UNESCO-Japan Prize on Education for Sustainable Development

User Guide for NGOs in official partnership with UNESCO for the submission of nominations for the UNESCO-Japan Prize on ESD
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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/esdprize/register](http://www.unesco.org/esdprize/register)

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](http://www.unesco.org/esdprize/register)*
To access the ESD Prize online form, go to http://unesco.org/esd

The following log-in screen will appear:

Please select “Invited User” 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.
Once you are logged in, you will be directed to the Home Menu. Click on “Submit nomination” to start a nomination.

You can create additional nominations by clicking on “New nomination” 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.
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
- **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.

**Note**: If, after having clicked on SAVE, you are not redirected to “My nominations” and remain on the form, this means that there has been an error and the nomination has not been saved! Please check for red error messages in the form (e.g. mandatory field not completed; exceeded limit of characters).

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

1) Under “SUPPORING MATERIAL”, 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 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.

5. 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, tick the “Submit nomination to UNESCO” box and click on “SAVE” in the bottom right corner.
- 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).
At any given time, clicking on “My nominations” in the left hand menu will show you all saved and/or submitted nominations:

7. Viewing your nominations
8. Requesting help

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

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