

Nomination and Award Management System (NAMS)

Class Preparation Checklist.

Thank you for registering for your Nomination and Award System (NAMS) training.

In preparation for your class there are a few things you will need to do to make your training experience go smoothly.

1. Ensure you are using a Chrome or Edge browser. NAMS was developed in Chrome and other browsers may not work with NAMS.

2. Go to the QOVF website, www.qovf.org and sign-in to the member dashboard with your individual QOVF account Username and Password. Group accounts will not work with NAMS. When you log in to the member dashboard, you will see your name. If you see your Group's name, you are not in the correct account.

A. If you do not remember your individual account Password you can reset it at the member dashboard log-in.

B. Once you are in the member dashboard, go to your profile and ensure that your email address is correct. This is where NAMS confirmations and Notifications will be sent.

C. NAMS training materials and resources can be found on the Member Dashboard under the heading **NOMINATION AND AWARD MANAGEMENT SYSTEM**. Download the **NAMS User Guide** and the appropriate training manual for your assigned role, either **NAMS Training Manual Group Leaders** or **NAMS Training Manual Coordinators**. Your Training Manual will be required during training.

You will also find a Pre-class checklist and the Data User Agreement.

3. After downloading your Training documents, copy and paste the following training Website Page link into your browser http://dev.qovf.org/nominate_qov_tbw/ and enter 2 practice nominations.

The top of the form should say FOR TRAINING ONLY. Otherwise, you are in the live website nomination form which is the **wrong** place to enter training nominations.

Be sure to enter your email address for the Nominator information so that you will get confirmation that the practice nominations have been successfully entered. Write down the reference numbers.

NOTE -State & District Coordinators, please enter 2 identical nominations to be used for exercises related to Duplicates.

4. We will be using Zoom as the training platform. If you are unfamiliar with Zoom you can go to the Zoom website to set and test your system for working in Zoom and join a practice Zoom session. <https://learn-zoom.us/show-me> 'Zoom meetings'

Thank you again for registering for your NAMS Class. We are excited to bring NAMS to the QOVF

organization to enable you to spend less time managing requests and sewing more. We look forward to seeing you in class!