



**<http://bids.nrhh.org>**

**It's as easy as making a sandwich!**

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# The Bread: Go to: <http://bids.nrhh.org>

Open up your internet browser and go to <http://bids.nrhh.org>. You should see something similar this:



Welcome to the new online bidding submission system! This bidding system is designed to handle nominations for campus, regional, and national bids. In addition, the system will allow registered users to upload bids into the database and also give administrators the flexibility to configure settings for their particular group. Another feature is the ability to handle online voting.

Already have a user account for the OTM Database System? No Problem! You are ready to login! Both systems are integrated to reduce complexity and for ease of use!

## Upcoming BID Submission Deadlines

Event	Submission Deadline	Date Viewable
→ SWACURH: No Frills OTY Bids 2008	2008-01-30 00:00:00	2008-02-01 00:00:00
→ SWACURH: No Frills RBD Bids 2008	2008-02-14 00:00:00	2007-02-16 06:00:00

You must sign in to upload any bids. You can sign in at the top of the page. Your "sign in" information is the same as it is for the OTM database so if you already have a username, you can use that!

If you don't have a username, you'll need to go through the "Create User Account" and then sign in.

You do not need to be signed in to search the database.

Have a question? See the "General Help" section.

The "Events" section is the bid areas that are currently open. This list tells you the submission deadline and when the bids will be viewable.

# Mustard or Mayo: Personal Options

Once you have signed in, your front page should look similar to this.



The "My Account" page allows you to edit your personal information including changing your password.

The most important to the submission process, the Nomination Form! All bids must be nominated before they can be uploaded.

- After you click on that link, you will be directed to select a submission/event group. OTY Bids are "Of the Year" Awards while RBD Bids are for Regional Board Positional bids.
- Next you must select a category. The categories available to you are chosen for each event by your administrator, so if a category is missing in your event, please contact them.
- Finally, you will need to nominate the person. You will fill out the Nominee's Name and the submitting organization, category, and submission group should all already be filled in correctly for you. Then click "Submit."

"Search" is available if you are logged in or not. You can search all of the bids that are in the database by year, region, award winner, etc. **This is where you will need to search to find all of the bids for your organization that have been released AFTER the view date.**

Please fill out and submit this form

Nominee's Name	<input type="text" value="Alicia DeBusk"/>
Submitting Org	University of Tulsa
Category	Advisor of the Year
Submission Group	No Frills OTY Bids 2008

# The Meat: Uploading the Bid

After you nominate someone, your front page should look similar to this.



NRHH BID System

[Home](#) [Nomination Form](#) [Search](#) [My Account](#) [Log Out](#)

Your BID Submissions:

ID	Nominee	Submission Group	Category	Nomination	Bid
412	Alicia DeBask	No Frills OTY Bids 2008	Advisor of the Year	<a href="#">Edit</a> <a href="#">Delete</a>	<a href="#">Upload</a>

1 record displayed

You now have nomination options. You can "edit" your nomination to change any of the details or "delete" it if it is incorrect.

You can now upload your bid. Click "Upload" and a new page will load. Here you can browse your computer and find the file you want to upload.

Your bid must all be contained in one file, including letters of recommendation.

You can upload bids in Microsoft Word and PDF with PDF preferred.

Depending on your network connection/the speed of your internet, and the size of the bid, it may take a while for the system to upload the file, so BE PATIENT!

# Adding Veggies: After the Upload



NRHH BID System

[Home](#) [Nomination Form](#) [Search](#) [My Account](#) [Log Out](#)

File Uploaded Successfully

University of Tulsa bids submitted to No Frills OTY Bids 2008

University of Tulsa bids submitted to No Frills RBD Bids 2008

Your BID Submissions:

ID	Nominee	Submission Group	Category	Nomination	Bid
412	Alicia DeBoak	No Frills OTY Bids 2008	Advisor of the Year	<a href="#">Edit</a>	<a href="#">Download</a> / <a href="#">Remove</a>

1 record displayed

Once you upload the bid, your options change. You can still edit your nomination but now you can “download” or “remove” the bid.

NOTE: To remove a nomination that has a bid submitted, you must first remove the uploaded bid from the system and then the system will allow deletion of the nomination.

It is recommended that you download and review the bid after submission to verify the file uploaded correctly.

If you are an NCC, and have been given NCC privileges by your regional administrator, you will be able to edit, download, and remove ALL submissions made on your campus for submissions to the regional level. These submissions will appear to you in a similar manner to what is seen in the yellow box above. Unlike the OTM Database System, there is no final step you need to make in order to submit the bids on to the regional level.

**Congratulations, you have just uploaded and submitted a bid to the NRHH Bid System! Now grab yourself a sandwich and repeat the process until all your bids are submitted!**

# First Bite: Search & Download

To find bids that have been submitted for your category, go to "Search."  
You should see a box similar to the one below.

Region: (Select) ▾

University: (Select) ▾

Category: (Select) ▾

Events: No Frills OTY Bids ▾

Submission Year: 2008 ▾

Award: (Select) ▾

Sort by: Category Name ▾

To get the bids you want, select your region, event, submission year, and have them sort by category. Leave the other options blank. Then click "Submit".

## Search Results

ID	Nominee	Category	Organization	Award	Event	Size	Download Nomination
396	David D Yoder	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	3.7 MB	<a href="#">Download</a>
379	Camilla Jones	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	697 KB	<a href="#">Download</a>
331	Nikki Krubsack	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	195 KB	<a href="#">Download</a>
387	Diane Hess	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	280 KB	<a href="#">Download</a>
338	Yihong Zhang	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	1.2 MB	<a href="#">Download</a>
328	Linda Harvey	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	598 KB	<a href="#">Download</a>
350	Nathan Vallette	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	781 KB	<a href="#">Download</a>
362	Becky Pitrowski	Advisor of the Year	Kansas State University		Campus OTY Bids 2007	387 KB	<a href="#">Download</a>
357	Mary Smith	First Year Experience	Kansas State University		Campus OTY Bids 2007	449 KB	<a href="#">Download</a>
376	Laura Romig	First Year Experience	Kansas State University		Campus OTY Bids 2007	250 KB	<a href="#">Download</a>
388	Katie Fooshee	First Year Experience	Kansas State University		Campus OTY Bids 2007	189 KB	<a href="#">Download</a>
353	Julianna Falls	First Year Experience	Kansas State University		Campus OTY Bids 2007	243 KB	<a href="#">Download</a>
363	Zach Pistora	First Year Experience	Kansas State University		Campus OTY Bids 2007	492 KB	<a href="#">Download</a>
382	Emerald Taylor	First Year Experience	Kansas State University		Campus OTY Bids 2007	1.1 MB	<a href="#">Download</a>
345	Allison Smith	First Year Experience	Kansas State University		Campus OTY Bids 2007	781 KB	<a href="#">Download</a>

Your Search results should appear similar to this, by category.

To download the bid, click the "Download" link circled above. Your computer should then ask you if you want to "Open" or "Save" the document. Repeat until you have all of the bids downloaded!

Be patient as the bids download, it may take a minute!