MCA 2019 Awards of Excellence – Online Nomination Instructions

- Visit https://enter.omnisam.com/menu-home.aspx?comp_id=0001F76D-A568-4937-B350-DB6E1443D1DA. Details and instructions are also included on the website.
- Click on the Register button in the upper right hand corner of the screen to create an account and select your username and password.
- Click on "Add Entry". This will open the nomination form where you will enter the project name and select the category. Once those two fields are filled in, you will be able to save your entry and proceed to enter all of the other fields. Sections 1-8 must be completed. You will be able to save your entry and come back to complete it at a later date.
- To edit an entry you have already begun, log in and then click on View/Edit Entries. This will open a list of all of your entries.
  - The status column will show you if your entry is complete. If not complete, hover over the word incomplete to see which sections need to be completed.
  - The Total Paid column will indicate if your entry has been paid for.
    - Early bird entry fee is $250 if paid on or before November 16, 2018. Entry fee is $350 if paid November 17 – December 10, 2018.
      - Payment for entries may be made at any time (you do not need to wait until your entry is complete to make a payment)
      - If you wish to purchase additional awards, add them to your order in Section 10 prior to making any payment.
      - To make a payment, select the entry or entries you would like to pay for from the View/Edit Entries tab and then click on "Pay Online" to make an online payment with credit card or "Pay Offline" to mail in a check
      - If you are paying by check, you must ensure that your payment is received at the MCA office by November 16 for the early bird rate or by December 10 for the full rate. Nominations that are not paid in full by the December 10 deadline will not be judged.
- Be sure to click on save frequently to make sure your nomination is saved as you progress through the form.
- Once you have completed all required fields your entry will show a status of Complete.
- Once your entry shows a status of Complete and has been paid for, it can be submitted for judging by clicking on the "Submit" button. After you submit the entry the status will change to Accepted.
- Only those entries that have a status of Accepted will be judged.
- All entries must be fully submitted and paid by December 10, 2018 to be judged.
- No refunds will be provided if you do not submit your nomination by the deadline.