

## 2018 Award Instructions

- How to Submit a New Award Submission
- How to Edit an Existing Award Submission
- How to Pay for Your Award Entry

\*\*You can start a New Award Submission and complete it at a later date. Please note – if you decide to do this, You **MUST** click all the way through to the submission review page to get your passcode or **YOU WILL LOSE ALL YOUR WORK**. Click **Confirm and Submit** to save your answers and to be able to go back to edit it later.

\*\*Please note, if you submit a partial submission before the deadline and don't go back to add in the information before the final deadline, it will be graded as is.

## Submit New Award

Visit: <https://www.memberleap.com/members/proposals/propselect.php?orgcode=SUNY>

Scroll down to the category you would like to submit to

Click on Submit New Award Submission

Type in all information required\*

**Submitter \***

<b>First Name:</b>	<input type="text" value="Katy Test"/>	*
<b>Last Name:</b>	<input type="text" value="Greene"/>	*
<b>Institution Name:</b>	<input type="text" value="Farmingdale State College"/>	
<b>Position Title:</b>	<input type="text" value="Digital and Brand Strategist"/>	
<b>Email:</b>	<input type="text" value="greenek@farmingdale.edu"/>	*
<b>Email 2:</b>	<input type="text"/>	
<b>Address line1:</b>	<input type="text" value="2350 Broadhollow Road"/>	*
<b>Address line 2:</b>	<input type="text" value="Horton Hall 115"/>	
<b>City:</b>	<input type="text" value="Farmingdale"/>	*
<b>State/Province:</b>	<input type="text" value="NY"/>	*
<b>ZIP/Postal:</b>	<input type="text" value="11735"/>	*
<b>Country:</b>	<input type="text" value="United States"/>	
<b>Work Phone:</b>	<input type="text" value="6314202500"/>	*
<b>Fax:</b>	<input type="text"/>	

Once complete, add any co-submitter information  
Click Continue.

Choose the Type This Selection (the subcategory)

## Type This Selection

Please select the Type This which best fits your submission...

### **Type This Selection**

- Television**
- Radio**
- Outdoor Advertising**
- Individual Advertising**
- Total Advertising Programs**

Save & Continue >>

Select Save & Continue.

Fill out all sections and click Save & Continue

***\*\*Please note that the information provided in the "Names" section will appear exactly as typed on the award.***

Submission Information

**Names (Individual or Institutional)**

Please include names (individual or institutional) as they should appear on the award.

this field is mandatory

**Description of the Program**

Please describe the program.

this field is mandatory

**Goals & Objectives**

Please describe what you hoped to achieve with this program.

this field is mandatory

**Resources Used**

Please describe any resources that were used (include budget and staffing).

this field is mandatory

**Results**

Please describe the results of the program.

this field is mandatory

**Order #**

(This field will only be seen by admin)

After you submit your proposal and pay for your submission, please enter your transaction #.

**File Submissions**

On the next page there is an option for file submission. If you are unable to submit your sample materials in a digital format (or would prefer to submit hard copies) you will receive in your submission confirmation email instructions and a mailing address where you can send hard copy samples.

Click Save & Continue

Award Submission Information

<b>Title:</b>
Please provide a title for your Award Submission.
<input type="text" value="The Title will appear on the Award as written in this box"/>
No more than 120 characters
<b>Abstract:</b>
Please include your abstract (2 pages or less). If submitting digital version, leave this blank.
<input type="text"/>
Word Limit: 2000 - Words Used: 0 = Words Remaining: 2000
<b>Submit Award Submission Files</b> Submit multiple files.
<input type="button" value="+ Add files..."/> <input type="button" value="Cancel upload"/>
<input type="text"/>
Max File Size, Per File: <b>500MB</b>

After uploading all files, click **Save & Continue**.

You will then be taken to Submission Review.

Write down or print this page, specifically the email and passcode so you can revisit your award at a later date.

Click Confirm and Submit.

If you are mailing print materials, please print a copy of the submission for entry with the print materials on the submission confirmation screen

## Submission Confirmation

Your Award Submission has been submitted. A confirmation email has been sent.

Thank you!

[Click here for a copy of the submission for your records](#)

[Click here if you would like to make another submission](#)

[Return to Member's Area](#)

[Click here to return to the homepage](#)

Once you have submitted your award, you will receive an e-mail with payment instructions. Please click the link and follow instructions all the way through

## How to Edit an Existing Award Submission

You will receive an e-mail once you have submitted your awards with a custom link, username and password. Click on the link in your e-mail, which will bring you to a log-in page. Log in and add in any additional information you need into the awards page.

Follow instructions of New Award Submission for questions regarding these forms.

## How to Pay for Your Award Submission



Click the link in the e-mail or visit:

<http://www.memberleap.com/members/store.php?orgcode=SUNY>

You will be brought to the online store.



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## — Online Store - State University of New York Co

Welcome to the store!

Browse through the products below, add items to your cart, then click on the checkout button when you are ready to purchase.

Sort Items By:

### **Awards Submission**

#### **[SUNYCUAD Awards Submission](#)**

\$30.00 USD

SUNYCUAD Awards Submission

Qty:

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You may to pay for all the awards at the same time – just go into the store and select how many awards you submitted and click “Add to Cart.”

After you have added your awards, click on “Checkout” at the top right of the page.

Review your award submissions and make sure the number of awards submitted is accurate.

Once quantities are confirmed, click Checkout.

You will be brought to a screen that says “Name and Address” – Please include the name that is on the award, not the billing information.

When complete, click continue.

Confirm that you would like to pay via a credit card online and click continue.

You will now be brought to the payment screen via the University at Buffalo. On this screen, please put all billing information and again confirm that all quantities are correct.

Enter in credit card information and click Pay Now.

The screenshot shows the University at Buffalo payment interface. At the top is the UB logo and 'University at Buffalo'. Below is the 'Order Information' section with a description 'Order from SUNY CUAD'. A table lists the order items, showing one item from SUNY CUAD for \$30.00. Shipping and tax are both \$0.00, resulting in a total of \$30.00. The 'Payment Information' section has radio buttons for 'Credit / Debit Card' (selected) and 'Bank Account'. Below are fields for card number, expiration date, and card code. The 'Billing Information' section contains the following details: First Name: Katy, Last Name: Greene, Address: 2350 Broadhollow Road, City: Farmingdale, State/Province: NY, Zip/Postal Code: 11735, Country: USA, Email: grenek@farmingdale.edu, Phone: 631-420-2500. The 'Shipping Information' section has empty fields for name, address, city, state/province, and postal code. At the bottom left is the Authorize.Net logo, and at the bottom center is a 'Pay Now' button.



Any Questions regarding this process – please contact Katy Greene, Digital & Brand Strategist at Farmingdale State College.