

# CSWE Board of Directors (BOD)/ National Nominating Committee (NNC) Nomination Instructions

**Step 1:** Sign into the review system at <https://cswe.fluidreview.com>.

Council on Social Work Education

RESOURCES HELP

Welcome to CSWE's page for awards, nominations, and fellowships.

The following opportunities are currently available. Please note that CSWE offers multiple other awards during the year; visit [www.cswe.org](http://www.cswe.org) for more details.

**1) Board of Directors/ National Nominating Committee Nominations**

- Call for nominations- open August 2017
- Questions? Contact [election@cswe.org](mailto:election@cswe.org)

**2) 2017 Carl A. Scott Memorial Book Scholarship**

- Call for Nominations (open June 19 - July 18, 2017)
- For more information, [click here](#).
- Questions? Contact [cas@cswe.org](mailto:cas@cswe.org)

**Sign In**

Email:

Password:

[Sign In >](#)

[Trouble Signing In?](#)

**Need An Account?**

[Sign Up >](#)

If it is your first time accessing the FluidReview system, click “Sign Up,” Please note that this account is not linked to your CSWE membership account. Fill out your information (photo not required) and click “Register.” Once you’ve created an account, there may be a slight delay in receiving the e-mail to confirm registration. Click on the link your e-mail to activate your account.

If you have used the CSWE’s Fluid Review online application system before, your log-in information is still valid for this nomination application.

**Step 2:** After signing in, click the “Start” button to access the eligibility requirements.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/awds/>. The page header includes the CSWE logo and navigation links: AWARDS, RESOURCES, HELP, and SETTINGS. Below the header, there is a 'Home' link and a section titled 'Awards'. Under 'Awards', there is a 'Your Tasks' section. A table lists tasks with columns for TASK, STATUS, and ACTIONS. The first row shows 'CSWE Eligibility Requirements' with a status of 'INCOMPLETE' and a 'Start' button. A red arrow points to the 'Start' button. At the bottom of the page, a message reads: 'Not all required user tasks have been completed.' The Windows taskbar is visible at the bottom of the browser window.

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	INCOMPLETE	Start

If you have applied through CSWE’s FluidReview in the past, you will need to edit your eligibility requirements for the specific awards you are applying for.

## Eligibility Requirements Section

**Step 3:** Select “Board of Directors (BOD)/ National Nominating Committee (NNC) application cycle” to submit nomination. Click “Next.”

File Edit View History Bookmarks Tools Help

CSWE Eligibility Requireme... x +

https://cswe.fluidreview.com/u/92648926/t/1255/ Search

Most Visited Getting Started

Home

Home > CSWE Eligibility Requirements

### CSWE Eligibility Requirements

Back to Account

0%

Which application are you interested in applying for?

- Carl A. Scott Book Scholarship (next application cycle open summer 2017, subject to change)
- MFP Doctoral Fellowship (application cycle open December 15, 2016 - February 28, 2017, subject to change)
- Board of Directors (BOD)/National Nominating Committee (NNC) (application cycle open November 2016)
- MFP-Youth Master's Fellowship (current application cycle closed)
- Policy Practice in Field Education (current application cycle closed)
- CSWE Councils: Council on Practice Methods & Specializations; Council on Global Learning & Practice; Council on Conference & Faculty Development; Council on Leadership Development (current application cycle closed)

Save & Continue Editing Next

**Step 4:** CSWE Eligibility Requirements page: Confirm CSWE membership and ability to attend meetings if nominated. You cannot progress if the all boxes are not checked. Click “Save & Exit” to complete this portion of the nomination process.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/u/92648926/v/1255/7p=1&s=eYjwYVdlcGF0aC9lFswLCAxOD%3D&k=MQFmPc29KPh6gusQSp8:h9b279adefb3357d39f1a9769476b2d1>. The page title is "CSWE Eligibility Requirements" and the user is logged in as "Andrea Bediako". A progress bar indicates 50% completion. The main content area is titled "Board of Directors (BOD)/National Nominating Committee (NNC)" and contains the following text:

Thank you for your interest. Please click the box next to the statement to indicate you meet each criteria. If you do not meet one or more of the items, you are not eligible for this specific appointment.

- Must be a current CSWE individual member, and maintain this membership throughout the appointment period.
- Nominees must be able to attend meetings (in person or via conference call).

Nominating Committee – 1. Face to face meeting at APM, 2. Conference call in November or December to decide final election slate, and 3. Conducts other business throughout the year via e-mail and occasional conference calls.

Board of Directors - 1. Face to face meeting at APM and spring governance meeting (March), 2. Conference call in June, and 3. Conducts other business throughout the year via e-mail and occasional conference calls.

At the bottom of the page, there are three buttons: "Back", "Save & Continue Editing", and "Save & Exit". Two red arrows are overlaid on the image: one points to the checked checkboxes, and the other points to the "Save & Exit" button. The Windows taskbar at the bottom shows the time as 12:38 PM on 11/16/2016.

