



UNESCO Global Action Programme on  
Education for Sustainable Development

# UNESCO-Japan Prize on Education for Sustainable Development



UNESCO Global Action Programme on  
Education for Sustainable Development

## User Guide

for NGOs in official partnership with UNESCO

for the submission of  
**nominations for the**  
**2016 UNESCO-Japan Prize on ESD**



## About the UNESCO-Japan Prize on ESD Online Form

In an effort to improve the functioning of the UNESCO-Japan Prize on ESD, the Secretariat of the Prize has endeavored to facilitate all of its stages, including the submission, evaluation, and final selection of the laureates.

To that effect, these new electronic forms have been created to facilitate the submission of nominations by Permanent Delegations to UNESCO and NGOs in official partnership with UNESCO.

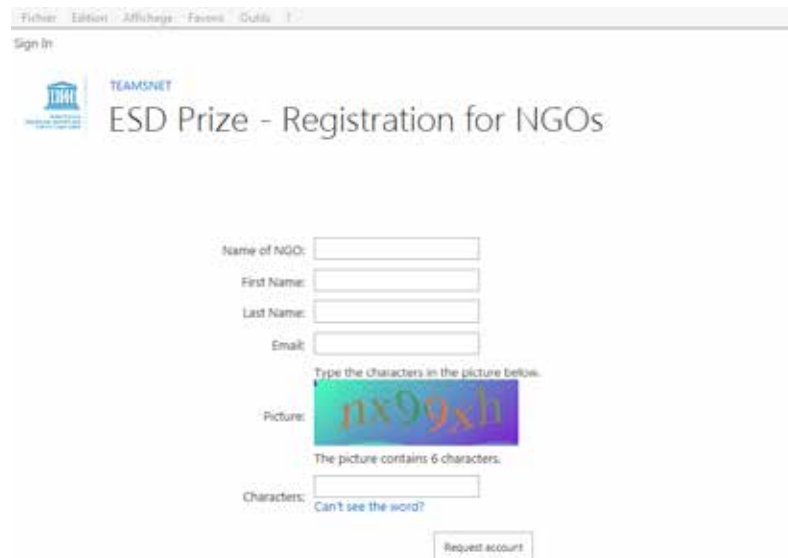
The screenshot shows the 'My Nominations' section of the online form. The left sidebar contains links for 'Create new nomination', 'Créer une nouvelle candidature', and 'Help - Aide'. The main content area has a navigation bar with tabs for 'NOMINEE', 'PROJECT', 'SUPPORTING MATERIAL', 'SUBMISSION', and 'PRINT VIEW'. The 'NOMINEE' tab is active. The form fields include: 'Specify type of Nominee \*' (dropdown menu set to 'Organization'), 'Name of Organization/Individual \*' (text input), 'Type of Organization (if Organization)' (checkboxes for Governmental body, International Organization, Civil society organization, Private sector/business, Media, Academia, Research institution, and Specify your own value:), 'Name of Contact Person (if Organization)' (text input), 'Function of Contact Person or Individual (e.g. Director, Project Manager)' (text input), 'Email of Contact Person or Individual \*' (text input), 'Mobile number (with country code)' (text input), and 'Telephone (with country code)' (text input).

## User Guide Index

1. [Creating an account](#)
2. [Accessing the online form](#)
3. [Starting a nomination](#)
4. [Completing a nomination](#)
5. [Saving a nomination](#)
6. [Adding an attachment](#)
7. [Submitting a nomination](#)
8. [Viewing your nominations](#)
9. [Requesting help](#)


To access to the Online nomination form as an NGO in official partnership with UNESCO, you first need to register at: <http://www.unesco.org/esdprize/register>

The below registration screen will appear:



Fichier Edition Affiliages Favoris Outils 1

Sign In

 TEAMSNET  
ESD Prize - Registration for NGOs


Name of NGO:

First Name:

Last Name:

Email:

Type the characters in the picture below.

Picture: 

The picture contains 6 characters.

