

## Submission Instructions

- Go on to <https://tas.currinda.com/register/event/1968>
- Start at 'begin here'
- Fill out your login details – this is so we have a record of your name and contact details. This will create a profile for you to save your progress and log into anytime. Everything that is mandatory to answer is in red. Click 'I agree to The Association Specialists Privacy Policy' to continue
- Once your profile is created, click 'submit', then 'submit now'
- Tick either 'yes' or 'no' for your consent to publish and acknowledge that the submission will only be accepted with a valid registration
- Select a category for your submission e.g. '*Individual Cleaners Award - Excellence in Maintenance of Industrial Site*'
  - **Please note:** all individual and supervisor submissions must be a minimum of **150 words in total**. All company submissions must be a minimum of **1000 words in total**.
- Answer the required questions in the text box the 'Personal Information of the Nominee' page. Everything that is mandatory to answer is in red.
- Answer the required questions in the text box under the 'Improvements and Achievements' page. Everything that is mandatory to answer is in red.
- Upload a document for supporting material which also must include nominators signature, date and a contact phone number.
- You can then preview and go back to any pages to double check your answers
- Click "finalise submission and return to dashboard" once you are happy with your submission
- Click "submit now"
- You will then receive a confirmation email regarding your submission