# *Accepting and finalising nominations*

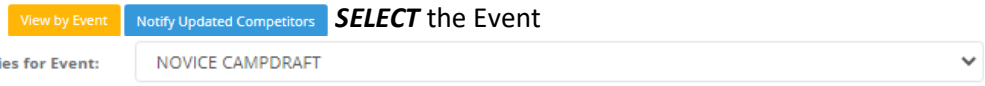
***While Nominations are OPEN Committee can:***

1. ***Accept Nominations***
2. ***Waitlist Nominations***
3. ***Add Entries***
4. ***Amend Nominations***
5. ***Delete Nominations***
6. ***Progression through the Nomination process***

***Note:*** Committee can access Nominations by:

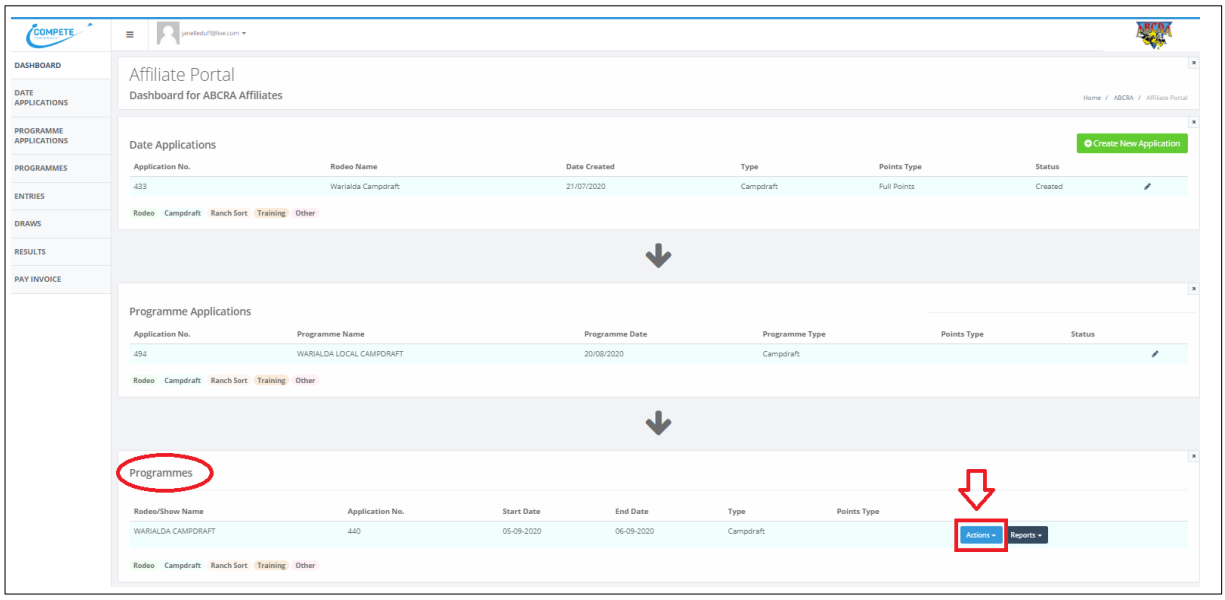
a) Individual competitor by name using ***SEARCH*** box

