

Welcome to the MGA Individual Awards Nomination portal

<http://mga-awards.fluidreview.com/>

This document includes step by step instructions, with screenshots, for submitting a nomination for the following MGA Awards (deadline 15 October):

- [Larry K. Wilson Transnational Award](#)
- [Innovation Award](#)
- [Leadership Award](#)
- [Achievement Award](#)
- [Young Professionals Achievement Award](#)

It is recommended that you review these instructions completely. You can also click on a topic to go directly to the instructions.

- ✓ [Create an Account](#)
- ✓ [Complete the Nomination Form](#)
- ✓ [Request an Endorsement](#)
- ✓ [Instructions for the Endorsers](#)
- ✓ [Submit the Nomination Package](#)
- ✓ [Edit or View the Nomination Form](#)
- ✓ [Upload Attachment](#)
- ✓ [Change the Application Title](#)
- ✓ [Download Nomination](#)

If you have further questions after reviewing these instructions, please email MGA Awards Staff (mga-awards@ieee.org).

Please note, in order to continue to meet user needs, feedback about the submission process is appreciated to mga-awards@ieee.org.

1. On the right side of the screen, under "Need An Account?," click *Sign Up*. Or *Sign In* if you already have an account.

Note: The portal is not connected to your IEEE Account and password. You will need to create a separate account within this portal to submit your nomination.



[Help](#)



MGA Awards

Wilson, Innovation, Leadership, Achievement, Young Professionals Achievement

The nomination deadline for the MGA Awards (for completed nomination form and two endorsements) is 15 October, 11:59pm ET.

****Please note: This MGA Awards portal is not connected to your IEEE Account and password. You will need to create a separate account within this portal to submit your nomination.****

****Please note: MGA awards are peer-recognized awards, and therefore, self-nomination is not permitted.****

****In addition to the completed nomination form, two other IEEE members must submit a letter of endorsement through this portal for the nomination.****

Before completing the nomination form, please review the following:

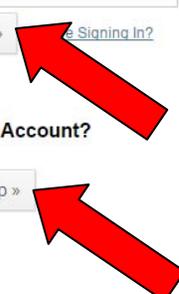
Sign In

Email:

Password:

[Need Signing In?](#)

Need An Account?



2. To Sign Up, complete the fields on the registration form and click *Register*.

Ready to go?

We just need a bit more information from you before you can start.
Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!
If you already have an account, you can [log in here](#).

First name:

Last name:

By registering, you agree to receive email communications from us. You may unsubscribe at any time.



3. You will then see a "Thank You for Registering" page.

Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email:

4. Log in to the email account you used to register. You should have received an email with a link to FluidReview, which will take you to the below page. Select Category "MGA Award Nominator", enter the name of your submission and click *Get Started*. If you previously submitted a nomination, you can choose to start with that nomination and update it.

Submissions

Hi,

You haven't submitted anything yet.

Create a new submission?

Please name your submission with your nominee's name, not your name, e.g. Leadership - Tom Smith

Category: --Please Choose--

Get Started

Category:

MGA Award Nominator

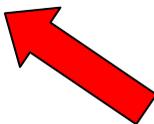
Please enter a name for your submission:

Achievement - John Doe

Start with information from a previous submission:

--

Get Started



5. To begin completing the nomination form, click the *MGA Award - Nomination Form* hyperlink under the Task heading.

Your submission, "Achievement - John Doe", has been created.

[Home](#) » [Achievement - John Doe](#)

Achievement - John Doe (MAN-8223931494)

Nomination

Please complete the nomination form by following the "MGA Award - Nomination Form" link below.

In addition to this completed nomination form, two other IEEE members must endorse this nomination. Please supply the names and IEEE member numbers of the endorsers when completing the nomination form.

Follow the "Request Endorsement" links below to send each endorser an email through this portal, which will include a link back here to provide their endorsement letter. A letter of endorsement from each of the named endorsers must be submitted through this online system (not via email). Before completing this step, it is recommended that you personally email each endorser via your own email address, so that they know to expect an endorsement request email (from Gail Sheedy, g.sheedy@ieee.org) and are aware of your nominated candidate.

