Instructions for Sharing Nominations

This feature enables self-nominees and nominating organizations to invite others to provide input to the nominations form. Examples include inviting nominees to provide their information, asking staff members to fill out “housekeeping” information, or assisting in transferring information from a CV, etc.

For Account Owners

Sharing a Nomination for Input:

1. To share a particular nomination with a nominee (or someone else), please click the “share” button link on the right side of the nomination you wish to share (refer to green arrow below) and enter the email address.

2. Once the nomination has been shared, the owner will not have access to the nomination until the nominee completes their respective section and sends it back to the owner. The “shared nomination” will appear in a different section of the owner’s account.

Important Note: Nominee or another person with whom the owner shares a nomination only has editing rights, and can not submit it to IFAC or have access to this nomination once they send it back to the owner.

Sending a Reminder:

3. The owner has an option to send reminders to individuals with whom they’ve shared nomination but haven’t received a response. Simply click the “send reminder” link on the right side of the page (refer to the blue arrow below), and an automatic reminder will be generated for you.

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1 Those who initiate a nomination and want to have rights to keep, share, edit, and submit nomination to IFAC.
4. Similar to “Sharing Your Nomination”, the individual to whom you sent a reminder (i.e., the person you shared the nomination with) will receive a notification inviting them to provide their information.

**Receiving a Nomination back from Sharing:**

5. Once the recipient completes their section of the nomination and returns it to the owner, the owner will receive a notification from the system (an automatically generated email from IFAC (communications@ifac.org) containing the link to the updated nomination. The updated nomination will also appear in your account under “My Nominations”.

6. If after reviewing the updating information, you find some information missing or needing corrections, or wish to obtain input on this nomination from another individual, you could share the nomination again (see repeat step 1). There is no limit on how many times or how many individuals you can share the nomination with.

**For Nominees and Other Recipients:**

1. Once the nomination has been shared, a nominee (or other recepient) will receive an automatically generated email with the link to access the nomination and to provide their input.

2. If a nominee (or other recepient) do not have an IFAC account, they will need to register in order to access and edit the nomination.

3. Please refer to the yellow arrow below to register to the nominations database. Once registered, please go to https://apps.ifac.org/nominations/my to activate the nominations account.

4. Once a nominee login into their account, they will see a nomination that has been shared with them. Click “edit” button to review and provide information.

**Important Note:** You do not have to provide all information at once. You can edit the nomination and save the progress. You have full access to the nomination until you send it back to the owner.
5. Once the nominee (or other recipient) completes their section of the nomination, they should send it back to the owner.

**Important Note:** Once you send the nomination back to the owner, you won’t have access to it. You will need to email to the owner directly asking to share the nomination again for any additional input.