



ULTIMATE GUIDE TO SUBMITTING OTM'S <http://otms.nrhh.org>

NRHH has adopted a fast, easy and reliable way to submit OTM's via the Official OTM Website. Here are some easy instructions on how to submit OTM's!

To Submit OTM's:

1. Open your Internet browser.
2. Go to <http://otms.nrhh.org>.
3. Click on either "*Submit General OTM*" or "*Submit Program OTM*" depending on which type of OTM you are writing.
4. Select your University (University of Idaho).
5. Fill out all appropriate information
 - a. What type of OTM
 - b. Nominee's Organization (Hall of nominee)
 - c. Nominator's Organization (Hall of nominator)
 - d. Nominee and Nominator's personal information
 - e. Fill in the main OTM area
 - f. Check your word count to make sure you haven't gone over the word limit
 - g. Check the spelling and grammar of your OTM.
6. Once you are done, click submit and your OTM is finished!

Other OTM Database Features:

- Use the database "*Search for OTM's*" function
 - When searching, to find OTM's from our region, enter IACURH in "*Region is*"
 - Fill out appropriate information for your search
 - Click Submit and a list will appear
 - To read an OTM, click on the blue "*OTM*" column
- Set up an OTM Account
 - If you sign up for an account, your information will be stored for use on later OTM's. This will allow you to just login and fill out your OTM there. If you have further questions about setting up an account, please get in contact with Nicci Virell at 885-7519 or vire1125@uidaho.edu.

Reminder:

Make sure to have your OTM's submitted to <http://otms.nrhh.org> by 11:59pm the 7th of each month for the previous months' outstanding person, group, or program!

If you have **ANY** questions about the new NRHH Database, please call or write Nicci Virell at 885-7519 or vire1125@uidaho.edu.