You will receive an email after each endorsement is submitted. After you have completed the nomination form, and both endorsements have been submitted, you must "Submit your nomination package" to complete your nomination. You will then receive an email confirming completion.

Task	Status	Actions
MGA Award - Nomination Form	INCOMPLETE	Start
Request Endorsement #1	COMPLETE	Start
Request Endorsement #2	INCOMPLETE	Start
Submit your nomination	PREREQUISITES NOT MET	

 Edit Information

Progress

This submission is 0.0% complete. You still need to:

- [Complete task "MGA Award - Nomination Form"](#)
- [Complete task "Request Endorsement #1"](#)
- [Complete task "Request Endorsement #2"](#)
- Submit

Members

 Gail Yahoo TEST (Owner)

 Add Member

 Edit Members

Additional Attachments

 Add Document

 Add Audio File

 Add Video File

 Withdraw Application

 Create Another Submission

6. Complete the nomination form. Be sure to read all instructions and questions thoroughly. Click *Save & Continue Editing* to save your progress and keep working on the same page. If you are done (just for now or completely), click *Save & Exit* at the bottom of the page. You can come back and Edit as many times as you need to until your nomination is complete, up until the deadline.

MGA Award - Nomination Form

- [Review the nominator guidelines and eligibility requirements](#)
- [Review award descriptions and examples of past recipient contributions](#)
- [Review suggestions for preparing a successful nomination, by Alfred U. Mac Rae](#)

Please select one award.

- Larry K. Wilson Transnational Award
- Innovation Award
- Leadership Award
- Achievement Award
- Young Professionals Achievement Award

Nominee Information

Supply the full name, IEEE membership number, grade, and contact information of the individual being nominated.

Nominee Name	<input type="text"/>
IEEE Member Number	<input type="text"/>
IEEE Member Grade	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Telephone Number	<input type="text"/>
E-mail	<input type="text"/>

When you have completed your nomination, please click the 'Save and Exit' button.

Use the 'Save & Continue Editing' button to save your progress as you are completing your form.

If you would like to make changes later, you can select Edit from your home page to continue your nomination form. You may come back and edit as many times as you need to until your nomination is complete, up until the 15 October deadline).

[Terms of Use](#) [Privacy Policy](#)

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FluidReview[®]

Save & Continue Editing

Save & Exit



7. After you *Save & Exit*, you will return to the nomination home page. Click *Request Endorsement #1* for the next step of the nomination process.

Task	Status	Actions
 MGA Award - Nomination Form	COMPLETE	View Edit Delete
Request Endorsement #1	INCOMPLETE	Start
Request Endorsement #2	INCOMPLETE	Start
<input type="button" value="Submit your nomination"/>	PREREQUISITES NOT MET	

8. Enter the information for one of the individuals who will be submitting an endorsement/recommendation for your nominee and click *Submit*. Once you've completed this form, the endorser will be sent an email with instructions on how to submit an endorsement. To ensure success, please make sure to inform the endorser that they will be receiving an email requesting an endorsement. Sometimes these emails may get caught in spam, so please ask them to check their spam folder in the event that they don't see the endorsement request.

Request Endorsement #1

First name:

Last name:

Email address:

Email address (again):

In order to ensure success, please make sure to inform your recommender that they will be getting an email requesting a recommendation. Sometimes these emails may get caught in spam so please ask them to check their spam folder in the event that they don't see the recommendation request.

Note: If your recommender doesn't receive an email within 24 hours, you can try resending the request.

If the recommender still doesn't get the email, please email Gail Sheedy at g.sheedy@ieee.org.

Please be sure to include the email address of your recommender.

9. After you *Submit* the endorsement request, you will see the below screen. Click *Back* to return to your account page.

Request Endorsement #1

Your changes have been saved. This person will be contacted with your recommendation request.