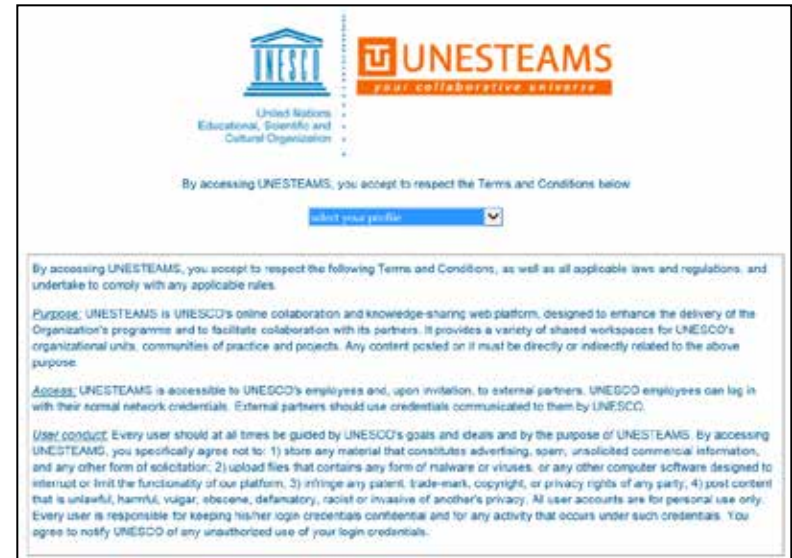
Characters:

Can't see the word?

Once your account has been approved, you will receive a notification e-mail with a user name and password.



Once your account has been created, you can log on to the ESD Prize online nomination form at <https://teams.unesco.org/org/esd-prize>  
The following log-on screen will appear:



As an NGO in official partnership, please choose “Invited user” and enter your user name and password.



## 2. Accessing the online form

Once you are logged in, you will be directed to the Home Menu.  
Select the language in which you would like to complete the form by clicking on “Submit Nomination” or “Soumettre candidature”.

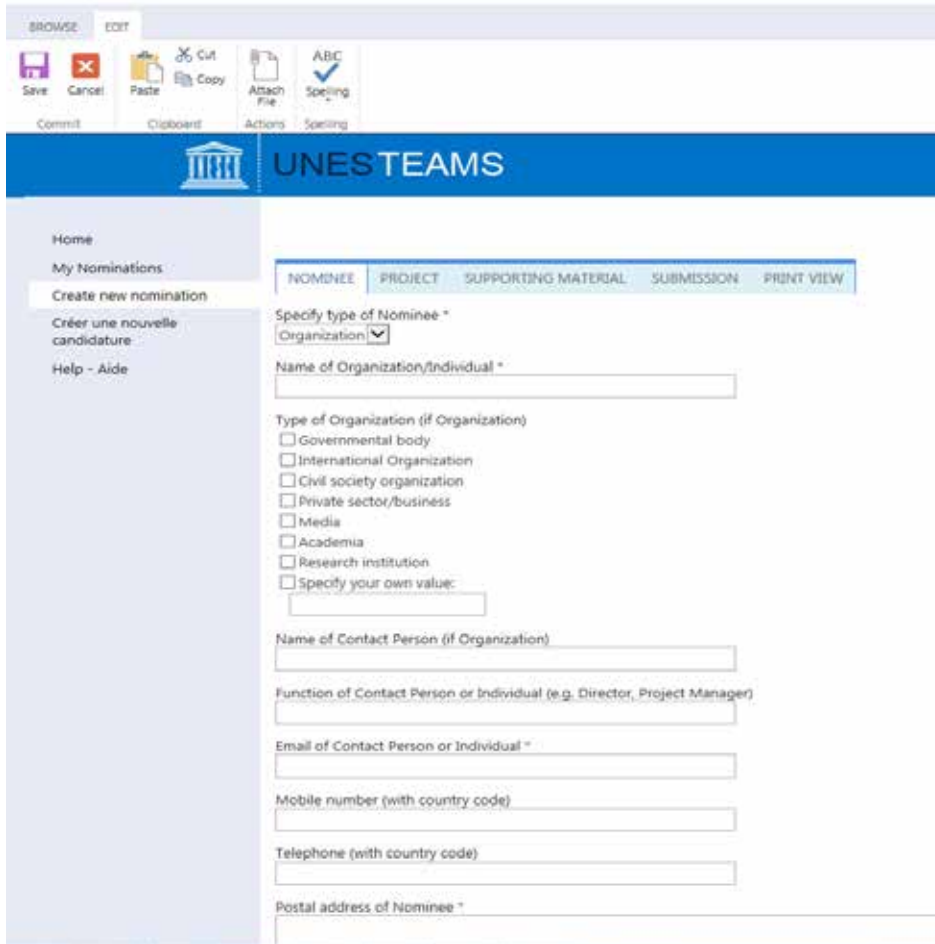


You can create additional nominations by clicking on “Create new nomination” in the left hand menu.

