

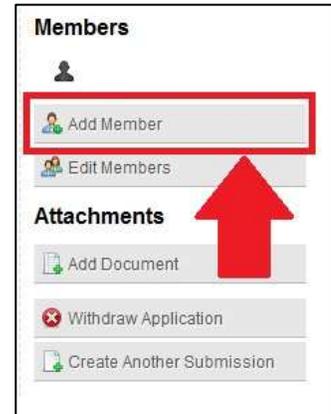
# FORTYUNDER40

## How to add members to a nomination

Throughout the nomination period, you may want someone else to review the answers you have provided. (In some cases, this may be the nominee, as they often know the most about their involvement in specific activities.)

To allow someone else to view the nomination, log in to the online nomination site and go to the main submission page for the person you are nominating by clicking on “Go To Application”.

On the main submission page, click on “Add Member” in the bottom right hand side of the screen. This will open up a new screen where you complete the required information for the person you wish to add to the nomination.

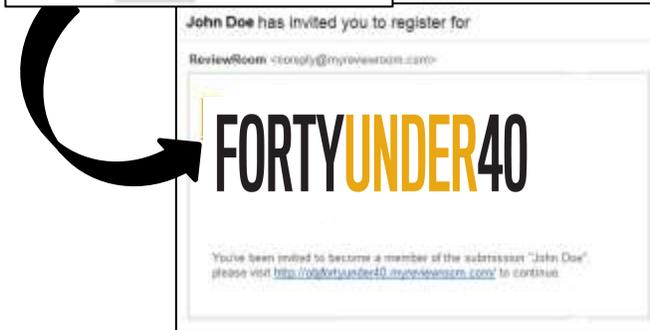


The screenshot shows a form titled 'Add Member'. It has three input fields: 'First name', 'Last name', and 'Email'. Below these is a dropdown menu for 'Access Level' with 'Full Control' selected. At the bottom of the form is an 'Add Member' button.

You can provide two different access levels to the nomination: “Full Control” and “Read Only”. Please note that “Full Control” is the default, and allows the new member to read and change any or all of the answers in the nomination.

Once you have completed the information on this screen and clicked the “Add Member” button at the bottom of the screen, an email will be sent to the new member for them to approve. This email will be

sent directly by Review Room (the nomination site). New members must click on the link to gain access to the nomination, and may need to reset their password if they have created a nomination in the past. (They can reset their password by clicking on the “Trouble Signing In?” link on the main page, and clicking on the reset password link provided on the next page.)



At any point in time you can click on the “Edit Members” button and see a full listing of the members included on the nomination. From the members listing, you can change or remove their access.

If at any point you have questions, please contact [info@ottawabusinesssevents.ca](mailto:info@ottawabusinesssevents.ca)

