

Safe drivers Safe vehicles Secure identities Saving lives!

# 2023 Awards Program Submission Instructions

Thank you for your interest in AAMVA's awards. We hope you find the following document helpful. We suggest you read through it to familiarize yourself with the tool and the steps before you submit an entry.

If you have any questions or need assistance, please contact us at <u>awards@aamva.org</u>.

AAMVA's awards platform is accessible through the <u>aamva.org</u> website. Below are login instructions and screenshots.

If you would like to review the full list of AAMVA awards, their descriptions, and their criteria for selection, visit our <u>website</u>.

## All submissions are due no later than December 16, 2022.

## Login Instructions:

1. Go to <u>www.aamva.org</u> and click on My AAMVA in the top right.



2. Log in with your AAMVA member login and password. If you don't remember your password, click the "Forgot password" link. Follow the instructions and you will receive a link to reset your password. Then return to the AAMVA login page and log in. If you don't have an AAMVA login, you can create one by clicking the "create" link on the login page. When creating an account, please use your jurisdiction email address so you can select and link to your agency. If you do not link to an agency email, you will not be able to submit an award until your agency and member status is confirmed.

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- 3. Once you are logged in, click the My AAMVA link in the top right again.
- 4. On the My AAMVA page, click "Manage My Awards."

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	Manage My	Manage My Subscriptions	Access IT Training	Manage My		
	Events Register, modify or cancel registration and print confirmation for AAMVA regional meetings and conferences.	Subscriptions Subscribe or unsubscribe from various AAMVA newsletters and notifications.	Portal Register and enroll for AAWAIT Systems Trainings.	Awards Complete and submit entries to AAMVA's Awards Program.	)	
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	My Surveys Create surveys, respond to surveys, and view survey results in AAMVA's Survey	Edit My Profile				
	Tool.	123 Main Street Bowie, MD 20715 E: finleyfoo1@hotmail.com				
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5. You will be on the home screen of the awards submission portal. Read the information and once you are ready to submit an entry, click on the button.



#### HOME

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	My Profile
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## **AAMVA's Awards Program**

AAMVA's awards program fosters a tradition of excellence in the motor vehicle and law enforcement community by honoring individuals, teams, and organizations who have committed their time and resources to safety and fraud initiatives, outstanding service, and communications programs throughout North America. Each year, AAMVA receives numerous outstanding submissions in each award category and through a rigorous judging process selects those that are exemplary. Awards are presented at our Regional Conferences and at our Annual International Conference.

### 2023 Awards

The AAMVA Awards Program recently underwent some changes to expand participation, streamline the awards, and bring consistency across all awards. Specific changes include:

- · Security Awards are now called Fraud Awards
- Public Affairs and Consumer Education (PACE) Awards have been expanded to 10 and are now called Communications Awards
- Communications Awards no longer have categories under divisions and will include awards at the regional level
- NEW Customer Service Award (under Service Awards) for contact center/frontline employees
   One submission per agency for each award but no restriction on the total number of submissions

The 2023 awards submission portal is now open. To submit award(s), please click below.

Deadline for all submissions is December 16, 2022.

SUBM	IT AWARDS	

- AAMVA's Awards Program is open to all AAMVA jurisdiction members that are in good standing.
   Entries submitted for the 2023 awards must have been conducted (produced, implemented, and/or
- developed) between October 1, 2021 and September 30, 2022 (does not apply to the Lifetime Achievement Awards). If an entry was submitted and won an award in a previous year, it cannot be resubmitted
- for 2023 unless it has major upgrades or new developments not reflected in the previous entry.

