UNESCO-Japan Prize on Education for Sustainable Development

User Guide

for NGOs in official partnership with UNESCO

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

#ESDfor2030

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

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 go to "2. Creating a Microsoft account" and create it <u>before your registration</u>.

There are around 400 NGOs in official partnership with UNESCO. You can find the full list here

Register Form for NGO in official partnership with UNESCO – ESD Prize

...

* Required

1. Name of NGO *

Enter your answer

2. Last Name *

Enter your answer

3. First Name *

Enter your answer

4. Email Address *

Your email address must be associated with a Microsoft Account

Enter your answer

Submit

Never give out your password. Report abuse

1.Register your account (1/2)

- ➢ After the Secretariat of UNESCO confirms your registration, an invitation email will be sent from no-reply@sharepointonline.com.

- ➢ When you first log in to the platform, please log in from the invitation link only with your 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.
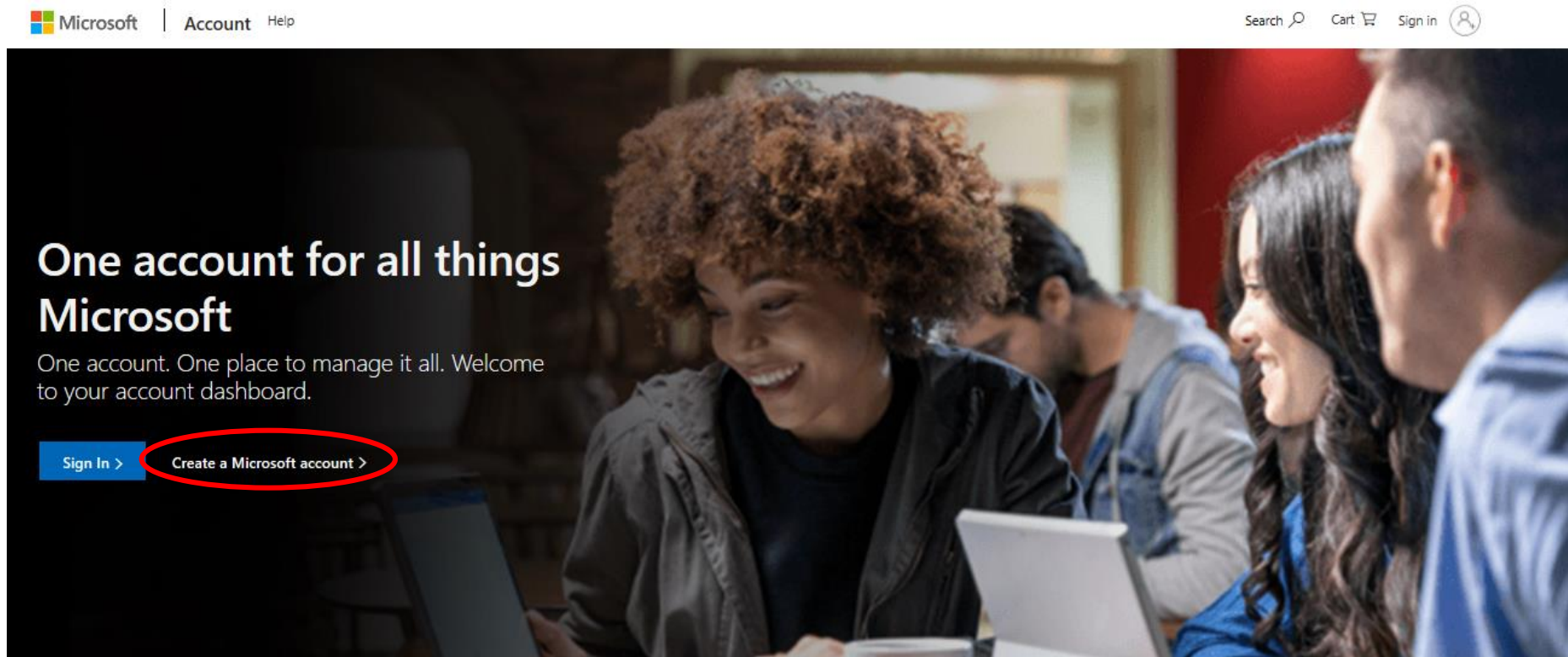
Go to UNESCO-Japan Prize on Education for Sustainable Development

Follow this site to get updates in your newsfeed.

