Department of Education

CGEN 2025

STEP-BY-STEP NOMINATION GUIDE

Contents

Teacher Portal

This portal is a new centralised platform for all programs and events managed by the Department of Education (DoE). This is where teachers create an account for DoE programs and enter their school information.
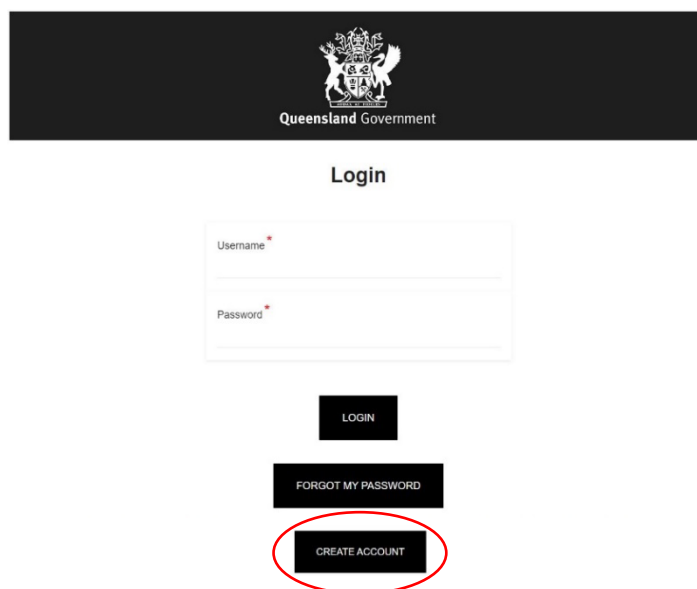
Create an account

All teachers much create a new account in 2025 and login details from previous years will not work. Before getting started, it is important to note that only **one teacher per school** can create an account for each program. Please make sure that the key contact teacher for your school (i.e. the person who will be submitting students and receiving communications) is the person who creates an account.

1. Click the link below to access the **Teacher Portal**. Please bookmark this link for future use.

    https://events.education.qld.gov.au/teacherportal

2. You will land on the login page below.

3. Click **Create Account**.

4. Enter the key contact teacher's email address in the pop-up box and click **Proceed**.

> **NOTE:** *This email address will NOT be editable later.*

5. You will receive an email with a link to create your account. This is an automated email from the database so you may need to check your spam/junk folder. Click the **Create account** link.

6. Clicking the link will take you to the *Create a new account* form where you will first need to select the relevant program (note that CGEN and MOST nominations are entered using the same nomination form), and then select your school from the drop-down list.

7. If you are part of a cluster, select all other schools that you will be coordinating the nominations for. Please select 'Yes' to being part of a cluster if you will be nominating any students from another school.

8. Next, fill in the details of your school's key contact teacher including their full name, email address, and mobile number.

> **NOTE:** *The key contact teacher will receive all communications for your school's nominations.*

9. You can then add up to 6 additional coordinating teachers for your school, noting that you do not need to re-enter the details of your key contact teacher.

10. Once you have completed all necessary information, click **Submit**. You can return to the **Teacher Portal** to update your account information at any time.

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11. You will land on the below confirmation page and will also receive an email to confirm your account creation. Click on *Update Password* in the header menu to finalise your account.

12. Enter your chosen password and click **Change Password**. If multiple teachers will be using this account to login and create submissions, the password you set should be something generic that can be shared.

13. You have now finished creating your account and will land on the **Teacher Portal** *Home* page.

    From here, you can click the button to login to the **CGEN & MOST Nomination Portal**, update your account details, or change your account password.

    The next time you want to access the **Teacher Portal**, use your email address as the username, and the password you set to login.

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CGEN & MOST Nomination Portal

This portal is where teachers can create and edit nominations for CGEN 2025 and MOST 2025. This portal also contains useful downloadable resources such as the nomination guidelines for both programs, consent forms, etc.

Once you have created an account, you can login to the **CGEN & MOST Nomination Portal** by clicking the button on the **Teacher Portal** *Home* page.

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GO TO THE CGEN & MOST NOMINATION PORTAL

Home page

You will automatically be logged in to the **CGEN & MOST Nomination Portal** and will land on the *Home* page. Use the buttons to navigate between the portal pages, or return to the **Teacher Portal** to edit your account details.