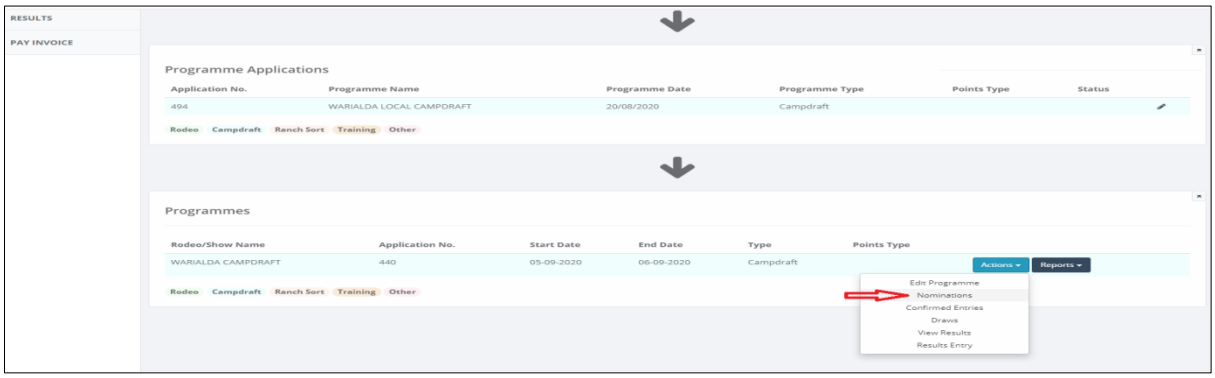
b) View by Event



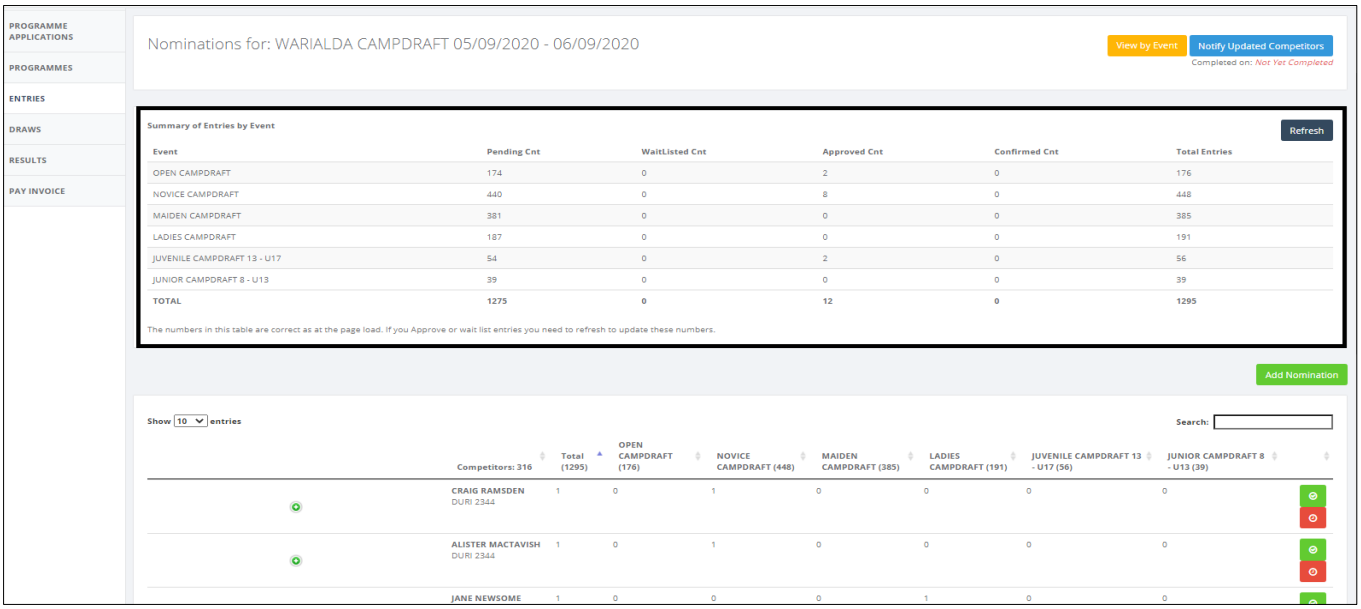

***SELECT*** the Event

1. Log in to your Committee iCompete profile
2. Go to the Programmes section on your Dashboard
3. Click “Actions” and then “Nominations”

