

The Priory in the USA of The Most Venerable Order of the Hospital of St John of Jerusalem

Step-by-Step Process for Nomination of Candidate for Membership

The Priory Honors and Awards Committee (PHAC) has decided to move *entirely online* the process for nominating new Members. The change should streamline and improve the necessary but time-consuming procedures by which these nominations are received and reviewed by PHAC. This should not only help Confrères adhere to the new deadline for submission (**the new deadline for submission of nominations is March 1, 2020**) but also reduce Priory operating costs, something we can all support!

All 2020 nominations of candidates for membership must be submitted using the online platform. Paper forms no longer will be accepted. The new platform is user-friendly. For example, it provides reminders of any missing information throughout the process. To assist in using this new format, following is a “Step-by-Step Process” that includes the link to the online form.

Should you have any questions regarding the new online format, please do not hesitate to contact the Priory office at 202-510-9691 or prioryusa@saintjohn.org

- **Step One:** The Nominator or Secunder forwards the link to the electronics nomination form to his/her candidate for membership: www.TinyURL.com/2020NominationForm
- **Step Two:** The Nominee completes the first section of the form online and clicks “Submit Form” at the bottom of the page
- **Step Three:** The form is routed to the Nominator, whose name and email address were provided by the Nominee on the form he/she submitted
- **Step Four:** The Nominator completes their portion of the form, including attachment of the letter of recommendation, and clicks “Submit Form”
- **Step Five:** The form is then routed to the Secunder to complete as the nominator did
- **Step Six:** As the form is completed by each party – Nominee, Nominator, Secunder – a confirmation email is sent to the candidate for membership and the Priory office. The system will not allow submission of incomplete forms.