

NSW Premier's Awards

# Guide for awards ambassadors

Detailed guide for Awards Force online  
nomination portal

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# About the online nomination portal

The NSW Premier's Awards online nomination portal is hosted on Awards Force. This system is used across many organisations within NSW Government and it is possible that you may already have access / have used the system before.

We suggest saving the website as a favourite in your browser:

<https://publicserviceawards.awardsplatform.com/>

## Login details

Portal: <https://publicserviceawards.awardsplatform.com/>

User: your work email address

Note: if the user already has an account with Awards Force, it will automatically link to the Premier's Awards online nomination portal once signed in.

If a user cannot remember their password, they will need to select '**forgot password**' on the main login page to reset. Neither the Awards team nor Awards Ambassadors can reset passwords on behalf of others.

# Registering nominators

Nominators / Entrants will be able to register their own login and submit nominations into the [Premier's Awards online nomination portal](#).

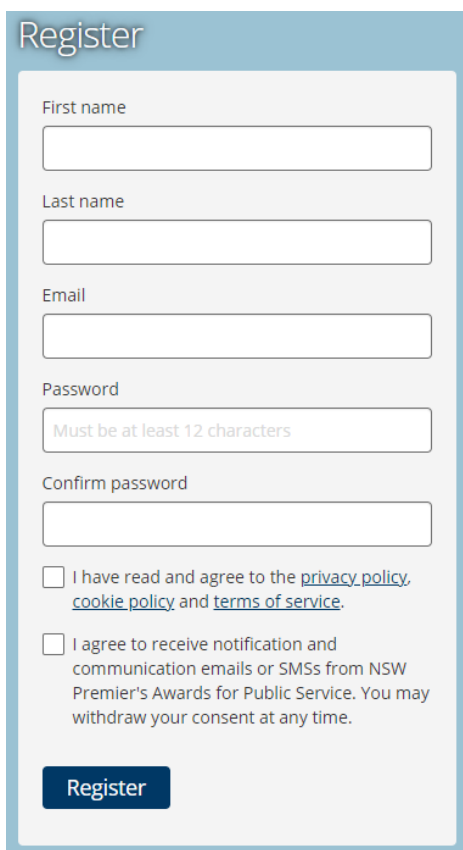
Awards Ambassadors will be able to see all nominations in progress for their department / agency in real time, enabling Awards Ambassadors to track their progress and give timely advice.

Once the nominations are submitted, the Awards Ambassador is required to **approve** the nominations in the system, once they have completed the relevant quality checks, in particular ensuring that attachments can be accessed (i.e. not broken links).

## Self-registration

Nominators / Entrants can self-register their own login on the Premier's Awards online nomination portal by completing the below information on the login page.

**Note:** The Premier's Award team encourages this approach to take the onerous off the Awards Ambassadors unless assistance is required for accessibility.



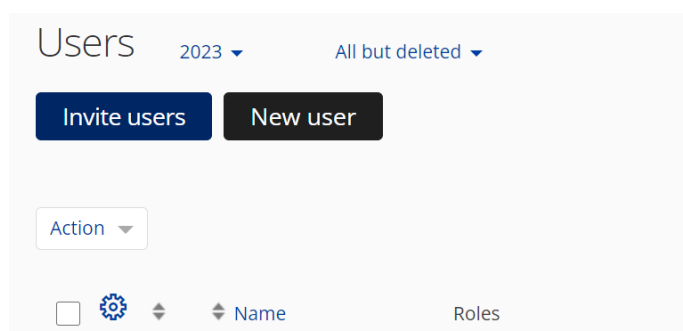
The screenshot shows a registration form titled "Register". It contains the following fields and elements:

- First name: A text input field.
- Last name: A text input field.
- Email: A text input field.
- Password: A text input field with a placeholder text "Must be at least 12 characters".
- Confirm password: A text input field.
- Two checkboxes with associated text:
  - I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).
  - I agree to receive notification and communication emails or SMSs from NSW Premier's Awards for Public Service. You may withdraw your consent at any time.
- A dark blue "Register" button at the bottom.

## Creating a new user login

If required, Awards Ambassadors can still create nominator logins for the portal. This may be used if assisting a nominator with an accessibility requirement or for an external stakeholder.

