



## How to nominate

The MOST/CGEN nomination website is:

<https://www.eawards.com.au/2023/cgenonstage/newentry/index.php>

One teacher from each school should be allocated as the coordinating teacher during the nomination process. This coordinating teacher must register the school using the nomination website.

If other teachers at the school wish to access the nomination website, they must login using the coordinating teacher's email address and password. It is suggested that the coordinating teacher use their departmental email address and create a generic password that can be shared with other teachers within their school. Additional teacher contact information can be entered during the nomination process.

There are four steps for each nomination. All information is to be supplied via the <https://www.eawards.com.au/2023/cgenonstage/newentry/index.php> website:

1. provide school details
2. provide coordinating teacher/supervisor details
3. provide nomination details
4. upload audition footage/supporting material.

### 1. Can students or parents complete the online nomination form themselves?

No, only registered teachers of the DoE are permitted to nominate students.

### 2. What will I be asked to acknowledge when submitting the nomination?

- The school principal where the student is enrolled has endorsed the nomination.
- All students nominating for a place in the program have returned to the school a completed (unamended) CGEN/MOST 2023 project consent form, Network Ten release form, Courier Mail consent form and Ministerial consent form. If unamended forms are not returned, students are not able to participate in the program.
- Nomination and participation fact sheets 1 and 2 have been distributed and understood by all relevant personnel supporting the students' participation in the

program.

- Parents/guardians and students understand the entire program, and the expectations and level of commitment required.
- All school team members supporting the students' participation in the program understand the expectations and level of commitment required.
- All students (and parents/guardians of those students) understand the DoE is collecting personal information, and will handle this material in accordance with the *Information Privacy Act 2009 and the Education (General Provisions) Act 2006*.
- They have read, understood and agree to the terms and conditions of the program.

### 3. What information will I need to know when submitting the nomination?

- school name
- is the school part of a cluster? (a cluster is a group of schools combining to form one nomination)
- coordinating teacher name, email and mobile number
- teacher name, email and mobile number for up to three additional CGEN contact teachers
- nomination category
- individual student or group name (student categories)
- individual teacher name (teacher crew categories)
- year level of nominating student/s in 2023
- students preferred pronouns
- number of students identifying as Indigenous (Aboriginal or Torres Strait Islander)
- total number of nominating students.

To assist teachers to collect student information, students should complete a student nomination form available in this document or on the MOST website.

### 4. Do I need to enter my school and teacher contact details each time I submit a nomination?

Yes, school and teacher contact details need to be provided for each nomination. However, to avoid additional data entry, you can copy a nomination that you have already



## How to nominate (cont.)

entered. On the MY NOMINATIONS page, select the checkbox next to the nomination you wish to copy and press the COPY tab. Click on the copied nomination and edit accordingly.

### 5. Further hints for completing the MOST/CGEN nomination process

- Unless a field is labelled optional, it is a compulsory field. You will not be able to continue submitting the nomination until all compulsory fields are filled with data.
- If there is no data to place in that field (e.g. no basses in your choir), please enter 0 (zero).

If you find an option you require for your nomination isn't available in a drop down menu, please contact the CGEN team via email as we may be able to add an additional field.

### 6. Can I view my nominations once I've submitted them?

Yes, you can view your nominations using the following steps:

- Log into <https://www.eawards.com.au/2023/cgenonstage/newentry/index.php>
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.
- If you would like to download an electronic copy of your nominations, use these additional steps:
  - tick the checkboxes next to the nominations you wish to download.
  - select DOWNLOAD.

### 7. Can I edit my nomination once it's been submitted?

Yes, once your nomination has been submitted, you may edit it, if required, until nominations close by using the following steps:

- Log into <https://www.eawards.com.au/2023/cgenonstage/newentry/index.php>
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.

- click on the nomination you wish to edit or delete.
- edit the data as required and SAVE.

### 8. How do I submit audition footage/support material?

Audition footage and support material must be uploaded during the nomination process. Please ensure each item is clearly labelled with the student name, school and category (e.g. JaneSmithFVCGENSHS).

#### Tips for maximising your ability to upload audition footage and support material

1. The size of files for audition footage should not exceed 50 MB.
2. Do not leave uploading audition footage to the last nomination day as excessive use of the system will incur delays.
3. If uploading files from a shared network (e.g. school), access the system out of hours when internet traffic will be reduced.
4. Ensure you keep to the time limit set for each nomination category. Excessive footage will not be viewed and will increase the file size.
5. You should convert your movie file into a more compressed format (reduced file size).
6. Accepted file formats are doc, docx, pdf, gif, jpeg, jpg, png, m4v, mov, mp4, mpeg, mpeg4, mpg and wmv.
7. Clearly label each audition and support material with the student name, school and category (e.g. JaneSmithFVCGENSHS).

#### Important

When recording audition footage, please ensure that the filming location is acceptable and that there is no background noise. High-quality recordings are required to ensure panel members can assess the student's playing level appropriately.