First name:

Last name: TEST

Email:

[Back](#)

[Resend Invitation](#)



10. Your endorsement request email has been sent and you will see the status as "Pending."

Task	Status	Actions
MGA Award - Nomination Form	COMPLETE	View Edit Delete
Request Endorsement #1	PENDING	Edit Delete
Request Endorsement #2	INCOMPLETE	Start
Submit your nomination	PREREQUISITES NOT MET	

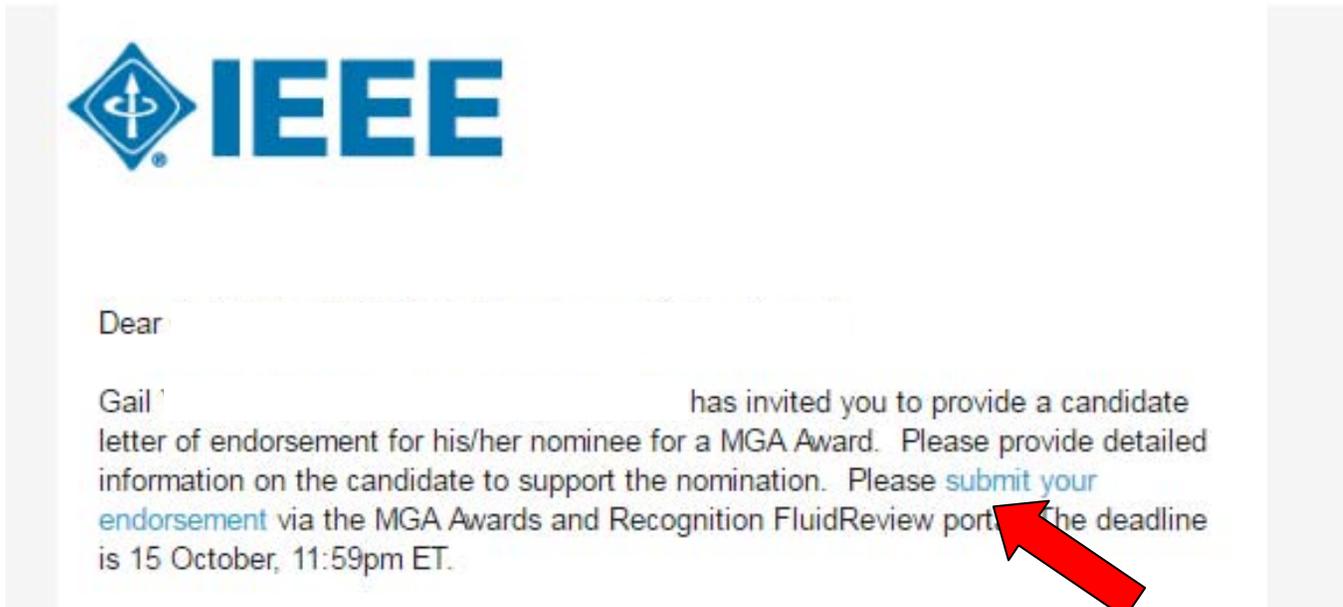


11. Complete steps 7-10 for the second endorser. Start by clicking *Request Endorsement #2*.

Task	Status	Actions
MGA Award - Nomination Form	COMPLETE	View Edit Delete
Request Endorsement #1	PENDING	Edit Delete
Request Endorsement #2	INCOMPLETE	Start
Submit your nomination	PREREQUISITES NOT MET	



12. Your endorsers will receive an email similar to the below, with instructions to follow a link to submit their endorsement.



13. After clicking the "submit your endorsement" hyperlink, the endorser will be brought to the following screen. The endorser can create an account if he/she doesn't have one or just proceed to complete the endorsement.

Please enter your password to continue

Email:

Password:

Forgot your password? [Click here](#) to reset it.

Continue



14. Either option will bring the endorser to the following screen, where he/she will click the "Upload an Endorsement" hyperlink.

My recommendations

You have been asked to submit a recommendation for 1 submission.

Achievement - John Doe (Gail Yahoo TEST)

[Click here](#) to download a copy of this submission

Task	Status	Deadline	Actions
Upload an Endorsement Letter	INCOMPLETE	N/A	Start

INSTRUCTIONS

Note: The deadline to submit an endorsement letter is 15 October, 11:59pm ET.

