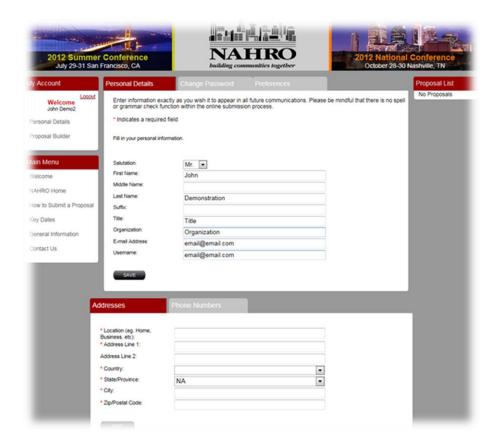
How to Submit a Proposal

Before you can begin submitting proposals using this system, you must first create a new user account. Please note that this login is not linked to your NAHRO membership login.

Click on the "Login" button in the MY ACCOUNT section on the left. After the Login page appears, click on the CREATE AN ACCOUNT button on the bottom of the page. Enter your first name, last name and e-mail address, and then choose a login ID and password for yourself. Once you have created your user account, you can log in quickly when you return to this site. If you forget your login information, please select the link located underneath the Login button to receive a reminder via email.



Click on the "Personal Details" button in the MY ACCOUNT section on the left. Enter remaining information and click on "Save". Saving your information will be beneficial as you advance in the submission process as your information will populate upon typing (or searching) your name.



Click on "Proposal Builder" button in the MAIN MENU section on left. Enter your presentation proposal title and then chose "CREATE A PROPOSAL".



Once you have created your proposal, the proposal title will appear in the ACTIVE NAHRO 2012 CALL FOR PRESENTATIONS section above. Click "Start" on the right.



Enter the information requested in red and then click on "NEXT".



Select the applicable track topic; and then complete the relevancy of topic, session description and learner objective sections.



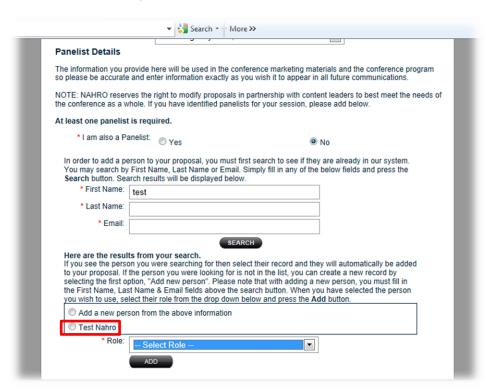
Once you have completed the required information, click on "NEXT. If you have not identified who any of your panelists will be yet, choose "No" to the question "I have identified panelists". Here you will need to provide advice regarding the make-up of your panel (examples: Finance Agency, Rural Agency PHA ED, etc.)



For the panelists who you have confirmed as part of your panel, add them to your proposal. To add them, first search for them by first name, last name, or email. If they are in the system, their record will show up below. If they are not, please enter all three fields (first name, last name, email), select the radio button titled "Add new person from the information above", and then choose "Panelist" from the Role pull down and click "Add."

Also, if you are part of the panel, select "Yes" to the question in the screen below - "I am also a Panelist" and your previously entered user information will automatically appear. Please fill in any other required fields for yourself. If you answer "No" **you must add at least one panelist**. Enter a name, and select SEARCH. From the results of your search, select the name you entered and choose "Panelist" from the ROLE pull down menu directly below. If the name you entered is not on the list of results, you can create a new record by selecting the first option.

Those people who are added as panelists, but did not create the proposal, can log into NAHRO's Submissions site at http://nahro.scsubmissions.com and fill in only their personal information, some of which the submitter may not know. Such users will not be able to edit any other answers in the proposal, or any information of other Panelists. Only the submitter can do this by logging into their account. You can add up to 3 panelists including yourself as a submitter.



When you are completed with adding all Panelists, click "Next" to review and submit your proposal. You may also click "Back" to return to the previous step, "Save & Close" to save entries and return at a later date or "Submit Proposal" if you have reviewed your proposal for completeness and ready to submit for consideration.





After reviewing your proposal details on the last step, and submit, an email from NAHRO will be sent to the submitter's email address. Please save a copy of this email for your records.

Reminder: Submissions for both Summer and National Conferences are due by February 3rd 2012. After that, both sites will automatically shut down and will not save additional proposals.

To "cut to the chase" and begin the proposal submission process, click here.