UNESCO-Japan Prize on Education for Sustainable Development

User Guide
for NGOs in official partnership with UNESCO
for the submission of nominations for the 2016 UNESCO-Japan Prize on ESD
About the UNESCO-Japan Prize on ESD Online Form

In an effort to improve the functioning of the UNESCO-Japan Prize on ESD, the Secretariat of the Prize has endeavored to facilitate all of its stages, including the submission, evaluation, and final selection of the laureates.

To that effect, these new electronic forms have been created to facilitate the submission of nominations by Permanent Delegations to UNESCO and NGOs in official partnership with UNESCO.

User Guide Index

1. Creating an account
2. Accessing the online form
3. Starting a nomination
4. Completing a nomination
5. Saving a nomination
6. Adding an attachment
7. Submitting a nomination
8. Viewing your nominations
9. Requesting help
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

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.
Once your account has been created, you can log on to the ESD Prize online nomination form at [https://teams.unesco.org/org/ed/esd-prize](https://teams.unesco.org/org/ed/esd-prize) The following log-on screen will appear:

As an NGO in official partnership, please choose “Invited user” and enter your user name and password.

2. Accessing the online form
Once you are logged in, you will be directed to the Home Menu. Select the language in which you would like to complete the form by clicking on “Submit Nomination” or “Soumettre candidature”.

You can create additional nominations by clicking on “Create new nomination” in the left hand menu. Please note that each NGO in official partnership with UNESCO can only submit up to 3 nominations for this edition of the Prize.

3. Starting a nomination
After having clicked on either “Submit nomination” on the home screen, or “Create new nomination” in the left hand menu, the nomination form will open:

The form is made up of a number of fields broken down into 5 tabs, as follows:

- **Nominee**: For all background information on the nominated organization or individual
- **Project**: For all background information on the project or programme
- **Supporting Material**: For websites, publications, videos or photo galleries with which you would like to support the nomination
- **Submission**: To submit the nomination to UNESCO
- **Print view**: The final tab can be used if you would like to get an overview or print all data entered at any stage of the process.

4. Completing a nomination
You can save your entries at the bottom of each page, once all mandatory fields have been completed:

A blue asterisk indicates the fields which must be completed before the nomination form can be saved (mandatory).

A square tick-box indicates that multiple choices are possible.

This icon means you have to click on it to see the different values which are possible. You can also use auto-completion by starting to write in the field next to this sign. Different choices matching your entry will come up.

5. Saving a nomination
You have two possibilities to add supporting material:

1) In the tab “Supporting 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.

6. Adding an attachment
Once you have completed all mandatory fields, go to the “Submission” tab and complete the information of the nominating entity.

In order to submit your 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.

7. 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:

8. Viewing your nominations
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:

**Miriam Tereick**  
Focal Point for UNESCO-Japan Prize on ESD  
Section of Education for Sustainable Development and Global Citizenship  
Division for Inclusion, Peace and Sustainable Development  
  
esdprize@unesco.org  
+33 (0)1 45 68 16 68  
https://en.unesco.org/prize-esd