ASJA Awards Submission Process Step-by-Step Guide

1. Enter your email and select either ‘Award Nominee – ASJA Member’ or ‘Award Nominee – Non-Member’ then click Continue. On the next page, enter your email address again and your name and click Continue.
2. On this page input how many submissions you plan on making. We recommend viewing the categories you’re eligible for ahead of time. Once you’ve input how many submissions you’ll be making, total them in the box circled below. *Please note that if you do not complete this step, your submission profile will be affected, and you may not be able to submit properly.* Click Continue to advance to the payment screen to complete your order.

**Award Submissions - Article**

Article Awards Submissions - Member Nominee
2 $25.00 each

Article Awards Submission - Non-Member Nominee

**Award Submissions - Book**

Book Awards Submissions - Member Nominee
1 $30.00 each

Book Awards Submission - Non-Member Nominee

Please Total Your Awards Submissions Here. If you need to come back in and modify your registration, please update the number below and contact asjaoffice@asja.org.

Total Cost $80.00

Continue
3. Once you have made your purchase, you will receive an email with your login credentials and the link to the submission site, pictured below. The Reference Number that is shown will be your password for the site. The site can be found in the hyperlinked section “go to the Awards submission website here.”

Dear John,

Thank you for your payment for the **ASJA 2019 Awards**. Here’s how to proceed:

To submit your awards nominations via our online platform, go to the Awards submission website here. Log in using the email address at which you received this message: your password is the reference number listed below.

**Reference Number/Password: XXXXXXX**

Name: John Doe

You may access the submission platform as many times as needed to complete your nominations.

If you find you want to make more nominations than originally planned and paid for, you may add to your initial record until Thursday, February 7, 2019 at 9:00 pm Eastern time. To pay for additional submissions follow this link: https://www.eiseverywhere.com/ereg/modifreg.php?eventid=365816
4. Enter your aforementioned login credentials at the screen below.
5. To complete your article or book submission, click on Award Nominations at the top of your screen. For a refresher on the categories, click on Award Category Descriptions.
6. After clicking on Award Nominations, click ‘Add New’ (circled in red, below) and complete the submission form. Repeat for all of your submissions.