- ➢ 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.

<Please see this part if you do not have a Microsoft account. If you already have a Microsoft account, please go directly to "3. Logging in".>

- 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.

2. Creating a Microsoft account (1/2)

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 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

2. Creating a Microsoft account (2/2)

To access the ESD Prize online form, go to
https://unesco.sharepoint.com/sites/committees/ESD-Prize/ (A)

The following log-in screen will appear:

(After accessing the site, you are suggested to save this link in your browser favorite for ease of access later.)

(A)

Microsoft

Sign in

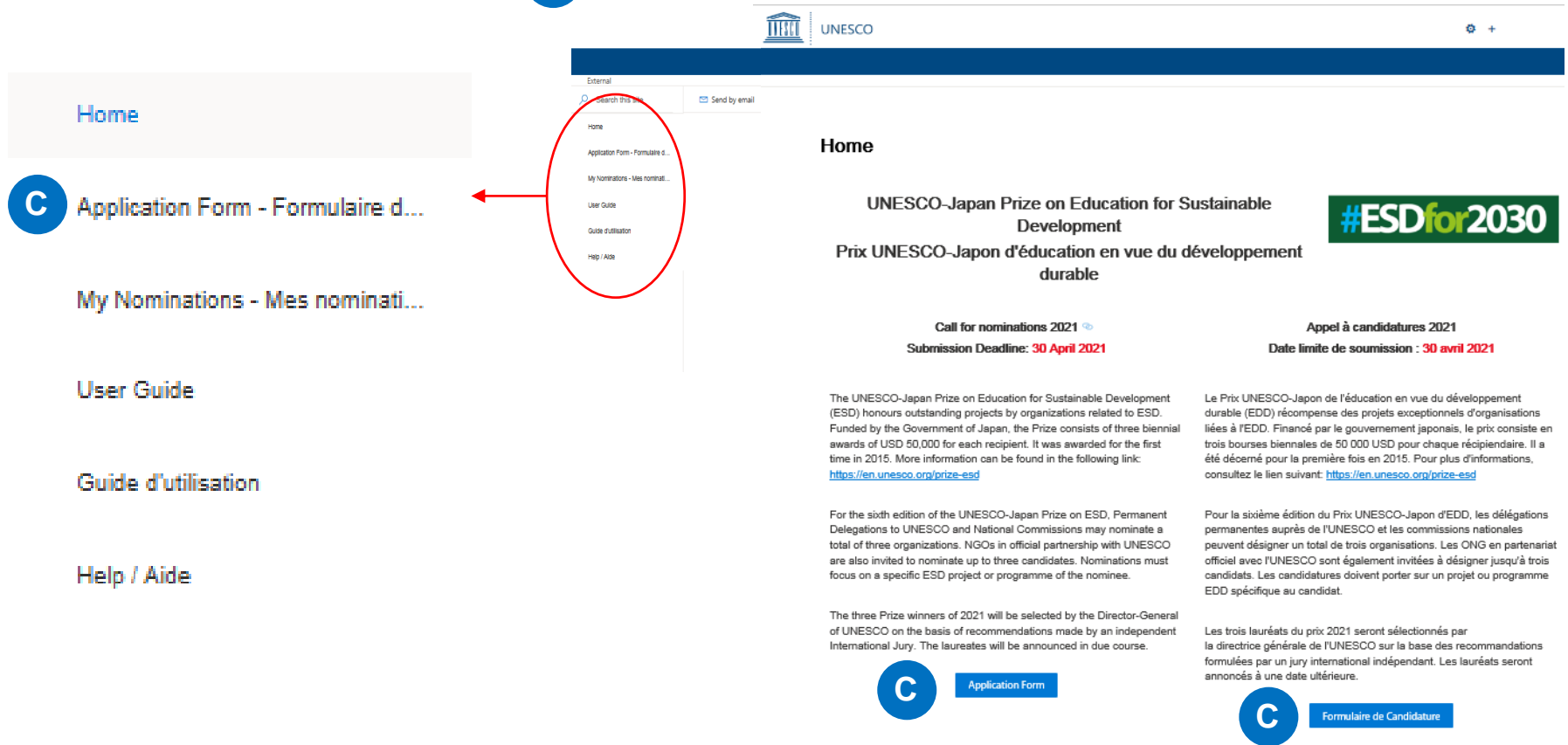Email address, phone number or Skype (B)

Can't access your account?

