



# NATA Honors and Awards Committee Tips: Completing An Awards Application

[View on Tango](#)

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Creation Date

July 26, 2022

Last Updated

July 27, 2022

## STEP 1

### Begin at the Awards Home Site

## STEP 2

### Click on SELECT to open your application

This is your awards homepage dashboard. Here, you can see all the statuses of all your awards applications and nominations.

**NATA**  
NATIONAL ATHLETIC TRAINERS' ASSOCIATION  
HEALTH CARE PROFESSIONAL SPORT

Honors and Awards

Hello Sue Stanley-Green | Unmasquerade

**NATA is proud to feature the best.**  
Get recognized.  
The Honors and Awards Committee needs your help to make sure our profession's top contributors are recognized! Any NATA member may nominate a colleague for one of the association's national honors or awards. Please refer to our timeline to make sure your nomination is received in plenty of time. **All applications MUST be submitted, fully completed, by 11:59pm central October 1st, 2021.**

My Nominations

Click on the nomination below to visit the status page and complete your candidate profile for that award.

Award	Status	Action
Gail Weldon Award	Accepted	<a href="#">SELECT</a>

NATA Hall of Fame

Gail Weldon Award

NATA Most Distinguished Athletic Trainer Award

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### STEP 3

## Familiarize yourself with your application dashboard

This is your award application dashboard - it's important to familiarize yourself with this area to ensure a complete application.

The Status area will alert you to the status of your application.

By September 15th, your application status must AT LEAST be at Accepted to be considered by the Committee

By October 1st, your application status must be SUBMITTED to be considered by the Committee

You can click on the View Profile Report button at any point to see the report of the application you are building.

Start your application completion by starting with Candidate Information. You can complete any of these sections in any order, however, all sections MUST be fully completed to be considered by the Committee. A section is considered complete when the asterisk present to the right of every title has disappeared.

The screenshot shows the NATA Honors and Awards application dashboard. At the top left is the NATA logo (National Athletic Trainers' Association). The page title is "Honors and Awards" and the user is identified as "Hello Sue Stanley-Green | Unmasquerade". The nominee is "Ms. Sue A. Stanley-Green" and the award is "Gail Weldon Award". The status is "Accepted", highlighted by an orange arrow. Below the status is a blue button labeled "VIEW PROFILE REPORT", also highlighted by an orange arrow. On the left, a sidebar lists application sections: "Candidate Information \*", "Professional/Education \*", "About Me - National Awards \*", "Meeting Attendance \*", "Service/Leadership \*", "Scholarly Activities \*", "Awards \*", and "Enriching the Profession \*". The "Candidate Information" section is highlighted with an orange box. The main content area shows a "Special Circumstances \*" dropdown menu set to "- Select -" and an "NPI Number ? \*" input field with a "SAVE" button below it. A note says "If you are retired, please enter 00000". A "Made with Tango.us" watermark is in the bottom right corner.

STEP 4

## Complete your Candidate Information Section

COMMITTEE TIP: If you are retired, you can enter 00000 for your NPI number. If you have a NPI number prior to retiring, you are welcome to input that instead.

If you do not know your NPI number. click on the ? circle for a quick link to look your NPI number up, or to register for one! It is free to do.

Award: **Gail Weldon Award**

Status: **Accepted**

[VIEW PROFILE REPORT](#)

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**Validate Information \***

Professional/Education \*

Submit Me - National Awards \*

Meeting Attendance \*

Service/Leadership \*

**Special Circumstances \***

- Select -

**NPI Number ? \***

*If you are retired, please enter 00000*

- Select -

- No Special Circumstance
- Fully Retired
- Retired but still active in some career-related areas

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STEP 5

Make sure to hit the SAVE button throughout completing your application.

This screenshot shows a portion of an application form. On the left, a vertical menu lists several sections: 'Professional/Education \*', 'About Me - National Awards \*', 'Meeting Attendance \*', 'Service/Leadership \*', and 'Early Activities \*'. The 'Professional/Education \*' section is currently selected. To the right of the menu, the 'NPI Number ? \*' field is visible, with a text prompt below it: 'If you are retired, please enter 00000'. A grey 'SAVE' button is highlighted with a thick orange border. In the bottom right corner, there is a small grey box with the text 'Made with Tango.us'.

STEP 6

Click on Professional/Education to complete the next section of the application.

This screenshot shows the application form with the 'Professional/Education \*' menu item highlighted by an orange border. The 'Candidate Information \*' menu item is also visible. To the right, the 'Special Circumstances \*' field contains a dropdown menu with the text '- Select -'. Below it, the 'NPI Number ? \*' field is present with the same text prompt: 'If you are retired, please enter 00000'. A blue 'SAVE' button is located below the NPI field. In the top right corner, a blue 'VIEW P' button is partially visible. The 'Made with Tango.us' watermark is in the bottom right corner.

STEP 7

**COMMITTEE TIP:** It is important to view the italicized prompts within the application.

Award: Gail Weidon Award  
Status: **Accepted**  
[VIEW PROFILE REPORT](#)

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▼ Degrees Earned  
*Please list the information below in chronological order; newest at the top.*

Degree	College/University	City, State	Year	Honorary?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="+"/> <input type="button" value="-"/>

▼ Professional Certifications / Licenses  
*Please list the information below in chronological order; newest at the top.*

Certification or License	Year
<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

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STEP 8

Click on the **SAVE** button once completed with the Education Section of the application.

[SAVE](#)

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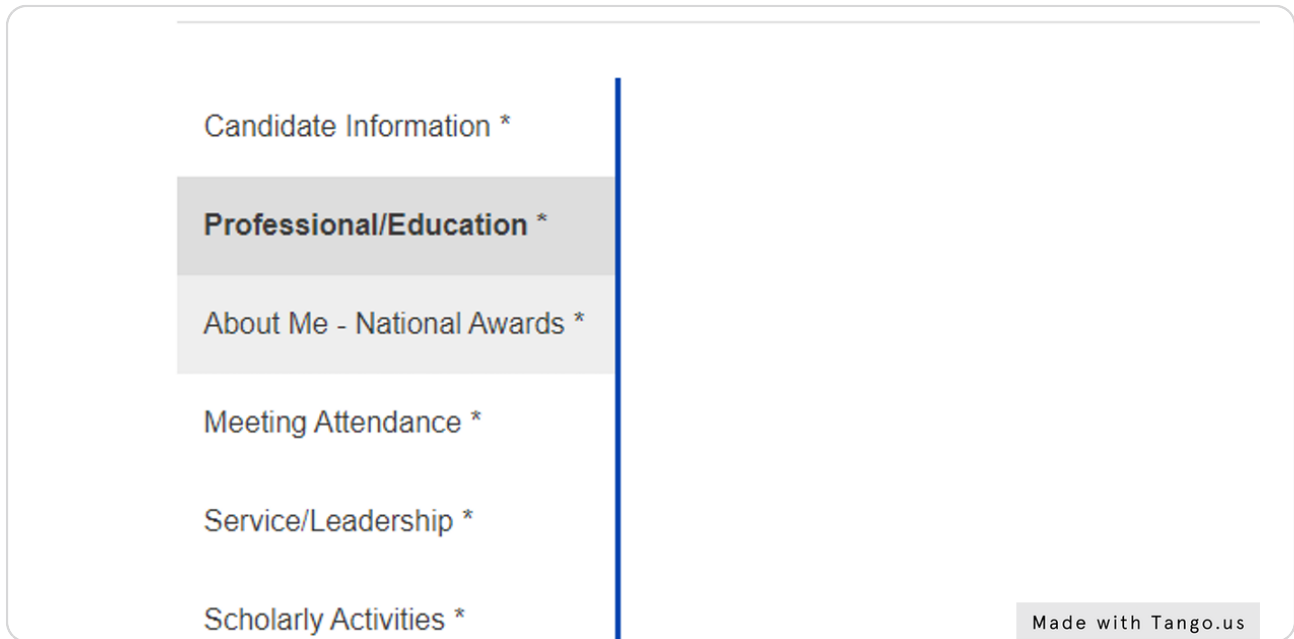
**advocate forms are required.** It is the sponsor and candidate's responsibility to ensure all required forms are submitted by the deadline. If all required forms are not submitted by the deadline, the application will be considered incomplete. **advocate forms are required.**

