

# Celebrate Teaching! Awards 2021

## Using the Nomination Platform



This year, all nominations will be handled via the Judgify platform, with the exception of the Student Choice Awards. Emailed nominations will not be accepted.

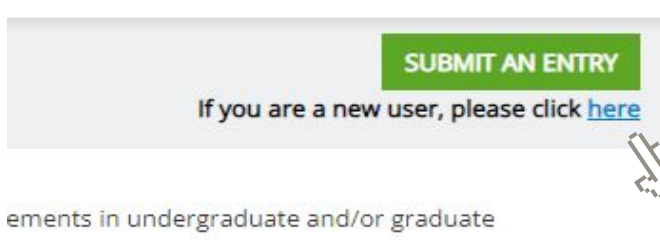
### Nomination forms

- 1 Go to the TLC webpage for the Celebrate Teaching! Awards.  
<https://bit.ly/Celebrate-Teaching-Nominations>
- 2 Select the award for which you'd like to complete a nomination.



### First-time users

- 1 If this is your **first time** using the platform, click the link to register for a free account.



You will be unable to start a nomination until you have registered for an account. You only need to do this once.

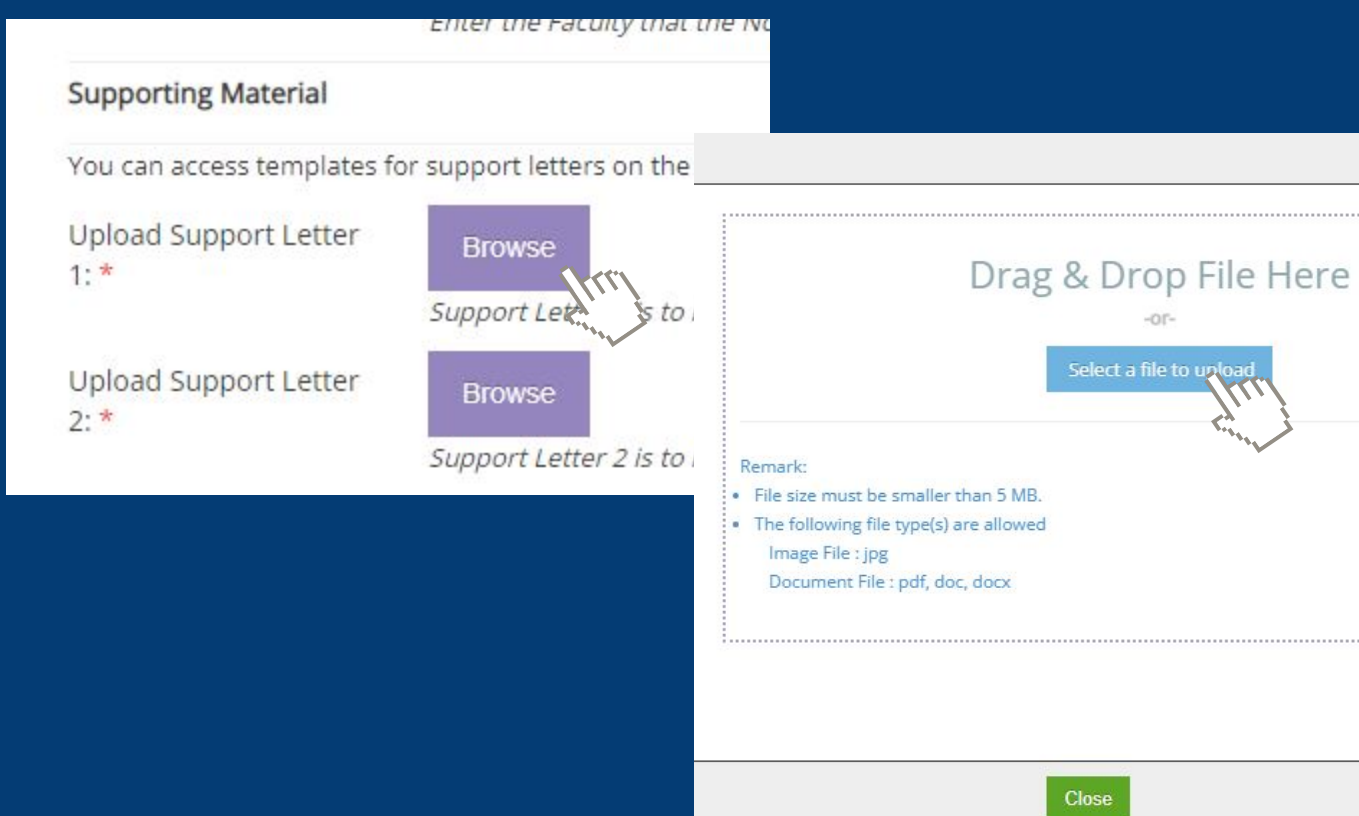
- 2 Create your account by entering your name, email, and country of residence (note that this is a default required field). Click submit.

