

2015

Robin Clark Protecting Children Awards

Online nomination user manual

This document will help guide you through the process of creating your own account, nominating and submitting your entry into the Robin Clark Protecting Children Awards. Should you require assistance with the nomination process, please contact Nicola McCracken by phone 9096 5323 or email awards@dhhs.vic.gov.au

For technical issues contact eAwards on 1300 959 555.

NOTE: Please ensure details and spelling entered into fields is accurate.

1. Create your own Account

Enter your details to create a 'User log-in' account. This information is about the 'account owner' and is not the nomination. Then click on the CREATE ACCOUNT button.

NOTE: To nominate you must proceed to the next step, you have not nominated at this point.

Account Details

Email: *
Valid Email Address

Re-Enter Email: *
Re-Enter Email Address

Password: *

Registration Information

First name: *
First name

Last name: *
Last name

Organisation: *
Organisation

Address: *
Address

Suburb: *
Suburb

State: *
VIC ☒ Postcode: *
Postcode

Phone: *
Phone

Mobile: *
Mobile

Enter Verification Code
05hv Verification code here

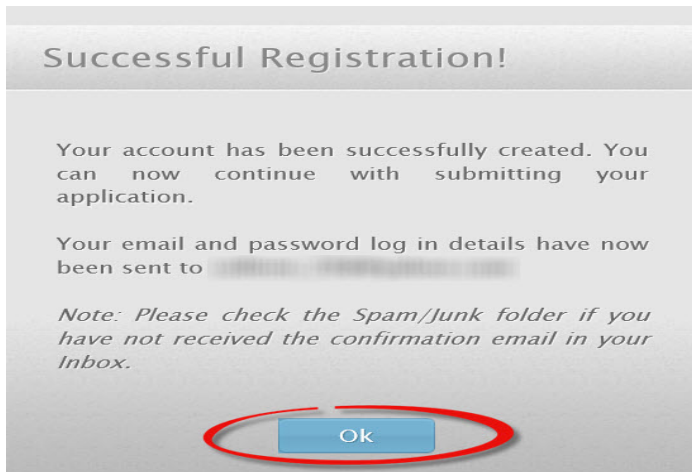
Note: The verification code is case sensitive.

Create Account

2. Successful account creation

Once you have completed created an account, a confirmation email will be sent to you with your username and password for future reference.

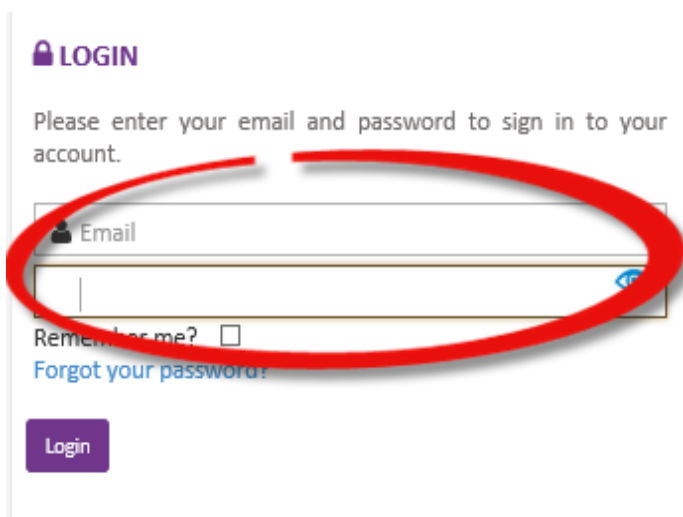
Click on the RETURN TO THE LOG IN PAGE button to log into your account to then nominate.



3. Account Log In

Enter your account's email address and password to open your account. Then click on the LOG IN button.

If you have forgotten your password enter your email address at the bottom of the page and click the SEND PASSWORD button. You will then receive an email with your password.



Adjustment of font size

Click on these buttons to adjust the font sizes on your screen for clearer viewing.

Click on this button to increase the fonts on your screen.



Click on this button to decrease the fonts on your screen.



Click on this button to go back to the standard font of the screen.



