The **2018 National Principal of the Year** (POY) application system is now available for use. Paper applications are no longer available—all applicants must use the online application form.

States may submit only one **(1) POY state winner application**—either high school or middle level—to compete for the NASSP National Principal of the Year awards. From the state winner applications submitted, three **(3) national finalists** will be selected. From the three finalists, one national winner will be selected.

**The deadline for states to submit the application is May 1, 2017.**

Note: If you select your state winner without using the 2018 Principal of the Year online application, the state winner is still required to complete the online application by the May 1, 2017 deadline.

**Setting up/changing your state portal information:**

- Visit the online database: [http://nasspawards.org/poy/](http://nasspawards.org/poy/).
  
  View the main pages for the program using the left menu.
  
  - Is your current state affiliation logo present in the upper corner? If not, you can add your logo in the **Settings** section of the administrative dashboard (see below).

- Log in with your username/password:
  
  - Username: your email address
  
  - Password: your last name in all lower case, plus 123 (e.g., smith123)

Click **Administrative Dashboard** (top bar) and you will receive a welcome message with links on the left side of the screen.

1. **Registrants:** Shows a list of all people who have registered—that includes registrants from last year (do not remove their names) and your state administrator(s). New registrants will be added to the list yearly.

2. **Applications:** Allows you to view all current applications (incomplete and complete). Note: While registrants’ names remain from last year, their applications do not.

3. **Winners:** Designate your state winner by clicking the **Applications** link and placing a check mark in the “mark winner” column by that person’s completed online application. This automatically sends the application to us for consideration. Note: The application must be completed/finalized before you can mark it as your state winner.

4. **Pages:** This is where you review, add, and/or delete your customized state information, plus list important state application deadlines. Click **Pages**, then the **Edit** button. **You should complete/update this section now.**

5. **Settings:** Allows you to upload your state affiliation logo, list your web and email addresses, add information about your state, and set or change your **state application deadline** from the default global setting we created (April 14, 2017). Keep in mind that the national deadline to submit your state winner application to us is **May 1, 2017. You should complete/update this section now.**
6. **Set-up Review:** This is the state online judging tool available for your use. Please contact me if you need assistance with this section.

**Designating State Winners:**
The application must be completed/finalized before you can designate a state winner. Once the application is finalized and you have selected your state winner, return to the database: [http://nasspawards.org/poy/](http://nasspawards.org/poy/).

- **Log in** with your username/password (see instructions above) and click **Administrative Dashboard** (top bar).

- Designate your state winner by clicking the **Application** link, locating the winner’s name, and placing a check mark in the “mark winner” column. This automatically sends the application to us for consideration. Note: The application must be finalized before you can designate/mark your state winner.

**Designating State Winner Not in the System:**

Once logged in, click **Administrative Dashboard**, then the **Winners** link. Click “**add winner not in system**” in the top bar and add the basic information for the applicant.

This will auto-create a registration for the individual, sending an automated message notifying them of their designation and providing them with access to complete the online application for national consideration. Note: Because this is the national application, you will not have access to view it at the state level.

Please allow sufficient time prior to the May 1, 2017 deadline for your state winner to complete the online application—this generally takes two to three weeks.

**Important Dates:**

- **May 1, 2017:** Deadline to submit state winner’s application (one per state)
- **September 24, 2017:** Finalist interviews at the Key Bridge Marriott, Arlington, VA
- **September 24–27, 2017:** Principals Institute, Washington, D.C.
- **October 2017:** National Winner announced at a surprise ceremony at the winner’s school during National Principals Month

Contact us if you have any questions or need assistance. We look forward to working with you this year on the Principal of the Year program.

**Nancy Riviere**, Director, Event Services 1-800-253-7746, ext. 334 or direct at 703-860-7334; rivieren@nassp.org

**Ginny Hodson**, Program Assistant II, Recognition Programs 1-800-253-7746, ext. 267 or direct at 703-860-7267; hodsonv@nassp.org