Sign-in options

Back   Next

Please connect it with your Microsoft account and its password.

(B)

Once you are logged in, you will be directed to the Home Menu.
Click on "**Application Form**" **C** to start a nomination.

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

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

✓**NOMINEE**: For all background information on the nominated organization*

* Please note that one important change regarding the 2020-2025 cycle: It will no longer be possible to nominate individuals for the Prize (only institutions/organizations/other entities).

✓**PROJECT/PROGRAMME**: For all background information on the project or programme on which the nomination focuses

✓**SUPPORTING MATERIALS**: For websites, publications, videos or photo galleries with which you would like to support the nomination

✓**SUBMISSION**: To transfer the nomination to the National Commission (by nominees) or to the Permanent Delegation (by National Commissions), and to submit the nomination to UNESCO (by Delegations)

➢ You can **save** your entry at the very bottom of the page. **D**

➢ Your nomination will be saved under "**My nominations**" where you can continue to work on it at a later stage.

➢ Note: If, after having clicked on SAVE, you are *not* redirected to "My nominations" and remain on the form, this means that there has been an **error** and the nomination has not been saved! Please check for red error messages which will be displayed at the top of the page in the form (e.g. exceeded limit of characters).

➢ Please note that for forms with character restrictions, spaces should be included.

You have two possibilities to add supporting material:

1) Under "**SUPPORTING MATERIALS**", you can add web links to any online material such as publications, videos, photo galleries. **F**

2) For any material not available online, you can click on "**Browse**" and select the document from your computer. Please note that you can attach a maximum of 5 files and the maximum size per attachment should be 350 MB. **G**

SUPPORTING MATERIALS / DOCUMENTS D'APPUI

Web links (website, publications, videos, photo galleries) / Liens (sites internet, publications, vidéos, galeries photos) ⓘ **F**

Supporting Documents **G** 📄 Name *

Browse ✖
Browse ✖
Browse ✖
Browse ✖
Browse ✖

6. Adding an attachment

- Once you have completed all fields, go to the "**SUBMISSION**" chapter and, under "**Nominating Entity**" **H** , choose "**NGO**" (NOT the country you are based in).

- Type in the name of your NGO and complete the other necessary fields.

- In order to submit the nomination to UNESCO, select "**YES**" for **"Submit nomination to UNESCO"** **I** and click on "**SAVE**" in the bottom right corner.

- 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).

| Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ⓘ | NO ∨ |

SUBMISSION / SOUMISSION

Nominating Entity / Nomination présentée par **H** : ONG

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

Name of submitting person (mandatory) / Nom de la personne qui soumet la demande (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire) ⓘ

Phone / Téléphone

Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire) ⓘ

Permission / Autorisation ⓘ   ○ Yes / Oui   ○ No / Non

Form created by / Candidature établie par * ⓘ

Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ⓘ   NO ∨ **I**

Unless all mandatory fields are filled in, you cannot save the form.

Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.

Save

- ➤ At any given time, clicking on "**My nominations**" (J) in the left hand menu will show you all saved and/or submitted nominations.

- ➤ When you are about to edit your nomination **which has not been submitted**, you can click on your project/programme. (K)

- ➤ Once the page opens, you can click on "**Edit Item**" (L) and continue to work on it.

UNESCO

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□ Send by email

My Nominations - Mes nominations

My Nominations - Mes nominations

Project/Progra... ⌄	Name of conta... ⌄	Name of Nomi... ⌄
test (K)		test

Office 365

BROWSE   VIEW

Edit Item   🔍 Version History   👥 Shared With   ✖ Delete Item   👣 Workflows

(L)   Manage   Actions

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Application Form - Formulaire de Candidature

NOMINEE / CANDIDAT   –

Type of Nominee / Type de   Private sector - Secteur privé

- When you edit your nomination, the "Apply" button might be displayed in the bottom right corner.