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STEP 9

**Click on About Me - National Awards to complete this section next.**

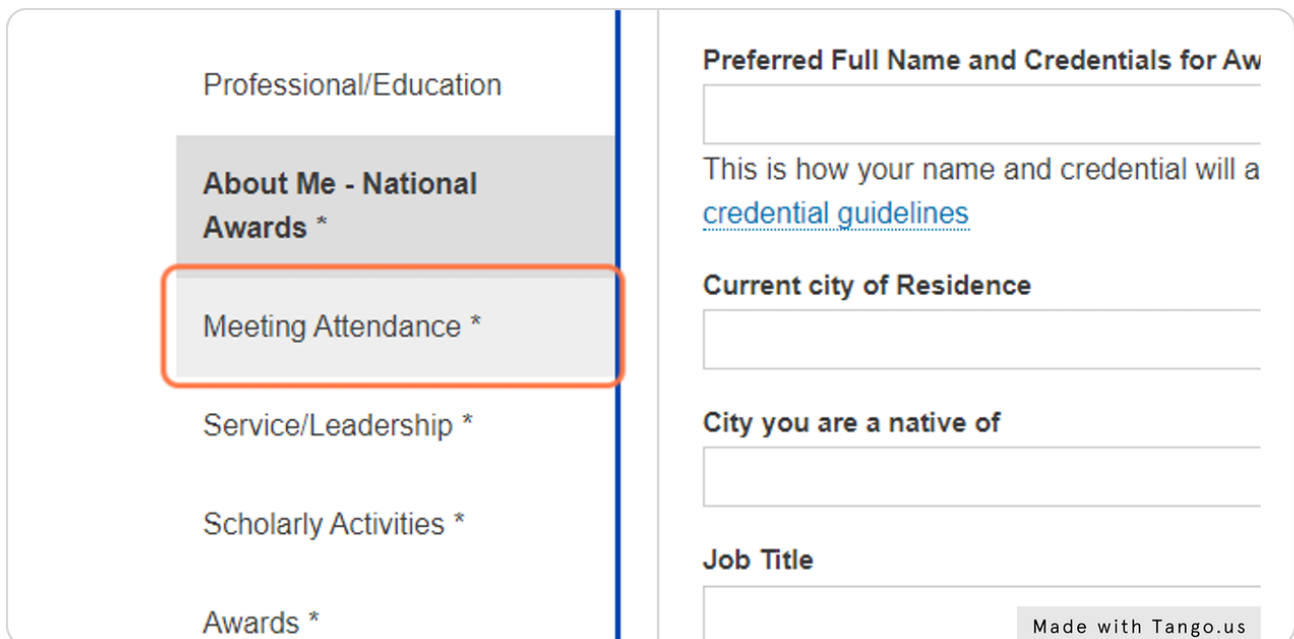
Remember to hit the SAVE button once complete!



A vertical navigation menu with the following items: Candidate Information \*, Professional/Education \*, About Me - National Awards \*, Meeting Attendance \*, Service/Leadership \*, and Scholarly Activities \*. The 'About Me - National Awards' item is highlighted with a grey background. A blue vertical line is to the right of the menu. A 'Made with Tango.us' watermark is in the bottom right corner.

STEP 10

**Click on Meeting Attendance to complete all meeting attendance.**



The navigation menu on the left has 'Meeting Attendance \*' highlighted with an orange border. The main form area contains the following fields: 'Preferred Full Name and Credentials for Aw' with an input field; a note 'This is how your name and credential will a [credential guidelines](#)'; 'Current city of Residence' with an input field; 'City you are a native of' with an input field; and 'Job Title' with an input field. A 'Made with Tango.us' watermark is in the bottom right corner.

## NEW THIS YEAR

You can click CHECK ALL feature for NATA, District and State meetings to select every year at one time.

Award: Gail Weldon Award  
Status: **Accepted**  
[VIEW PROFILE REPORT](#)

Attendance

**Attendance at NATA Conventions**  
Please indicate the years that you have attended NATA conventions **as a certified member of the Association.**

2022  2021  2020  2019  2018  2017  2016  2015  2014  2013  2012  2011  
 2010  2009  2008  2007  2006  2005  2004  2003  2002  2001  2000  1999  
 1998  1997  1996  1995  1994  1993  1992  1991  1990  1989  1988  1987  
 1986  1985  1984  1983  1982  1981  1980  1979  1978  1977  1976  1975  
 1974  1973  1972  1971  1970  1969  1968  1967  1966  1965  1964  1963  
 1962  1961  1960  1959  1958  1957  1956  1955  1954  1953  1952  1951  
 1950  Check All

Attendance at District Meetings

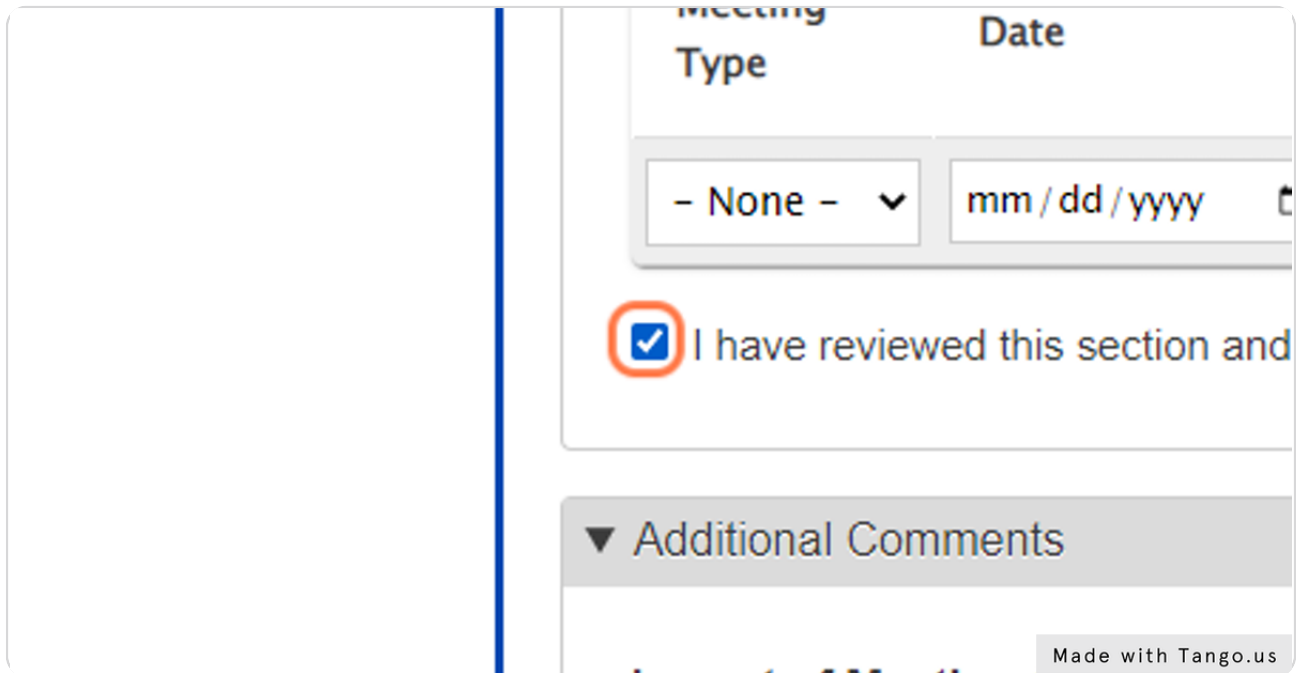
Made with Tango.us



STEP 12

**Check I have reviewed this section and it is complete before saving.**

This is another new feature created for the committee to ensure you have intentionally reviewed the application and it is complete. It is important to check this box!



The screenshot shows a portion of a web form. At the top, there are two columns: "Meeting Type" and "Date". Below "Meeting Type" is a dropdown menu with the text "- None -" and a downward arrow. Below "Date" is a text input field with the placeholder "mm/dd/yyyy". Below these fields is a checkbox that is checked, with a blue checkmark and a blue border around the box. To the right of the checkbox is the text "I have reviewed this section and". Below this is a grey button with a downward arrow and the text "Additional Comments". In the bottom right corner of the form area, there is a small grey box with the text "Made with Tango.us".

STEP 13

**COMMITTEE TIPS: Meeting Attendance**

This section should be used to elaborate how your attendance at a meeting(s) provided specific impact to support the award nomination.

For HALL OF FAME, impact should be focused on terminal international or national impact.

For GAIL WELDON and MDAT, impact should be focused on the National and/or District impact.

For ATSA, impact should be focused on the local or state level.

For EVE BECKER-DOYLE, impact should be focused on how the opportunity enhanced or supported your leadership service to NATA.

THIS IS REQUIRED FOR ALL NATIONAL AWARDS. If you do not have anything to input into this section, we recommend you put N/A.

I have reviewed this section and it is complete.

▼ Additional Comments

**Impact of Meeting Attendance**

Please elaborate below on the impact attending the meeting has had on the AT profession.

**Committee Tips:**

HOF: Focus should be on terminal international and national impact to the profession.

GW/MDAT: Focus should be on National and/or District impact to the profession.

