

**SCA Awards Portal Instructions**

All reviewers, applicants and site administrators need to go to your state’s site and create an account.

* Click “log in” in upper right corner
* On the right side of the next page, click “not registered”
* Create an account

As an administrator  
- log in  
- click on Administration  
- go to the **Users** section in the upper left corner of the administrative side. Here you can assign individuals as site administrators, reviewers, or Other Awards reviewers. You do not need to do anything for applicants. Their user status will say “None”. Always **Save Changes**.

**View Nominators and Nominees**

* Go to the **Nominations** tab
* You will need to e-mail all nominees and direct them to the application link.
* You should provide a deadline for applications in the e-mail and should include the   
   nominators in the e-mail as well.
* You can create an automated email in the Email Notices section.

**View and Vet Applications**

* Go to **Vetting** and click on the magnifying glass on the far right hand side for each application.
* You can assign whatever meaning makes the most sense to you for the **Final**, **Vetting** and **Approved** boxes at the top of the application.
* **All three must be checked** (green check marks) for the applications to be scored.
* ASCA uses those buttons to confirm that the applications have been checked for completion, that the applicant is an ASCA member and that the applicant is currently a practitioner and has worked as a school counselor for at least three years.

**Assign Applications and Reviewers**

* Click on the **Users** tab, find each the name of each reviewer that you have asked to sign to review applications. (Remember they must have created an account).
* Use the access selection box and select **SCOY REVIEWER** for those who will review and score the applications.  When you are done making your selections click “save changes” at the top or bottom.
* Once your reviewers are all assigned, go to the **Groups** tab.
* Create a review group -click create group, type in a name for your group (e.g. SCOY 2019, Secondary 2019, Elementary 2019) and click submit.
* Next click on **Assign SCOY Entries** and assign each desired application to the appropriate group (you can create multiple groups by repeating the previous step).
* Next go to **Assign SCOY Judges**.
* Find the name of the appropriate reviewers. Go to the drop down box on the far right and click on the group (that you created in the step above) for which that reviewer will score applications.
* Click **Save Changes**.

**Push Nominee to ASCA**

* On the left side, click on To National
* The applicant should have three green check marks visible
* Click on “Push” and the applicant will be sent to ASCA as your state winner.

The SCOY reviewers will sign in using the user name and password they created when they registered. They will be able to see the applications in their assigned group(s). If reviewers forget their usernames and passwords, you can access them by going to the **User** section, locating the appropriate name, and clicking on the pencil icon.

Applications will not show up for assignment into a group until they are marked as finalized, vetted, and approved.  You do this by going to vetting, clicking the “View” button and then marking the three checkboxes at the top and clicking **Save Changes**.

**Settings**

* In this section, you include contact information and an e-mail address for inquiries.
* Set deadlines for nominations, applications, and review.
* Select **Other Awards** if you will accept applications for awards other than school counselor of the year.
* Check either **large button on the homepage** (recommended) or **in the footer** in the settings section, you need to create the guidelines for the other awards.

**Other Awards**

* Create the guidelines/instructions/rubric for any additional awards you want to add.
* If you are the administrator, go to Other Awards in the setting section on the left side.
* Create the award name.
* Upload any documents that outline specific criteria and requirements for the award.
* Make sure to indicate what documents are required and if you want the information uploaded as one document or separate documents and if the information should be saved as a pdf or a word document.