

UNESCO Prize for Girls' and Women's Education

User Guide

for NGOs in official partnership with UNESCO

for the submission of
**nominations for the
2021 UNESCO Prize
for Girls' and Women's Education**

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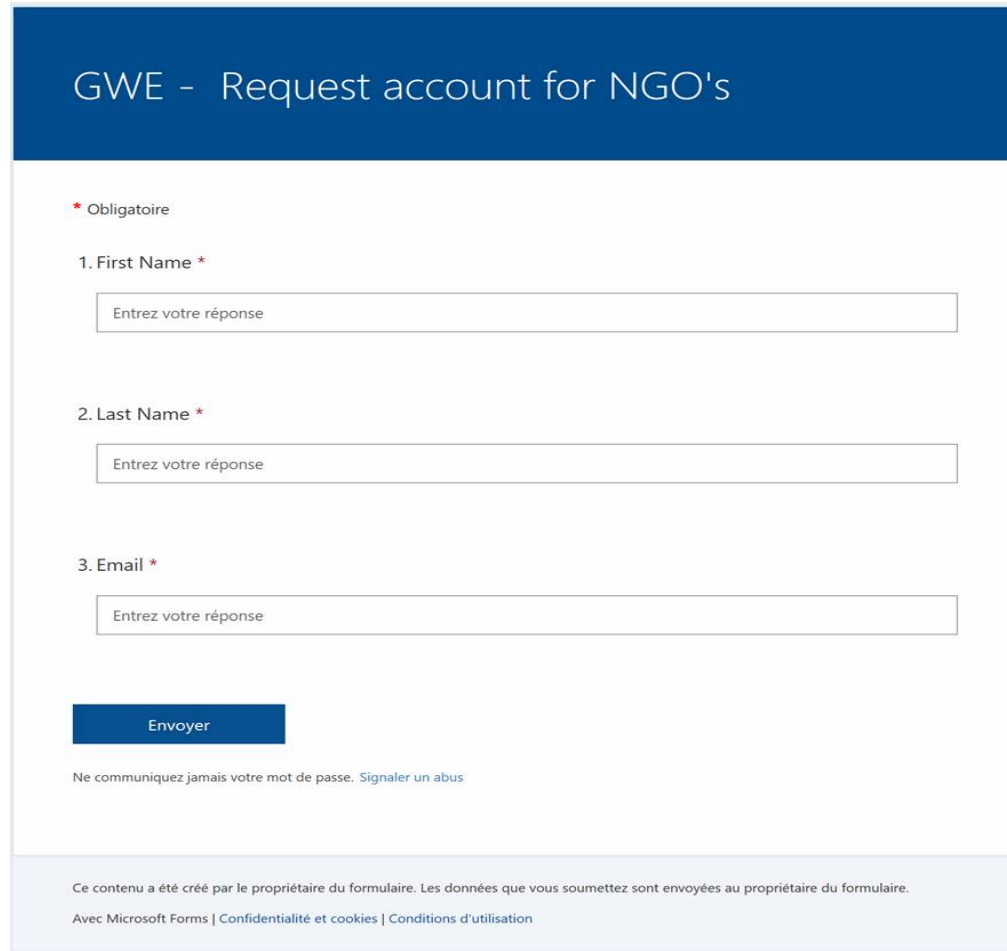
To access to the online nomination form as an **NGO in official partnership with UNESCO***, you first need to register at: <http://www.unesco.org/gwe-ngo>

The registration screen will appear as the right.

Once your information has been confirmed, you will receive a notification e-mail to access the online nomination form.

Please note that your email address must be associated with a Microsoft account. If you do not have a Microsoft account, please follow the instructions below and create it **before your registration**.

**There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#)*



The screenshot shows a registration form titled "GWE - Request account for NGO's". It includes three required fields: "1. First Name", "2. Last Name", and "3. Email", each with a placeholder "Entrez votre réponse". A blue "Envoyer" button is at the bottom. Below the button, there is a note: "Ne communiquez jamais votre mot de passe. Signaler un abus". At the very bottom, there is a footer with the text: "Ce contenu a été créé par le propriétaire du formulaire. Les données que vous soumettez sont envoyées au propriétaire du formulaire. Avec Microsoft Forms | Confidentialité et cookies | Conditions d'utilisation".

