UNESCO Prize for Girls’ and Women’s Education

User Guide
for UNESCO Member States

for the submission of nominations for the 2020 UNESCO Prize for Girls’ and Women’s Education
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To access the GWE Prize online form, go to [http://unesco.org/gwe](http://unesco.org/gwe)

The log-in screen will appear as the right:

Please note:

- The user name for a Permanent Delegation is its UNESCO Account: `dl.countryname@unesco-delegations.org` (e.g. the account for Chinese Permanent Delegation is: `dl.china@unesco-delegations.org`), and the password is the same as that for the account.

- The user name for a National Commission is its UNESCO Account: `natcom.countryname@natcom.unesco.org` (e.g. the account for Chinese National Commission is: `natcom.countryname@natcom.unesco.org`), and the password is the same as that for the account.

- If a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the candidate complete the online nomination form directly, UNESCO can create an account for each candidate. A request should be sent to `GWEPrize@unesco.org` by the National Commission or Permanent Delegation before 20 May 2020.

- Once they have received their account information, candidates can connect with the user name and password provided by UNESCO.

1. Logging in
Once you are logged in, you will be directed to the Home Menu. Click on “Submission Form” to start a nomination.

You can create additional nominations by clicking on “Submission Form” in the left menu. Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize.

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

- **Candidate**: For all background information on the nominated organization or individual
- **Project**: For all background information on the project on which the nomination focuses
- **Supporting Material**: For websites, action plans, publications, videos, or other material to support the nomination
- **“Submission”**: To transfer the nomination to the National Commission (by candidates) 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 Submissions” where you can continue to work on it at a later stage.

Please click for details of requirements for some items.

#### 3. Completing a nomination
You have two possibilities to add supporting material:

1) Under “Supporting Links”, you can add web links to any online material such as websites, action plans, publications, videos, etc.

2) For any material not available online, you can click on the “Attach File” button in the top left corner of the form (tab “EDIT”).

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

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

Please note that the maximum size per attachment is 350 MB.
Once you have completed all mandatory fields, go to the “SUBMISSION” chapter.

Under “Nominating Entity”, choose the name of the Member State that wants to nominate you for the Prize (do NOT choose “NGO” even if you are an NGO).

In order to transmit your nomination, Select “YES” for “Transmit to National Commission for validation” and click on “SAVE” in the bottom right corner.

Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.

The National Commission of the country chosen under “Nominating entity” will receive an automatic notification e-mail indicating that a candidate has created a nomination for their validation.

5. Transmitting a nomination (candidate)
If a candidate has transmitted a draft for your validation, click on the link in the notification e-mail. You can now review all fields of the nomination form filled in by the candidate.

- Once all fields have been reviewed/completed, check/select your Member State under “Nominating entity” in the “SUBMISSION” tab.

- In order to transmit your nomination, select “YES” for “Transmit to Permanent Delegation for submission” and click on “SAVE” in the bottom right corner.

- Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.

- The Permanent Delegation of the country chosen under “Nominating entity” will receive an automatic notification e-mail indicating that a National Commission has transmitted a nomination for submission.

6. Transmitting a nomination (NatCom)
If a National Commission transmits a draft nomination for your submission, click on the link in the notification e-mail. You can now review all fields of the nomination form.

- Once all fields have been reviewed/completed, go to the “SUBMISSION” tab.
- In order to submit your nomination to UNESCO, select “YES” for “Submit nomination to UNESCO” and click on “SAVE” in the bottom right corner.

- Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.
- Your Permanent Delegation and National Commission for UNESCO will receive an automatic notification e-mail indicating that your nomination has been submitted.
At any given time, clicking on “My Submissions” in the left hand menu will show you all saved and/or submitted nominations:

8. Viewing your nominations
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 Yuchi ZHAO and Ms Rebekah Cameron  
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Section of Education for Inclusion and Gender Equality  
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9. Requesting help