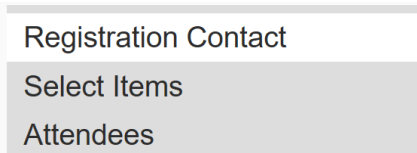


## Paving Awards Online Awards Submittal Process

1. **Go to the Registration Page**
2. **Click Register button**

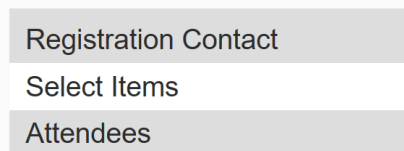


3. **Registration Contact Tab:** (*Submitter Information*)



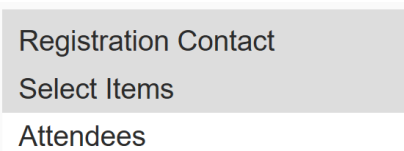
- a. Enter your: Organization Name, First & Last Name, Title, Email and Phone Number

4. **Select Items Tab:** Ignore Price \$0 (*No fees will apply*)



- a. Paving Awards Nomination (*Only 1 project per entry*)
- b. Personnel to Receive Certificates (*Enter number of people to receive certificates if project should win*)
- c. Additional Information (*Project Details*)

5. **Attendees Tab:** (*Engineer, Project Design Team, Project Inspectors, Contractor Employees, etc...*) *Those to receive certificates if project is selected as a winner.*



- a. Enter their: Organization Name, First & Last Name, Title and Company City/Location

6. **Submit Registration** (*Project information will be lost if submit button is not clicked. To confirm project is submitted, a confirmation screen will appear, and a confirmation email will be sent to submitters email.*)



7. **Once you receive confirmation email please reply and attach map with project location clearly marked and any additional photos.**

**Questions on filling out nomination registration please contact  
Rachel Bangs or Kamber Arends at 515-963-0606.**