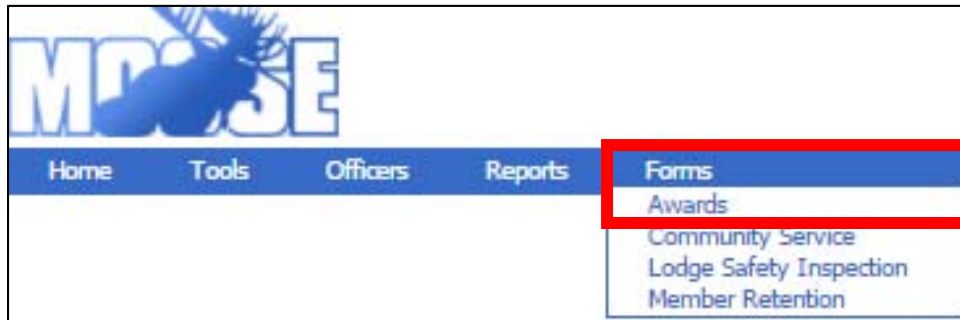
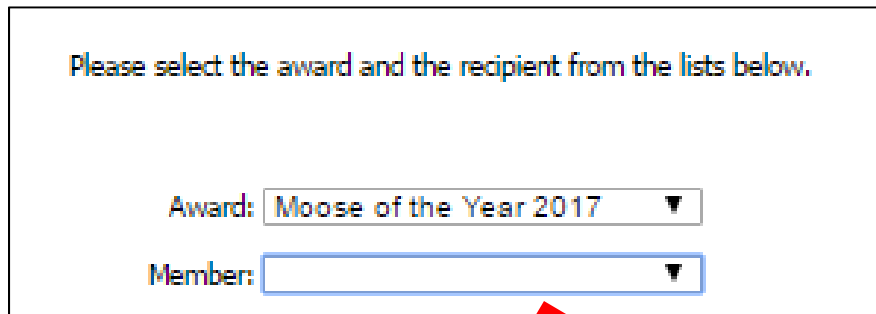


Entering Moose of the Year form

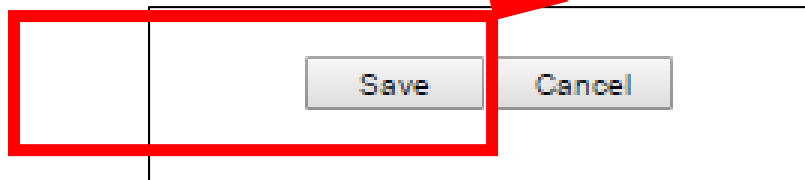
1. **Access** the Admin Men
2. Click on the **Forms** Link
3. Click on **Awards** Link



4. The **Award** drop down box will state **Moose of the Year 2017**
5. Click on the Drop-down arrow in the **Member** box.
6. Choose the member you are nominating for the Moose of the Year by clicking on the member's name.

A screenshot of the award nomination form. The form has a white background and a black border. At the top, it says "Please select the award and the recipient from the lists below." Below this, there are two dropdown menus. The first is labeled "Award:" and has "Moose of the Year 2017" selected. The second is labeled "Member:" and is currently empty. A red arrow points to the Member dropdown menu.

7. Click **Save** to complete the process.

A screenshot of the bottom of the form, showing two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box, and a red arrow points to it from the top right.