your Editor Profile

RECENT UPDATES

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Lakes to Locks Geotourism → Nomination Dashboard

ADD NEW NOMINATION View My Content Status

MY NOMINATIONS

Show All My Nominations

Demo Content

Submit to Editor

CHANGE STATUS

Select Pending Draft Published

ADD NEW NOMINATION

(optional: enter these select options below)

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