

# Submitting Proposal or Award Nomination via UPCEA’s Membership System (Membersuite)

1. Visit [upcea.edu](http://upcea.edu) and log into your UPCEA member portal.

2. Scroll down to the “Submissions” section of your user page and select on ‘View Open Submissions’.

3. Select ‘view’ to open the Proposal/Award Nomination form.

Name	Open Date	Close Date	Time Before Close	
2019 Mid-Atlantic Call for Proposals	5/1/2019 12:00:00 AM	6/20/2019 12:00:00 AM	41 days, 14 hours, 22 minutes	<a href="#">(view)</a>
2019 South Call for Proposals	5/1/2019 12:00:00 AM	6/20/2019 12:00:00 AM	41 days, 14 hours, 22 minutes	<a href="#">(view)</a>
2019 Marketing and Enrollment Management Seminar Request for Proposals	4/30/2019 12:00:00 AM	6/20/2019 12:00:00 AM	41 days, 14 hours, 22 minutes	<a href="#">(view)</a>
Mid-Atlantic Region Awards Nomination Form 2019	5/1/2019 12:00:00 AM	6/20/2019 12:00:00 AM	41 days, 14 hours, 22 minutes	<a href="#">(view)</a>
SUPER 2019 - Central & West Regional Conference	5/6/2019 12:00:00 AM	6/20/2019 12:00:00 AM	41 days, 14 hours, 22 minutes	<a href="#">(view)</a>
South Region Awards Nomination Form 2019	5/1/2019 12:00:00 AM	6/21/2019 12:00:00 AM	42 days, 14 hours, 22 minutes	<a href="#">(view)</a>
Central Region Awards Nomination Form 2019	5/3/2019 12:00:00 AM	6/21/2019 12:00:00 AM	42 days, 14 hours, 22 minutes	<a href="#">(view)</a>
West Region Awards Nomination Form 2019	5/3/2019 12:00:00 AM	6/21/2019 12:00:00 AM	42 days, 14 hours, 22 minutes	<a href="#">(view)</a>

4. To begin your submission, scroll down to the “Submission Tasks” section and select ‘Click here to submit!’

5. Fill out the Submission Entry form, and once complete, click ‘Submit’. You may also click ‘Save Draft’ to keep your entry form un-submitted to finalize and submit at a later time.