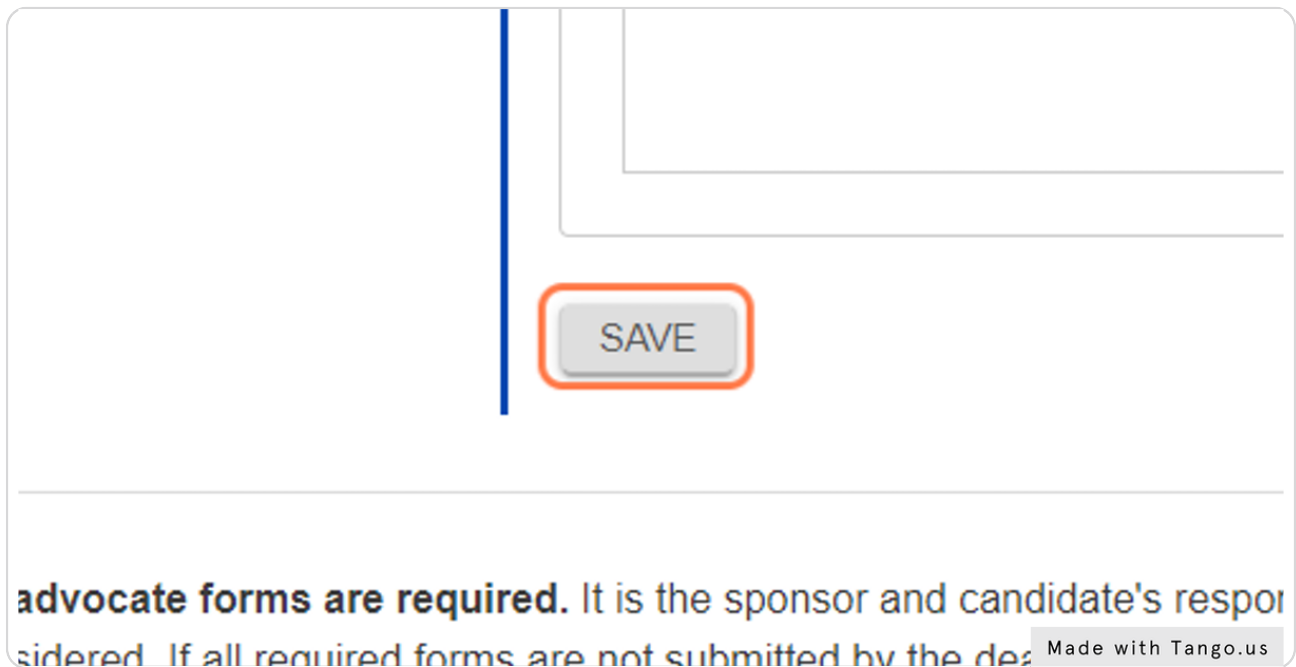
ATSA: Focus should be on Local or State impact to the profession.

EBD: Focus should highlight how the opportunity enhanced or supported your leadership service to NATA.

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STEP 14

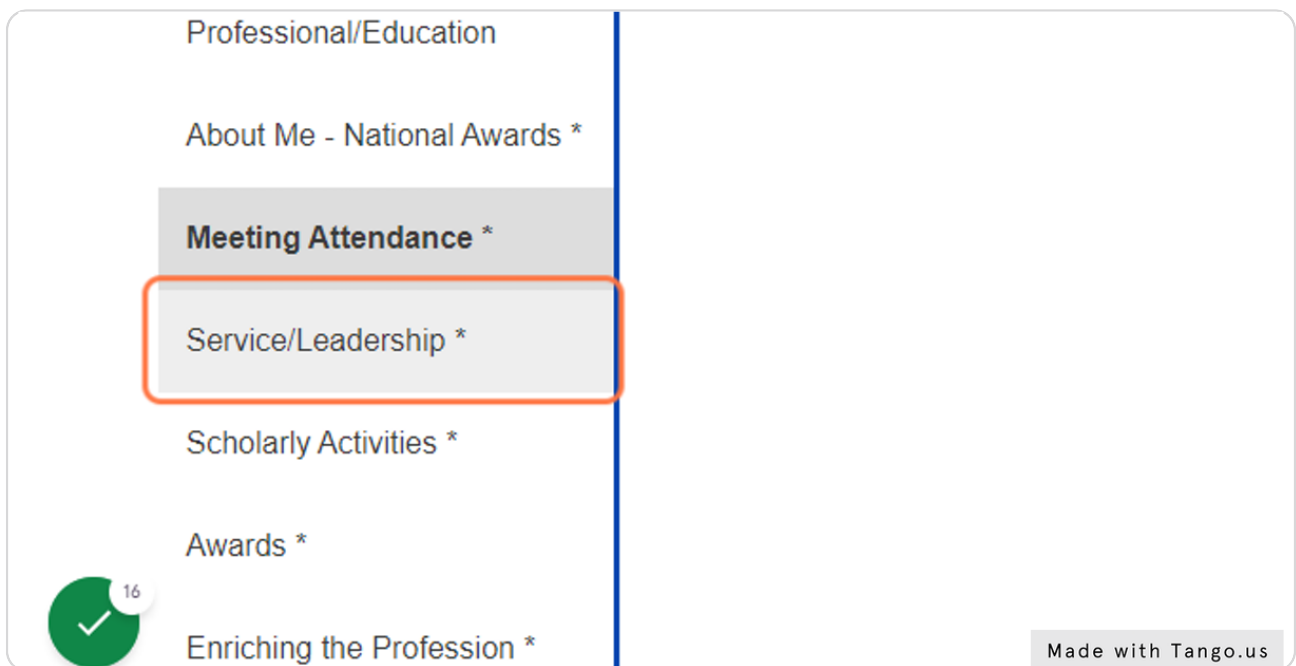
Remember to hit **SAVE** to save your work!



A screenshot of a web form interface. On the right side, there is a large empty rectangular input field. Below it, a grey button with the word "SAVE" in black capital letters is highlighted with a thick orange border. A vertical blue line is positioned to the left of the "SAVE" button. Below the form area, there is a line of text: "advocate forms are required. It is the sponsor and candidate's responsibility. If all required forms are not submitted by the deadline..." followed by a small grey box containing the text "Made with Tango.us".

STEP 15

Click on **Service/Leadership** to complete the next part of your application.



A screenshot of a vertical menu with several options. The options are: "Professional/Education", "About Me - National Awards \*", "Meeting Attendance \*", "Service/Leadership \*", "Scholarly Activities \*", "Awards \*", and "Enriching the Profession \*". The "Service/Leadership \*" option is highlighted with a thick orange border. At the bottom left of the menu, there is a green circular icon with a white checkmark and the number "16" in a white circle. At the bottom right, there is a small grey box containing the text "Made with Tango.us".

STEP 16

## Complete the Service/Leadership section of your application.

COMMITTEE TIPS: It is important to provide as much information here as possible. Some positions may require more than one input.

FOR EXAMPLE: If you are the District 6 Representative to the NATA Secondary School AT Committee, you may also be the SWATA Chair of the SSATC Committee. You would want to submit two inputs.

- 1) National Scope, NATA, District 6 Representative to the SSATC
- 2) District Scope, SWATA, Chair, SSATC

list each position, separately.

For example, you should list service as a District Committee Chair under service to NATA District Association, and separately as a district-representative member of the national committee.

Please list all items by category first (national, district, etc.) followed by chronological order.

COMMITTEE TIPS

HOF/GW: Please emphasize areas of terminal international or national impact.

MDAT: Please focus on positions of national, regional (GLATA/EATA) or district impact.

ATSA: Please focus on positions that create state or local impact.

EBD: Please focus on leadership or service positions held within the NATA, NATA Foundation, CAATE or BOC.

**Service / Leadership Positions**

Scope  
- None -

Organization Type  
- None -

Position

Organization

Activity/Committee

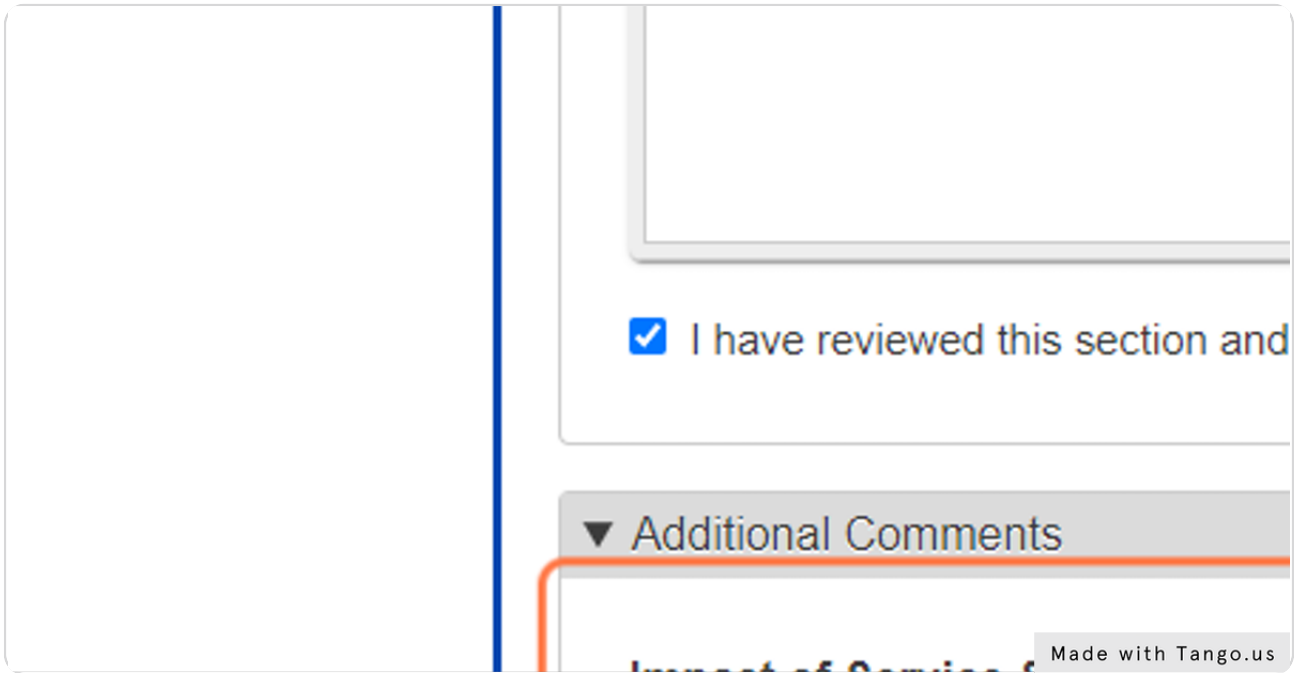
From ?