Downloadable resources page

Click the **Downloadable resources** button to view and download useful resources including the nomination guidelines for each program, MOST residential staff additional information, and all required consent forms.

> **NOTE:** *Before submitting, please review the nomination guidelines to check the nomination requirements for each program and category.*

Manage nominations page

To begin creating nominations, click the **Manage nominations** button on the *Home* page. Here, you can create, edit and submit nominations for CGEN 2025 and MOST 2025.

How to nominate

The instructions below explain how to create, edit, and submit nominations for CGEN 2025 and MOST 2025. It is important that you read these instructions carefully before you begin to ensure that your nominations are submitted correctly.

Create a new nomination

1. Click **Add to event**, circled below in the nominations table.
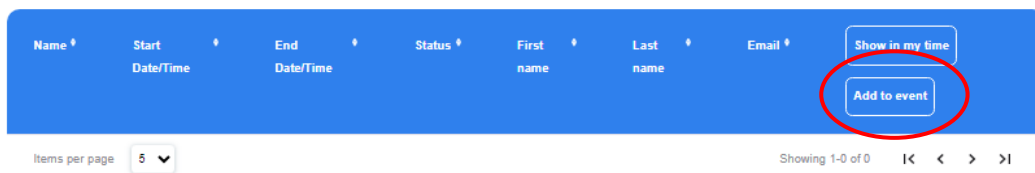
2. A pop-up will appear requesting an email address. Please *IGNORE* this, leave the field blank, and click **Add to event** to continue.
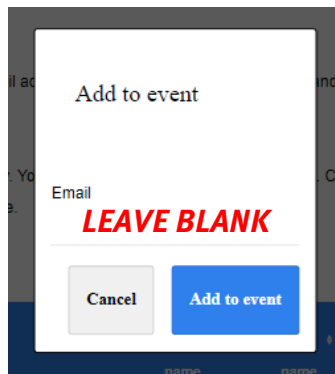
3. You will land on the nomination form below. Please first read the **IMPORTANT NOTE** to ensure that your nomination will submit correctly.

IMPORTANT NOTE

Before continuing with this nomination, please check the Nomination ID below.

It should be a randomly generated string of numbers and letters, like: **6758dd76857s8fd962a@email.unkown**.

If so, please continue to complete the nomination form.

If the Nomination ID is your school's account email address, this form will ___NOT___ submit properly.

You will need to close this window and click *'Add to event'* again on the Manage Nominations page,

ensuring that you leave the email address field ___BLANK___ in the pop-up box that appears.

4. You will first need to select the nomination type from the following options:
   - individual student nomination
   - bulk student nomination (CGEN only)
   - teacher nomination

IMPORTANT NOTE:

Only the nominee's contact details and school information are mandatory, until you indicate that the nomination is complete and ready to submit. This means that if you do not have all of the required information at first, you can enter what you do have, save your progress, and continue the nomination at a later date.

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5. Complete as much information as you can on behalf of the nominating student or teacher. As you fill out the nomination form, the relevant questions for your nominee will appear depending on the category/categories they are nominating for.

> **NOTE:** *Please refer to the category sections of the nomination guidelines for a full list of the required information, forms and footage for each category.*

6. Once you reach the end of the form, you will be asked whether you would like to save your progress, or continue to review & submit your nomination.

7. If you would like to save your progress and continue the form at a later date, select *'No – save my progress'* and click **Save**.

Save your progress OR continue to review & submit

Please do not select *'Yes - continue to review & submit'* below until you have all of the required information for this nomination. When you are ready to submit, you will progress to the next stage where all required fields are mandatory. There, you can review the information you have entered, ensure all fields are complete, and submit the nomination.

Is this nomination complete and ready to submit? *
No - save my progress

CONTINUE

8. You will land on the page below and your key contact teacher will receive an email confirming that your nomination has been saved.

<div align="center">

Your nomination has been saved.

*A reminder that this nomination is in the **DRAFT** stage and has not yet been submitted.*

Your key contact teacher will receive email confirmation of this draft submission.

To review & submit this nomination, or create a new nomination, close this tab and return to the *Manage Nominations* page.

Please contact the CGEN team at creativegeneration@qed.qld.gov.au if you have any questions or concerns.