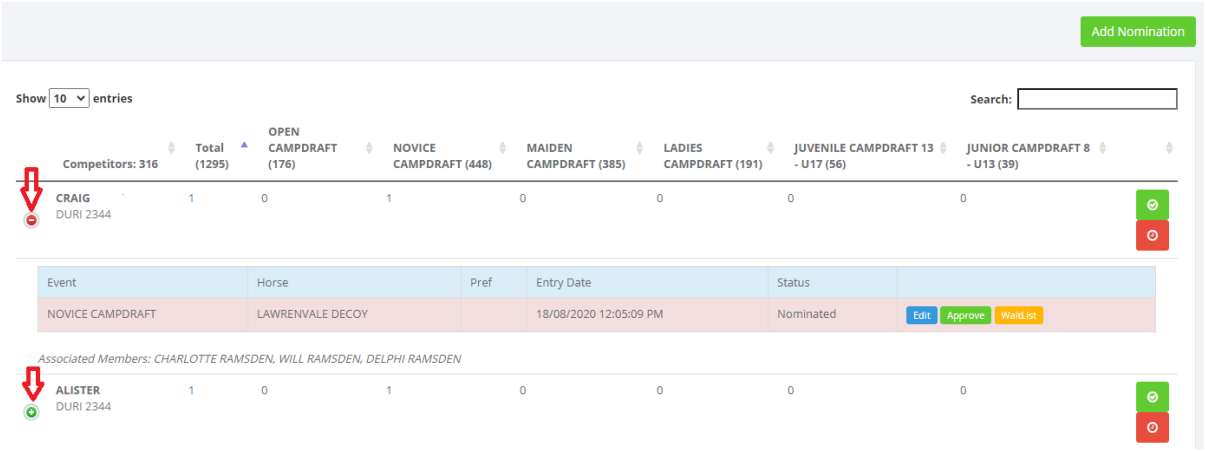


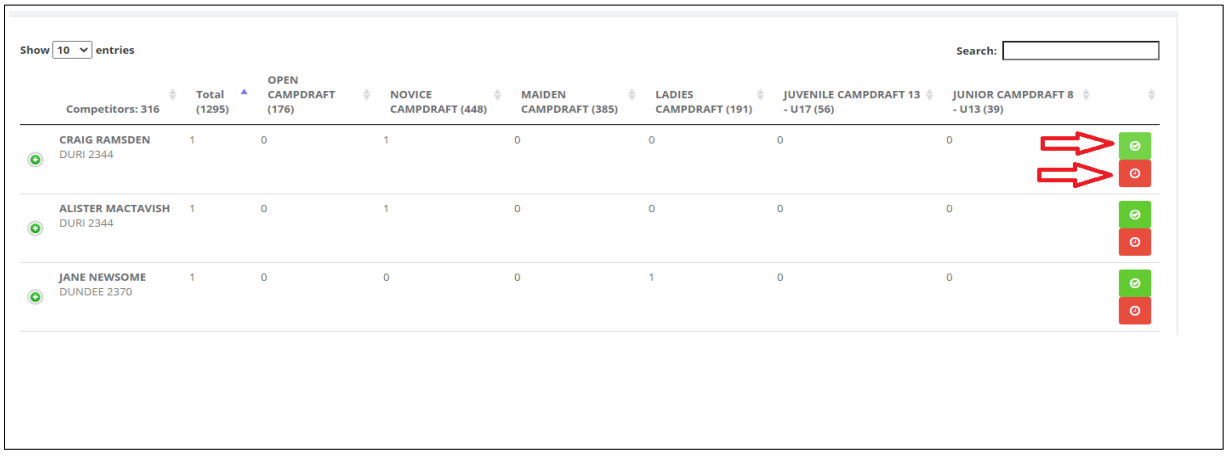
***Note: Nominations*** and their status are displayed on this page. Any entry created by the Committee will not appear through Nominations (because they are automatically an accepted entry).