- After the Secretariat of UNESCO confirms your registration, an invitation email will be sent from no-reply@sharepointonline.com.
- **When the nominee first logs in to the platform, please log in from the invitation link** only with his/her registered email address, which is also a Microsoft account. Please note that, when opening the invitation link, no other account should be active on the browser because this link is very sensitive.
- If you do not receive an invitation email after a few days, please check your junk box or spam box. Also, please check your email inbox settings.

If you do not have a Microsoft account, please follow the instructions below.

- To create a Microsoft account, go to <https://account.microsoft.com/account>
- Click on “Create a Microsoft account” on the top page of this link.

Microsoft | Account Help

Search Cart Sign in

One account for all things Microsoft

One account. One place to manage it all. Welcome to your account dashboard.

[Sign In >](#)

[Create a Microsoft account >](#)

1. Creating an account

1. Enter your email address and click on “Next”.

Microsoft

Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

2. Enter the password you would like to use your password and click on “Next”.

Microsoft

← someone@example.com

Create a password

Enter the password you would like to use with your account.

Create password

Next

3. Select your country/region and birthdate, and click on “Next”. Automatic message will be sent to your email address with the security code.

Microsoft

← someone@example.com

Create account

We need just a little more info to set up your account.

Country/region

France

Birthdate

Month Day Year

Next

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created..

Microsoft

← someone@example.com

Verify email

Enter the code we sent to **someone@example.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

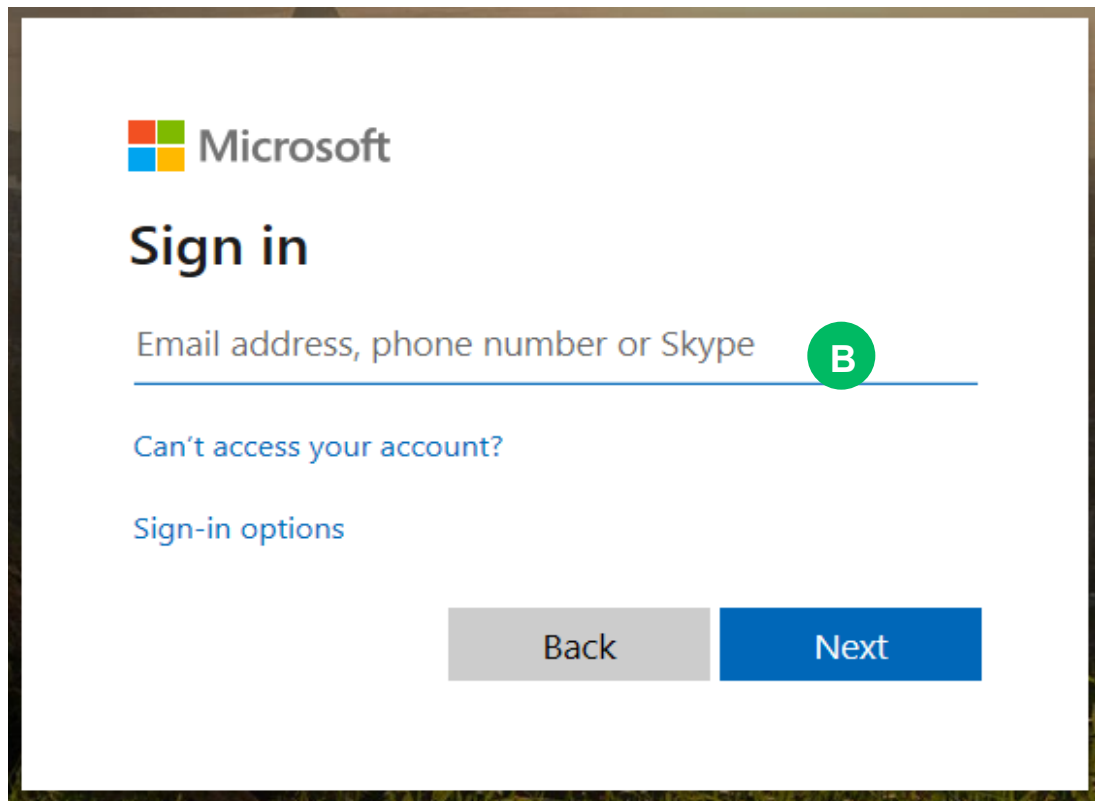
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