</div>

9. Close the tab and refresh the manage nominations page. Your new nomination will now appear in the nominations table.

Name ◆	Start Date/Time ◆	End Date/Time ◆	Status ◆	First name ◆	Last name ◆	Email ◆	Show in my time / Add to event
CGEN/MOST 2025: Nomination Portal	22 February 2024 00:00	31 August 2024 00:00	new	Jane	Doe	75648998298@email.unknow	View

Items per page 5 ⌄   Showing 1-1 of 1   I< ‹ › >I

10. Repeat steps 1 – 9 to create a new nomination.

Continue editing a nomination

1. Click **View**, circled below, next to the nomination you wish to continue editing.

2. You will be redirected to the nomination form where you can continue adding and editing information.

3. Once again, when you reach the end of the form, you will have the option to either save your progress and return to the form at a later date, or continue to review & submit.

> **NOTE:** *You can* **Save** *and revisit a nomination as many times as you need to before continuing to the review & submit stage.*

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Review & submit a nomination

1. Once you have all of the required information for a nomination and are ready to submit, change your answer when you reach the end of the nomination form to *'Yes - continue to review and submit'*, and click **Continue**.

Save your progress OR continue to review & submit

Please do not select *'Yes - continue to review & submit'* below until you have all of the required information for this nomination. When you are ready to submit, you will progress to the next stage where all required fields are mandatory. There, you can review the information you have entered, ensure all fields are complete, and submit the nomination.

Is this nomination complete and ready to submit? *

Yes - continue to review & submit

CONTINUE

NOTE: Once you continue to the review & submit stage, you will be required to complete all mandatory fields.

2. You will land on the page below. *Please note that your nomination has **NOT** been submitted yet.*

This nomination has NOT yet been submitted.

To finalise, return to the *Manage Nominations* page and follow the instructions.

Please note, all required form fields will now be mandatory. Ensure you have all information, forms, footage, etc. before continuing.

Please contact the CGEN / MOST team at creativegeneration@qed.qld.gov.au if you have any questions or concerns.

3. Return to the *Manage Nominations* page and click **View**, circled below, next to the nomination you wish to review & submit.

Name ◆	Start Date/Time ◆	End Date/Time ◆	Status ◆	First name ◆	Last name ◆	Email ◆	Show in my time / Add to event
CGEN/MOST 2025: Nomination Portal	22 February 2024 00:00	31 August 2024 00:00	new	Jane	Doe	75648998298@email.unknow	View

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4. You will arrive at the review & submit nomination form where all required fields will now be mandatory.

5. Review the information that you have already provided and ensure all required fields have been completed.

6. Finally, click **Submit**.

> **NOTE:** *You will no longer be able to edit a nomination once it has been submitted.*

7. You will land on the confirmation page below and your key contact teacher will receive email confirmation that the nomination was submitted successfully.

Your nomination has been submitted.

Your key contact teacher will receive email confirmation of this submission.

To create a new nomination, close this tab and return to the *Manage Nominations* page.

Please contact the CGEN team at creativegeneration@qed.qld.gov.au if you have any questions or concerns.

If you need to make any edits to a nomination after it has been submitted, please contact the CGEN team at creativegeneration@qed.qld.gov.au.

Withdraw a nomination

If you need to withdraw a nomination, you can do so at any time, prior to nominations closing.

1. Go to the *Manage Nominations* page and click **View**, circled below, next to the nomination you wish to withdraw.

Name ♦	Start Date/Time	End Date/Time	Status ♦	First name	Last name	Email ♦	Show in my time / Add to event
CGEN/MOST 2025: Nomination Portal	22 February 2024 00:00	31 August 2024 00:00	new	Jane	Doe	75648998298@email.unknov	View

Items per page 5 ⌄   Showing 1-1 of 1 |< < > >|

2. You will be directed to their nomination form. Click the **Withdraw** button at the top of the form to withdraw the nomination.

3. You will land on the confirmation page below and your key contact teacher will receive email confirmation that the nomination was withdrawn.

Your nomination has been withdrawn

Your key contact teacher will receive email confirmation of this withdrawal.

Please contact the team at creativegeneration@qed.qld.gov.au if you have any questions or concerns.