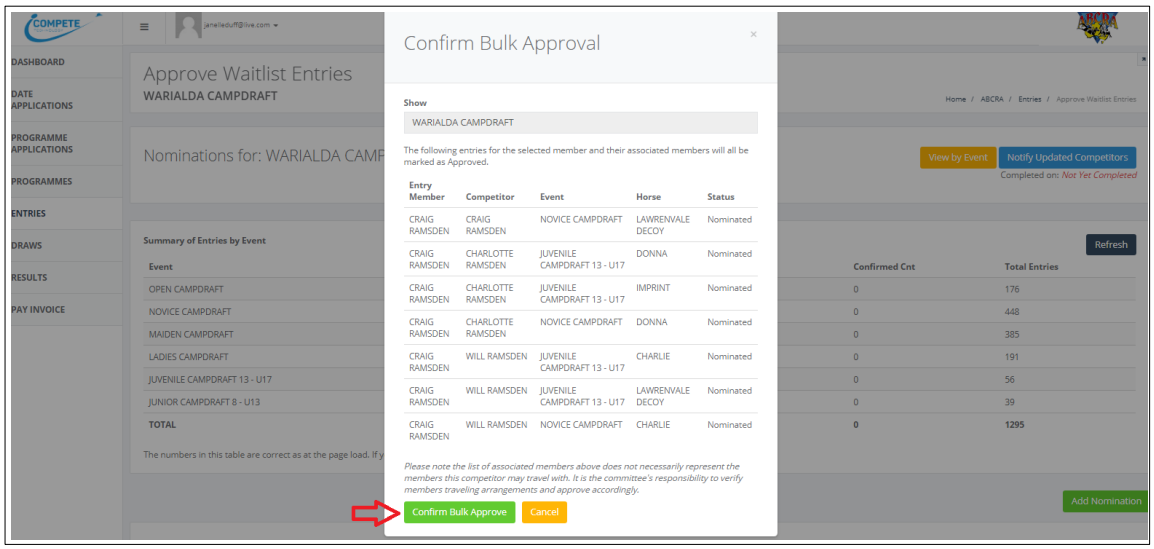

To ***View and Accept Nominations*** you can click on the green plus button to open the competitor's nominations and approve or waitlist via this button or;



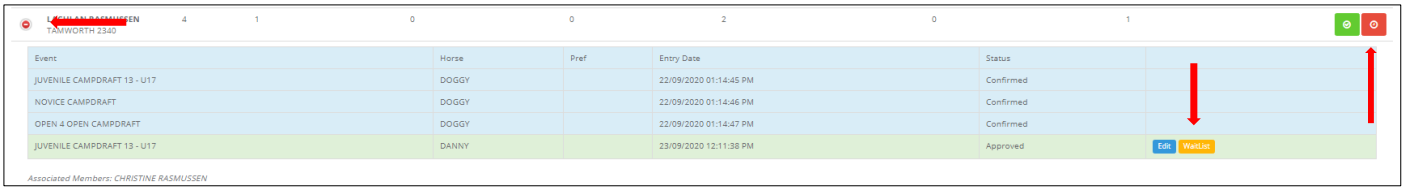

Select the green or red button on the side, this does bulk approvals or waitlists of all Nominations for this competitor plus any members that are associated to them.



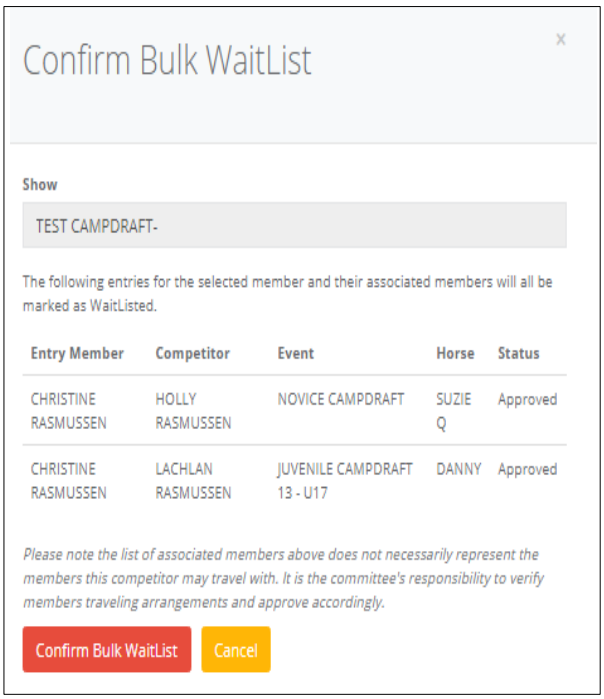
From the GREEN button Nominations appear to approve. Click ***CONFIRM BULK APPROVE***. This function allows all nominations created through association of members to be approved/waitlisted together.




To ***View and Waitlist Nominations*** for the individual competitor click on the green plus button, competitor's nomination will appear. Click the Yellow ***Waitlist*** button to waitlist individual events.

