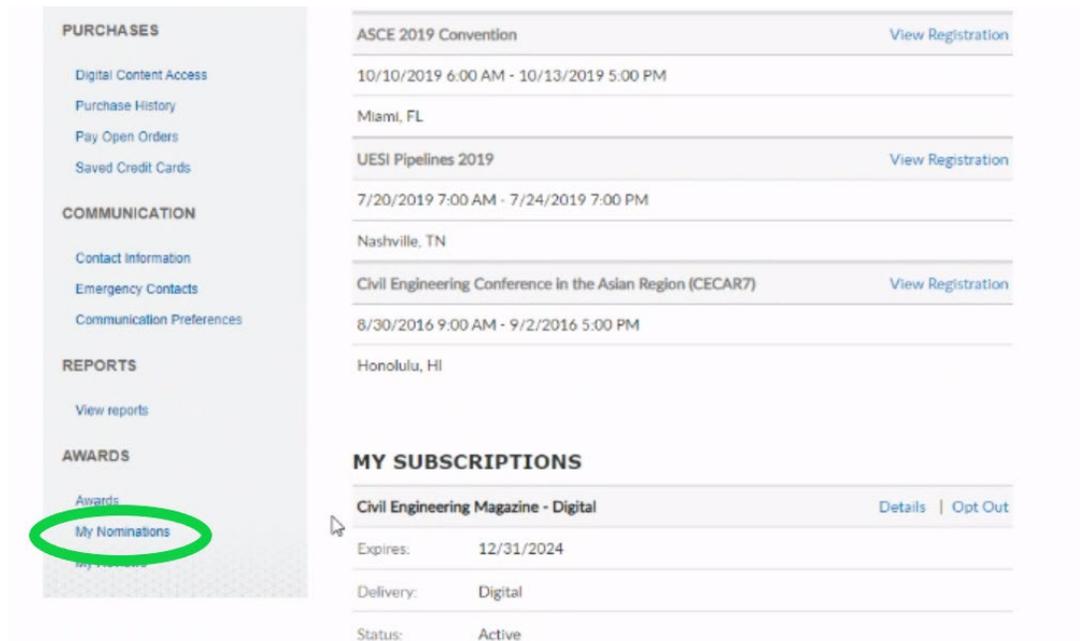


## EDITING AN AWARD NOMINATION

It has come to our attention that applicants are having trouble completing their nomination and receiving an error message that says, **“Error: A nominator may only submit one nomination for any nominee for this award.”**

Please follow these steps to edit your application without receiving the error message:

- 1) Log into your ASCE account.
- 2) On the side panel on the left side of the screen, scroll down to the “Awards” section and select “My Nominations.”



The screenshot displays the ASCE account dashboard. On the left is a sidebar menu with sections: PURCHASES, COMMUNICATION, REPORTS, and AWARDS. Under the AWARDS section, 'My Nominations' is highlighted with a green circle. The main content area shows a list of award registrations:

Award Name	Registration Link
ASCE 2019 Convention	<a href="#">View Registration</a>
10/10/2019 6:00 AM - 10/13/2019 5:00 PM	
Miami, FL	
UESI Pipelines 2019	<a href="#">View Registration</a>
7/20/2019 7:00 AM - 7/24/2019 7:00 PM	
Nashville, TN	
Civil Engineering Conference in the Asian Region (CECAR7)	<a href="#">View Registration</a>
8/30/2016 9:00 AM - 9/2/2016 5:00 PM	
Honolulu, HI	

Below this list is the 'MY SUBSCRIPTIONS' section, showing 'Civil Engineering Magazine - Digital' with details: Expires: 12/31/2024, Delivery: Digital, Status: Active. Links for 'Details' and 'Opt Out' are provided.

- 3) The screen will change to award nominations you currently have open. Find the one you want to edit and click the “Edit” button.

- Merchandise ▾
- Membership ▾
- Education
- Events
- Publications ▾
- Join

Home > ASCE Awards > My Nominations

## MY AWARDS NOMINATIONS

[My Awards Activities](#) ▾

### NOMINATIONS

Open Nominations  Closed Nominations  All

Displaying 1 of 1

Nominee ▾	Award	Submitted	Status	Actions
Jarvis, Kelly	2024 Jack E. Leisch Fellowship	--	Draft	<a href="#">Edit</a> <a href="#">Delete</a>

Displaying 1 of 1

This will take you back into your application and you can complete it from there. Please follow these steps any time you wish to return to your application.