

Assigning Award Submitters

Student Award Submitters are required to submit the Woodie Flowers Award and strongly suggested to submit the Safety Animation Award and the Chairman's Award.

The lead mentor 1 or 2 for each team may assign at least 1 and up to 2 student award submitters in the [FIRST Dashboard](#). Those students will be notified of their status via email and may then log into [FIRST Dashboard](#) to view the awards submission section on their main page. These students must have a signed Consent & Release form on file in order to be designated as an Awards Submitter.

To designate students as award submitters, please follow these steps:

1. Log into your account on the [FIRST Dashboard](#)
2. Select the Team you are assigning an award submitter for.
3. Under the "Team Contacts/Roster", click the "Youth Members" link.
4. Find the student you want to assign as an Award Submitter. Accept the student to your team, if not already accepted.
5. Check the box next to: "Designated Award Submitter". You may designate up to two (2) students.
6. Please note, a student will not be able to designated as an Award Submitter if they have not been accepted onto the team or do not have a signed Consent & Release form.