



Welcome to STEM Best Practice Award nomination portal please find below the important points to remember and the steps by step process for nomination.

**Important points to remember.**

1. There are 4 categories for the STEM Best Practice Awards 2023, and you can nominate for the below categories:
  - Out Standing STEM teacher: Primary Teacher
  - Outstanding STEM Student: Primary Student
  - Out Standing STEM teacher: Secondary Teacher
  - Outstanding STEM Student: Secondary Student
2. You can submit only 1 nomination for each category.
3. You need to register only one time to submit the nominations for all 4 categories.

**Note: Grade up to 7 is considered Primary and grade 8 and above is considered secondary**

**Please see below for step-by-step instructions:**

**Step 1**

Fill out the registration form.

Only the Principal, Vice Principal, Head of School, or Department Head can submit nominations.

Once you register with all the details, you will receive an email with the login link and username and password.

The screenshot shows the registration form for the STEM Best Practice Awards. At the top, there is a blue header with the STEM logo and the text 'STEM BEST PRACTICE AWARDS'. Below the header, the title 'Registration' is centered, followed by instructions: 'Please complete the registration to submit your nominations for the awards. Kindly note that only the Principal, Vice Principal, Head of School or Head of Department can nominate.' A red note states 'All the fields are mandatory.' The form contains the following fields: First Name, Last Name, Office Email, Mobile Number, School Name, Address, City, Country, Designation (dropdown menu), and Curriculum (dropdown menu). A blue 'Submit' button is located at the bottom of the form.



## Step 2

Use the login credentials received through email to login to the nomination portal.

A screenshot of the login page for the STEM Best Practice Awards. At the top is a dark blue header with the logo. Below it is a white box with a dark blue header that says "Login". Inside the box are two input fields: "Email address" with a placeholder "Enter email" and "Password" with a placeholder "Password". Below the fields is a dark blue button labeled "Login".

## Step 3

You can submit only 1 nomination for each category. You can choose to submit for 1, 2, 3 or all 4 categories.

Click the Add/Edit button against the category you would like to nominate.

A screenshot of the nomination page. At the top is a dark blue header with the logo. Below it is a white box with a dark blue header that says "Nomination". Underneath the header is a line of text: "Please select the category you would like to nominate. You can nominate only one person under each category." Below this text are four rows of buttons. Each row has a category name button and an "Add / Edit" button. The categories are: Primary Teacher, Secondary Teacher, Primary Student, and Secondary Student. At the bottom of the page are two buttons: "Preview" and "Submit".

Note: Once you submit your nominations you will not be able to edit or resubmit the nomination.



## Step 4

After you click the Add/Edit button, you will receive a form to enter the nominee details. You need to fill in all the information and then click Save button to save your details shared.

After you click the save button then click the Menu button to go back to submit the details or add more categories for nomination

**STEM BEST PRACTICE AWARDS**

### Primary Teacher Nomination Form

You can only nominate one teacher in this category (teachers up to grade 7 are considered primary teachers).

*All the fields are mandatory.*

**Nominee Personal Details**

First Name

Last Name

Office Email

Mobile Number

Designation

Work Experience (years)

Qualification

Photo  No file chosen  
Headshot photo up to 5 MB maximum size in .jpeg format

## Step 5

Once you click the menu button it will take you the nomination page and you will see a green tick mark against the nomination you have saved

You can now go to the review button and click to check and make sure all details filled in are correct.

If you would like to nominate the next categories, you can click the Add/Edit button against the category to nominate your next category. (Follow step 4)

Once you have saved all the nominations for all the categories you can now click the submit button to submit all the nominations.

**STEM BEST PRACTICE AWARDS**

### Nomination

Please select the category you would like to nominate. You can nominate only one person under each category.

|                   |  |
|-------------------|--|
| Primary Teacher   | Add / Edit <input checked="" type="checkbox"/> |
| Secondary Teacher | Add / Edit                                     |
| Primary Student   | Add / Edit                                     |
| Secondary Student | Add / Edit                                     |

*Note: Once you submit your nominations you will not be able to edit or resubmit the nomination.*

**Note: once you save all the nomination before you submit click the preview button and download the PDF file with all the details you provided for nomination and save the file for future records**