1. Creating an account

To access the GWE Prize online form, go to <http://unesco.org/gwe>
The following log-in screen will appear:

A



A

B

Please connect it with your Microsoft account and its password.

B

2. Logging in

Once you are logged in, you will be directed to the Home Menu.
Click on **“Submission Form”** to start a nomination.



You can create additional nominations by clicking on **“Submission Form”** in the left menu. Please note that each NGO in official partnership can only submit up to 3 nominations for each edition of the Prize.

2. Starting a nomination

- The nomination form is made up of a number of fields broken down into 4 chapters:

✓ **Candidate:** For all background information on the nominated organization or individual

✓ **Project:** For all background information on the project on which the nomination focuses

✓ **Supporting Material:** For websites, action plans, publications, videos, or other material to support the nomination

✓ **“Submission”:** To submit the nomination to UNESCO (by NGOs)

Candidate's country / Pays du candidat *

-- NGO - ONG --

Description of the candidate / Description du candidat * ⓘ

- You can **save** your entry at the very bottom of the page, once all mandatory fields marked with an asterisk (*) have been completed.

- Your nomination will be saved under **“My Submissions”** where you can continue to work on it at a later stage.

- Please click ⓘ for details of requirements for some items.

3. Completing a nomination

You have two possibilities to add supporting material:

1) Under **“Supporting Links”**, you can add web links to any online material such as websites, action plans, publications, videos, etc.



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”**).

