



**AIA**  
New York State

# HONOR AWARDS 2017

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## Instructions to Submit Nomination for 2017 Honor Awards

1. Go to the following link [2017 Cadmium Honor Awards Submission](#) (if you have previously logged into Cadmium for another event, you will still need to create a new profile for the 2017 Honor Awards).
2. Click “Join Now” to create a new profile.
3. An access key will be sent to you via email.
4. Log in with your email and access key.
  
5. Under Nominations: “Click here to begin a new Nomination”.
6. Create a Submission Description (example: *Student Award for Joe Black*).
7. Select the Nomination Category (the award type).
8. Continue
  
9. This will bring you to the Task List page.
10. Click Task #1 to enter information for your nominee.
11. Click Task #2 to enter the sponsor information.
12. Click Task #3 to attach all supporting documentation and submit the files.
  
13. Once all three tasks have been completed, you will see a green check mark next to each and your nomination submission is complete.
14. Save Submission
15. This will bring you to the Submission Summary page. If all required information has been entered you will be able to submit the nomination.
16. Click “Submit”

If you have any questions or need assistance submitting nominations, please contact  
Karen Magram at (518) 449-3334 or [kmagram@aianys.org](mailto:kmagram@aianys.org)

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