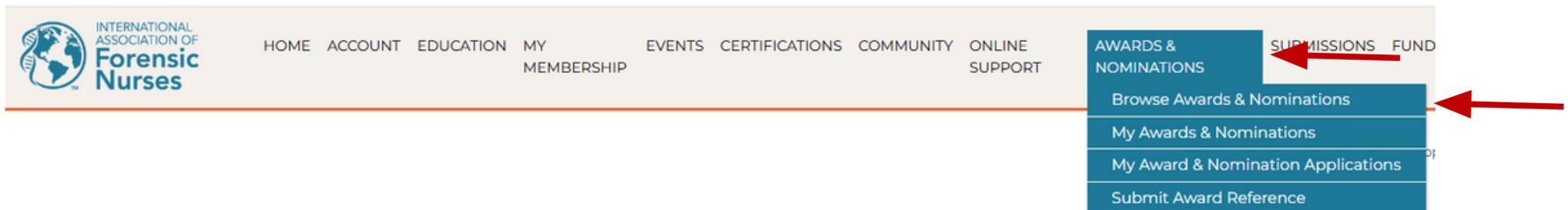


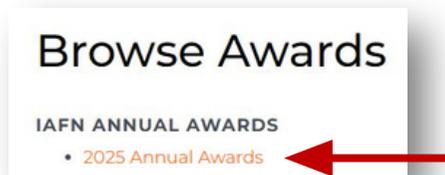


## Submit a Nomination for an Annual Award: Step-By-Step

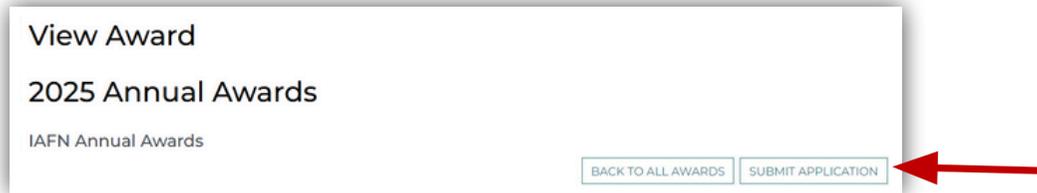
1. Log into your account at [myonline.forensicnurses.org](https://myonline.forensicnurses.org).
2. On the navigation bar at the top of the “My Account” page, click on “Awards” and then “Browse Awards”.



3. From the Browse Awards screen, click “2025 Annual Awards”.

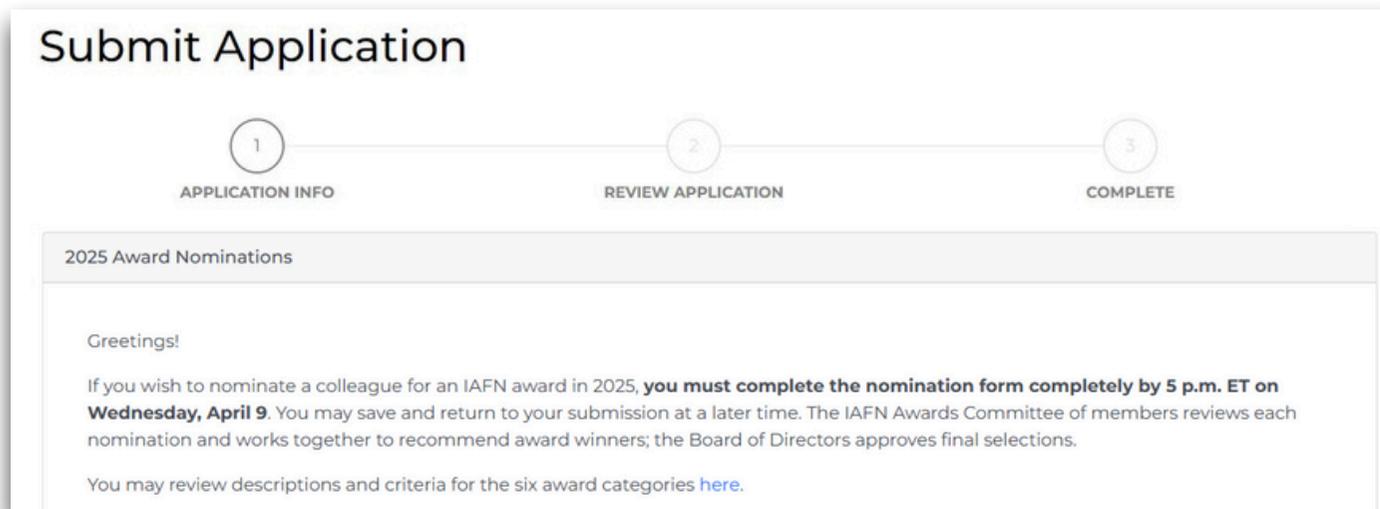


4. From the “View Award/2025 Annual Awards” screen, click “Submit Application”.

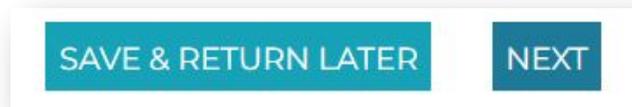


5. This brings you to the 3-step “Submit Application” process.

*Read through the entire form so that you know exactly what you need to complete the nomination/application.*



6. At the bottom of the application form, you have two choices. If you are not finished and want to return to the form at a later time, click “Save & Return Later”. If you have completed the for, click “Next”.