1. Log into the Premier's Awards online nomination portal, click **Users** in the menu on the left-hand side.



2. On the new page loaded, click **New User**.
3. Check the box marked **Entrant** in the list on the right-hand side of the screen (highlighted below).
4. Enter the first name, surname and email address of the new user you would like to create a login for.

5. The mobile number is not required but can be entered if known. The new user will be asked for their best contact number when they first log into the system.
6. You will need to create a password for the new user: Welcome2023!

If the user already has an account with Awards Force, it will automatically link to their current account.

If a user cannot remember their password, they will need to select '**forgot password**' on the main login page to reset. Neither the Awards team nor Awards Ambassadors can reset passwords on behalf of others.

7. Email the new user with their account details and the **2024 Award Force Online Nomination Portal - Guide for Entrants** (provided to you in your Awards Ambassador information pack). Please see below sample text, that you can email to them:

Dear [Name]

Thank you for your interest in the NSW Premier's Awards for Public Service. I have created a login for you for the online nomination portal to enter your nomination:

**Website:** <https://publicserviceawards.awardsplatform.com/>

**Login:** [your email address]

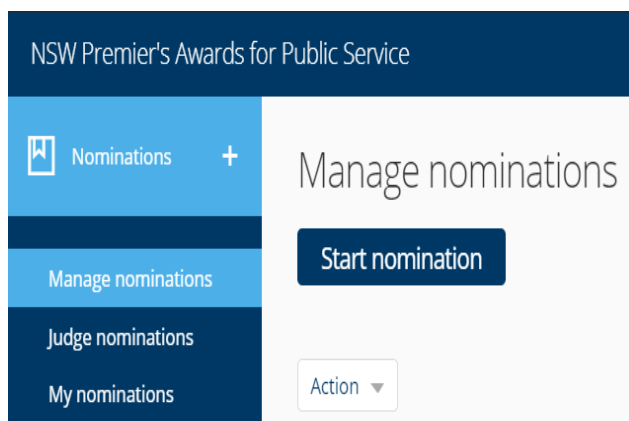
**Password:** Welcome2024!

(You can change this password to something more memorable when you first log in, click on your name in the top right of the screen and click "Profile" to update it in the Edit Profile page or if you forget your password you can select forgot password to reset from the main login page)

8. Make sure you attach the **2024 Award Force Online Nomination Portal - Guide for Entrants** to your email so that the new user knows how to enter a nomination into the portal.
9. Please refer to this guide if you are entering a nomination yourself, as the instructions are the same for Awards Ambassadors. New nominations can be started via **My nominations**.

# Viewing nominations that are in progress

All nominations that are in progress or have been submitted within your department or agency can be viewed through **Manage nominations**.



If you need to be able to view nominations from another Department or Agency, please let the Premier's Awards team know and we can expand your viewing permissions.

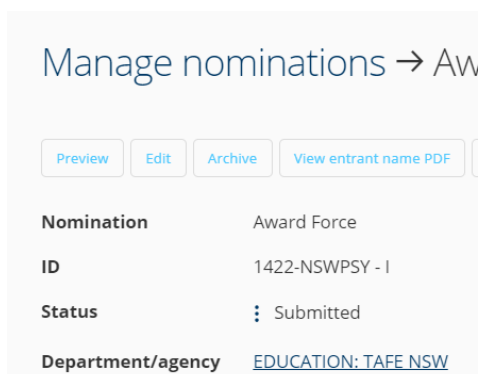
You will be able to follow the progress of nominations being entered into the system in real time.

We recommend you check the system regularly and contact the person submitting the nomination if you have any suggestions to improve their nomination.

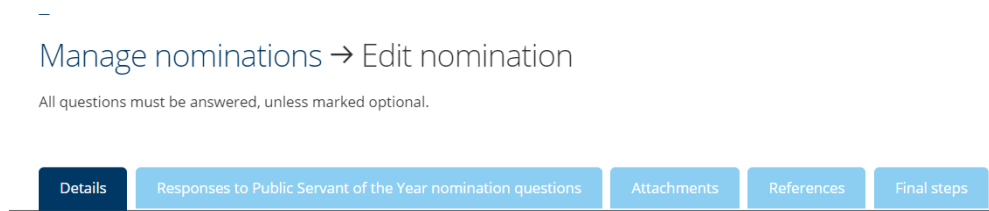
## Editing a nomination

Entrants can edit their nominations at any time, until they submit the nomination. Awards Ambassadors can make edits to nominations at any time, if needed. As an Ambassador, you may need to make some edits to entrants nominations.