Please note that each NGO in official partnership with UNESCO can only submit up to 3 nominations for this edition of the Prize.

## 3. Starting a nomination

After having clicked on either “Submit nomination” on the home screen, or “Create new nomination” in the left hand menu, the nomination form will open:



The screenshot shows a web browser window with a toolbar at the top containing icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the toolbar is a blue header with the UNESTEAMS logo and name. On the left is a navigation menu with links for Home, My Nominations, Create new nomination, Créer une nouvelle candidature, and Help - Aide. The main content area displays a nomination form with five tabs: NOMINEE (selected), PROJECT, SUPPORTING MATERIAL, SUBMISSION, and PRINT VIEW. The form fields include: Specify type of Nominee\* (Organization selected), Name of Organization/Individual\*, Type of Organization (if Organization) with checkboxes for Governmental body, International Organization, Civil society organization, Private sector/business, Media, Academia, Research institution, and Specify your own value: (with a text input), Name of Contact Person (if Organization), Function of Contact Person or Individual (e.g. Director, Project Manager), Email of Contact Person or Individual\*, Mobile number (with country code), Telephone (with country code), and Postal address of Nominee\*.

*The form is made up of a number of fields broken down into 5 tabs, as follows:*

ü **Nominee:** For all background information on the nominated organization or individual

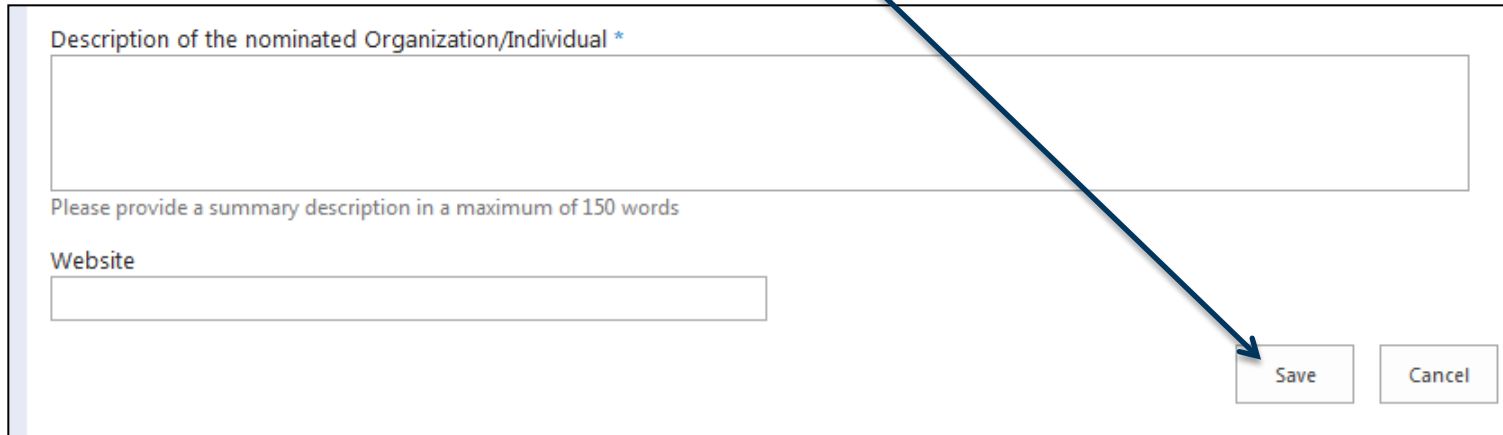
ü **Project:** For all background information on the project or programme

ü **Supporting Material:** For websites, publications, videos or photo galleries with which you would like to support the nomination

ü **“Submission”:** To submit the nomination to UNESCO

ü The final tab **“Print view”** can be used if you would like to get an overview or print all data entered at any stage of the process.

