

# **NATIONAL RESIDENCE HALL HONORARY**



## **GUIDE TO OF THE MONTHS (OTM's)**

**UPDATED JULY, 2004**

# WHERE'S WHAT AND WHAT IS WHERE IN THE OTM GUIDE

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## WHAT ARE OTM'S?

Of The Months, otherwise known as OTM's, are one means of NRHH to recognize outstanding students, advisors, and programs on the campuses of Colleges and Universities across the United States. OTM's are the primary source of recognition throughout NRHH. OTM's are written at individual schools, graded on their local level, and then graded on regional and national levels.

OTM's are separated into twelve (12) different categories that are graded on the regional and national levels. These categories are:

- Advisor
- Community
- Community Service Program
- Diversity Program
- Educational Program
- Executive Board Member
- NRHH Chapter
- Resident Assistant
- Social Program
- Spotlight
- Student

## DETERMINING A GOOD NOMINEE

So. . .we have a bunch of categories, but what makes a good nominee for an OTM. Well, that's any easy answer. . .anyone and everyone. . .anything and everything. The purpose of an OTM is not to win an award, it is to recognize someone or something for their great contributions to on campus living during a certain month. It can be something as simple as a student doing great on their academics or a program that was presented by a student to as complex as a week of programs or a resident assistant who did a program everyday of the month. The possibilities are endless. When looking at writing an OTM, take into consideration some of these questions when looking for a nominee in a category:

- Has someone had a positive influence on your campus?
- Has a student helped to better the on campus living environment they live in?
- Did the nominee do something that had never been done before on your campus?
- Was a new and creative program presented on your campus?
- Did someone continually go out of their way to do things to present a program or help out a fellow student?
- Did the nominee create a new found excitement on your campus?
- Did the nominee go above and beyond what is normally expected as a student, staff member, or advisor?
- Is there someone outside of your on campus environment that has had a positive impact on the students?

## WRITING A QUALITY OTM

Now, those questions by all means are not the only questions that should be answered when looking for a nominee. . .but it's been set in stone that anyone can be nominated. So how do you go about writing an OTM? What makes an OTM a great OTM? Take for instance this example:

What if NRHH had a category called "Toilet Paper Of The Month"? Consider two rolls of toilet paper are in the category, one being the "sandpaper" kind that can be bought in bulk and the other roll being Charmin ultra soft, double quilted, double roll, 2 ply toilet paper. Now, we could write an OTM on the "sandpaper" toilet paper and what would it say? Well, it's toilet paper, it gets the job done, and it's cheap. It does what any normal toilet paper is supposed to do. . .it does what it's expected to do. Then, we could write an OTM about the Charmin roll and what would it say? Well, it too is toilet paper, but is was made with extra care for the user because it's double quilted, twice the size of the original role, 2 ply, and squeezable soft not to mention it too gets the job done. It goes above and beyond the call of duty of what is expected out of the toilet paper. When you look at the two OTM's, which one is the better OTM? I think you can see that the Charmin one would definitely be the quality OTM because you could put in many things about how it does more then just being a roll of toilet paper.

Yes, the example is not something that would happen in real life, but if the concept behind the "Toilet Paper OTM" is thought about, you will understand what makes a great OTM. Later in the guide you will see a set of certain criteria that goes with each OTM category, but that is just a minimum. Explaining how the student, staff member, or program goes outside of what is normally done makes an OTM great. Show why the person deserves to be recognized as the student of the month. Express the creativity in the program being nominated and the impact it has on students. Paint a picture that is so vivid that those who read the OTM really wish they could have been at the program or met the person being talked about. If you do that in an OTM, the awards will take care of themselves. Be proud of what is written in the OTM.

## WHO SHOULD SUBMIT

It's evident now that there are these great things out there called "OTM's" that can be used to recognized individuals and programs on campuses throughout the world, but who can submit an OTM? It's really a very interesting question because the actual answer is anyone in the world. With the OTM Database, submitting an OTM can be done anywhere in the world, the only catch, your school can only submit one winner from their campus to the regional level and same from the regional level to the national level. If OTM's are graded on individual campuses, every person can submit an OTM. NRHH opens the doors for anyone and everyone to do a little bit of recognition no matter how large or small it is.

Is there a best way to nominate OTM's? Of course not. . .some schools nominate winners and then write the nominations up, some allow as many submissions as possible on their campus and then grade them at their school, and some assign categories to people to write about. There's no wrong way to submit an OTM unless you don't submit one at all!

