

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.

2012 Summer Conference
July 29-31 San Francisco, CA

NAHRO
building communities together

2012 National Conference
October 28-30 Nashville, TN

My Account
Login

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Login

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Note: This login is not linked to your NAHRO membership login.

USERNAME:
PASSWORD:

☐ Remember Me
☐ Keep Me Logged In

LOG IN

[Forgot your Password?](#)

Create an Account
Don't have an account yet? Create one [here](#).

Proposal List
Please login first

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.

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My Account
Logout
Welcome John Demo2
Personal Details
Proposal Builder

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Personal Details

Enter information exactly as you wish it to appear in all future communications. Please be mindful that there is no spell or grammar check function within the online submission process.

* Indicates a required field

Fill in your personal information.

Salutation: Mr.
First Name: John
Middle Name:
Last Name: Demonstration
Suffix:
Title:
Organization:
E-mail Address: email@email.com
Username: email@email.com

SAVE


Phone Numbers

Addresses


* Location (eg. Home, Business, etc.):
* Address Line 1:
Address Line 2:
* Country:
* State/Province: NA
* City:
* Zip/Postal Code:

Proposal List
No Proposals


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



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My Account

Welcome [Logout](#)
John Demo2

Personal Details

Proposal Builder

Proposal Builder

Create a Proposal

To create a new proposal, select the submission type you want to make a proposal for, and enter the title of your proposal below and click on 'Create a Proposal'. After you've created your proposal, it will appear above this text. Click on 'Start' to begin filling in your proposal.

Active Submissions: 2012 NAHRO National Conference – Call for Proposals

Deadline: February 03, 2012 05:00

* Proposal Title:

Word Count: (Max: 15)

CREATE A PROPOSAL

Proposal List
No Proposals

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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.



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2012 National Conference
October 28-30 Nashville, TN

My Account

Welcome [Logout](#)
John Demo2

Personal Details

Proposal Builder

Proposal Builder

Active

2012 NAHRO NATIONAL CONFERENCE – CALL FOR PROPOSALS

PROPOSAL TITLE	LAST MODIFIED	ROLE	STATUS	
Test Proposal	12/22/2011 1:34:52 PM	Submitter	New	START

Create a Proposal

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Active Submissions: 2012 NAHRO National Conference – Call for Proposals

Deadline: February 03, 2012 05:00

* Proposal Title:

Word Count: (Max: 15)

CREATE A PROPOSAL

Proposal List
No Proposals

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

The screenshot shows the NAHRO Proposal Builder interface. At the top, there are banners for the 2012 Summer Conference (July 29-31 San Francisco, CA) and the 2012 National Conference (October 28-30 Nashville, TN). The NAHRO logo is in the center. The left sidebar contains 'My Account' (Welcome John Demo2, Logout, Personal Details, Proposal Builder) and 'Main Menu' (Welcome, NAHRO Home, How to Submit a Proposal, Key Dates, General Information, Contact Us). The main content area is titled 'Proposal Builder' and 'Test Proposal' (Proposal ID: 26384). It shows 'Step 1 - Submitter Details' with navigation buttons for Step 1, Step 2, and Step 3. The form fields include: Prefix (required, red text 'Prefix Is Required'), First Name (John), Middle Name, Last Name (Demonstration), Suffix, Credentials, Professional Title, and Organization (Multiview). A 'Proposal List' sidebar on the right shows '2012 NAHRO National Conference - Call for Proposals' and 'Test Proposal'.

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

The screenshot shows the 'Step 2 - Edit Concurrent Session Contents' section of the NAHRO Proposal Builder. The main content area includes a 'Proposal Title' field (Test Proposal) with a word count of 2 (Max: 15). Below this is the 'Topic Track' section, which includes a link to view a description of each of the Topic Tracks and a dropdown menu for 'What is the area of interest for your proposal? You may choose only one:'. The 'Relevancy of Topic' section follows, with a note that the relevancy of the session is an important factor in the acceptance of a session proposal. The left sidebar and top banners are the same as in the previous screenshot. The right sidebar shows the 'Proposal List' with '2012 NAHRO National Conference - Call for Proposals' and 'Test Proposal'.

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.)

The screenshot shows the 'Step 3 - Identify the Panelists' section of the NAHRO Proposal Builder. The main content area includes a heading 'Step 3 - Identify the Panelists' and a note that as the submitter of this proposal, it is not automatically assumed that you will be a content leader. It also states that NAHRO recommends having no more than three panelists per session. The 'Identifying Panelists' section asks if the user has identified panelists, with 'No' selected. Below this, there are three dropdown menus for 'Panelist 1', 'Panelist 2', and 'Panelist 3', with 'Finance Agency', 'Rural Agency PHA ED', and 'Small Agency PHA, ED' selected respectively. The 'Panelist Details' section is at the bottom. The left sidebar and top banners are the same as in the previous screenshots. The right sidebar shows the 'Proposal List' with '2012 NAHRO National Conference - Call for Proposals' and 'Test Proposal'.

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.

Panelist Details

The information you provide here will be used in the conference marketing materials and the conference program so please be accurate and enter information exactly as you wish it to appear in all future communications.

NOTE: NAHRO reserves the right to modify proposals in partnership with content leaders to best meet the needs of the conference as a whole. If you have identified panelists for your session, please add below.

At least one panelist is required.

* I am also a Panelist: ☐ Yes ☒ No

In order to add a person to your proposal, you must first search to see if they are already in our system. You may search by First Name, Last Name or Email. Simply fill in any of the below fields and press the Search button. Search results will be displayed below.

* First Name:

* Last Name:

* Email:

SEARCH

Here are the results from your search.
If you see the person you were searching for then select their record and they will automatically be added to your proposal. If the person you were looking for is not in the list, you can create a new record by selecting the first option, "Add new person". Please note that with adding a new person, you must fill in the First Name, Last Name & Email fields above the search button. When you have selected the person you wish to use, select their role from the drop down below and press the Add button.

☐ Add a new person from the above information

☒ Test Nahro

* Role:

ADD

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.

* I am also a Panelist: ☒ Yes ☐ No

Panelist

Ryan55 Keleher55 (ryank@cmcg.com) **SHOW** [up] [down] [X]

John Demo2 (demo@cmcg.com) **SHOW** [up] [down] [X]

Gunjan Patel (gunjanp@cmcg.com) **SHOW** [up] [down] [X]

Click BACK to return to the previous step
Click SAVE to save your entries and remain on this step
Click NEXT to save your entries and move on to the next step

BACK **SAVE** **NEXT**

* denotes a required field.



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](#).