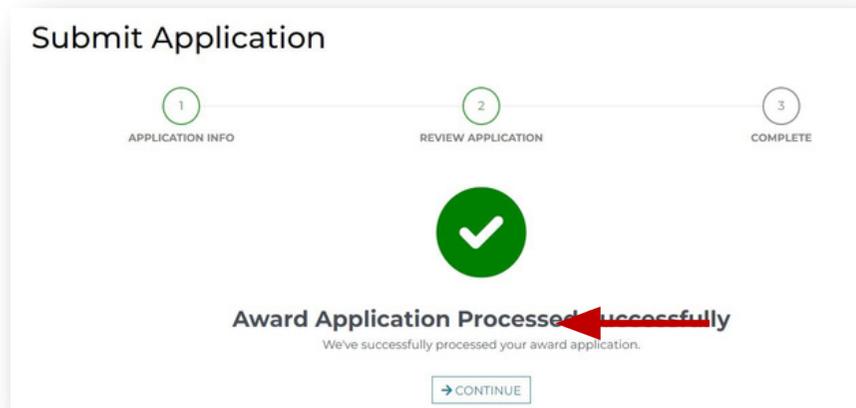
6.a. If you select “Next”, you come to a review screen.

A screenshot of a web form titled "Submit Application". At the top, there is a progress indicator with three steps: "1 APPLICATION INFO", "2 REVIEW APPLICATION", and "3 COMPLETE". A red arrow points to the "2 REVIEW APPLICATION" step. Below the progress indicator, the form is divided into two sections. The first section is titled "Review Application" and contains three input fields: "Award Category", "Award Name", and "Patron Award". The second section is titled "Nominee Selection" and contains two input fields: "Nominee's name" and "Nominee's email address".

(6.a., continued)

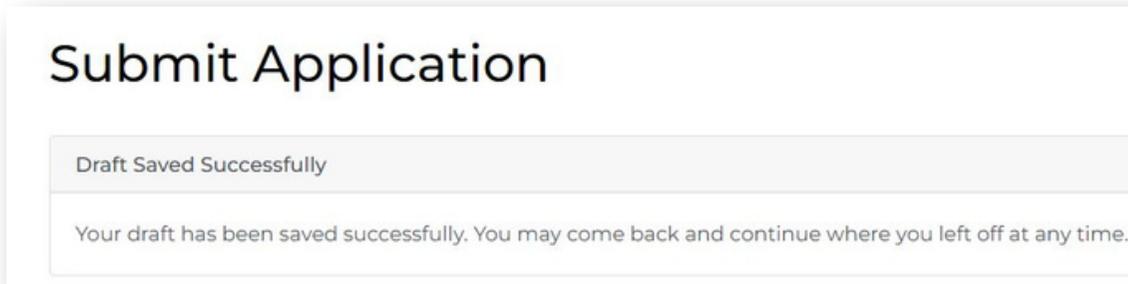
From here, you may edit your application as necessary.

At the bottom of the screen, you again have two choices. If you are not finished and want to return to the form at a later time, click “Save & Return Later”. Or, if the application is complete and you have checked it for accuracy, click “Save Changes”. You will see the confirmation screen below; click “Continue”.

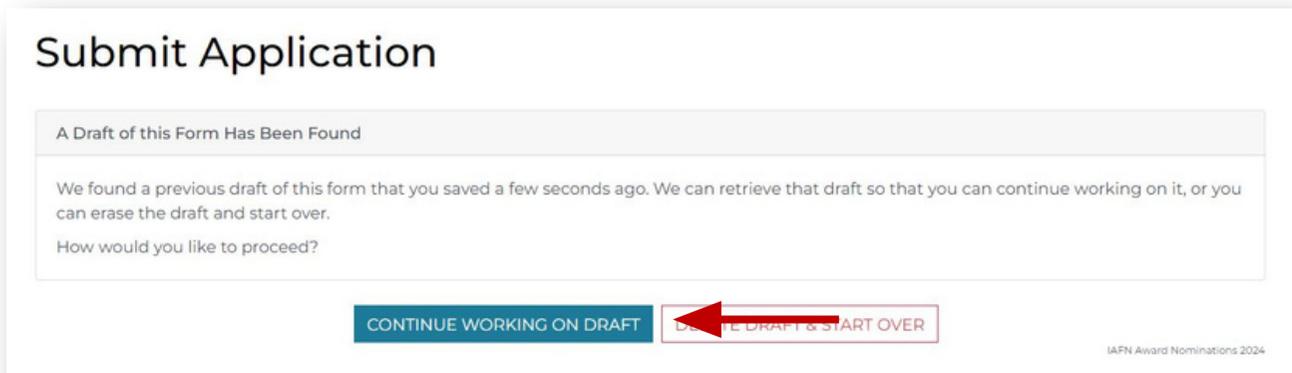


This brings you back to an initial screen that now includes the application(s) you have submitted. You have completed the process!

6.b. If you select “Save & Return Later” from the bottom of the application form, you will see a message about your draft.



7. To return to work on the saved application, repeat steps 1-4, and you will have access to your draft form.



You may continue working on the draft or delete the draft and start over.

If you choose to continue working on the draft, follow steps above through completion.