Header bar

You are able to navigate around the homescreen by clicking on each header name as below:

- a) HOME
- b) UPDATE CONTACT – allows you to change your personal information
- c) SUPPORT – provides contact details for assistance



Nomination Form Tabs

These tabs can be used to go back to any part of the nomination form. You will need to click on the appropriate tab you require as below:

- a) Nominator details
- b) Nominee details
- c) Nomination Statement
- d) Supporting Documentation
- e) Referee details
- f) Checklist and Completion.

NOTE: Do not forget to press SAVE AND CONTINUE before leaving a page.

Moving through forms

If you are not using a mouse, tab or arrow keys will assist you in moving through each field on the forms.



4. Submit Entry

Click on the ADD NEW ENTRY button.

Multiple nominations can be made by a nominator. For every new nomination, click on the ADD NEW ENTRY button.

5. Nomination Category and Type

Please select one category in the category selection box and Nomination type in the nomination type box.

NOTE: Changing the nomination type will delete/remove details associated with your previous selection.

Click SAVE AND CONTINUE button to proceed.

Category Selection
Please select one award category (tick only one box per nomination).

☐ Robin Clark Leadership Award

☐ Robin Clark Making a Difference Award

☐ Education Initiative Award

☐ Carer Award

☐ Excellence in Child Protection Award (DHHS staff)

☐ Individual

☐ Team

SAVE AND CONTINUE

SAVE AND CONTINUE

6. Accept Nomination Guidelines

Please read the nomination guidelines before proceeding to your nomination.

To be able to proceed, you must agree to the nomination terms and conditions of Robin Clark Protecting Children Awards and obtain permission from the nominee/s for the nomination.

Tick on the check boxes and click on the I AGREE button.

Privacy Statement

Consistent with Victorian Government policy and legislation, the Department of Health and Human Services endorses fair information handling practices. Private and personal information supplied will be used by the Selection Panel only to assist its decision making. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required by law. The department's Privacy Policy is at www.dhs.vic.gov.au/privacy

- ☒ I have read and accept the terms and conditions of the Awards.
- ☒ I have obtained permission from the nominee/s for this nomination.



7. Nominator Details

Nominator Details is prefilled with your information from the registration page. You will need to add your relationship to nominee.

Click SAVE AND CONTINUE button to proceed.

Nominator Details
(Please ensure all information is spelt correctly)

First name: +

Surname: +

Are you of Aboriginal or Torres Strait Islander origin? +
☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander
For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

Aboriginal group if known:
Select

Nominator's job title:

Nominator's organisation:

Address: +

Suburb: +

Postcode: +

Telephone/Mobile: +

Email: +

Relationship to nominee: +

SAVE AND CONTINUE

8.1 Nominee details (for Individual nomination type)

Enter details of your nominee for an Individual Nomination.

Click on SAVE AND CONTINUE button to proceed

Nominee Details
(Please ensure all information is spelt correctly)

First name: +

Surname: +

Are you of Aboriginal or Torres Strait Islander origin? +
☒ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander
For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

Aboriginal group if known:
Koorie (Vic and NSW)

Nominee's job title:

Organisation:

Address: +

Suburb: +

Postcode: +

Telephone/Mobile: +

Email: +

Nominee's photo:

← SAVE AND CONTINUE LATER **SAVE AND CONTINUE**

← SAVE AND CONTINUE LATER **SAVE AND CONTINUE**

8.2 Nominee details (for Team nomination type)

Complete team details form by providing contact details of a team representative.

Add team members by pressing the **+ADD** button.

NOTE: Team nomination can consist up to 10 members.


Click SAVE AND CONTINUE button to proceed.

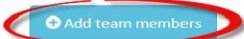
Team Members
Note: In most instances teams should be no more than ten people.

1. In order to add new team member click on the 'Add team members' at the bottom of the page.
2. To edit/view member details click on the member's firstname under the 'Firstname' column.
3. To delete/remove members from the list click the remove button under the 'Remove' column.

10 ☐ records per page

Search...

Firstname	Surname	Is the nominee of Aboriginal or Torres Strait Islander origin?	Aboriginal group if known	Remove
				



Once you press the ADD TEAM MEMBER button, a team member form will appear on your screen. Complete team member details in the text boxes provided.

