



## 2015 Scholarship and Awards Nomination

### Frequently Asked Questions:

**Q. Can I leave the nomination and return to finish it later?**

A. You may leave the application at the end of each step, and return to complete the following steps later. Complete the required fields in any given step and then click Next at the bottom to save your work. You may then close the browser and return later and resume the nomination by clicking edit next to the nomination.

**Q. What information do I need to provide for the nomination?**

A. The questions may vary by each scholarship or award. To view the information that is required for each nomination, visit the [Scholarships and Awards website](#). As you scroll down, there is a description of each award and scholarship with a link View Application Details below the description. When you click the link, the questions required for each nomination is listed, along with the maximum point value for each question.

**Q. Can I delete a nomination?**

A. Before clicking Submit Application(s), you may delete a nomination. In the left menu bar, click Nomination Info/New Nomination. On this screen find the nomination you wish to remove and click delete.

**Q. Can I edit a nomination?**

A. Before clicking Submit Application(s) button on Step 4, you can click the edit link to the left of a nomination and edit the content. Once you click Submit Application(s), you will not be able to edit the nomination.

**Q. Can I submit more than one nomination?**

A. You may submit one person for each award or scholarship type. You may not submit more than one person for a single award or scholarship. To submit a new nomination, click Step 4: Add Nomination(s) to submit new nominee information.

**Q. How can I find my NHSA Membership Number?**

A. Log into My NHSA and click on the My Account link in the left menu. Choose the Profile tab. This tab lists both your Organization Number and Individual Number. The Organization Number is the NHSA Membership Number.