HOW TO SUBMIT A NOMINATION FOR THE SENIOR LIVING AWARDS
This training guide shows how to submit a nomination for the Senior Living Awards. If you have questions about the Senior Living Awards, please contact Katie Niehoff at kniehoff@ihca.org.

1. Log into your myIHCA Portal account and click on Engagement Hub, then Senior Living Awards

2. Click on View Open Competitions
3. Click on the Category you wish to submit a nomination for

4. A description of the category is listed, click “enter now”
5. “Name this entry” is the Name of the Facility you are nominating or the Name of the Individual you are nominating

6. Complete all fields, check the “I have read and accepted the privacy policy and Terms of Service” box, then click the “next” button.

7. On the next screen, review your submission and edit the entry as needed. Once complete, click the “submit” button.

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