1. From the list of nominations within **Manage nominations**, click on the nomination title (in blue) you wish to edit.
2. To edit the entry, select **Edit** from the buttons and you will automatically be directed to the **Details** tab.



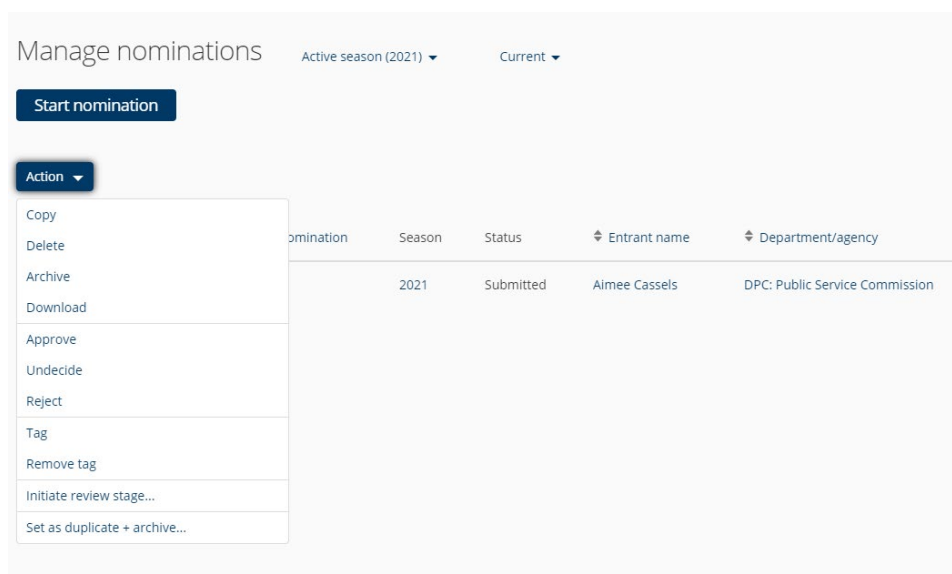
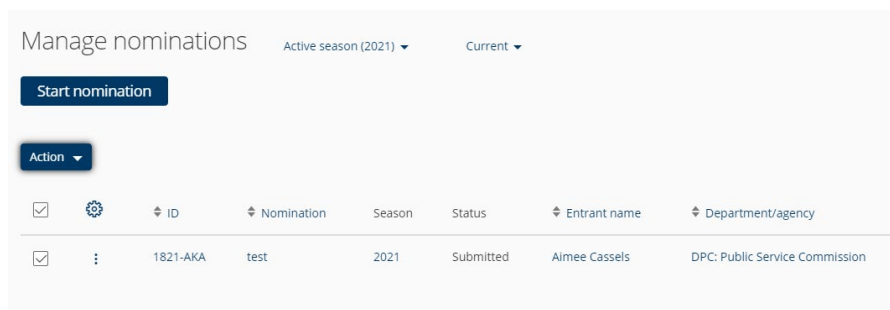
3. You can navigate to where you need to make any edits by selecting the relevant tab from the top of the page.