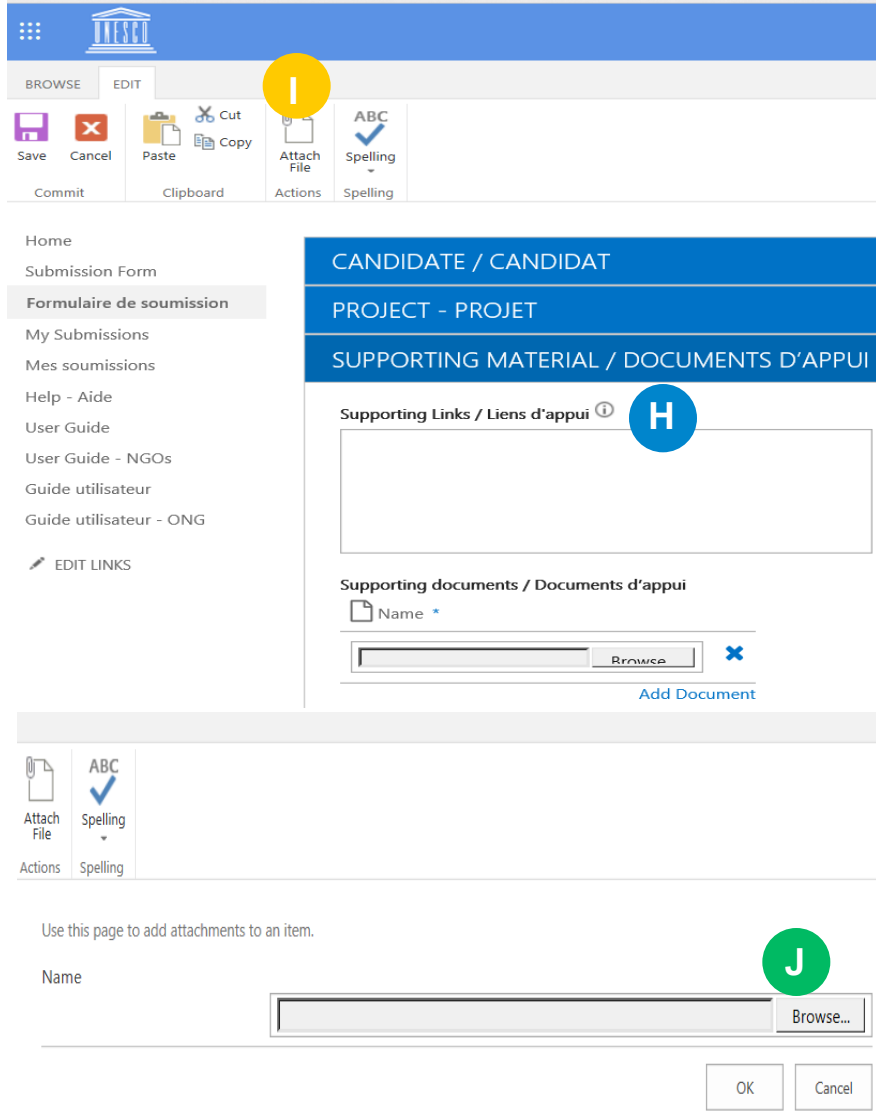


Click on **“Browse”** and select the document from your computer, then click **“OK”**.



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

Please note that the maximum size per attachment is 350 MB.



The screenshot shows the UNESCO submission form interface. At the top, there is a blue header with the UNESCO logo and navigation tabs for 'BROWSE' and 'EDIT'. The 'EDIT' tab is active, showing a toolbar with icons for 'Save', 'Cancel', 'Paste', 'Copy', 'Attach File', and 'Spelling'. A yellow circle with the letter 'I' highlights the 'Attach File' button. Below the toolbar is a sidebar menu with options like 'Home', 'Submission Form', 'Formulaire de soumission', 'My Submissions', 'Mes soumissions', 'Help - Aide', 'User Guide', 'User Guide - NGOs', 'Guide utilisateur', 'Guide utilisateur - ONG', and 'EDIT LINKS'. The main content area has a blue header with 'CANDIDATE / CANDIDAT', 'PROJECT - PROJET', and 'SUPPORTING MATERIAL / DOCUMENTS D'APPUI'. Below this, there is a section for 'Supporting Links / Liens d'appui' with a yellow circle and the letter 'H' highlighting the empty text area. Underneath is a section for 'Supporting documents / Documents d'appui' with a 'Name' field and a 'Browse...' button. A green circle with the letter 'J' highlights the 'Browse...' button. At the bottom, there is a 'Name' field and 'OK' and 'Cancel' buttons.

- Once you have completed all fields, go to the “**SUBMISSION**” chapter and, under “**Nominating Entity**”, choose “**NGO**” (and NOT the country you are based in). K
- Type in the name of your NGO and complete the other necessary fields. L
- In order to submit the nomination to UNESCO, select “**YES**” for “**Submit nomination to UNESCO**” and click on “**SAVE**” in the bottom right corner. M
- Please note that once you have selected “**YES**” 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 (at the address with which you have registered your account).

SUBMISSION / SOUSSION

Nominating Entity / Candidature établie par ⓘ K
(None) ▼

Name of NGO in official partnership / Nom de l'ONG en partenariat officiel ⓘ L

Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire)

Phone / Téléphone

Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission ⓘ

Permission / Permission ⓘ
 Yes / Oui
 No / Non

M Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ⓘ
- SELECT/SELECTIONNER - ▼

6. Submitting a nomination

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

External

Search this site

+ New ▾ Send by email Promote Page c

Home

Submission Form

Formulaire de soumiss...