- However, when you try to submit your nomination, <u>click on "**SAVE**". **DO NOT click on "Apply"** because "SAVE" is the button to submit and leave the page here</u>.

- Please note that once you have selected "**YES**" for the question asking if you are about to submit and saved the form, **you will no longer be able to edit it.**

SUBMISSION / SOUMISSION

Nominating Entity / Nomination présentée par * — NGO - ONG

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

Name of submitting person (mandatory) / Nom de la personne qui soumet la demande (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire)

Phone / Téléphone

Supporting statement by the nominator (mandatory) / Déclaration de soutien du nominateur (obligatoire)

Permission / Autorisation — Yes / Oui — No / Non

Form created by / Candidature établie par * — NGO in official partnership with UNESCO - ONG entretenant un partenariat officiel avec l'UNESCO

Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) — NO
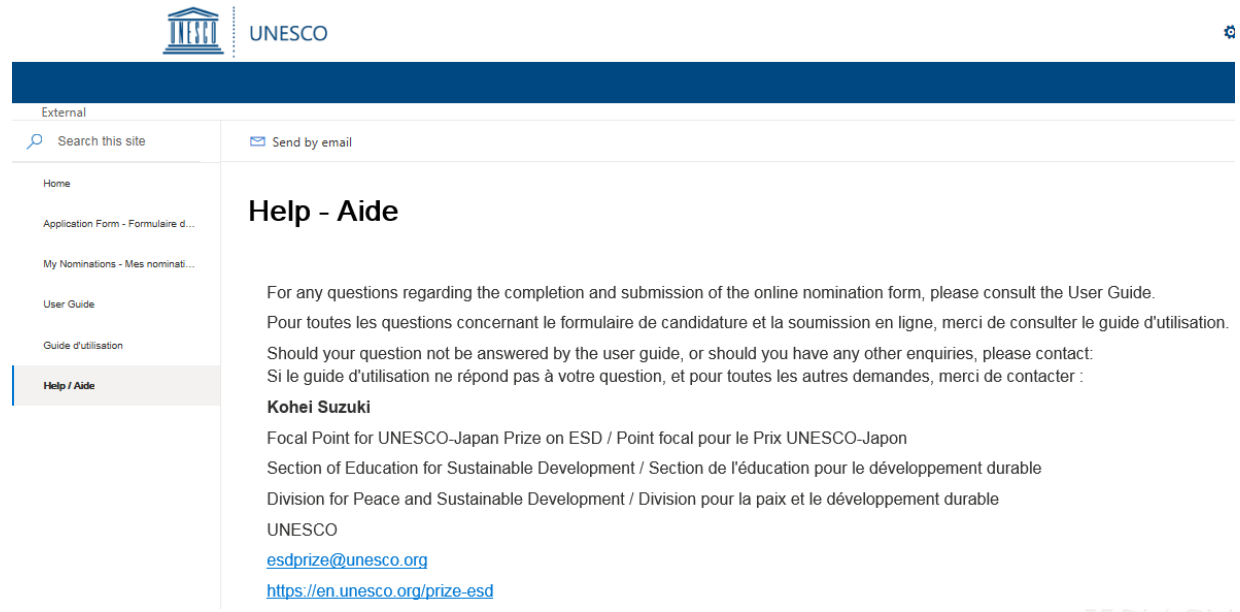
Unless all mandatory fields are filled in, you cannot save the form.

Afin d'enregistrer le formulaire, tous les champs obligatoires doivent être remplis.

Save | Cancel | Apply

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:

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

UNESCO

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Help - Aide

For any questions regarding the completion and submission of the online nomination form, please consult the User Guide.

Pour toutes les questions concernant le formulaire de candidature et la soumission en ligne, merci de consulter le guide d'utilisation.

Should your question not be answered by the user guide, or should you have any other enquiries, please contact:
Si le guide d'utilisation ne répond pas à votre question, et pour toutes les autres demandes, merci de contacter :

Kohei Suzuki

Focal Point for UNESCO-Japan Prize on ESD / Point focal pour le Prix UNESCO-Japon

Section of Education for Sustainable Development / Section de l'éducation pour le développement durable

Division for Peace and Sustainable Development / Division pour la paix et le développement durable

UNESCO

esdprize@unesco.org

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

9. Requesting help