UNESCO Prize for Girls’ and Women’s Education

User Guide
for NGOs in official partnership with UNESCO
for the submission of nominations for the 2021 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: [http://www.unesco.org/gwe-ngo](http://www.unesco.org/gwe-ngo)

The registration screen will appear as the right.

Once your information has been confirmed, you will receive a notification e-mail to access the online nomination form.

Please note that your email address must be associated with a Microsoft account. If you do not have a Microsoft account, please follow the instructions below and create it **before your registration**.

*There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#)
After the Secretariat of UNESCO confirms your registration, an invitation email will be sent from no-reply@sharepointonline.com.

When the nominee first logs in to the platform, please log in from the invitation link only with his/her registered email address, which is also a Microsoft account. Please note that, when opening the invitation link, no other account should be active on the browser because this link is very sensitive.

If you do not receive an invitation email after a few days, please check your junk box or spam box. Also, please check your email inbox settings.

1. Creating an account
If you do not have a Microsoft account, please follow the instructions below.

- To create a Microsoft account, go to https://account.microsoft.com/account
- Click on “Create a Microsoft account” on the top page of this link.

1. Creating an account
1. Enter your email address and click on “Next”.

2. Enter the password you would like to use your password and click on “Next”.

3. Select your country/region and birthdate, and click on “Next”. Automatic message will be sent to your email address with the security code.

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created.
To access the GWE Prize online form, go to [http://unesco.org/gwe](http://unesco.org/gwe)
The following log-in screen will appear:

Please connect it with your Microsoft account and its password.

2. 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 NGO in official partnership 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 submit the nomination to UNESCO (by NGOs)

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.

4. Adding an attachment
6. Submitting a nomination

⊙ Once you have completed all fields, go to the “SUBMISSION” chapter and, under “Nominating Entity”, 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, 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.

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

7. 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:

Secretariat for the UNESCO Prize for Girls’ and Women’s Education
Section of Education for Inclusion and Gender Equality
Division for Education 2030

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9. Requesting help