CONTENTS

1 Introduction ............................................................................................................................................. 2

2 Getting Started ...................................................................................................................................... 3
  2.1 Login to SPARKPLUS ......................................................................................................................... 3
  2.2 Change your Password ....................................................................................................................... 4

3 Phase One: Nominee Registration ........................................................................................................ 5
  3.1 Add Nominees ...................................................................................................................................... 5
  3.2 Remove Nominees ............................................................................................................................... 6
  3.3 Save your Nominees ........................................................................................................................... 6
  3.4 Confirmation email .............................................................................................................................. 6

4 Phase Two: Upload Submission ............................................................................................................ 7
  4.1 Task One: Upload Submission ........................................................................................................... 7
    4.1.1 Upload a Nominee’s Submission ................................................................................................... 7
    4.1.2 Change Uploaded Nominee’s Submission .................................................................................... 8
    4.1.3 Complete Nominee Submission .................................................................................................. 8
  4.2 Task Two – Upload Photo ................................................................................................................. 9
    4.2.1 Formatting Requirements ............................................................................................................ 9
    4.2.2 Upload a Different Photo ............................................................................................................ 10

5 Contact Details ...................................................................................................................................... 11
  5.1 AAUT Awards Team ............................................................................................................................ 11
  5.2 SPARKPLUS ....................................................................................................................................... 11
1 INTRODUCTION

Welcome to the 2018 AAUT Awards Portal.

There are two phases to the 2018 AAUT Awards Portal online submission process.

**Phase 1: Nominee Registration**

ICOs will be required to enter each nominee’s details into the 2018 AAUT Awards Portal. During this phase, no documents need to be uploaded.

- **Opening Date:** Monday 5 November 2018, 8.00am AEDT
- **Closing Date:** Monday 19 November 2018, 11.59pm AEDT

**Phase 2: Upload Nomination Submission**

- **Opening Date:** Monday 26 November 2018, 8.00am AEDT
- **Closing Date:** Monday 10 December 2018, 11.59pm AEDT

ICOs will be required to upload one PDF submission for each nominee, along with a digital photograph.
2 GETTING STARTED


2.1 LOGIN TO SPARKPLUS

2. If you have not logged on before or you have forgotten your password, click on the Forgotten Your Password link and enter your Account ID in the popup window. (Your account ID will have been sent to you by email. If you have not received it, please email the Awards Team).
3. A link to create a new password will be sent to your email address
4. Once you have reset your password, logon to SPARKPLUS. Please be aware that passwords are case sensitive.
5. The screen you see when you log on will depend on the type of activity you have to do (entering nominee details or uploading nominee files) and whether the period to complete the selected task is open or not.
2.2 CHANGE YOUR PASSWORD

You can change your password and your preferred name at any time by choosing the link behind your name (e.g. Hi George). This will bring up a screen that allows you to change your passwords and modify some of your account details.

1. Click your name.
2. Click the “Modify” button.
3. Enter a new password in the **New Password** box. Passwords need to be from six to ten characters in length.
4. Re-type the password in the **Re-type Password** box to confirm the change.
5. Passwords are encrypted within the program so we suggest that you use your institution password so it is easy to remember.
6. Click Save.
3 PHASE ONE: NOMINEE REGISTRATION

When you log on, you will see the following screen.

You can change your nominees any time until the closing date.

You will be able to log in after the closing date, but not edit or add nominee details.

PLEASE NOTE that late registrations will NOT be accepted after the closing date, Monday 19 November 2018, 11.59pm AEDT.

3.1 ADD NOMINEES

1. Enter the details of the nominee into a blank row on the screen. If there are no more blank rows you’ll have to replace one of the nominees.

PLEASE NOTE: The number of rows in each section shows the maximum submissions per institution (Citations = 6, Programs = 2, Awards = 3)

2. If a nominee entry is missing something the field will be shown with a pink background, as seen below:
3.2 REMOVE NOMINEES

Delete information in the fields from the row that contains the nominee you wish to remove.

3.3 SAVE YOUR NOMINEES

1. Click the “Save” button at the bottom of the screen and the system will check and report any inconsistencies. If there are inconsistencies, a dialog box will report them and offer the opportunity to make changes before saving or save the data with the inconsistencies.

2. You can make changes to add, delete or edit the nominees any time until the close date shown in the panel on the left.

3. Please ensure details of all nominees are entered and saved by closing date, Monday 19 November 2018, 11.59pm AEDT.

PLEASE NOTE: Pressing “Save” submits your entries to the Awards Team. You can save (and submit) new or incomplete entries as many times as you like, but please make sure you have completed all required fields prior to the closing date.

3.4 CONFIRMATION EMAIL

Once you have “Save” your entries, you will receive a confirmation email with details of the registration.
4 PHASE TWO: UPLOAD SUBMISSION

There are **two tasks** involved in uploading a submission for an AAUT:

- **Task One** is to upload the Nominee’s Submission in a single PDF of no more than 2MB.
- **Task Two** is to upload the Nominee’s Photo in a JPG file of at least 1MB.

