



# UNESCO Prize for Girls' and Women's Education

## User Guide

for NGOs in official partnership with UNESCO

for the submission of  
**nominations for the  
2017 UNESCO Prize  
for Girls' and Women's Education**



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To access to the online nomination form as an **NGO in official partnership with UNESCO\***, you first need to register at:

<https://teams.unesco.org/sites/committees/gwe/SitePages/Register%20Submitter%20-%20NGO.aspx>

The below registration screen will appear:

Once your account has been approved, you will receive a notification e-mail with a user name and password.

Note: If you already submitted an online nomination for a previous edition of the Prize, your user name and password remain valid.

*\*There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#)*



The screenshot shows the registration page for TEAMSNET. At the top left is the UNESCO logo and the text "United Nations Educational, Scientific and Cultural Organization". To the right of the logo is the word "TEAMSNET". Below this is the heading "Register NGO". The form contains several input fields: "User Name:", "First Name:", "Last Name:", and "Email:". Below these is a CAPTCHA section with the instruction "Type the characters in the picture below." and a picture of the letters "ABeZLy" in a stylized font. Below the picture is the text "The picture contains 6 characters." and an input field for "Characters:". Below the input field is a link that says "Can't see the word?". At the bottom right of the form is a button labeled "Create User".



To access the GWE Prize online form, go to <http://unesco.org/gwe>  
The following log-in screen will appear:

United Nations  
Educational, Scientific and  
Cultural Organization

UNESTEAMS  
your collaborative universe

By accessing UNESTEAMS, you accept to respect the Terms and Conditions below

select your profile  
UNESCO staff member  
Permanent Delegation to UNESCO  
National Commission for UNESCO  
Invited user

For Invited user ONLY

the recovery page here

By accessing UNESTEAMS, you accept to respect the following Terms and Conditions, as well as all applicable laws and regulations, and undertake to comply with any applicable rules.

Purpose: UNESTEAMS is UNESCO's online collaboration and knowledge-sharing web platform, designed to enhance the delivery of the Organization's programme and to facilitate collaboration with its partners. It provides a variety of shared workspaces for UNESCO's organizational units, communities of practice and projects. Any content posted on it must be directly or indirectly related to the above

Please select “**Invited User**” **A** under the profile dropdown as shown above, and connect with the user name and password provided by UNESCO.

If you have forgotten your password, you can request a password reminder under [this link](#). **B**



Once you are logged in, you will be directed to the Home Menu. Click on “**Submit nomination**” **C** to start a nomination.

The screenshot shows the UNESTEAMS website interface. At the top, there is a navigation bar with 'BROWSE' and 'PAGE' options, and a search bar. The main header features the UNESCO logo and the text 'UNESTEAMS'. Below this, the page title is 'UNESCO Prize for Girls' & Women's Education'. A left sidebar menu is visible, with a red circle 'D' highlighting the 'New nomination' link. The main content area features a large graphic with the text 'UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION' and a red circle 'C' highlighting the 'Submit nomination' button. Below the graphic, there is a 'NOW OPEN' status and a 'Soumettre candidature' button. The page also contains text in both English and French describing the prize and the nomination process.

You can create additional nominations by clicking on “**New nomination**” **D** in the left menu. Please note that each NGO in official partnership can only submit up to 3 nominations for each edition of the Prize.

## 3. Starting a nomination

- The nomination form is made up of a number of fields broken down into 4 chapters:

✓ **Nominee:** For all background information on the nominated organization or individual E

✓ **Project:** For all background information on the project or programme on which the nomination focuses

✓ **Supporting Material:** For websites, publications, videos or photo galleries with which you would like to support the nomination

✓ **“Submission”:** To transfer the nomination to the National Commission (by nominees) or to the Permanent Delegation (by National Commissions), and to submit the nomination to UNESCO (by Delegations)

- You can **save** your entry at the very bottom of the page, once all mandatory fields marked with an asterisk (\*) have been completed.
- Your nomination will be saved under **“My nominations”** where you can continue to work on it at a later stage. G

## 4. Completing a nomination

You have two possibilities to add supporting material:

- 1) Under “**SUPPORTING MATERIAL**” H you can add web links to any online material such as publications, videos, photo galleries.
- 2) For any material not available online, you can click on the “**Attach File**” button I in the top left corner of the form (tab “**EDIT**”).

Click on “**Browse**” and select the document from your computer, then click “**OK**”. J

The attached file will now appear on the bottom of the form. K

Please note that the maximum size per attachment is 350 MB.

K Attachments Selection Criteria for Jury Members to Endorse.docx Delete

## 5. Adding an attachment

- Once you have completed all fields, go to the “**SUBMISSION**” chapter and, under “**Nominating entity**”, **R** choose “NGO” (and NOT the country you are based in).
- Type in the name of your NGO and complete the other necessary fields.
- In order to submit the nomination to UNESCO, tick the “**Submit nomination to UNESCO**” box and click on “**SAVE**” in the bottom right corner. **S**
- Please note that once you have ticked this box and saved the form, **you will no longer be able to edit it.**
- You will receive an automatic notification e-mail indicating that your nomination has been submitted (at the address with which you have registered your account).

**SUBMISSION / SOUMISSION**

**Nominating Entity / Candidature établie par \*** **R**  
 Brazil - Brésil

Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State. Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

**Name of NGO in official partnership / Nom de l'ONG en partenariat officiel**

(If nomination by NGO in official partnership with UNESCO / Si candidature soumise par une ONG en partenariat officiel avec l'UNESCO)

**Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)**

**Function / Fonction**

**E-mail (mandatory / obligatoire)**

**Phone / Téléphone**

**Supporting statement by the nominator (mandatory) / Déclaration d'appui de l'auteur de la soumission (obligatoire)**

Please complete this sentence in a maximum of 250 characters: "The nominee deserves to receive the UNESCO-Japan Prize on ESD because..." /

**Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO** **S**

ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT / QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

## 6. Submitting a nomination





At any given time, clicking on “**My nominations**” in the left hand menu will show you all saved and/or submitted nominations: T

UNESTEAMS HOME

Home

**T** **My nominations / Mes candidatures**

New nomination / Nouvelle candidature

Help / Aide

---- ADMIN ----

## UNESTEAMS

### My submissions - Mes soumissions

#### Created by Me / Créé par moi

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Form created by / Ca
		1&	5	

#### Transmitted for validation / Transmise pour validation

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Name of submitting p
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Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls' and Women's Education, please contact:

**Mr Leyong GAO**

Focal Point for UNESCO Prize for Girls' and Women's Education

Section of Education for Inclusion and Gender Equality

Division for Inclusion, Peace and Sustainable Development

[GWEprize@unesco.org](mailto:GWEprize@unesco.org)

+33 (0)1 45 68 17 96

<http://en.unesco.org/themes/women-s-and-girls-education/prize>

The screenshot shows the UNESCO Prize for Girls' and Women's Education website. The header includes the UNESCO logo and the text 'UNESTEAMS'. The main content area is titled 'UNESCO Prize for Girls' & Women's Education' and 'Prix de l'UNESCO pour l'éducation des filles et des femmes'. It features a 'Submit nomination' button and a 'NOW OPEN' status. The sidebar on the left contains links for 'Home', 'My submissions', 'Help Card', 'User Guide', 'Guide utilisateur', 'User Guide - NGO', and 'Guide utilisateur - ONG'. The main content area also includes a 'Soumettre candidature' button and 'OUVERT' status. The page is in French and English.

## 8. Requesting help