Made with Tango.us

STEP 17

**Check I have reviewed this section and it is complete before saving.**

This is another new feature created for the committee to ensure you have intentionally reviewed the application and it is complete. It is important to check this box!



STEP 18

**For ALL Awards, please use the bottom section to elaborate on your service and volunteer impact**

COMMITTEE TIPS:

Remember; your impact focus should be specific to the award you are applying for.

Hall of Fame: Terminal International or National Impact

Gail Weldon: National or District Impact that specifically impacted women in the profession

MDAT: National or District Impact

ATSA: State or Local Impact

Eve Becker-Doyle: How did your service enhance or support your leadership service to NATA?

▼ Additional Comments

**Impact of Service & Leadership**

Please elaborate below on the impact your service and leadership has had on the AT profession.

**Committee Tips:**

HOF: Focus should be on terminal international and national impact to the profession.

GW/MDAT: Focus should be on National and/or District impact to the profession.

ATSA: Focus should be on Local or State impact to the profession.

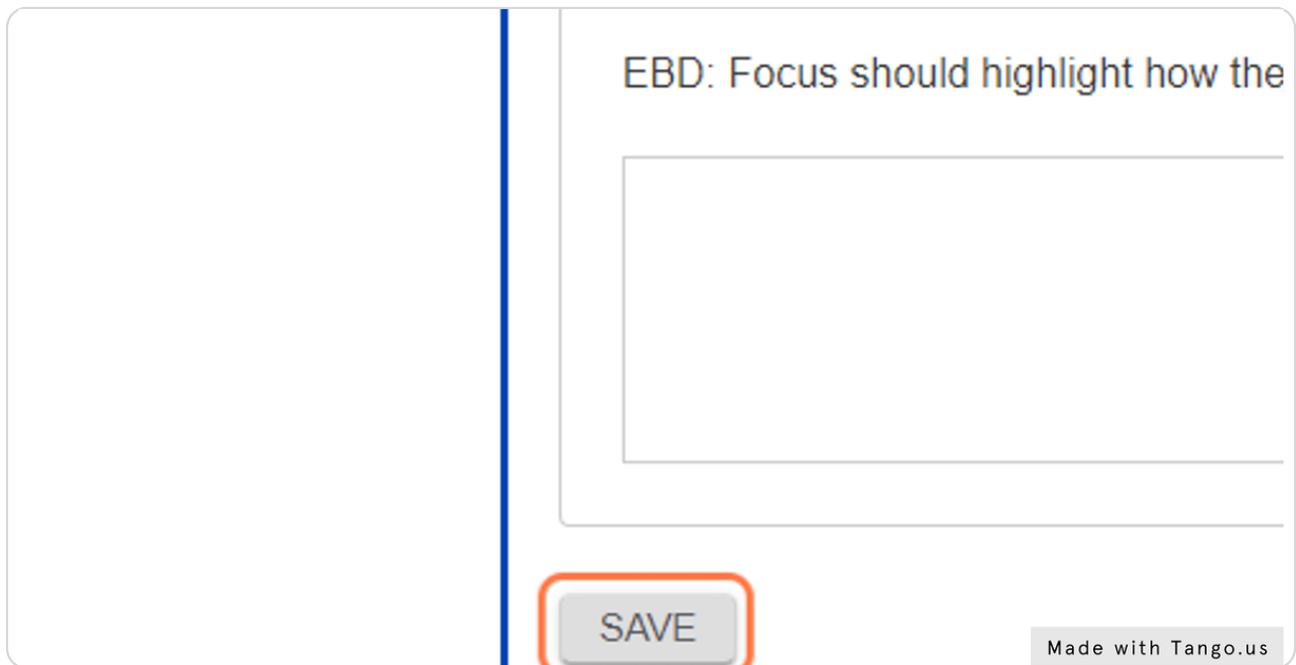
EBD: Focus should highlight how the opportunity enhanced or supported your leadership service to NATA.

SAVE

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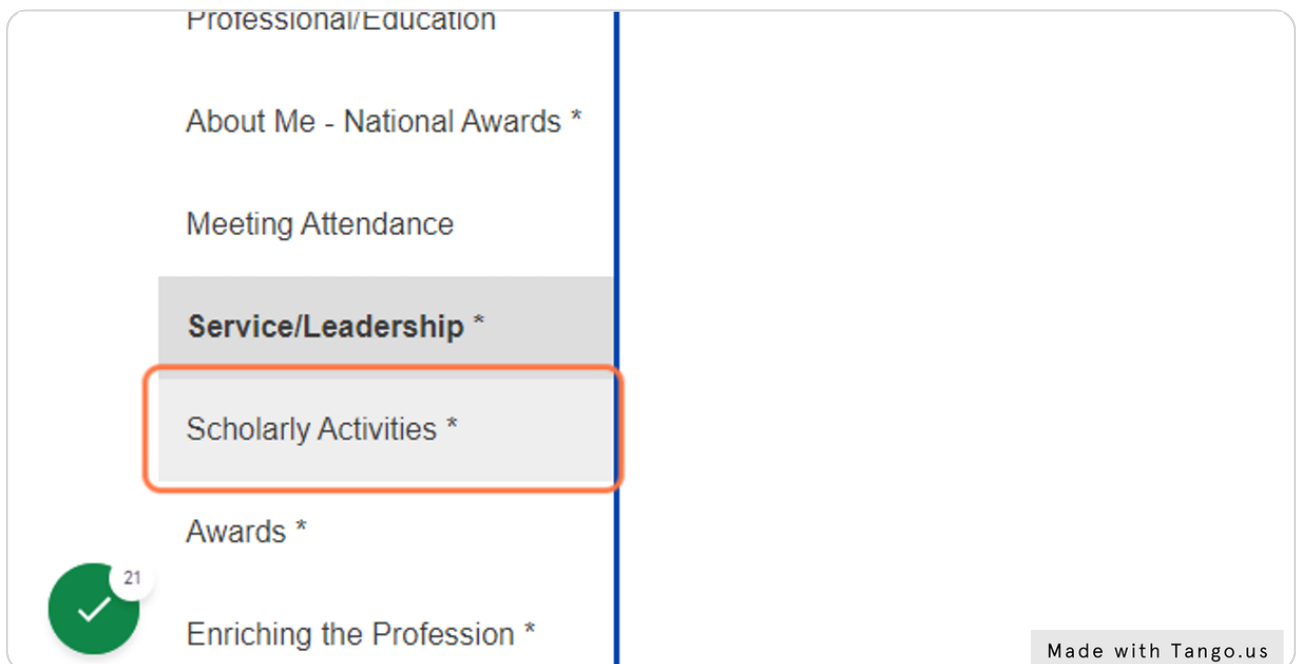
STEP 19

**Remember to Save your work!**



STEP 20

**Click on Scholarly Activities to complete this section of the application.**



## STEP 21

### Complete the Impact of Scholarly Activities section.

COMMITTEE TIP: Remember to elaborate your focus specific to the award you are applying for.

HOF: Focus should look at terminal impact on the International and National scale.

Gail Weldon: Focus should look at national and or district impact, specifically impact for women in the AT profession.

MDAT: Focus should look at national and/or district impact.

ATSA: Focus should look at state and/or local impact.

Eve Becker-Doyle: Focus should look at how the work supported or enhanced your leadership service to NATA.

The screenshot shows a web form titled "Additional Comments" with a dropdown arrow. The form contains the following text:

**Impact of Scholarly Activity**

Please elaborate below on the impact your completed work has had on the AT profession. (Example: The published textbook has sold X number of copies, the published article has been referenced in support of a NCAA rule change, etc.)

**Committee Tips:**

HOF: Focus should be on terminal international and national impact to the profession.

GW/MDAT: Focus should be on National and/or District impact to the profession.

ATSA: Focus should be on Local or State impact to the profession.

EBD: Focus should highlight how the opportunity enhanced or supported your leadership service to NATA.

