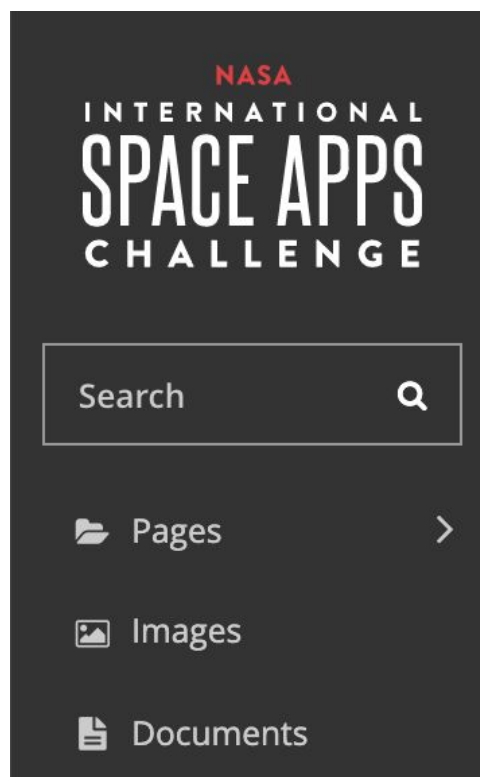


Space Apps Guide: Submitting Nominees for Global Judging

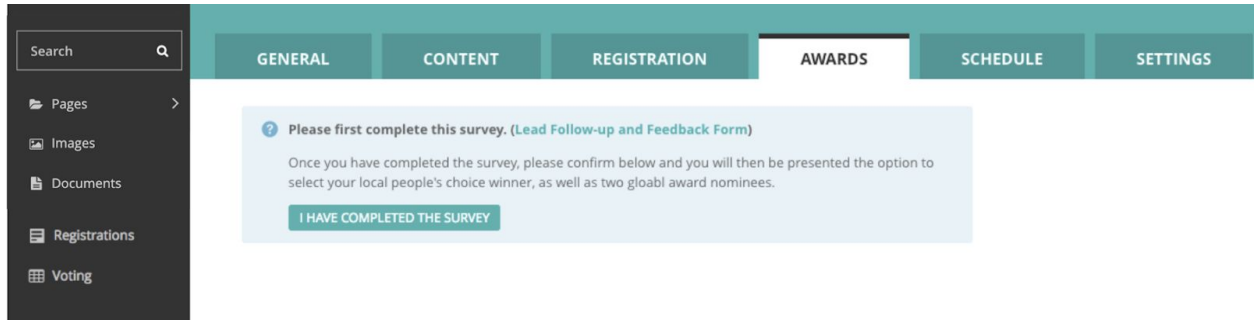
1. Log into your account on admin.spaceappschallenge.org

On the left side of the screen, you should see a panel with the following tabs: “Pages”, “Images”, “Documents”, “Registrations”, “Voting”, “Settings.” To enter your Award Nominees, navigate to your Location by selecting the “Pages” tab.



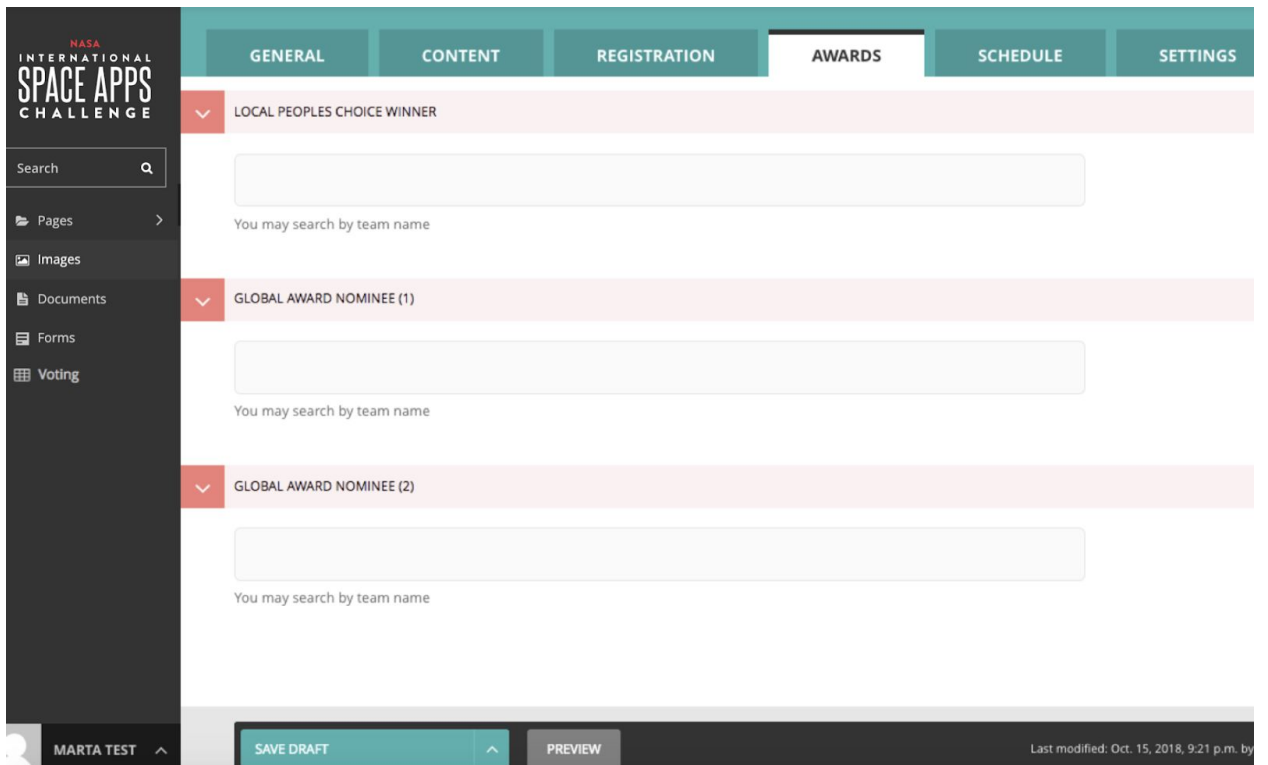
2. Go to the “Awards” tab within the location page editor

Once you are in your location page, the fourth tab from the left, “Awards,” will be the place you can submit entries for Global Judging. The first thing you will see is a light blue pop-up prompting you for Lead Feedback. Please fill out this survey prior to submitting your nominees! Once complete, select the “I have completed the survey” button.



3. Fill out all fields for the awards nominees for your location

There are three fields for you to fill out for award nominees: the local people's choice winner, global award nominee (1), and global award nominee (2). In each of the fields, we have smart search enabled so you can begin to type a team's name and select it from the search results. Only valid teams can be entered as nominees.





SPACE APPS CHALLENGE GLOBAL ORGANIZING TEAM
SPACEAPPSCHALLENGE.ORG

Once you finish filling out the information, please publish the new content live so it will be submitted to the Global Judging team.

All nominations must be submitted by October 21, 2019 at 11:59pm local time.