Selecting campus winners is up to individual schools as well. There can be a campus committee or a single submission in each category. Remember though, every NACURH affiliated schools is allowed to submit only one (1) nomination per category each month to the Regional Associate Director (RAD) of NRHH on the OTM database. The RAD for each region then grades the OTM's with their regional grading committee and selects one OTM in each category from all the campus submissions to send to the national level. That OTM represents the respective region. After the national office grades the OTM's, they select the national winners in each category.

To submit an OTM, simply go to the <http://otms.nrhh.org>, create an account, and start typing. Check out the OTM database section in the OTM manual for further information to get each schools information on the database.

## **CREATING A QUALITY SUMMARY OF AN OTM**

In addition to submitting the OTM, there is a section that asks for a 3-4 sentence summary of the OTM that was just submitted. The incorrect way to fill out this part of the form is:

“Tom did well. He was at the program. I like Tom. He’s a great student.”

The correct way to submit a summary is:

“Cindy was an excellent role model for her students and staff. Throughout the month, she presented a program on alcohol awareness and attended every hall governing board meeting. Her dedication showed in her academics as well by getting A’s on all of her tests during the month. She also was very active in the community by volunteering for 4 hours every week at the Boys’ and Girls’ Club.”

These summary’s are important because the Regional Associate Director compiles a list of all the summary’s and creates a “blurb sheet”. This sheet with the OTM name and school has a list of all the OTM’s submitted during a month and the summary about the OTM. This way, a person can read a summary and then go search the database for the OTM without searching every OTM. This program has been very successful across the nation!

## QUICK TIPS FOR WRITING A WINNING OTM

1. OTM's are due from your campus to the Regional Associate Director on the OTM database by 11:59:59 p.m. on the 15<sup>th</sup> of each month following the month of nomination.
2. Type the OTM nomination in Word (or another Word Processor) then copy and paste it into the on-line form at <http://otms.nrhh.org>. This allows you to use the spell check and grammar check features on Word. You can go in and edit your OTM on the database as well as count the number of words up to the regional deadline.
3. Be descriptive, creative, and inventive when talking about people and events. Those reading the nominations probably won't know anything about specific schools besides what is in the nomination. If it's not in the OTM, then the readers don't know about it. Write so that they can visualize and understand everything. . . paint the picture so that readers feel they have met the person or attended a program
4. Write OTM's immediately following the program for which they are written. It will be easier to remember all of the details and events that occurred. If you are not writing it directly after the event, take some notes to make the OTM writing process easier.
5. Look at all the criteria for writing the OTM and interview the person, if applicable. This will help make the OTM detailed and informative. In each of the OTM categories, you have a certain amount of words that you can use. The maximums are there for a reason so utilize them although it does not have to be a novel!
6. Submit all OTM's to the OTM database at <http://otms.nrhh.org>. It will help your campus, your regional director, and the national office. In addition, you can use the database to see nominations that have won in the past. Check out what a winning OTM is composed of. Don't copy the OTM, but learn how to make an OTM better!
7. Define acronyms, they aren't always universal! State what you are talking about, put the acronym in parenthesis, then you can use it later in the OTM. For instance, the National Residence Hall Honorary (NRHH) encourages the use of acronym. We at NRHH feel that it's an important part in an OTM. Without that knowledge, some won't know what the OTM is about. Be specific and cover all your bases.
8. Make sure you are nominating someone or something in the correct category. This is a common error that is made. To avoid mistakes, look at the following pages of criteria. If in doubt, talk to your Regional Associated Director and get their feedback. After all the work of writing a great OTM, it doesn't need to vanish because you accidentally nominated something in a wrong category.
9. Presentation is the key! Proofread the OTM to make sure you are clearly saying what you mean to say and that everything is spelled correctly. Also, it's helpful to put spaces in between paragraphs. Paragraphs make the OTM easy to read for everyone.
10. Make sure a nomination is **MONTH SPECIFIC!** This specification is very important to highlight the outstanding things that the nominee did during the month of nomination. Use phrases like "in the month of \_\_\_\_ they did...". Maintain this consistency throughout the OTM. If the OTM is not month specific, it could be disqualified when being graded on the regional level.
11. Have fun! Realize you are doing this to honor someone else. Try and imagine their face when out of the blue they receive an award congratulating them for a job well done!