Your endorsement letter should be prepared in Microsoft Word or similar software and uploaded to the portal in Word or PDF format (**PDF is recommended**). It should be no longer than 500 words, and should detail your personal perspective on the contributions of the candidate. Whenever possible, provide information on contributions not already included in the nomination form.

To submit your Endorsement, click the "Upload an Endorsement" hyperlink.

15. The endorser can then upload the letter of endorsement.

Upload an Endorsement Letter

INSTRUCTIONS

Note: The deadline to submit an endorsement letter is 15 October, 11:59pm ET.

Your endorsement letter should be prepared in Microsoft Word or similar software and uploaded to the portal in Word or PDF format (**PDF is recommended**). It should be no longer than 500 words, and should detail your personal perspective on the contributions of the candidate. Whenever possible, provide information on contributions not already included in the nomination form.

To submit your Endorsement, click the "Upload an Endorsement" hyperlink.

On the next page, enter a title for your submission, such as "YourName Endorsement - CandidateName."

Document:

No file selected.

File Types Supported:

- Bitmap Image File (.bmp)
- Graphical Interchange Format File (.gif)
- JPEG Image (.jpg)
- LaTeX Source Document (.tex)
- Microsoft Excel Spreadsheet (.xls)
- Microsoft Excel Open XML Spreadsheet

Please note that .xlsx, .docx and .pptx formats are not entirely supported.

Please save your file types as .xls, .doc and .ppt respectively before uploading.

16. After clicking Submit, the endorser will see the uploaded version of their letter. The endorser can then click *Back to Account*.

test

[← Back to Account](#) [Show Comments](#) [Edit](#) [Delete](#) [Download](#)

17. The status is now "Complete." The endorser can choose to View, Edit, or Delete the endorsement.

My recommendations

You have been asked to submit a recommendation for 1 submission.

Achievement - John Doe (Gail Yahoo TEST)

[Click here](#) to download a copy of this submission

Task	Status	Deadline	Actions
Upload an Endorsement Letter	COMPLETE	N/A	View Edit Delete

INSTRUCTIONS

Note: The deadline to submit an endorsement letter is 15 October, 11:59pm ET.

Your endorsement letter should be prepared in Microsoft Word or similar software and uploaded to the portal in Word or PDF format (**PDF is recommended**). It should be no longer than 500 words, and should detail your personal perspective on the contributions of the candidate. Whenever possible, provide information on contributions not already included in the nomination form.

18. You, as the nominator, will see that the status went from "Pending" to "Complete" in your account. You will also receive an email after each endorsement letter is received.

Task	Status	Actions
 MGA Award - Nomination Form	COMPLETE	View Edit Delete
 Request Endorsement #1	COMPLETE	View Delete
Request Endorsement #2	INCOMPLETE	Start
Submit your nomination	PREREQUISITES NOT MET	

19. After your nomination form is complete, and both endorsements have been received, you will see all three tasks as "Complete." You can now *Submit Your Nomination*.

Task	Status	Actions
 MGA Award - Nomination Form	COMPLETE	View Edit Delete
 Request Endorsement #1	COMPLETE	View Delete
 Request Endorsement #2	COMPLETE	View Delete
<input type="button" value="Submit your nomination"/>	INCOMPLETE	

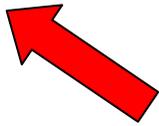


20. When you have Submitted, you will see the below screen. Click *Continue*. You will still be able to make changes up until the deadline. Then click *Back* to return to your application home page.

Submit your submission

You are now submitting your submission.

Please be advised that you may no longer be able to make further changes to this submission.



21. There are other actions you can take within the portal. From your nomination home page, click *View* hyperlink to view your submission in PDF format within a web page. Click the *Edit* hyperlink to make changes to your nomination.

Task	Status	Actions
 MGA Award - Nomination Form	COMPLETE	View Edit Delete
 Request Endorsement #1	COMPLETE	View Delete
Request Endorsement #2	INCOMPLETE	Start
<input type="button" value="Submit your nomination"/>	PREREQUISITES NOT MET	



a. Results of *View* hyperlink:

IEEE MGA Award - Nomination Form
Last updated: 09/19/2016

- [Review the nominator guidelines and eligibility requirements](#)
- [Review award descriptions and examples of past recipient contributions](#)
- [Review suggestions for preparing a successful nomination, by Alfred U. Mac Rae](#)

Page 1

Please select one award.