You will be brought to the nomination form once you have registered.

### Completing nomination forms

Each nomination form has similar fields. All fields are required for submission.

- 1 Complete all fields in the form, making sure names and emails are correct.
- 2 Upload Support Letters by clicking browse, and navigating to the file on your device.

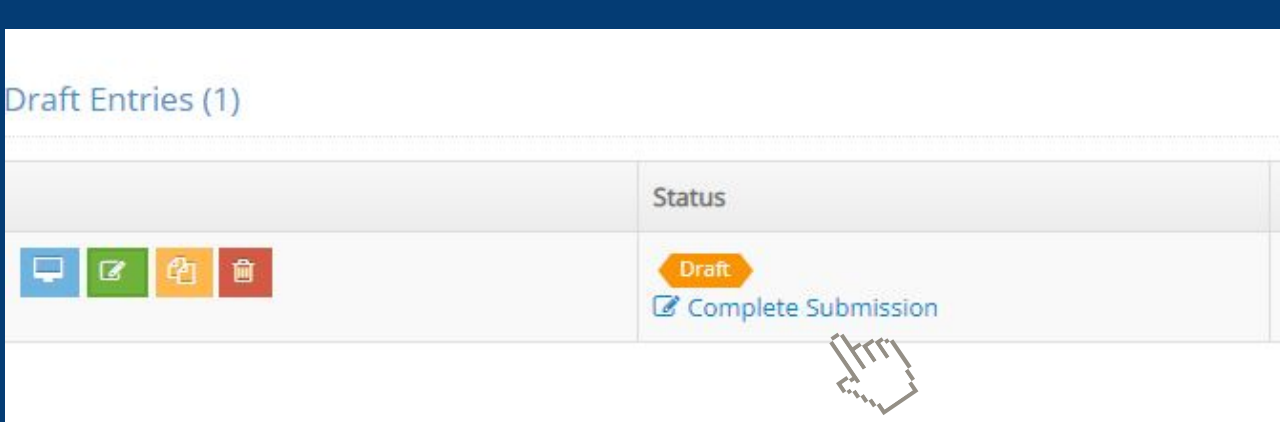


Templates for Support Letters are available on the TLC Website. **Do not submit other formats** for the Support Letters. Filetypes accepted are JPG, PDF, DOC, DOCX.

- 3 To save your progress and return to the form later, click Save as Draft.



When you return to the Judgify platform, all your saved drafts will appear in your profile. To complete a nomination, click Complete Submission in your drafts.



- 4 When your nomination form is complete, click Submit.



**Nominations are due**  
Friday, February 25 at 4:30 p.m. Eastern Time



### Help and Support

Refer to the TLC Website for FAQs about the nomination process.

Questions and comments may be directed to [teachingandlearning@ontariotechu.ca](mailto:teachingandlearning@ontariotechu.ca).