## Awards Section

**Step 5:** Click on the “View Awards” button at the bottom of the page.

File Edit View History Bookmarks Tools Help

Council on Social Work Ed... x +

https://cswe.fluidreview.com/awds/ Search

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Home

### Your Tasks

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

### Your Awards

STATUS: Any SEARCH: Search... Go

No applications found

[View Awards >](#)

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Windows taskbar icons: Internet Explorer, File Explorer, Microsoft Word, Outlook, Excel, Adobe Reader

**Step 6:** Find the “CSWE Board of Directors/ National Nominating Committee Elections” Click on the “Apply Now” button.

File Edit View History Bookmarks Tools Help

Council on Social Work Ed... x +

https://cswe.fluidreview.com/awds/app/ Search

Most Visited Getting Started

Home

Home » Awards View my list

## Awards

You are eligible for 1 award(s).

Search... Go

FILTERS: All awards SORT: Alphabetically

AWARD	DESCRIPTION	CATEGORY	STATUS	ACTIONS
<input checked="" type="checkbox"/> CSWE Board of Directors/National Nominating Committee Elections	Nomination Form for 2017 CSWE Elections	Award (Internal)	OPEN Nov 01, 2016 CLOSED Dec 04, 2016	Apply Now

Showing 1 - 1 of 1

Submissions ( 1 selected) Create

Taskbar icons: Windows, File Explorer, Internet Explorer, Word, Outlook, Excel, Adobe Reader

**Step 7:** Click on the “Start” button.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/s/2674140/>. The page title is "COUNCIL ON SOCIAL WORK EDUCATION CSWE Board of Directors/National Nominating Committee Elections". A notification bar indicates an "Award deadline: Dec 04, 2016 11:59 PM".

The "Application Round" section contains a table with the following data:

TASK	DEADLINE	STATUS	ACTIONS
<a href="#">CSWE Board of Directors/National Nominating Committee Elections</a>	--	INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Submit</a>	--	PREREQUISITES NOT MET	

A red arrow points to the "Start" button in the first row of the table.

The "Activity" section shows a notification: "Andrea Bediako created Andrea Bediako's application to CSWE Board of Directors/National Nominating Committee Elections".

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Word, Outlook, and Excel.

**Step 8:** Complete each required piece of the form. Once each section is complete, click “Save & Exit” at the bottom of each page to be taken to your application home screen. “Save and Continue” will keep you on your current page. If you have to log out before completing the form, please save your work by clicking the “Save and Exit” button at the bottom of the page.

The screenshot shows a web browser window with the following elements:

- Browser Interface:** Includes a menu bar (File, Edit, View, History, Bookmarks, Tools, Help), a tab for "CSWE Board of Directors/N...", a search bar, and a "Home" button.
- CSWE Logo:** The logo for the Council on Social Work Education, featuring the letters "CSWE" in a stylized font within a square border.
- Navigation Links:** A horizontal menu with links for "AWARDS", "RESOURCES", "HELP", and "SETTINGS".
- Breadcrumb Trail:** A path of links: "Home" > "CSWE Board of ..." > "Andrea Bediako's application ..." > "CSWE Board of Directors/National ...".
- Main Title:** "CSWE Board of Directors/National Nominating Committee Elections" with a "Back" button to its right.
- Section Title:** "2017 CSWE Election Nomination Form".
- Nomination Form:** A light gray box containing the heading "Nomination" and two radio button options:
  - I am nominating myself
  - I am nominating a colleague
- Taskbar:** At the bottom, a Windows taskbar is visible with icons for Internet Explorer, File Explorer, Word, Outlook, and Excel.

**Step 9:** When you return to the application page, the application status should read “Complete.” Click the “Submit” button.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/s/2674140/>. The page header includes the text "COUNCIL ON SOCIAL WORK EDUCATION" and "CSWE Board of Directors/National Nominating Committee Elections". Below this, there is an "Award deadline: Dec 04, 2016 11:59 PM" notification. The main section is titled "Application Round" and contains a table with the following structure:

TASK	DEADLINE	STATUS	ACTIONS
CSWE Board of Directors/National Nominating Committee Elections	--	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Submit</a>	--	INCOMPLETE	

A red arrow points to the "Submit" button in the table. Below the table is an "Activity" section with a notification: "Andrea Bediako completed CSWE Board of Directors/National Nominating Committee Elections for Andrea Bediako's application to CSWE Board of Directors/National Nominating Committee Elections (CSWE Board of Directors/National Nominating Committee Elections)". The browser's taskbar at the bottom shows the time as 3:39 PM on 11/16/2016.

Congratulations! You have successfully submitted your nomination for the 2018 CSWE election.

If you have any questions, please contact [election@cswe.org](mailto:election@cswe.org).