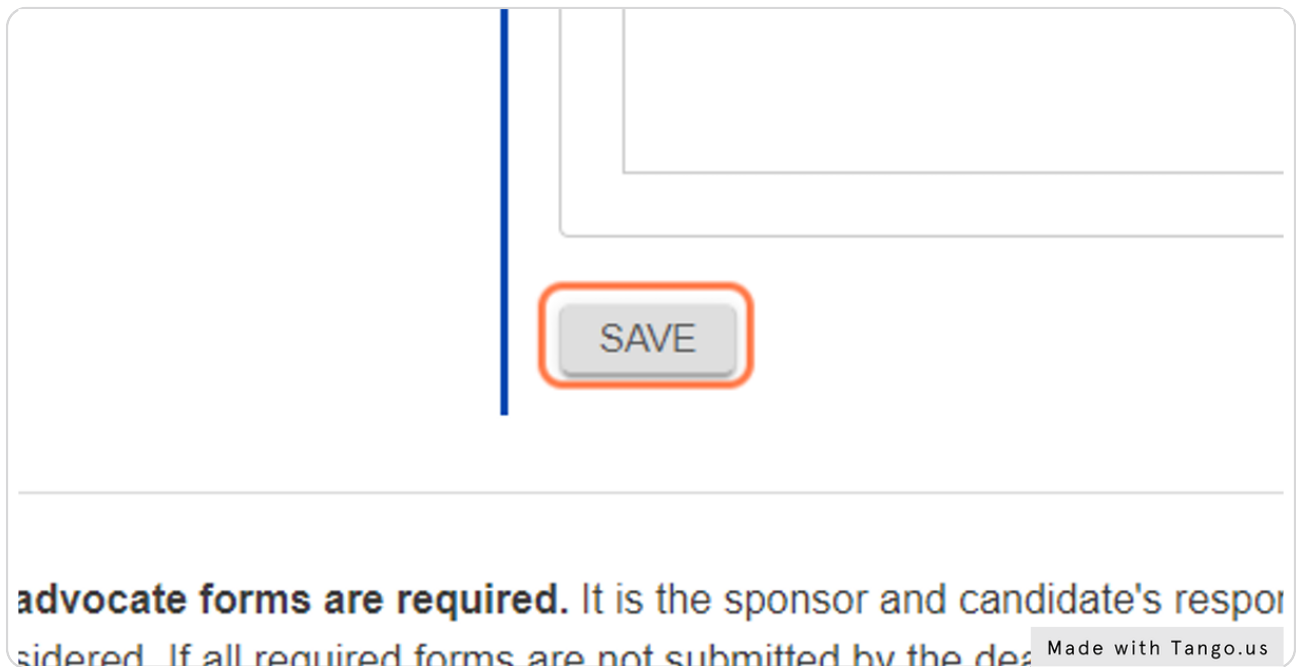
Below the text is a large empty text area for input. At the bottom left of the form is a blue "SAVE" button.

At the bottom of the page, there is a footer notice: "22 **Three advocate forms are required.** It is the sponsor and candidate's responsibility to ensure all forms are submitted by the deadline. Requests for deadline extensions will not be considered. If all required forms are not submitted by the deadline, your candidate profile will not be reviewed." On the right side of the footer, it says "Made with Tango.us".



STEP 22

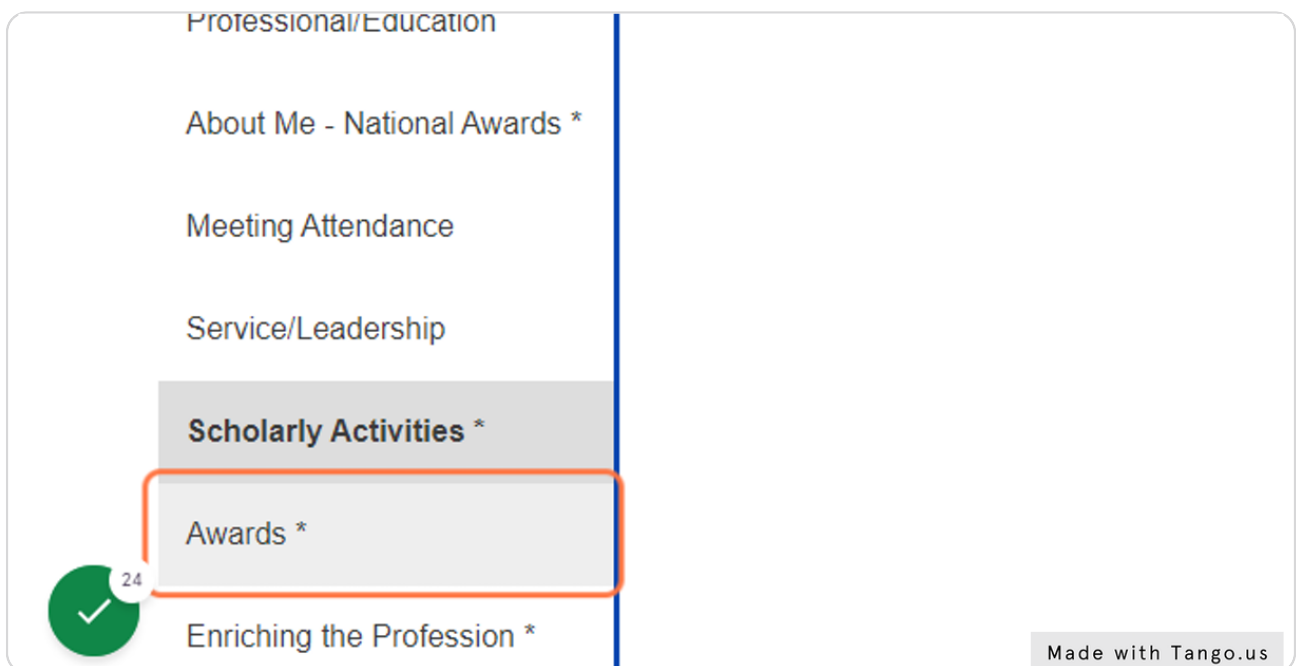
Remember to click Save to save your progress!



A screenshot of a web form interface. A vertical blue line is on the left. To the right, there is a large empty rectangular box. Below this box, a grey button with the word "SAVE" in black capital letters is highlighted with a thick orange border. Below the form area, there is a line of text: "advocate forms are required. It is the sponsor and candidate's responsibility. If all required forms are not submitted by the deadline..." followed by a small grey box containing the text "Made with Tango.us".

STEP 23

Click on Awards tab to complete this section of the application.



A screenshot of a navigation menu. The menu items are listed vertically: "Professional/Education", "About Me - National Awards \*", "Meeting Attendance", "Service/Leadership", "Scholarly Activities \*", "Awards \*", and "Enriching the Profession \*". The "Awards \*" item is highlighted with a thick orange border. To the left of the menu is a green circular icon with a white checkmark and the number "24" in a small white circle. Below the menu, there is a small grey box containing the text "Made with Tango.us".

## Complete the Awards Section of your application.

COMMITTEE TIP: remember to review your application and check the confirmation box to confirm your application is complete.

Award: Gail Weldon Award  
Status: **Accepted**  
[VIEW PROFILE REPORT](#)

is \*

▼ Awards

*Please list your awards achieved in award type first (international, national, etc.) followed by chronological order.*

**Awards and Recognition**

Award Type	Award	Awarding Organization	Year
- None -			

I have reviewed this section and it is complete.

▼ Additional Comments

**Impact of Awards**

Please elaborate below on how the award(s) you have achieved recognize the impact you have had on the AT pr

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## Complete the Impact of Awards section.

HOF: Focus should look at how the award acknowledged your terminal impact on the International and National scale.

Gail Weldon: Focus should look at how the award acknowledged your national and or district impact, specifically impact for women in the AT profession.

MDAT: Focus should look at how the award acknowledged your national and/or district impact.

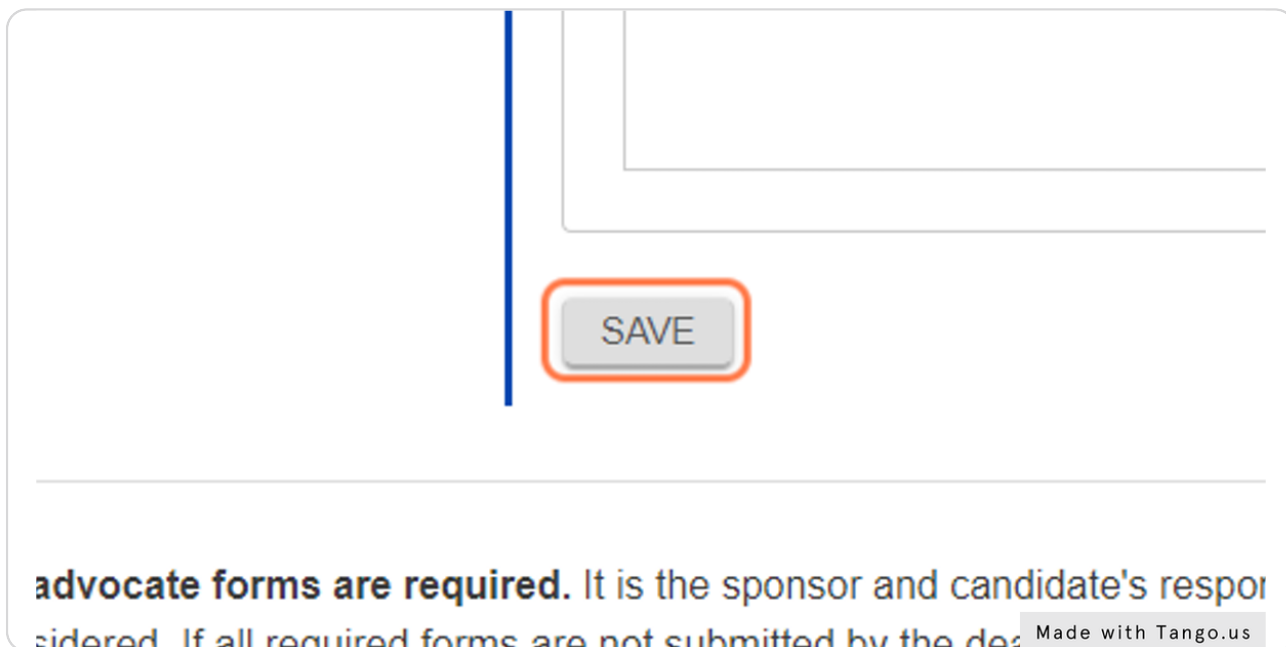
ATSA: Focus should look at how the award acknowledged your state and/or local impact.

