

Managing Chapter Awards Collaborators

Many chapters have more than one member who will enter data into their chapter competition program report. Here is how you set up your application to be able to do so, without the need to share a username and password.

1. Begin a chapter report by logging in to an existing account or creating an account at <https://asmc.secure-platform.com/a/solicitations/132/home>
2. Click on Manage Collaborators button. (figure 1)



Figure 1

3. The Primary Collaborator (defaults to the individual who begins the report) can add additional collaborators by clicking Add Collaborator. (figure 2)

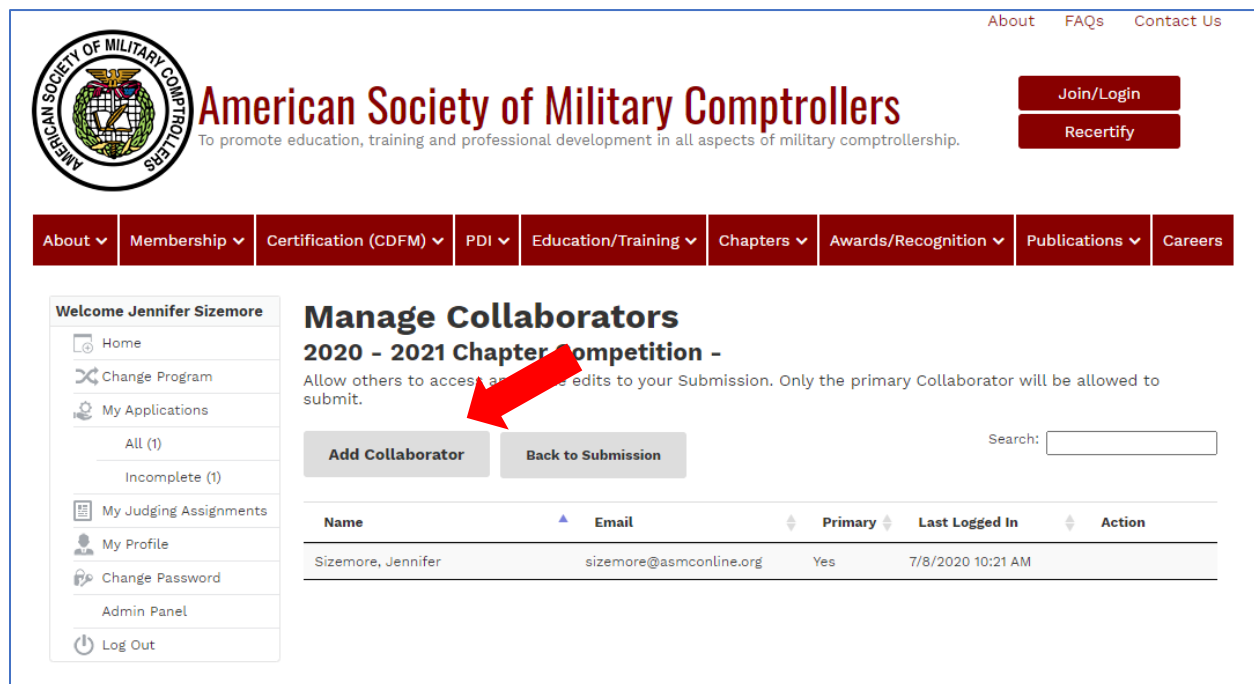


Figure 2

4. Add collaborator using the email address that individual has used for their own awards submission account. (figure 3) The additional collaborator will receive an automated email with access directions.

Welcome Jennifer Sizemore

- Home
- Change Program
- My Applications
 - All (1)
 - Incomplete (1)
- My Judging Assignments
- My Profile
- Change Password
- Admin Panel
- Log Out

Manage Collaborators

2020 - 2021 Chapter Competition -

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

First Name *

Last Name *

Email *

Figure 3

- Once a collaborator is added, the application can be transferred to a new Primary collaborator by clicking Make Primary. Access can also be removed from a collaborator by clicking Remove Access.
- Note: Only one user can be editing a submission at a time. The record is locked as one user is editing it to avoid accidental overwriting of another's information. A prompt will be displayed when more than one person is in an application. (figure 4)

Welcome Laura Sandy

- Home
- Change Program
- My Applications
 - All (1)
 - Incomplete (1)
 - Expired (0)
- My Judging Assignments
- My Profile

[Home](#) / [My Applications](#) / [Application](#)

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Jennifer Sizemore is currently editing this Application. Do you wish to take over editing and switch Jennifer Sizemore to a read-only view? [Yes, I want to take over editing](#)

[1. Membership Criteria](#) → [2. Professional Development Criteria](#) → [3. Awards Programs](#) → [4. Communications & Publicity](#) → [5. Community Service](#) → [6. Administration](#)

Figure 4