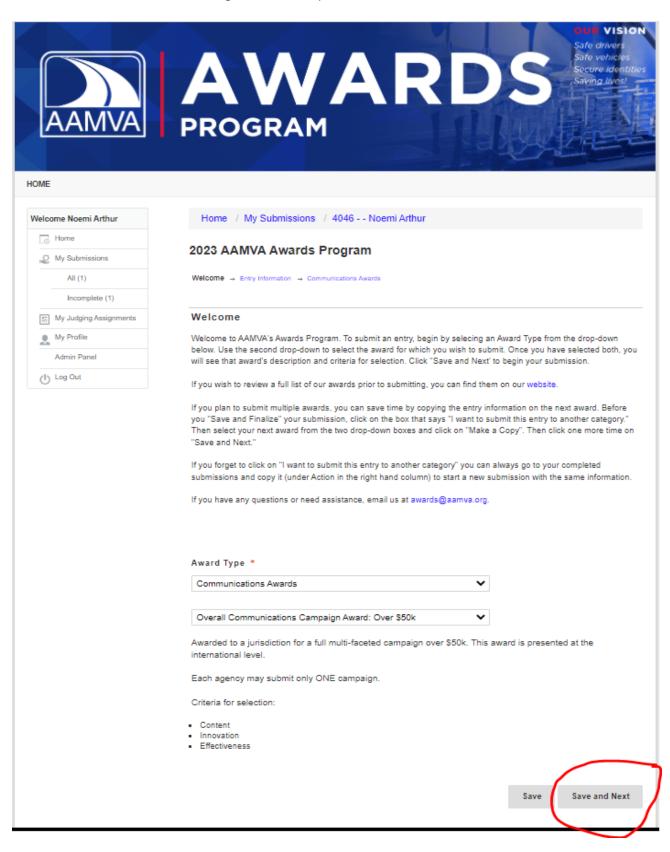
#### Questions

For any questions, please contact awards@aamva.org.

6. To begin a submission, select an award type in the drop down. Then select the award in the secondary drop-down. The description and criteria for selection will appear under the drop-down boxes.

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Welcome Noemi Arthur	Home / My Submissions / 4046 Noemi Arthur
D My Submissions	2023 AAMVA Awards Program
All (1)	Welcome → Entry Information → Lifetime Achievement Awards → Service Awards → Communications Awards → Fraud Awards →
Incomplete (1)	International Driver Examiner Certification Outstanding Examiner of the Year
My Judging Assignments	
My Profile	Welcome
Admin Panel	Welcome to AAMVA's Awards Program. To submit an entry, begin by selecing an Award Type from the drop-down
() Log Out	below. Use the second drop-down to select the award for which you wish to submit. Once you have selected both, you will see that award's description and criteria for selection. Click "Save and Next' to begin your submission.
	If you wish to review a full list of our awards prior to submitting, you can find them on our website.
	If you plan to submit multiple awards, you can save time by copying the entry information on the next award. Before you "Save and Finalize" your submission, click on the box that says "I want to submit this entry to another category." Then select your next award from the two drop-down boxes and click on "Make a Copy". Then click one more time on "Save and Next."
	If you forget to click on "I want to submit this entry to another category" you can always go to your completed submissions and copy it (under Action in the right hand column) to start a new submission with the same information.
	If you have any questions or need assistance, email us at awards@aamva.org.
	Award Type *
(	(select)
	Save Save and Next
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7. Click on Save and Next to navigate to the entry form.



8. Complete all the information that is not prepopulated. Fields with a red asterisk are required. Then click Save and Next to go to the award submission form.

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Lo Home	2023 AAMVA Awards Program
2 My Submissions	
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My Judging Assignments	Submitting Agency
My Profile	
(I) Log Out	Jurisdiction *
	Select     Agency Website *     Primary Contact Information *   First Name     Last Name      Primary Contact Agency (if different from submitting agency)
	Primary Contact Email * Primary Contact Telephone * Te
	Prev Save Save and Next

9. Complete the award submission form. Before you click Save and Finalize, determine if you would like to submit another award. If so, click on the box at the bottom that says, "I want to submit this entry to another category." This will save you time by populating the next award submission form with information. Then you can edit or modify any of the prepopulated fields of the next submission or complete any fields that were not copied over (only like fields will copy, if the next submission form has different fields, those will be blank). You can continue to do this with each award you want to submit until you reach the final award. Then click on Save and Finalize.