Eve Becker-Doyle: Focus should look at how the award acknowledged your leadership service to NATA.

The screenshot shows a web form interface. On the left is a sidebar with the heading 'Awards \*' and two items: 'Enriching the Profession \*' and 'Gail Weldon - Open-ended questions \*'. The main content area is titled 'Impact of Awards' and contains the instruction: 'Please elaborate below on how the award(s) you have achieved recognize the impact you have had on the AT profession.' Below this is a section titled 'Committee Tips:' with four bullet points: 'HOF: Focus should be on terminal international and national impact to the profession.', 'GW/MDAT: Focus should be on National and/or District impact to the profession.', 'ATSA: Focus should be on Local or State impact to the profession.', and 'EBD: Focus should highlight how the award highlighted your leadership service to NATA.' A large text input field is positioned below the tips. At the bottom left of the form is a blue 'SAVE' button. At the bottom right is a grey watermark that says 'Made with Tango.us'. A footer note at the very bottom states: 'Three advocate forms are required. It is the sponsor and candidate's responsibility to ensure all forms are submitted by the deadline. Requests for deadline extensions will not be considered. If all required forms are not submitted by the deadline, your candidate profile will not be reviewed.'

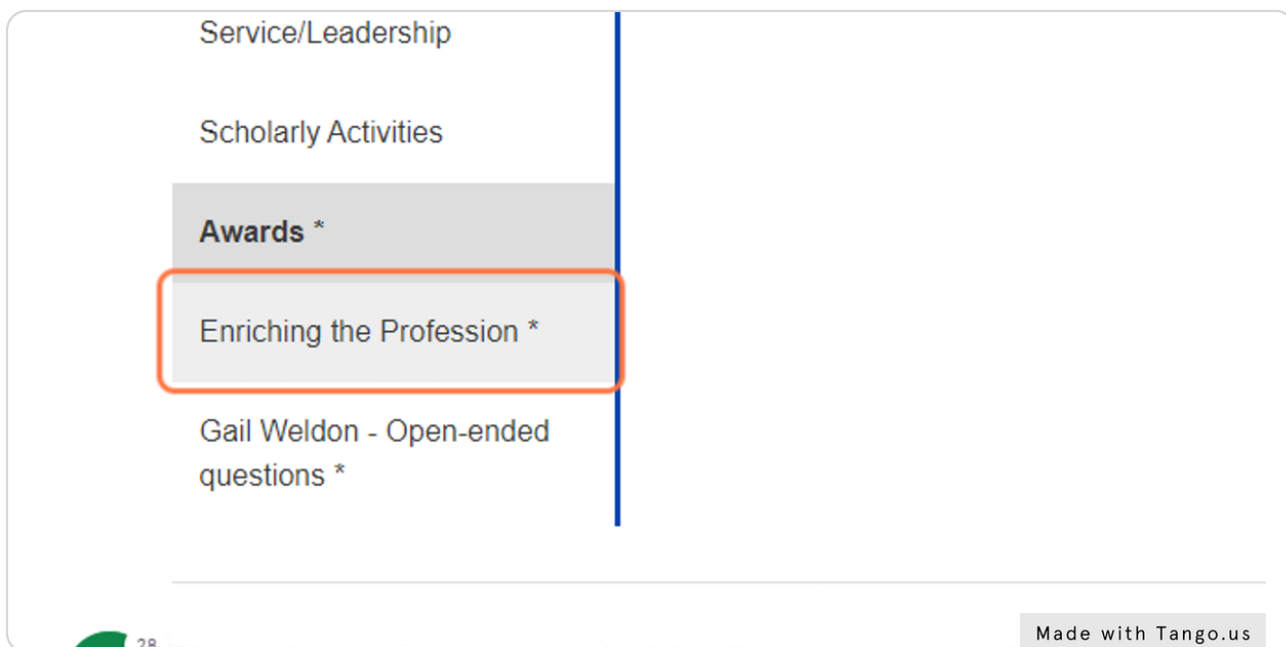
STEP 26

**Remember to click save to save your work!**



STEP 27

**Click on Enriching the Profession to complete the next portion of your application.**



## Complete the Enriching the Profession Section.

COMMITTEE TIP: Remember to elaborate your focus specific to the award you are applying for.

HOF: Focus should look at terminal impact on the International and National scale.

Gail Weldon: Focus should look at national and or district impact, specifically impact for women in the AT profession.

MDAT: Focus should look at national and/or district impact.

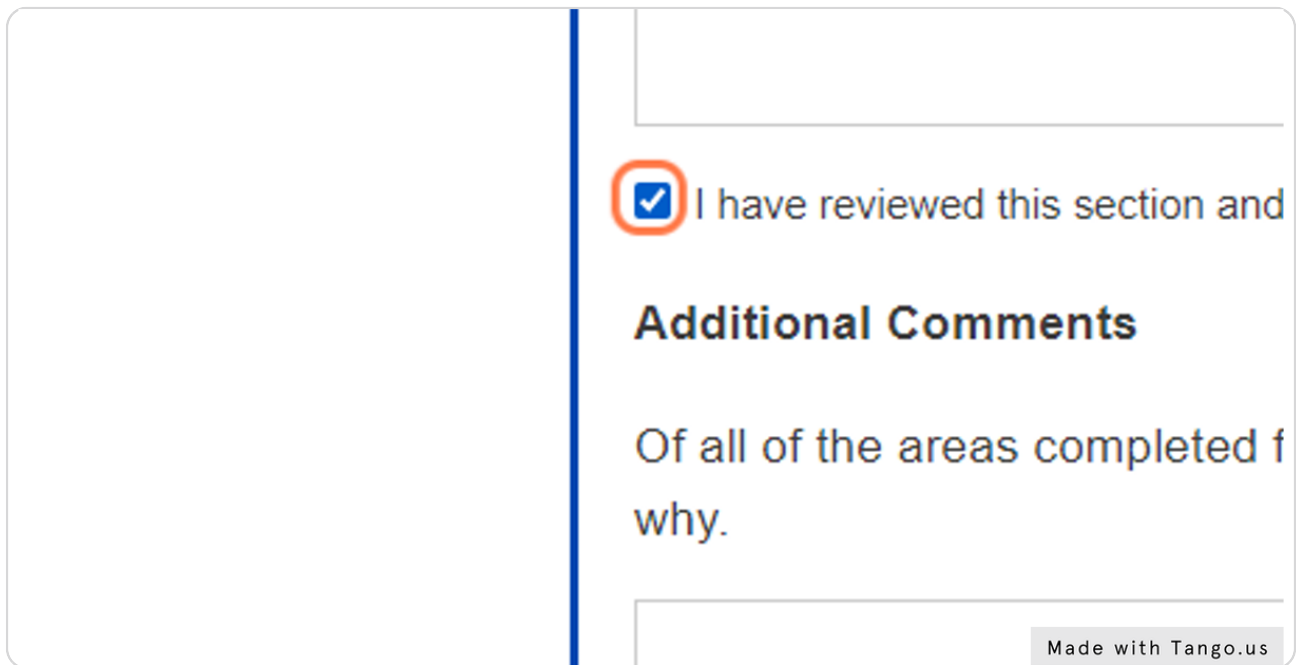
ATSA: Focus should look at state and/or local impact.

Eve Becker-Doyle: Focus should look at how the work supported or enhanced your leadership service to NATA.

The screenshot shows a web form interface. On the left is a vertical navigation menu with the following items: Meeting Attendance, Service/Leadership, Scholarly Activities, Awards, **Enriching the Profession \*** (highlighted), and Gail Weldon - Open-ended questions \*. The main content area is titled 'Enriching the Profession' and contains three sections: 1. **Mentoring Activities**: Includes instructions to list volunteer activities where you served as a mentor and a large text input box. 2. **Promoting Health and Safety**: Includes instructions to list involvement with activities to increase safety and a large text input box. 3. **Unique Contributions**: Includes instructions to list contributions, innovations, or inventions that enhanced healthcare and a large text input box. A 'Made with Tango.us' watermark is visible in the bottom right corner of the form area.