You can save your entries at the bottom of each page, once all mandatory fields have been completed:



Description of the nominated Organization/Individual \*

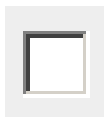
Please provide a summary description in a maximum of 150 words

Website

Save Cancel



*A blue asterisk indicates the fields which must be completed before the nomination form can be saved (mandatory).*



*A square tick-box indicates that multiple choices are possible.*



*This icon means you have to click on it to see the different values which are possible. You can also use auto-completion by starting to write in the field next to this sign. Different choices matching your entry will come up.*

You have two possibilities to add supporting material:

1) In the tab “Supporting material”, you can add web links to any online material as publications, videos, photo galleries.

2) For any material not available online, you can click on the “Attach File” button in the top left corner of the form (tab “EDIT”).

Click on “Browse” and select the document from your computer, then click “OK”.

The attached file will now appear on the bottom of the form.

## 6. Adding an attachment



Once you have completed all mandatory fields, go to the “Submission” tab and complete the information of the nominating entity.

In order to submit your nomination to UNESCO, tick the “**Submit nomination to UNESCO**” box and click on “Save” in the bottom right corner.

Please note that once you have ticked this box and saved the form, **you will no longer be able to edit it.**

You will receive an automatic notification e-mail indicating that your nomination has been submitted.

The screenshot shows the 'Submission' tab of the UNESTEAMS form. The left sidebar contains 'My Nominations', 'Create new nomination', 'Créer une nouvelle candidature', and 'Help - Aide'. The main form area has tabs for 'NOMINEE', 'PROJECT', 'SUPPORTING MATERIAL', 'SUBMISSION', and 'PRINT VIEW'. The 'SUBMISSION' tab is active. The form fields include: 'Nominating Entity \*' (dropdown), a note about submission by Member State or NGO, 'Name of NGO in official partnership with UNESCO' (text box with a copy icon), '(If nomination by NGO in official partnership with UNESCO)', 'Name of submitting person (mandatory)' (text box), 'Function' (text box), 'Email address (mandatory)' (text box), 'Telephone' (text box), 'Supporting statement by the nominator (mandatory)' (large text area), a 40-word completion sentence: 'Please complete this sentence in a maximum of 40 words: "The nominee deserves to receive the UNESCO-Japan Prize on ESD because..."', a checkbox for 'Submit nomination to UNESCO (NGO)', and a warning: 'ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT'. At the bottom right are 'Save' and 'Cancel' buttons. Two blue arrows point from the text on the left to the 'SUBMISSION' tab and the 'Submit nomination to UNESCO (NGO)' checkbox.



At any given time, clicking on “My Nominations” in the left hand menu will show you all saved and/or submitted nominations:

UNESTEAMS

Search this site UNESCO.org

Home

**My Nominations**

Create new nomination

Créer une nouvelle candidature

Help - Aide

### My Nominations - NGO

Edit	Name of Organization/Individual	Programme/Project Title	Form created by	Name of submitting person (mandatory)	Nominating Entity	Nominee's country
	<a href="#">Test NGO (Miriam)</a>	Title Test NGO (Miriam)	NGO in official partnership with UNESCO		NGO	Belarus
	<a href="#">Test</a>	Test	NGO in official partnership with UNESCO		NGO	Afghanistan
	<a href="#">Test NGO 20-01</a>	Test NGO 20-01	NGO in official partnership with UNESCO		NGO	Afghanistan

TOP | UNESTEAMS Home | Disclaimer of use | Privacy Policy | Terms of use | Contact us | © 2013-2015 UNESCO/KMI

## 8. Viewing your nominations



Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO-Japan Prize on Education for Sustainable Development, please contact:

## Miriam Tereick

Focal Point for UNESCO-Japan Prize on ESD  
Section of Education for Sustainable Development and Global Citizenship  
Division for Inclusion, Peace and Sustainable Development

[esdprize@unesco.org](mailto:esdprize@unesco.org)

+33 (0)1 45 68 16 68

<https://en.unesco.org/prize-esd>

