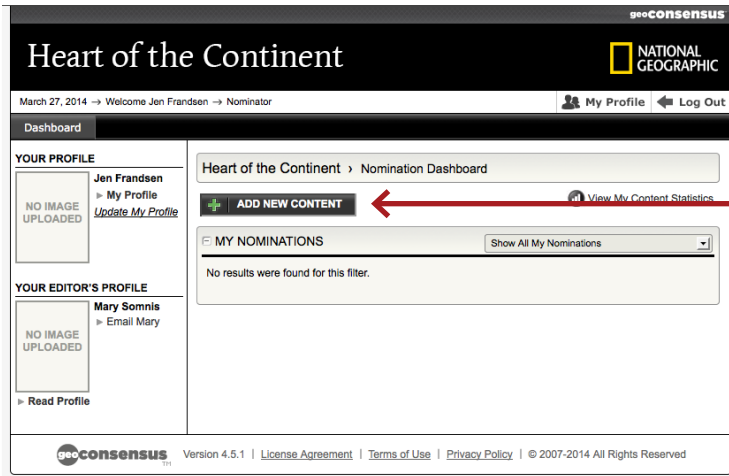
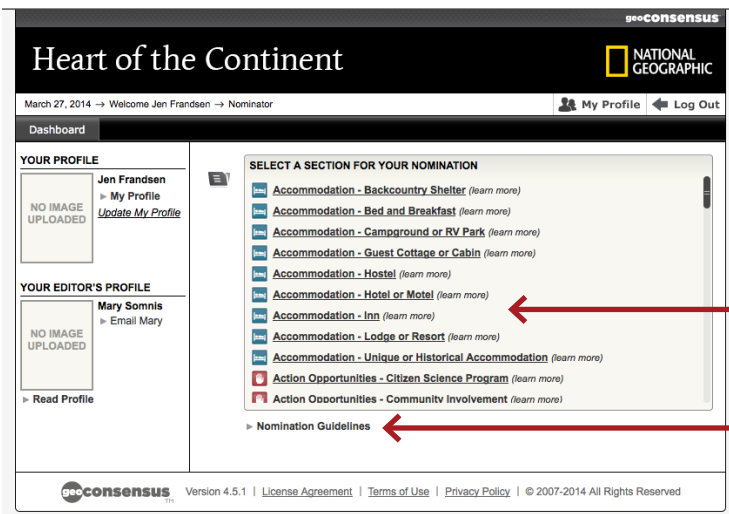


# A Quick and Easy Guide to Nominating



## Step 1

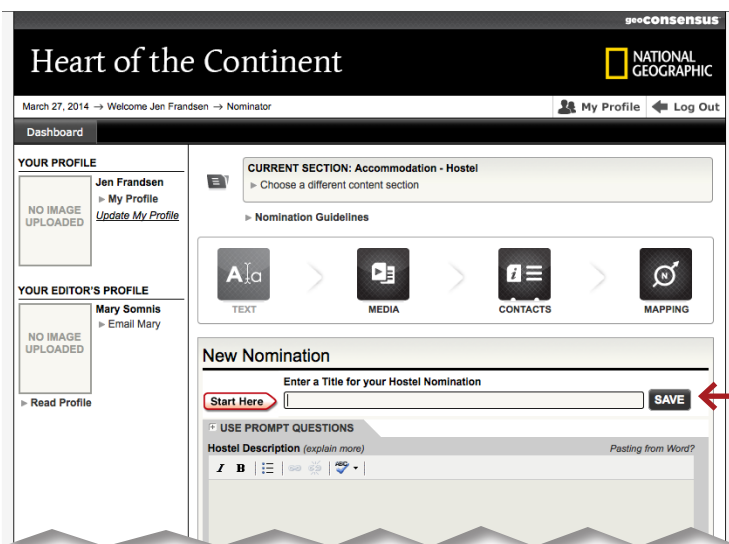
Click the ADD NEW NOMINATION button.



## Step 2

Select the most appropriate section for your nomination. You can read more about each section by clicking on the 'learn more'.

You can learn about the nomination criteria and guidelines by clicking on the Nominations Guidelines link.

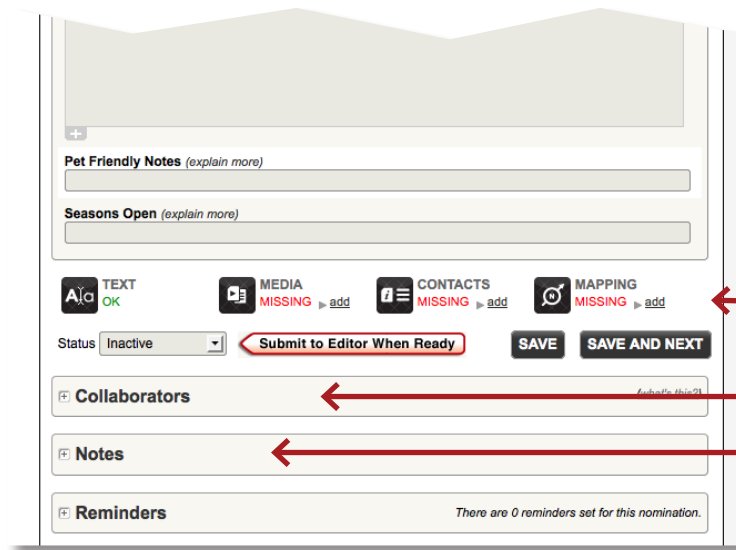


## Step 3

Provide your nomination with a title and begin by completing the text information about your nomination.

