

## **Submitting an Electronic Awards Application**

NAHU is transitioning from online award applications to electronic award application. This means that instead of uploading all of your documentation and having to worry about your documents being rejected due to size, you get to submit what you want with your application, organize it in folders and files and then share your files with NAHU, regardless of size.

### **What is file sharing?**

File sharing is the practice of distributing or providing access to digital media, such as computer programs, multimedia (audio, images and video), documents or electronic books.

File sharing may be achieved in a number of ways. For the purpose of the awards applications NAHU has established an Awards Dropbox which is compatible with many other file sharing programs.

### **How does it work?**

File sharing allows you to create documents and share those documents with other people. You will need to electronically compile your documentation, organize it into folders titling each section and the supporting documents as listed in the application. Load your files, along with your application to the cloud sharing program you are using and then share those folders with [awards@nahu.org](mailto:awards@nahu.org). NAHU receives your email that will include a link where we can download the chapter's award application and all of the supporting documentation.

NAHU uses Dropbox for the Awards Application file share program. You can use Dropbox too. The basic version is free to most users. You can find out about and download Dropbox [here](#). [YouTube](#) has videos that walk you through using Dropbox and all of its capabilities.

### **I can't use Dropbox**

If you cannot use Dropbox for some reason, you can use whatever Document Sharing Program you prefer. Share your documents making sure that the award application is set up with the "edit" option and send to [awards@nahu.org](mailto:awards@nahu.org) and we will retrieve your documents. "Edit" ensures that we can accurately record your points as verified by NAHU.

### **Application Organization**

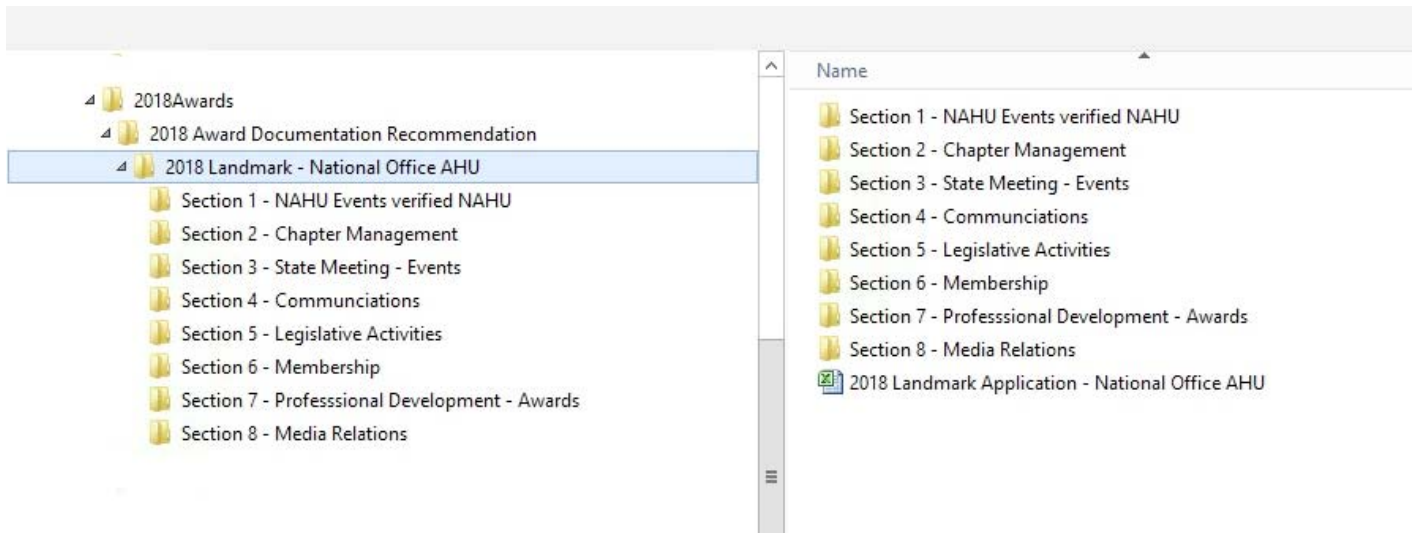
As important as making sure you are able to share you documents with NAHU is the ability to clearly organize and present your application. **DO NOT LOAD ALL YOUR DOCUMENTS INTO ONE FILE OR DOCUMENT** and hit send. It is very important that your submission is clearly organized to ensure the Awards Committee can find all of the documentation supporting your points. To help with the process the recommended format is below.

The file sharing process allows you to better manipulate your documentation by sorting, highlighting and organizing to ensure your submission achieves maximum points. This organization also allows the Awards Committee to thoroughly and successfully review each and every submission.

**Questions:** awards@nahu.org

## **Award Application Organization Recommendation**

### **Folders:**



### **Sample Section 2:**