## Sending a nomination back to an entrant for changes

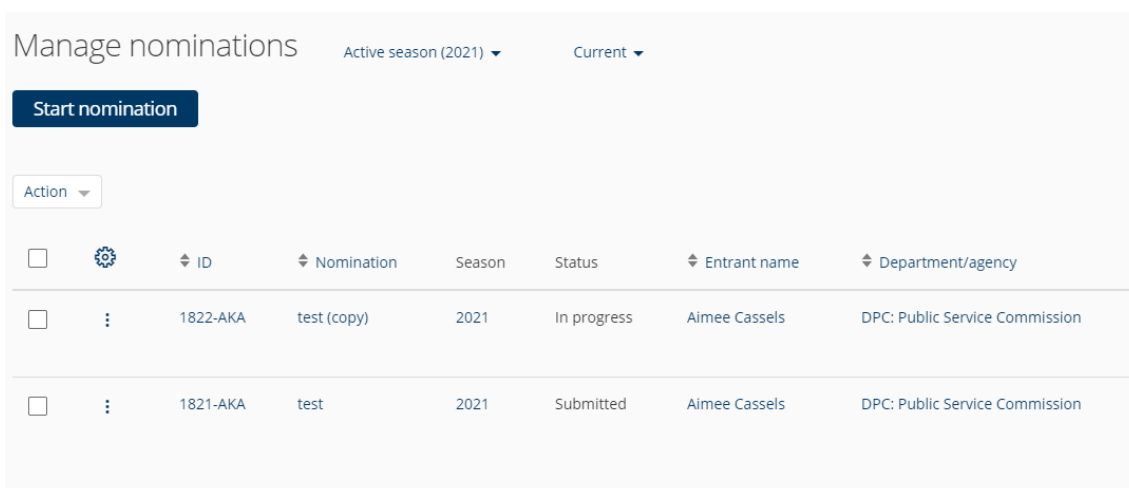
If a nomination needs to be changed by the entrant but has already been submitted, you will need to make a copy of it.

1. Check the box next to the nomination, select the **Action** drop down box and click on **Copy**.





A copy of the nomination will appear that is back 'In progress'.

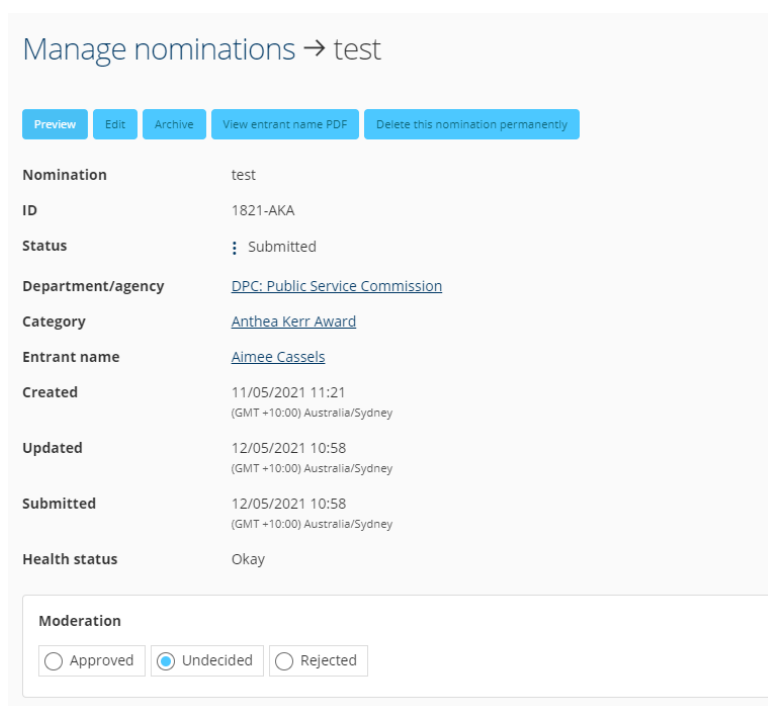


The screenshot shows the 'Manage nominations' interface. At the top, there are dropdown menus for 'Active season (2021)' and 'Current'. Below these is a 'Start nomination' button. An 'Action' dropdown menu is visible. The main part of the interface is a table with the following columns: a checkbox, a gear icon, an ID, a Nomination, a Season, a Status, an Entrant name, and a Department/agency.

<input type="checkbox"/>		ID	Nomination	Season	Status	Entrant name	Department/agency
<input type="checkbox"/>		1822-AKA	test (copy)	2021	In progress	Aimee Cassels	DPC: Public Service Commission
<input type="checkbox"/>		1821-AKA	test	2021	Submitted	Aimee Cassels	DPC: Public Service Commission

2. The entrant will now be able to see both the **Submitted** and **In progress** versions of the nomination in their portal. The **Submitted** version has to be deleted, but this may cause confusion for the entrant that a different version of their nomination has shown up if they happen to click the deleted menu choice (see image below). To avoid it showing up in their deleted list, the Awards Ambassador needs to change the owner of the nomination.

To do this, click on the **original entry**, hover over the **entrant's name**, in this example 'Aimee Cassels' and click **edit**.