Your nomination should include all nomination areas, TEXT, MEDIA, CONTACTS and MAPPING.

Continued Next Page...

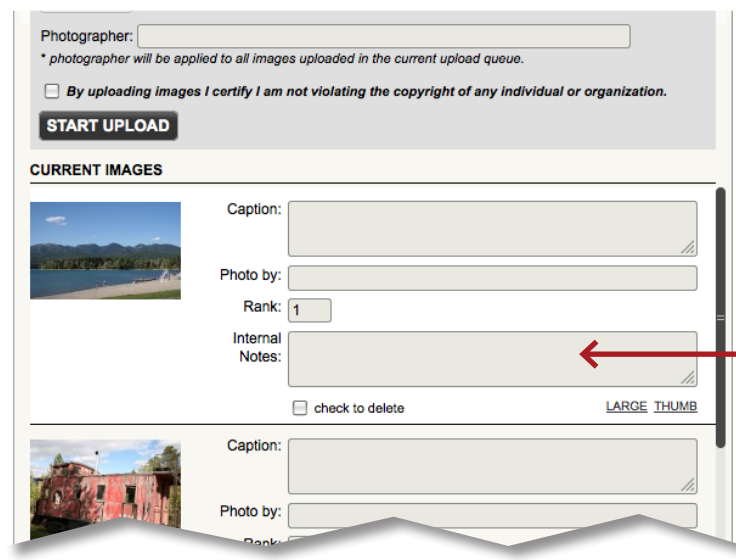


## Four Key Areas

At the bottom of the TEXT area you see the status of your content in each of the areas, TEXT, MEDIA, CONTACTS and MAPPING.

You can invite other signed-up users to collaborate on your nomination.

You may also add and exchange notes with the editor about your nomination.

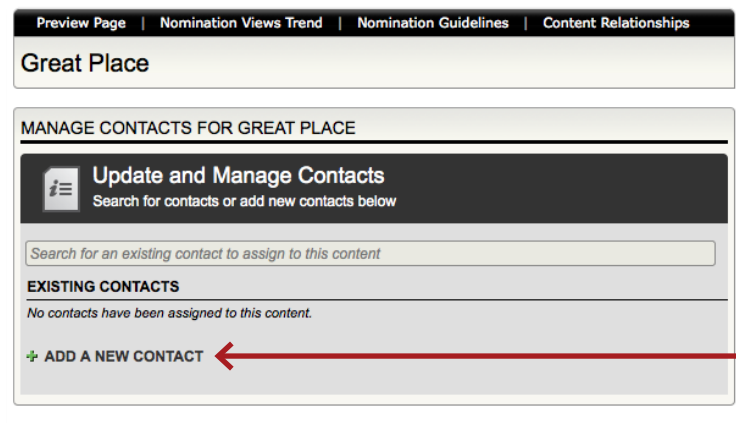


## Add Media

You can upload as many images as you want. The starting file size of your image should be less than 2 megabytes but more than 200k.

You can also add videos, embedded video, documents and sound files.

**You should upload at least one image for your nomination!**



## Add Contacts





Add contact information for your nomination. You can add many contacts, however, you should add at least one contact. This should be the information the public can use to learn more about the nomination, or to otherwise contact the nomination.

**Search to see if a contact already exists before adding.**

**Continued Next Page...**

**LOCATION MARKER OPTIONS FOR GREAT PLACE**

Choose the map marking method that is most appropriate for the location.





-  **Mark a Single Location**  
For one, fixed location point.
-  **Mark Multiple Locations**  
For content that has more than one fixed location point.
-  **Mark Path, Line, or Route**  
For content that extends along a route or line.
-  **Mark an Area**  
For content that covers a broad area.

## Map It!

Choose to map as a single location, many locations, a route, or as an area. You can change from one type of mapping to another later on.

**PLOT** **SEARCH** **RESET**

**Place a point, several points, draw a line, draw an area, and choose your basemap**

Select:  **Single Point**  **Multiple Points**  **Path or Route**  **Mark an Area**

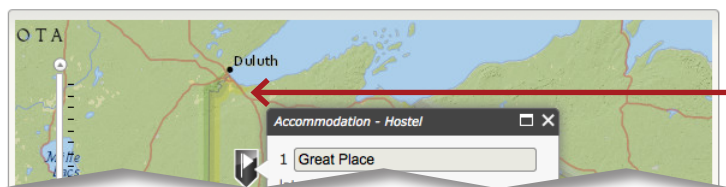
► Search for a place name or address More Options

**Tips** Mouseover your marker to update the marker's title. To move the marker click and drag the marker.  
Use the zoom slider on the upper left of the map to zoom the map closer. Click the SEARCH tab to look for a place or address. Click and drag anywhere on the map to move the map.

## Mapping Tools

Use the tools to zoom-in and accurately plot your nomination on the map.

You should make sure your nomination is marked exactly.




**Use the zoom tool to ensure accurate mapping.**

Heart of the Continent > Nomination Dashboard

**ADD NEW CONTENT** View My Content Statistics

**MY NOMINATIONS** Show All My Nominations

Name or Title	Notes	Status	Last Updated	Select
 Great Place		Inactive	03/27/2014	<input type="checkbox"/>

**TRANSFER TO:**  **CHANGE TO:** Select

► Show My Nomination on Map

## Your Dashboard

All your nominations are listed on your dashboard. You can return as often as you like to update and add-to.

Make sure you select Submit to Editor

**Don't forget to add your profile picture and info!**