(No response)

Nominee Information
Supply the full name, IEEE membership number, grade, and contact information of the individual being nominated.

Nominee Name	(No response)
IEEE Member Number	(No response)
IEEE Member Grade	(No response)
Address	(No response)

b. Results of *Edit* hyperlink:

MGA Award - Nomination Form

- [Review the nominator guidelines and eligibility requirements](#)
- [Review award descriptions and examples of past recipient contributions](#)
- [Review suggestions for preparing a successful nomination, by Alfred U. Mac Rae](#)

Please select one award.

- Larry K. Wilson Transnational Award
- Innovation Award
- Leadership Award
- Achievement Award
- Young Professionals Achievement Award

Nominee Information

Supply the full name, IEEE membership number, grade, and contact information of the individual being nominated.

Nominee Name

IEEE Member Number

IEEE Member Grade

Address

Save & Continue Editing

Save & Exit



Again, click *Save & Exit* at the bottom of the page once completed, or click *Save & Continue Editing* to save your progress and continue.

22. You can also upload attachments and supporting documentation. Click *Add Document* hyperlink.

and both endorsements have been submitted, you must "Submit your nomination package" to complete your nomination. You will then receive an email confirming completion.

Task	Status	Actions
 MGA Award - Nomination Form	COMPLETE	View Edit Delete
 Request Endorsement #1	COMPLETE	View Delete
Request Endorsement #2	INCOMPLETE	Start
Submit your nomination	PREREQUISITES NOT MET	

Additional Attachments

- [Add Document](#)
- [Add Audio File](#)
- [Add Video File](#)
- [Withdraw Application](#)
- [Create Another Submission](#)



Which brings you to:

New Document

Document: No file chosen

File Types Supported:

Please note that .docx, .pptx, and .xlsx formats are not entirely supported.
Please save your file types as .doc, .ppt or .xls respectively before uploading.

23. You can change the name of your submission, i.e. "Award Name - Candidate Name." Click *Edit Information*.

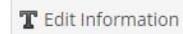
Achievement - John Doe (MAN-8223931494)

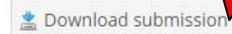
Nomination

Please complete the nomination form by following the "MGA Award - Nomination Form" link below.

In addition to this completed nomination form, two other IEEE members must endorse this nomination. Please supply the names and IEEE member numbers of the endorsers when completing the nomination form.

Follow the "Request Endorsement" links below to send each endorser an email through this portal, which will include a link back here to provide their endorsement letter. A letter of endorsement from each of the named endorsers must be submitted through this online system (not via email). Before completing this step, it is

 Edit Information

 Download submission

Progress

This submission is 50.0% complete. You still need to:

- [Complete task "Request Endorsement #2"](#)
- [Submit](#)

Members



Which brings you to:

[Home](#) » [Achievement - John Doe](#)

Edit Submission Achievement - John Doe

Please enter a name for your submission

Achievement - John Doe

or [Cancel](#)

24. You can download your submission, to save for your records, or to forward to your endorsers for review. Click *Download submission*.

Achievement - John Doe (MAN-8223931494)

Nomination

Please complete the nomination form by following the "MGA Award - Nomination Form" link below.

In addition to this completed nomination form, two other IEEE members must endorse this nomination. Please supply the names and IEEE member numbers of the endorsers when completing the nomination form.

Follow the "Request Endorsement" links below to send each endorser an email through this portal, which will include a link back here to provide their endorsement letter. A letter of endorsement from each of the named endorsers must be submitted through this online system (not via email). Before completing this step, it is

Which brings you to:



Okay, it's Ready!

Your download is prepared. [Click here](#) to access it.

 Edit Information

 Download submission

Progress

This submission is 50.0% complete. You still need to:

- [Complete task "Request Endorsement #2"](#)
- [Submit](#)

Members

If you have further questions after reviewing these instructions, please email MGA Awards Staff (mga-awards@ieee.org).