



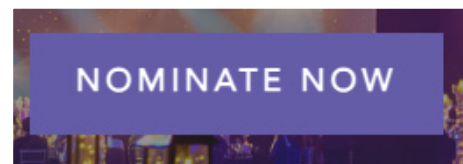
RailStaff ²⁰/₂₆ Awards

How to make a nomination on our website:

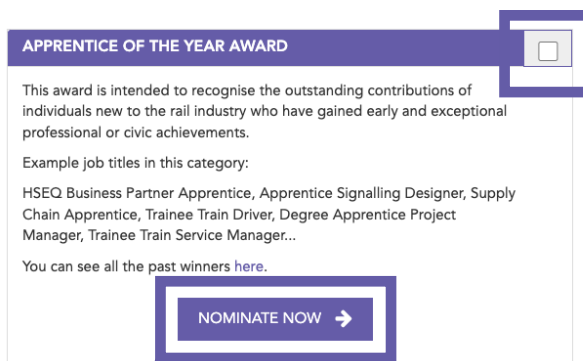
Step one: Click on the **NOMINATE NOW** button



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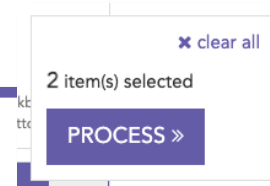
Step two: Choose which category you would like to nominate in.
You can either select **one** or **multiple** categories to nominate in by using either of the following options:



Option 1 - Select 'Nominate Now' on the category you would like to nominate.

Option 2 - Click this box if you would like to make nominations in multiple categories.

Once you have selected the categories, click '**Process**' to add them to your basket.



Step three: If you haven't done so already, you now need to **create** an account.



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Please login

☐ Remember email

Login

[Forgot password](#)

[Don't have an account? Click here](#)

If you don't already have an account, click here to take you to the 'Create an account page'



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Create an account

On creating an account you will receive an email containing an activation link. You will need to activate your account before you can complete your journey.

Submit

[Already have an account? Click here](#)

Fill out your details, ensure you tick the terms and conditions box and click **'SUBMIT!'**

You will then be asked to verify your email address, you will need to do this before making your nomination.

Your email address requires validation

- We have sent a verification CODE and a verification link.
- Please check your spam folders or go to [your profile](#) to re-send the confirmation email or edit your address.
- The verification email will come from: rsa@rail-media.com
- **YOU WILL NOT BE ABLE TO SUBMIT YOUR INFORMATION UNTIL YOU HAVE VALIDATED YOUR ACCOUNT.**
- You will be able to 'Save for later' and return after validation to continue with your submission.

CODE:

Validate

[Re-send confirmation email](#)

To do this, you will be sent an email where you can either copy and past the validation code into the RailStaff Awards website, or by clicking the **'CLICK TO VALIDATE'** button.



Hi Lauren,

Please confirm your account via one of these options:

Option 1

Copy + Paste this code into the

IPBBDR

Option 2

Click here to validate your account

[CLICK TO VALIDATE](#)

the event, if you have existing basket in another browser window you will need to reload that page or, use the activation code option in that existing browser window.

It's now time to start your nomination

Step four: Fill in the nomination form with all of the nominee's details, manager's details and your details. Make sure you get confirmation from the nominee's manager before putting in the nomination.

Please note photos are **compulsory**.

The screenshot shows the 'Awards Nomination' page for the 'APPRENTICE OF THE YEAR AWARD'. The page has a dark header with navigation links: HOME, NEWS, TICKETS, PHOTOS & VIDEOS, ABOUT US, CONTACT, LOGIN. Below the header is a sub-header with links: ABOUT THE EVENT, THE AWARD CATEGORIES, NOMINATIONS, WINNERS, VENUE, SPONSORS, PROMOTE, NOMINATE NOW. On the left is a sidebar with links: Basket (1), Saved items (0), Incomplete (0), AWARDS, Nominations (1), ACCOUNT, LOGOUT, Privacy Policy, Terms & Conditions. The main content area shows the nomination form for 'APPRENTICE OF THE YEAR AWARD'. It includes a progress bar (3/15 Required, 0/1 Optional), a 'Save for later' button, and a 'Delete' button. The form text describes the award and lists example job titles: HSEQ Business Partner Apprentice, Apprentice Signalling Designer, Supply Chain Apprentice, Trainee Train Driver, Degree Apprentice Project Manager, Trainee Train Service Manager. It also mentions a sponsor, 'READYPOWER', and a link to past winners. At the bottom, there are sections for 'YOUR NOMINATION' and 'Nominee Details' with input fields for 'First Name / Team Name' and 'Last Name / Team Name'.

Now time to press the 'COMPLETE' button.

The screenshot shows the 'Add another item' form. It has a dropdown menu with the text 'Please select an item...' and a '+ ADD SELECTED' button. Below the dropdown is a checkbox labeled 'I have read and accept the Terms and Conditions' with a link to the terms and conditions. There is also a 'show missing fields' link. At the bottom, there is a large green button labeled 'COMPLETE »'.

The nomination will then be sent to the awards team to validate, before it will be set live on the website.

The screenshot shows the 'THANK YOU' page. It has a heading 'THANK YOU' and a message: 'Thank you for your participation at this year's annual RailStaff Awards. You will shortly receive an email confirmation with details of your submission/order.' Below the message is a 'Countdown to the event' section with four circular timers: 196 Days, 08 Hours, 06 Minutes, and 20 Seconds.

If you do not have time to complete your nomination or are waiting for details, click 'SAVE FOR LATER'. This will move your nomination to your saved items where you will be able to continue the nomination at a later date. Once your nomination is filled in you can then click 'MOVE TO BASKET' where you can now press 'COMPLETE'.

Save for later