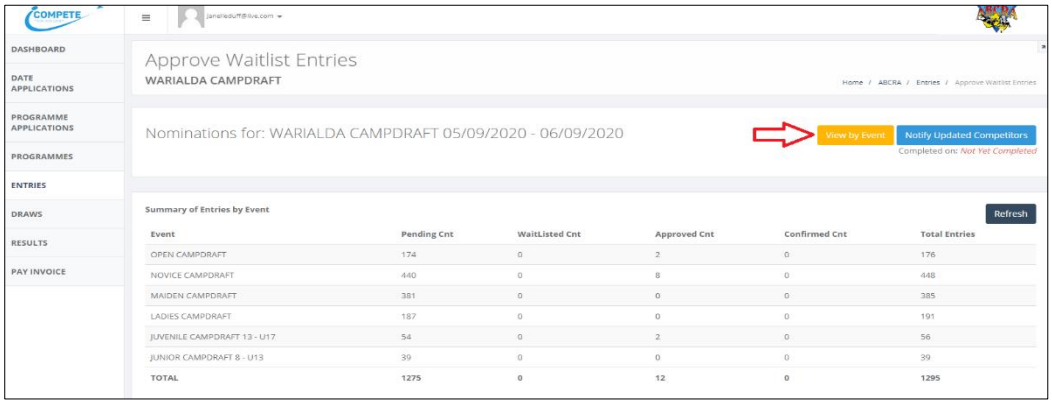


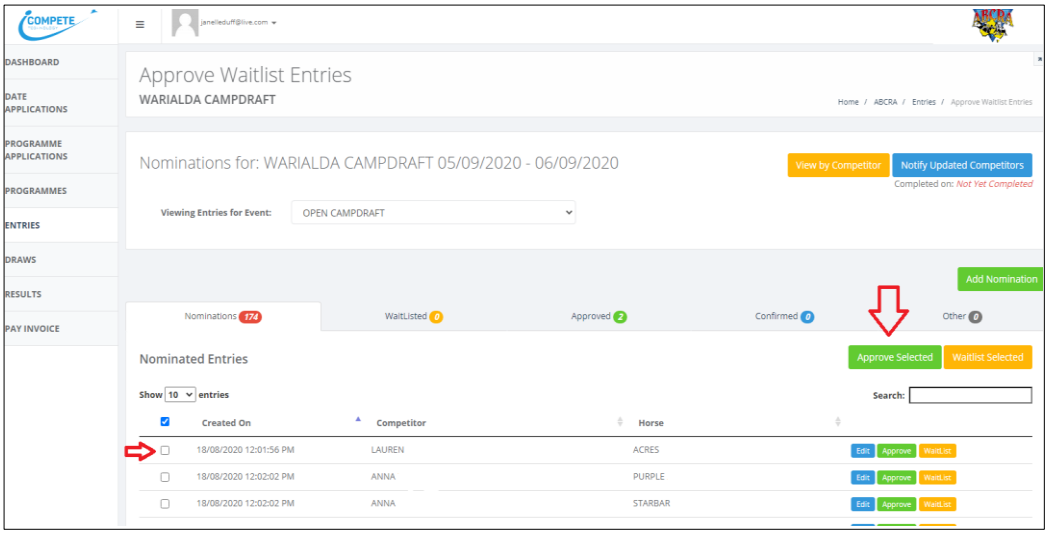

From the RED button Nominations of all associates will be waitlist. Click ***CONFIRM BULK WAITLIST***



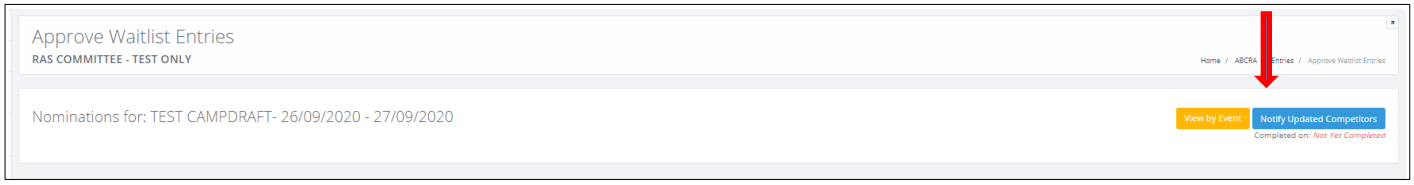
## Note: Committee Bulk Selection for Approval or Waitlist of Nominations

Nominations can be viewed and selected by event. Click the orange ***VIEW BY EVENT*** button at the top of the screen and approve or waitlist Nominations by the event in the list by clicking in the SELECT blue box ☑ then click ***APPROVE SELECTED*** or ***WAITLIST SELECTED***




Once you have approved and/or Waitlisted all the Nominations select the “Notify Updated Competitors Button”




**NOTE:** ***Summary of entries by event*** is where you can see how many run totals there are.