The screenshot shows the details for a nomination titled 'test'. At the top, there are buttons for 'Preview', 'Edit', 'Archive', 'View entrant name PDF', and 'Delete this nomination permanently'. The details are as follows:

- Nomination: test
- ID: 1821-AKA
- Status: Submitted
- Department/agency: [DPC: Public Service Commission](#)
- Category: [Anthea Kerr Award](#)
- Entrant name: [Aimee Cassels](#)
- Created: 11/05/2021 11:21 (GMT +10:00) Australia/Sydney
- Updated: 12/05/2021 10:58 (GMT +10:00) Australia/Sydney
- Submitted: 12/05/2021 10:58 (GMT +10:00) Australia/Sydney
- Health status: Okay

At the bottom, there is a 'Moderation' section with three radio buttons: 'Approved', 'Undecided' (which is selected), and 'Rejected'.

A drop box will appear for you to enter your own name. Type in the first three letters of your name and it will auto fill the rest of your name or give you a list to choose from.

Click the **Save** button to complete the process.

3. To delete the original nomination, check the box next to it, click on the Action drop down menu and select Delete. Now the nomination will appear in your deleted list.

4. Once the original has been deleted, go into the *In Progress* copy you made, select **Edit nomination**, and delete the word “(copy)” from the entry name (see image below).

Click the **save and close** button to complete the process.



The screenshot shows a web interface titled "Manage nominations". At the top right, there are two dropdown menus: "Active season (2021)" and "Current". Below the title is a dark blue button labeled "Start nomination". Underneath is an "Action" dropdown menu. The main part of the interface is a table with the following columns: a checkbox, a gear icon, "ID", "Nomination", "Season", "Status", "Entrant name", and "Department/agency". One row is visible with the following data: checkbox (unchecked), gear icon, "1821-AKA", "test", "2021", "Submitted", "Shirley-Ann Ujhazy", and "DPC: Public Service Commission".

Once this has been completed, contact the person who submitted the nomination to advise that their nomination status has been reverted to *'In progress'* and explain where the nomination requires further editing.

# Reviewing and Approving nominations

## Reviewing the nominations and attachments

All nominations in the system from your department / agency needs to be reviewed for quality checking purposes, in particular, checking all attachments can be accessed, reviewing the nomination to make sure they answer the questions and rejecting any duplicate entries for the same project.

1. Once the nominations are submitted, this is a signal for you to review the content
2. From the list of nominations within **Manage nominations**, click on the nomination title (in blue) you wish to review.
3. To review the entry, select **Preview** from the buttons and you will automatically be directed to a preview of the nomination where you will see all nomination details and attachments.
4. Check the nomination content and that all attachments can be accessed (look out for broken links, intranet pages (which only your agency will be able to view) and long documents with no reference to which information supports the nomination).
5. Once you reviewed and you are happy to progress the nomination, select **Approve** and go back.
6. This should display on the moderation of the previous page and if not refer to the below details to approve the nomination.

**Note:** if attachments cannot be accessed you can contact the entrant and obtain the document and edit the nomination (following the above instructions) and update the nomination or alternatively return the nomination for the entrant to update.

## Approving the nominations

Once you have reviewed the nomination, which can be completed at any time once it is submitted, you can approve the nomination to progress in the system.

At the discretion of your organisation, ensure that any shortlisted nominations have been reviewed and endorsed by the appropriate authority in the organisation. (Not all agencies do these checks as the Premier's Awards program has a rigorous review, judging and approvals process).

**Note:** nominations do not require Secretaries, Agency Heads or CEOs approval during the nomination period. If the nomination is shortlisted as a finalist, the Premier's Awards team will request endorsement in bulk from the Secretaries, Agency Heads and CEOs for their department or agency.

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1. To approve or reject a nomination, navigate to **Manage Nominations** found in the menu on the left-hand side of the page.
  2. There are two options:
    - Use the checkbox to select which nominations you want to approve or reject, once the checkbox(es) are selected, click **Action**, select **approve or reject**.
    - Alternatively, click on the nomination title (in blue), which will open the individual nomination, scroll down to **moderation** and select **approve or reject**.

**Note:** if you reject an item(s) please click **Action** again and select **Tag** to provide a reason e.g. duplicate.

- If you have made a mistake, select undecided to remove the approve or reject tag.

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Enabling a world class  
public service

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## **Public Service Commission**

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