4.1 TASK ONE: UPLOAD SUBMISSION

1. Select the appropriate task from the Select Task drop-down menu. A task is shown for each award category that you have nominations for.

2. Select the Nominee you are uploading the submission for. Note the nominees that you have already uploaded a submission for will have “(uploaded)” next to their name.

![Select the Nominee]

**PLEASE NOTE:** The label of the button to choose the file varies between internet browsing software. It may be “Choose File”, “Browse” or something similar. It will be referred to here as “Choose File”.

4.1.1 UPLOAD A NOMINEE’S SUBMISSION

The submission must be in the order listed below and combined into a single PDF file before uploading to the 2018 AAUT Awards Portal. The digital photograph (.jpg format) should be uploaded as a separate file.

<table>
<thead>
<tr>
<th>Documentation Requirements</th>
<th>Max submissions per institution</th>
<th>Citations</th>
<th>Program Awards</th>
<th>Teaching Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nomination Form</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2. Claims against Assessment Criteria</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Curriculum Vitae (CV)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4. Team Statement of Contribution (For team nominations only)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Two Letters of Reference</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. Digital Photograph</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click to upload the file
Click to choose a file to upload
Select the Nominee
1. The file must be a PDF and must be less than 2MB
2. Click “Choose File” to select the file on your computer
3. Click “Upload” to upload the file.

If there is a problem, a dialog box will inform you what is wrong, and you will be able to correct the problem and upload again.

4.1.2 CHANGE.UPLOADED NOMINEE’S SUBMISSION

Once a nominee’s submission has been uploaded, the following screen is displayed:

1. Click “Upload a different file” and that will take you to the upload a nominee’s submission screen. See “Uploading a nominee’s submission” above.
2. If after clicking “Upload a different file” you change your mind, a cancel button is available to return you to the above screen.

4.1.3 COMPLETE NOMINEE SUBMISSION

1. Use the “Select a Nominee” dropdown menu to check the status of each of your nominees. The nominees that you have uploaded a submission for will show “(uploaded)” after the nominee’s name.
2. Please remember to check each award category by selecting each task in the “Select Task” dropdown menu.
3. Once you have saved your submissions, you will receive email confirmation detailing the names and categories of your uploads.
4.2 TASK TWO – UPLOAD PHOTO

**Task Two** is to upload the Nominee’s Photo in a JPG file of at least 1MB.

1. Select “Upload Nominee Photo” from the Select Task drop-down menu.

2. Select the Nominee you are uploading the photo for. Note the nominees that you have already uploaded a photo for will have “(uploaded)” next to their name.

3. The following screen will be displayed

4. The label of the button to choose the file varies between internet browsing software. It may be “Choose File”, “Browse” or something similar. It will be referred to here as “Choose File”.

4.2.1 FORMATTING REQUIREMENTS

1. Please prepare the photo according to the recommendations shown on screen.

<table>
<thead>
<tr>
<th>Digital Photo Requirements</th>
<th>The image must be</th>
</tr>
</thead>
</table>
| **Dimensions**             | • Image resolution of 300dpi  
                              | • Approximately 10cm by 10cm |
| **Colour**                 | • In colour       
                              | • Head and shoulders only  
                              | • White Background         |
| **File Format**            | • JPEG file format |
| **File Size**              | • At least 1MB    |

2. Click “Choose File” to select the file on your computer

3. Click “Upload” to upload the file.

4. If there is a problem, a dialog box will inform you what is wrong, and you will be able to correct the problem and upload again.

5. Once you have saved your submission, you will receive an email confirmation.
4.2.2 UPLOAD A DIFFERENT PHOTO

Once a photo has been uploaded the following screen is displayed:

1. Click “Upload a different file” and that will take you to the upload a photo screen. See section 4.2 Upload a photo” above.

2. If after clicking “Upload a different file” you change your mind, a cancel button is available to return you to the above screen.

3. Use the “Select a Nominee” dropdown menu to check the status of each of your nominees. The nominees that you have uploaded a photo for will show “(uploaded)” after the nominee’s name.
5 CONTACT DETAILS

5.1 AAUT AWARDS TEAM

For any AAUT related queries, please contact the Awards Team:

- Email: aaut@swin.edu.au
- Phone: 03 9214 3481 (Angeline Sim – Project Manager)
- Phone: 03 9214 4766 (Anicca Main – Project Coordinator)

5.2 SPARKPLUS

To submit your online submission, please click 2018 AAUT Awards portal or go to https://aaut.sparkplus.com.au.

For technical AAUT Awards – SPARKPLUS Online Submission queries, please contact:

- SPARKPLUS Email: support@sparkplus.com.au
- SPARKPLUS Phone: 02 8007 4553

The SPARKPLUS technical support is available from:

- Thursday 1 November 2018 to Friday 14 December 2018
- Monday to Friday: 9.00am to 6.00pm AEDT