STEP 29

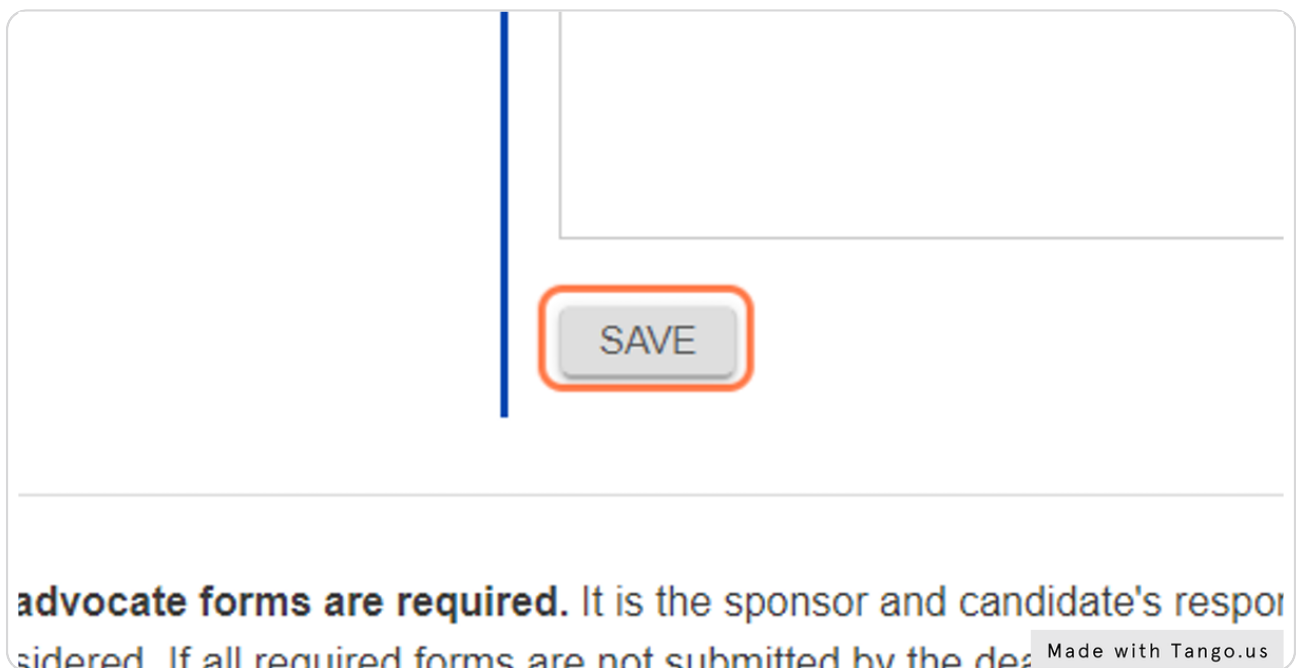
**Check I have reviewed this section and it is complete.**



A screenshot of a form interface. On the left, there is a vertical blue line. To its right, there is a checkbox with a blue checkmark inside a white square, which is itself inside a red rounded square. To the right of the checkbox is the text "I have reviewed this section and". Below this is a text input field with the placeholder text "Additional Comments". Underneath the input field is the text "Of all of the areas completed f" followed by "why." on the next line. At the bottom right of the form, there is a small grey box with the text "Made with Tango.us".

STEP 30

**Click the SAVE button to save your work!**



A screenshot of a form interface. On the left, there is a vertical blue line. To its right, there is a grey button with the word "SAVE" in black capital letters, which is highlighted with a red rounded square border. Below the button, there is a text input field with the placeholder text "advocate forms are required. It is the sponsor and candidate's respor" followed by "sidered. If all required forms are not submitted by the des" on the next line. At the bottom right of the form, there is a small grey box with the text "Made with Tango.us".

STEP 31

**Click on Open-ended questions to complete this section of the application.**

COMMITTEE TIP: This is a crucial part of the application. We recommend you allow for a larger chunk of time to complete this section.

Scholarly Activities

Awards

Enriching the Profession \*

Gail Weldon - Open-ended questions \*

**Three advocate forms are required.** It is the sponsor and candidate's responsibility to ensure that all required forms are submitted by the deadline. If all required forms are not submitted by the deadline, your candidate's application will not be considered.

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STEP 32

**Complete the unique, open-ended questions for your award application.**

COMMITTEE TIP: Remember to elaborate your focus specific to the award you are applying for.

HOF: Focus should look at terminal impact on the International and National scale.

Gail Weldon: Focus should look at national and or district impact, specifically impact for women in the AT profession.

MDAT: Focus should look at national and/or district impact.

ATSA: Focus should look at state and/or local impact.

Eve Becker-Doyle: Focus should look at how the work supported or enhanced your leadership service to NATA.

Award: Gail Weldon Award  
Status: **Accepted**  
[VIEW PROFILE REPORT](#)

What contributions or actions have you taken to mentor women in athletic training in regards to work-life balance?

What is the most significant and lasting impact you have made to women in athletic training or improving the health care for women?

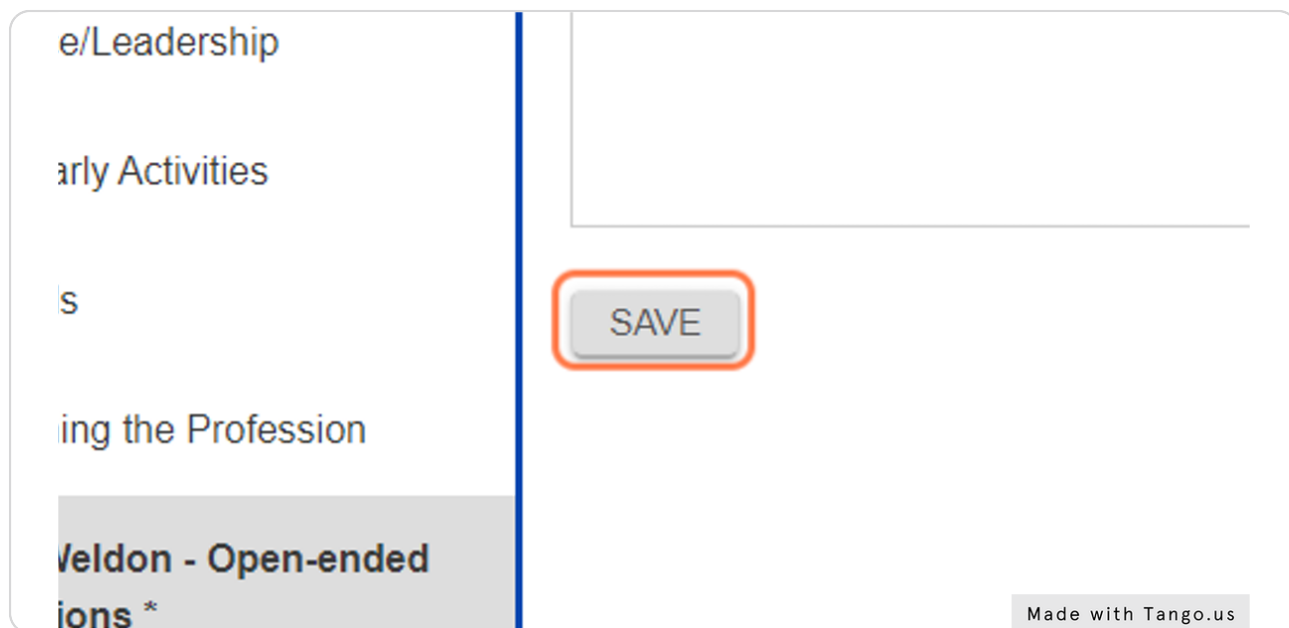
[SAVE](#)

Made with [Tango.us](#)



STEP 33

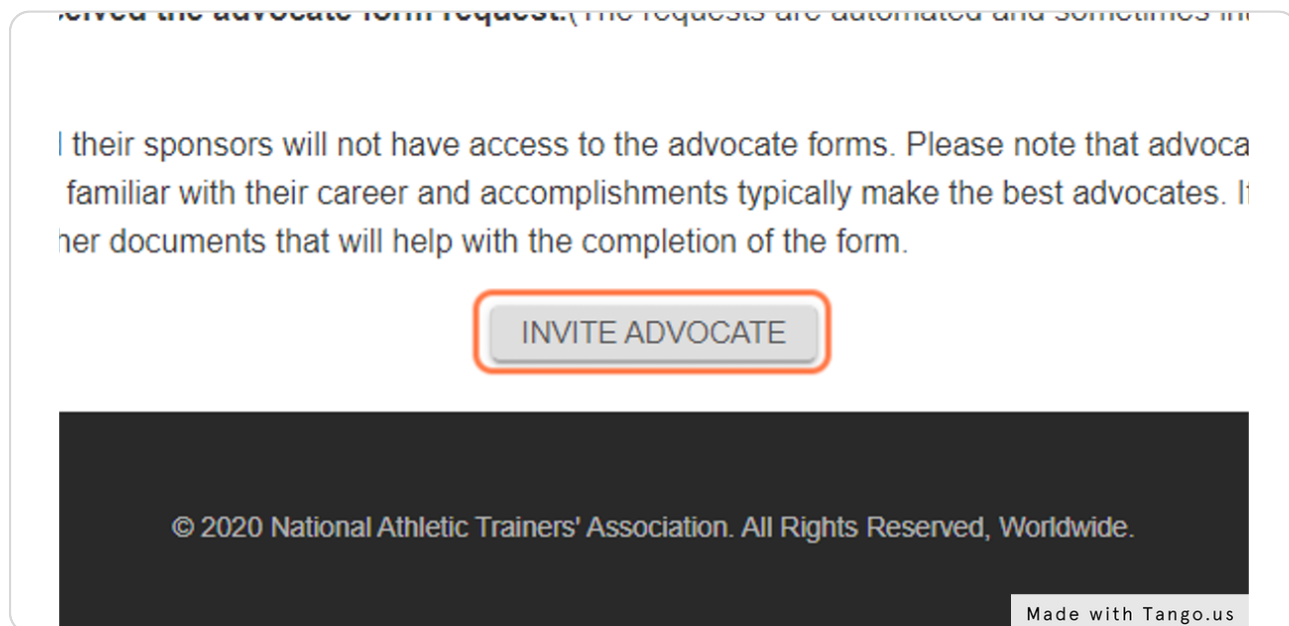
**Remember to SAVE your work throughout completion!**



STEP 34

**HOW TO INVITE ADVOCATES**

Begin by scrolling down to the bottom of the application dashboard and click on the INVITE ADVOCATE button.