If you prefer not to copy your submission, just click on Save and Finalize.

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My Submissions	2023 AAMVA Awards Program
All (1)	Welcome $\rightarrow$ Entry Information $\rightarrow$ Communications Awards
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15 My Judging Assignments	Overall Campaign: Budget Over \$50k
My Profile	
Admin Panel	Eligibility Cartification
() Log Out	I certify that the content of this award entry was conducted (produced, implemented, and/ developed) between October 1, 2021 and September 30, 2022 OR if it was a winner last year that it has undergone sufficient upgrades or developments.
	Award Entry Name
	Name of award entry as it should appear on the award and in all resulting promotional materials.
	Describe the entry, including its objectives, its intended audience, the strategy employed, th tactics used, the outcomes, and the methodology used to measure its effectiveness. * Word count: 0/ 500 B I x, x <sup>2</sup> I, Format - E = = =
	Provide any additional information not captured above.
	Word count: 0 / 200
	B I x, x <sup>2</sup> I, Formal - E = I =
	If the entry is online, please provide a link.
	If you have any additional supporting materials (news story, screenshots, images), please
	upload them here.  Additional File Upload(s)  Additional URL(s)

10. Once you click on Save and Finalize, you will receive a pop-up message. If you are ready to submit, click ok. If you want to save it and return later to submit, you can click on cancel and click on Save instead of Save and Finalize.

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	Press OK to Submit your application. You will not be allowed to make changes after submitting.
	Press Cancel to return to the application. You may also press "Save" instead of "Save and Finalize" to save and return later.
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	Open Unk in New Window If you have any additional supporting materials (news story, screenshots, images), please upload them here. Additional File Upload(s) Additional URL(s)
	I want to submit this entry to another category Prev Bave Bave and Finalize

11. Once you submit an award, you will receive a confirmation message (you will also receive a confirmation email).

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We come woenin Arthur         Home         My Submissions         All (1)         Complete (1)         My Judging Assignments         Admin Panel		PROGRAM
Image: See My Submissions       award on behalf of: Arthur, Noemi. If we have any questions or need further information, we will be in touch.         All (1)       Regards,         Complete (1)       Awards Team         AMVA       awards@aamva.org         My Profile       See My Submissions	Welcome Noemi Arthur	Dear Noemi,
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Admin Panel	My Judging Assignments	
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12. You can click on See My Submissions to view all of your submissions, those that are complete and incomplete.

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Welcome Noemi Arthur	
Home	In Progress Submissions that you have started but not yet finished / submitted.
Wy Submissions	Complete
All (2)	Submissions that have been received for review.
Incomplete (1)	
Complete (1)	
My Judging Assignments	
My Profile	
Admin Panel	
(I) Log Out	

13. You can also use the left column navigation menu to navigate to your submissions. Clicking on **Home** will take you back to the main awards page where you will find the "Submit" button. **My Submissions** shows you submissions that you have completed and those that are in progress. You can edit or delete (remove) incomplete submissions. Once a submission has been completed, you cannot modify it. **My Profile** shows the current information from AAMVA's member database. If you edit this information, it will ONLY update for the award submission process. If the information is not current, you can update your information in My AAMVA on the AAMVA website or send the update to info@aamva.org.

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Velcome Noemi Arthur          Home         My Submissions         All (2)         Incomplete (1)         My Judging Assignments         My Profile         Admin Panel         Log Out	In Progress Submissions that you have started but not yet finished / submitted. Complete Submissions that have been received for review.	

14. If you forget to click on ""I want to submit this entry to another category" before you Save and Finalize, you can still copy a submission. Navigate to a complete submission and click on "copy". You can also view and print your submission.

Complete
Submission Submission ↓ Last Program ID # Category Title Updated Action
2023 AAMVA Awards         Main         4046         Communications         - Noemi         11/2/2022         Yew   Cop           Program         Awards > Overall         Arthur         12:12 PM         Submission
Communications Print Campaign
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4066
Showing 1 to 1 of 1 entries
This page shows activity from the last 120 days. Show full history

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