

Guide to Adding Nominations

- Step 1:** Click “Add New Nomination”
- Step 2:** Select the most appropriate section for your nomination. You can read more about each section by clicking on the ‘learn more’. You can learn about the nomination criteria and guidelines by clicking on the Nominations Guidelines link.
- Step 3:** Provide your nomination with a title and save it. (Please use upper and lower case rather than all caps; i.e. “My Place” not “MY PLACE”.)
- Step 4:** TEXT: Add additional text information about your nomination. Don’t forget to include information on Eco-Friendly and Accessibility. Click “Save and Next” after TEXT, MEDIA, CONTACTS, and MAPPING.
- Step 5:** MEDIA: Upload photo images of your nomination. You must include at least 3 images, but can do as many as you would like. File size should be 200 kb to 2 mb (ideal is 1,000 pixels wide). Although there is an option for videos, videos are currently disabled on the site.
- Images must have a caption and a photo credit!
- Step 6:** Add contact information for your nomination. This should be the information you want the public to use to contact the site. You can have more than one contact if you choose.
- Step 7:** Choose to map as a single location, many locations, a route, or as an area. You can change from one type of mapping to another later on.
- Use the tools to zoom-in and accurately plot your nomination on the map. You can also search for place names and addresses to get in the vicinity. Make sure your nomination is marked exactly.
- Use the zoom tool to ensure accurate mapping. Ideally, the name of the nearest community should be visible in the map extent.
- Step 8:** On the bottom, change “Status” from “Inactive” to “Submit to Editor”
- Step 9:** All of your nominations are listed on your dashboard. You can make updates/edits to them at any time.