## Advocate Invitation Page

### COMMITTEE TIPS: Selecting Advocates

Selecting the right advocate is extremely important to enhance the quality of your application. We strongly recommend you are diverse with your advocates (1 advocate per relationship type) to provide the Committee with a comprehensive scope of your contributions to the profession.

It is recommended that your advocates represent a variety of professions and positions you interact with on a daily basis.

HOF, GW, EBD, MDAT, ATSA Awards: Only three advocate forms will be reviewed by the Committee. In the event you submit more than three forms, only the first three submitted forms will be forwarded to the committee for review.

Fellow Award: Only two advocate forms will be reviewed by the Committee. In the event you submit more than two forms, only the first two submitted forms will be forwarded to the committee for review.

Fill out the Advocate form information and click SEND INVITATION to send your invite.

- Advocates must submit the online advocate form. Letters of recommendation are not required and will not be reviewed.
- Fill in the form below to send an advocate invitation.
- The invited advocate will receive an email (with a link to the form) and can choose to accept or decline the request.
- Sponsors or candidates should contact potential advocates to let them know that a form has been requested and ask that they look for automated emails from the NATA.
- It is the **candidate's and sponsor's responsibility** to ensure advocate invitations are accepted and forms are completed by the deadline.
- Advocate forms from previous years can be re-used but cannot be accessed once submitted.
- You can track the advocate's progress on the [status](#) page.
- All materials must be completed by **11:59pm central time October 1**.

**Name \***

**Email \***

**Relationship to Candidate \***

Patient / Client / Athlete

Mentee / Student / Intern


Colleague / Co-worker / Supervisor / Administrator

Health Care Professional (Team doctor/ Physical Therapist / Chiropractor / etc.)

NATA Hall of Fame Member

Each advocate should be chosen from a different relationship category. To assist you with this, categories which you have already chosen for other advocates will no longer appear in your list of choices.

[<< Back](#) [SEND INVITATION](#)


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## ADVOCATE DASHBOARD

This is your advocate dashboard, found at the bottom of your award dashboard. Here, you can see the status of your advocate forms, resend the initiations and delete forms.

### IMPORTANT NOTES:

Advocate forms are confidential. The applicant will not be able to access or view them from the awards portal. If further review of the advocate forms is needed, it is recommended the applicant and/or sponsor work directly with the advocate to coordinate.

Advocates CANNOT see the content submitted in the application. It is recommended the applicant and/or sponsor print the Profile Report at the top of the dashboard, or, forward the candidate's CV/resume to the advocate in advance of submitting their form.

Advocate invitations are sent through automated emails. These may go directly to advocates spam folders. Upon submitted the invitations, it is recommended the applicant and/or sponsor directly reach out to the invited advocate to confirm receipt of the invitation.

**Three advocate forms are required.** It is the sponsor and candidate's responsibility to ensure all forms are submitted by the deadline. Requests for deadline extensions will not be considered. If all required forms are not submitted by the deadline, your candidate profile will not be reviewed.

In the event more than three advocate forms are submitted, only the top three forms will be forwarded to the award committee.

Some nominees feel uncomfortable requesting such forms. Others prefer to handle form procurement themselves. With that in mind, we ask that the sponsor obtain these from the individuals the nominee designates, unless the nominee indicates s/he will do so. Please continue to track the progress of each advocate form and make sure they are marked as complete by the deadline.


Please note: Each advocate should be chosen from a different relationship category (chosen on the "Invite Advocate" screen).

**Please contact advocates to ensure they received the advocate form request.** (The requests are automated and sometimes intercepted by the intended recipient's junk/spam folder.)

Advocate forms are confidential. Nominees and their sponsors will not have access to the advocate forms. Please note that advocates do not have access to the candidate profile when completing the form. Colleagues who are familiar with their career and accomplishments typically make the best advocates. If further information is necessary, it is up to the candidate or sponsor to provide a résumé or other documents that will help with the completion of the form.

	Relationship	Advocate	Email	Status
<a href="#">Delete</a> / <a href="#">Resend</a>	Colleague / Co-worker / Supervisor / Administrator	Katie Scott	ktscott27@gmail.com	Invited

[INVITE ADVOCATE](#)


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## SUBMITTING YOUR APPLICATION

Once you have achieved the minimum number of advocate forms submitted (see visual below for what this will look like), we recommend you review your ENTIRE application one more time to ensure it is complete.

To submit your application, click on the blue SUBMIT MY PROFILE button at the bottom of the dashboard screen (see below).

the individuals the nominee designates, unless the nominee indicates s/he will do so. Please continue to track the progress of each advocate form and make sure they are marked as complete by the deadline.

Please note: Each advocate should be chosen from a different relationship category (chosen on the "Invite Advocate" screen).

**Please contact advocates to ensure they received the advocate form request.**(The requests are automated and sometimes intercepted by the intended recipient's junk/spam folder.)

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Relationship	Advocate	Email	Status
Colleague / Co-worker / Supervisor / Administrator	Katie Scott	ktscott27@gmail.com	Submitted
Patient / Client / Athlete	Sam Booth	Csambooth@gmail.com	Submitted
NATA Hall of Fame Member	Rick Griffin	rnrbentrodanch@gmail.com	Submitted

[INVITE ADVOCATE](#)

[SUBMIT MY PROFILE](#)

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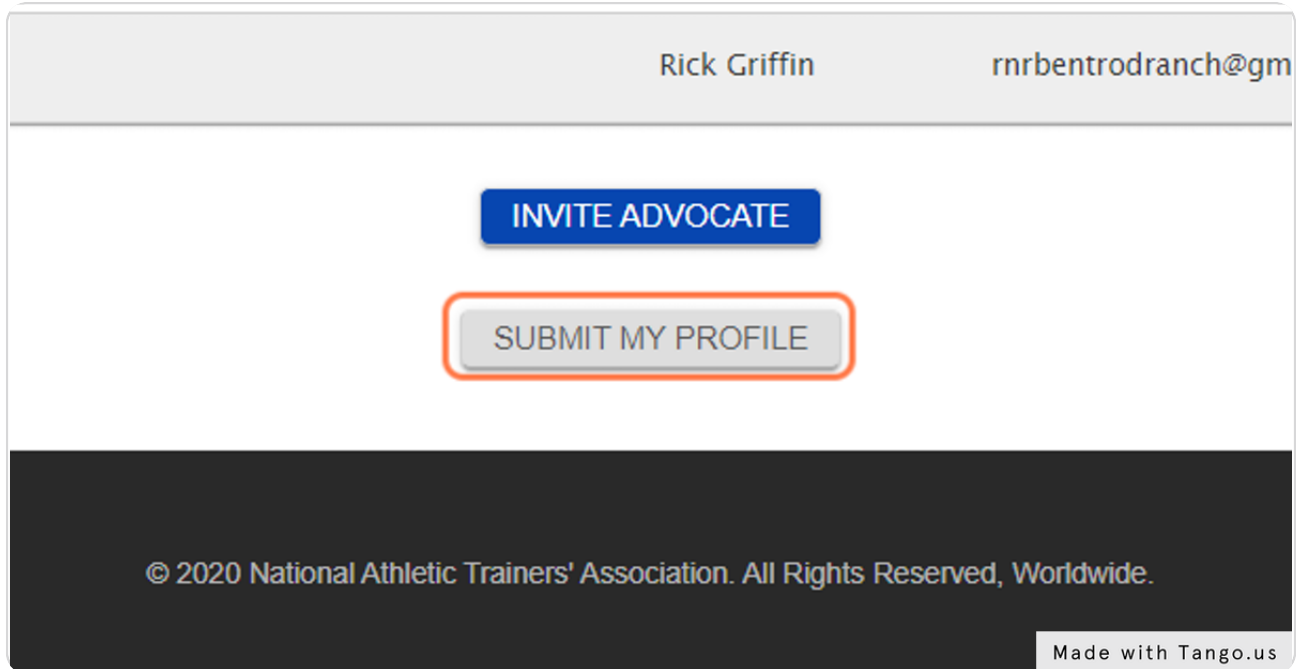
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STEP 38

**Click on SUBMIT MY PROFILE to submit your application**

**IMPORTANT**

Submitting your application permanently submits your application. You are unable to edit your application for the current award cycle once it has been submitted.



STEP 39

Click on **VIEW PROFILE REPORT** to print a PDF of your application.

This is recommended for your personal records.

**Nominee: Ms. Sue A. Stanley-Green**  
**Award: Gail Weldon Award**  
**Status: Submitted**

[VIEW PROFILE REPORT](#)

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**Circumstances \***

Special Circumstance ▼

Number ? \*

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