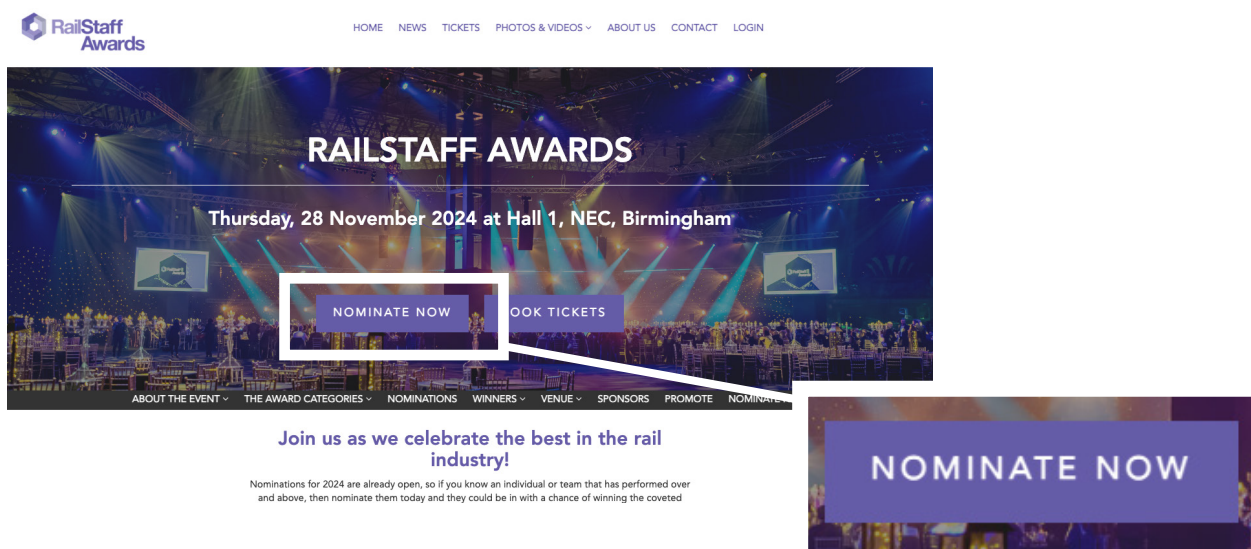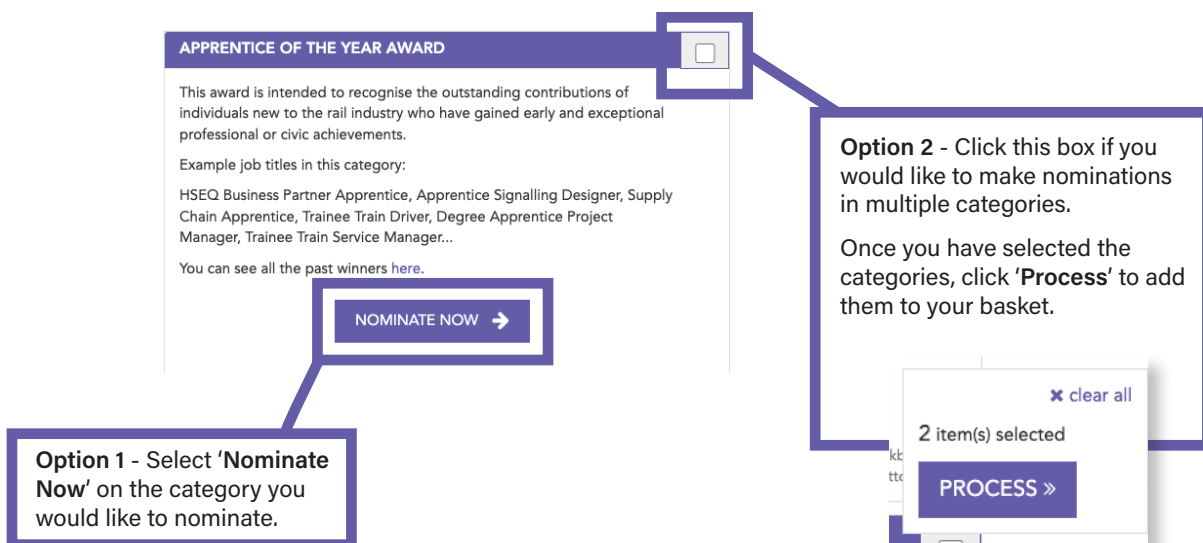# How to make a nomination on our new website:

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

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.

RailStaff Awards

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ABOUT THE EVENT ⌄   THE AWARD CATEGORIES ⌄   NOMINATIONS   WINNERS ⌄   VENUE ⌄   SPONSORS   PROMOTE   NOMINATE NOW

👤 **Please login**

Email

Password

☐ Remember email

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

Login

Forgot password

Don't have an account? Click here

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

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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.

User Firstname

User Lastname

User Email

Password min: 8 chars 1 number 1 uppercase 1 lowercase

Submit

Already have an account? Click here

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: validation 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.

RailStaff Awards

Hi Lauren,

Please confirm your account via one of these options:

Option 1	Option 2
Copy + Paste this code into the	Click the link to activate your account
IPBBDR	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.

railstaffawards.com

If you would like to enquire about the event or require any further assistance, please contact us on 01530 816 456 or email us at **rsa@rail-media.com**

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 <u>compulsory</u>.

Now time to press the 'COMPLETE' button.

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

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

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