Team Member Form

Firstname:

Surname:

Are you of Aboriginal or Torres Strait Islander origin? *

For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander

Aboriginal group if known:1

Select ☐

Organisation:

Close

9. Nomination Statement

Please complete the nomination statement which highlights the individual or team's achievement and impact.

Click on the SAVE THIS SECTION button to save your answer for each section textbox.

Word limits have been provided as a guide to length of answer required.

Once you have fully completed the nomination statement click on SAVE AND CONTINUE button to proceed.

NOTE: It is advisable to have a copy of your answers saved in word document as back up.

The screenshot displays a web-based nomination form with a top navigation bar containing tabs: NOMINATOR DETAILS, NOMINEE DETAILS, NOMINATION STATEMENT (highlighted), SUPPORTING DOCUMENTATION, REFEREE DETAILS, and CHECKLIST AND COMPLETION. The main heading is "Nomination Statement".

The form is divided into three main sections, each with a "Save this section" button:

- The achievement**: Includes a text area for a summary of the nominee's achievements. A red box highlights the "Save this section" button, with a red line pointing to the "Save this section" button in the second section.
- Evidence of the impact**: Asks how the nominee has impacted the lives of Aboriginal or non-Aboriginal children, young people, and families. It includes a list of bullet points: "Demonstrate how the nominee/s has improved outcomes for children, young people and families.", "How has the nominee/s gone above and beyond their job description?", and "Provide examples that demonstrate the impact of the work carried out.".
- Additional information (optional)**: Allows for further supporting information, with a word limit of 150 words.

At the bottom of the form, there are two buttons: "← SAVE AND CONTINUE LATER" and "SAVE AND CONTINUE", both of which are circled in red.

10. Supporting Documentation

Uploading supporting materials is optional.

To add support documentation, click on the BROWSE button to upload each specific attachment. Please allow a few minutes to upload, especially when your file(s) or image(s) is large in size.

Click SAVE AND CONTINUE button to proceed.

Supporting Materials

You have the option to provide supporting documentation to support your nomination. Please upload in the relevant fields below.

NOTE: Maximum file size per upload is 2MB. Please upload .pdf, .doc or .docx files only.

Attachment 1

Browse...

Attachment 2

Browse...

Photos/Images

NOTE: Maximum file size per upload is 2MB. Please upload .jpg or .jpeg files only.

Image 1

Browse...

Image 2

Browse...

Videos

NOTE: Maximum file size per upload is 5MB. Please upload .mp4 or .mpg files only.

Video

Browse...

Video Link

If your video is greater than 5MB. Please get the video url and upload in the above textbox.

← SAVE AND CONTINUE LATER

 SAVE AND CONTINUE

11. Referee Details

Please provide referee details from two separate people in line with the nomination guidelines.

Attach a supporting letter for each referee by clicking on the BROWSE button.

Click SAVE AND CONTINUE button to proceed.

Referee 1

First name: *

Surname: *

Are you of Aboriginal or Torres Strait Islander origin? *

☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander

For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

Aboriginal group if known: ☒

Job title:

Organisation:

Address: *

Phone: *

Email: *

Relationship to nominee: *

Supporting Letter: *

Referee 2

First name: *

Surname: *

Are you of Aboriginal or Torres Strait Islander origin? *

☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander

For persons of both of Aboriginal or Torres Strait Islander origin, mark both Yes boxes

Aboriginal group if known: ☒

Job title:

Organisation:

Address: *

Phone: *

Email: *

Relationship to nominee: *

Supporting Letter: *

12. Submit Nomination

Please select an option on how you heard about the awards.

☒ Privacy Statement

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How did you hear about the awards?

- ☐ Email
- ☐ Website
- ☐ Newsletter
- ☐ Poster
- ☐ Word of mouth
- ☐ Other

← SAVE AND CONTINUE LATER

→ SUBMIT APPLICATION

Click on the SUBMIT APPLICATION button.

☒ Successful Nomination

You have successfully submitted a nomination into the **Robin Clark Protecting Children Awards 2015**. A confirmation email will be sent to you shortly.

To enter more categories, please click [here](#).

* *Note: Please check the Spam/Junk folder if you have not received the confirmation email in your Inbox.*

Entry process is now complete – good luck!