My Submissions

Mes soumissions

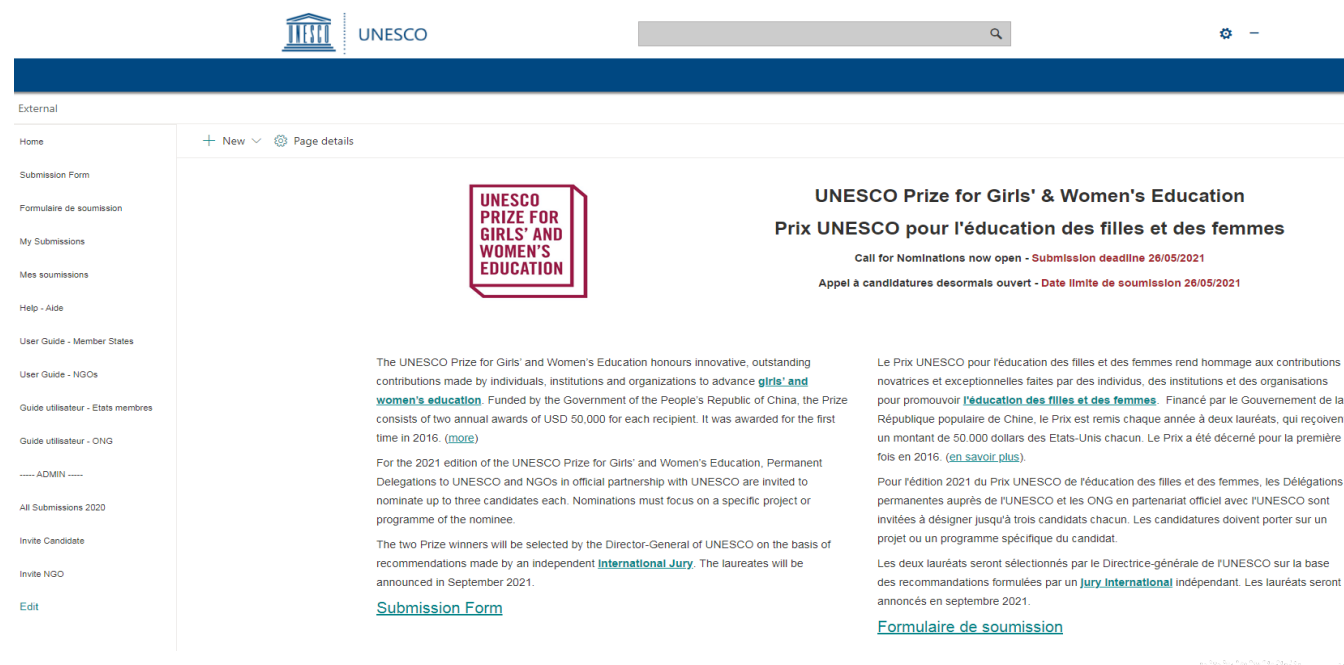
My Submissions - Mes soumissi

Name of candidate... ▾	Name of the proje... ▾
Work for girls' and...	future girls

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls' and Women's Education, please contact:

Secretariat for the UNESCO Prize for Girls' and Women's Education
 Section of Education for Inclusion and Gender Equality
 Division for Education 2030

GWEPrize@unesco.org
+33 (0)1 45 68 11 34 / 16 22 / 10 08
<http://on.unesco.org/gweprize>



The screenshot shows the website for the UNESCO Prize for Girls' and Women's Education. At the top, there is a navigation bar with the UNESCO logo and a search bar. Below the navigation bar, there is a sidebar on the left with a list of links: Home, Submission Form, Formulaire de soumission, My Submissions, Mes soumissions, Help - Aide, User Guide - Member States, User Guide - NGOs, Guide utilisateur - Etats membres, Guide utilisateur - ONG, ADMIN, All Submissions 2020, Invite Candidate, Invite NGO, and Edit. The main content area features a large red box with the text "UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION". To the right of this box, the text reads: "UNESCO Prize for Girls' & Women's Education", "Prix UNESCO pour l'éducation des filles et des femmes", "Call for Nominations now open - Submission deadline 26/05/2021", and "Appel à candidatures desormais ouvert - Date limite de soumission 26/05/2021". Below this, there are two columns of text in English and French. The English text describes the prize, its funding, and the nomination process. The French text provides the same information in French. At the bottom of the main content area, there is a link to the "Formulaire de soumission" (Submission Form).

9. Requesting help