

How to Submit an Online OTY

Below you will find the directions for OTY submission online. Please note all OTY nomination and submissions will be completed at:

nrhh.ksu.org/otys

To fill out nomination and to submit blurbs, photos, and OTYs, please follow these instructions:

1. When you type in nrhh.ksu.org/otys, you will have to login. To login, use the same username and password that you use for the OTM database. If you do not have an account, please request one at otms.nrhh.org.
2. After logging in, you will see across the top “Home”, “Nomination Form”, and “Logout”.
3. To nominate a person or program, click on “Nomination Form”.
4. The OTY nomination form will now show up. Type in the Nominee’s Name, then select the category and submitter’s organization from the pull down boxes. Once all three are filled out press submit. If there has been a mistake, clear the form.
5. After pressing submit, the page will refresh and the OTY nominated will show up on the home screen. It will show the OTY along with new categories “Drop Nomination”, “Upload Nomination”, “Upload Picture”, and “Edit Blurb”. Each is detailed below:

- Drop Nomination: removes the nomination from the database if there has been an incorrect nomination or the organization wishes to not nominate the OTY. Once “Drop” is selected, the OTY is removed.
- Upload Nomination: Uploads the written OTY bid to the database. Upon clicking on “Upload”, a new screen will appear which allows you to browse your computer, selecting the file of the bid. After selecting that file, press submit. All bids should be uploaded to the database in PDF form. If you do not have a PDF converter on your computer, please go to www.primopdf.com to download a free PDF converter. After installing the program, you will be able to “print” a copy of the OTY and save it to a location on your computer. After printing it to that location, that will be the file you upload to the database. **The nomination should be one file (cover, bid, and recommendations).**
- Upload Picture: Uploads a digital photo of the OTY nominee to the database. Upon clicking on “Upload”, a new screen will appear which allows you to browse your computer, selecting the file of the photo. After selecting that file, press submit.
- Edit Blurb: Uploads the 100 word or less OTY blurb to the database. Upon clicking on “Add Blurb”, a new screen will appear which allows you to type or paste words into a form. After the words are entered, press submit.

All fields should be filled by the dates specified on the OTY letter. It is extremely important that all parts of the OTY submission process is completed by the due date of the OTYs. Once the deadline has passed for OTY nominations (March 28th, 2007 at 9 p.m.) and OTY due date (April 6th, 2007 at 9 p.m.) you will not be able to access those features on the database. So, please submit your nominations and OTY bids early. **No late submissions will be accepted online!**

If you have questions, please contact Chris Miller at the information on the front of the OTY packet!