

Welcome to the MGA Outstanding Section Awards Nomination portal

<https://mga-awards-section.fluidreview.com/>

This document includes step by step instructions, with screenshots, for submitting a nomination for the MGA Outstanding Section Awards.

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 is appreciated to mga-awards@ieee.org.

1. If you previously used FluidReview for any MGA Awards, sign in with your email and password. If you have not previously used FluidReview, on the right side of the screen, under "Need An Account?," click *Sign Up*.

[Help](#)



MGA Outstanding Section Awards

The MGA Outstanding Section Awards were created to recognize the excellent work of a large Section, a medium Section, and a small Section in the past year.

- **large Section** = 1501 or more members (including Students) as of 31 December of the prior year
- **medium Section** = 501 - 1500 members (including Students) as of 31 December of the prior year
- **small Section** = 500 or less members (including Students) as of 31 December of the prior year

After reviewing the [MGA selection criteria](#), please complete this online application. Please also reference the [step-by-step submittal instructions](#) (PDF, 380 KB). Completion of the nomination form is mandatory. Uploading additional attachments is optional.

The nomination deadline is 15 May .

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

Sign In

Email:

Password:

[Trouble Signing In?](#)

Need An Account?



2. 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:
Email:
Create a password:

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.

[Home](#)

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.

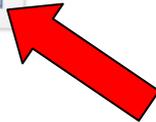
Email:

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. Enter the name of your submission and click *Get Started*.

Create a new submission?

Please enter a name for your submission:

Start with information from a previous submission:



5. To begin completing the nomination form, click *Nomination form* under the Task heading or *Start* under the Actions heading.

Your submission, "SectionName (R#) Nomination", has been created. ×

[Home](#) » [SectionName \(R#\) Nomination](#)

SectionName (R#) Nomination (A-7799777472)

MGA Outstanding Section Award Nomination

Task	Status	Actions
Nomination form	INCOMPLETE	Start
Upload attachments (optional)	INCOMPLETE	Start
<input type="button" value="Submit your nomination"/>	PREREQUISITES NOT MET	



Members

Gail Yahoo TEST (Owner)

Additional Attachments

6. Complete the nomination form. Be sure to read all instructions and questions thoroughly. You can 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 Outstanding Section Awards

[Home](#) » [SectionName \(R#\) Nomination](#) » Nomination form

Nomination form

Go to:

Language

Outstanding Section Award - Nomination Form

Instructions

Please complete the following nomination form to be submitted for the MGA Outstanding Section Award.

Please click the **Submit** button when you have completed your nomination. You should also click the **Submit** button to save your progress and come back later. When you return, you will select **Edit** from your home page to continue your nomination form (and then **Submit** as many times as you need to until your nomination is complete, up until the deadline).

After reviewing the MGA [selection criteria](#), please also reference the [step-by-step submittal instructions](#) (PDF, 380 KB). Completion of the nomination form is mandatory. Uploading additional attachments is optional.

The nominations deadline is 15 May.

Documentation that must be provided to qualify for award:

- Completed (in English) this nomination form only, for the previous calendar year (1 January through 31 December);
- Additional documentation may be submitted in support of the nomination, but may not be used for the evaluation;
- Nominator will be contacted if any required documentation is omitted.

Verification needed to qualify for award (MGA Awards and Recognition Committee will verify with IEEE):

- Financial report (L50) of the Section has been submitted and approved by IEEE Operations Center;
- Current officer reporting has been submitted to IEEE/MGA;
- Required number of meetings have been held and reported to IEEE/MGA - Section (5), Chapter (2), Affinity Group (2);
- Section has not received this award in the last three years.

Region

1 2 3 4 5 6 7 8 9 10

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

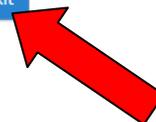
Use the 'Save & Continue Editing' button to save your progress as you are completing your form.

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 May deadline.

Powered by
FluidReview[®]

Save & Continue Editing

Save & Exit



7. If you need to update your form at any time, click *Edit* from your home page to continue your nomination form. When you are done completely, click *Submit Your Nomination*.

Your form has been completed successfully. ✕

[Home](#) » [SectionName \(R#\) Nomination](#)

SectionName (R#) Nomination (A-7799777472)

MGA Outstanding Section Award Nomination

Task	Status	Actions
Nomination form	COMPLETE	View Edit Delete
Upload attachment (optional)	INCOMPLETE	Start
<input type="button" value="Submit your nomination"/>	INCOMPLETE	

Members

Gail Yahoo TEST (owner)

Additional Attachments



8. When you Submit, 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.

[Home](#) » [SectionName \(R#\) Nomination](#) » Submit your nomination

Submit your submission

You are now submitting your submission.

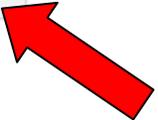
Please be advised that you may no longer be able to make further changes to this submission.

Your submission has been submitted. ✕

[Home](#) » [SectionName \(R#\) Nomination](#) » Submit your nomination

Submit Your submission

Your submission has been submitted.



9. After returning to your application home page, click *View* to view your submission in PDF format within a web page. You can also *Download submission* (from the right side of the page) to save for future reference or forward to your Section leaders for review.

SectionName (R#) Nomination (A-7799777472)

MGA Outstanding Section Award Nomination

Task	Status	Actions
 Nomination form	COMPLETE	View Edit Delete
Upload attachment (optional)	INCOMPLETE	Start
 Submit your nomination	COMPLETE	

 Edit Information

 Download submission

Members

 Gail Yahoo TEST (owner)

 Add Member

 Edit Members

Additional Attachments

 Add Document

 Add Audio File

 Add Video File

 Withdraw Application

10. You can also *Upload attachment(s)* and supporting documentation (optional).

Your form has been completed successfully. ✕

[Home](#) » [SectionName \(R#\) Nomination](#)

SectionName (R#) Nomination (A-7799777472)

MGA Outstanding Section Award Nomination

Task	Status	Actions
 Nomination form	COMPLETE	View Edit Delete
Upload attachment (optional)	INCOMPLETE	Start
<input type="text" value="Submit your nomination"/>	INCOMPLETE	

Members

 Gail Yahoo TEST (owner)

Additional Attachments



Which brings you to (PDF is the preferred format for attachments):

[Home](#) » [SectionName \(R#\) Nomination](#) » [Upload attachment \(optional\)](#)

Upload attachment (optional)

Document: No file chosen

File Types Supported:

- PDF (preferred)
- Microsoft Office (.doc, .ppt, .xls)
- Microsoft Office 2007 & 2010: Supported but **not recommended** (.docx, .pptx, .xlsx)
- Open Office (.odt, .ott)
- Images (.jpg, .gif, .png)

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

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

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