# ADVISOR OF THE MONTH

## Criteria/Questions:

- Is the nomination month specific?
- Did the individual recognize the students they worked with in the month of nomination?
- How has the individual contributed to their profession?
- What outstanding accomplishments merit recognition of this individual this month?
- How has the individual gone above and beyond their duties as an advisor? (give specific examples)

Advisors need to create a supportive environment for the leaders they work with. The focus of the Advisor OTM should be based on the advisory role of the person rather than their professional role. Personal examples are often the best way to express the intangible contributions of an advisor. The nomination should display how the advisor was instrumental in helping the leaders they work with grow, learn, and develop.

It is also important to note the difference between the relationship between advisor and organization member versus the relationship between supervisor and staff member. The Advisor OTM should show how the person has made a positive impact on the students and staff that live in their respective area. This includes advising to individual governing boards/councils, campus wide organizations, and their staff. An advisor does not have to be a profession in the field of housing. .the OTM can be written about a student who has taken on the role of an advisor to a specific group.

This OTM category has a maximum word count of 600 words.

# COMMUNITY OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- What brings the group of people together? Examples include, but are not limited to, hall, floor, wing, suite, and committees.
- What positive contributions did this community make to enhance the lives of the group members or those around them?
- How does the community interact with other communities?
- What makes the community different from other communities? Examples include participation and enthusiasm as a group, fewer discipline problems, etc.
- What accomplishments has the community made this month?

This category is another award that recognizes the intangible. A community is a group of individuals that share a sense of belonging with other members of the group and share experiences that bind them together and make them a mutually identifiable group.

An outstanding community is one that makes a positive impact on not only the other members of the group, but also the people and students around them. Make sure to include how the community exists, whether it is a wing or floor of a residence hall, the executive board or committee of an organization, or another on campus group of students.

Items to include in the Community OTM are activities the community does together and what accomplishments they have made during the month. Specific examples of cohesiveness are encouraged. A community can be as small as a few people (an executive board) or as large as a whole building, apartment complex, or campus.

This OTM category has a maximum word count of 600 words.

# EXECUTIVE BOARD MEMBER OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- How has the individual exceeded their job responsibilities this month?
- How has the individual grown as a result of their work this month?
- Is the nominee an executive officer of a campus-wide residence hall governing body? Examples include RHA executives and NRHH executives.
- Did the nominee make outstanding contributions to the organization during the month of nomination?
- What contributions did the nominee make to other campus groups?
- What has been the nominee's use of NACURH and campus resources?
- What contributions has the nominee made to your region during the month of nomination?
- What outstanding contributions were made by the individual during the month?

Any executive board member of any on campus student's organization in housing can be nominated for this category. A nominee can be on the executive board of the RHA or NRHH, or can be a hall/council executive board member. **NCC's are considered to be an Executive Board Member even if they aren't on your local campus.**

It is extremely important in this category to nominate a person for their duties in an executive board position. Many times, the OTM reads as a student OTM. It needs to focus on the criteria stated above. If the person fills more than one role which would make him/her eligible for more than one award (i.e. executive board and student), two separate nominations can be made in the necessary categories.

This category should be approached similarly to the Student OTM category though but focus on executive board items. Special efforts, not just fulfilling the job requirements of the position, help make this OTM category special. Make sure you include some of the responsibilities of the position so the reader will know how they truly went above and beyond. Be sure to briefly include other activities the student is involved in. This shows that they are a well rounded leader and able to perform well in their position and still participate in other activities. An executive board member is someone that is deemed such a position by your individual RHA.

This OTM category has a maximum word count of 600 words.

# NRHH CHAPTER OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- What is the focus of the NRHH chapter? Are they honorary or active?
- Did the chapter recognize or contribute to student leadership on your campus during the month of nomination?
- Did the chapter impact the students they worked with during the month of nomination?
- What activities during the past month set the chapter apart from other chapters?
- What contributions has the chapter made to their region during the month of nomination?
- What outstanding accomplishments merit recognition of the chapter this month?

This category is to recognize an outstanding NRHH chapter, not an outstanding NRHH member. Nomination should be group specific and not concentrate on the efforts of a few individuals.

When nominating an NRHH chapter, reviewing the purpose of NRHH before starting is helpful. NRHH is a multi-facet organization of leadership, community service, and recognition. Be sure to include all of the activities that make a chapter special.

It is also helpful to include information about some of your members and their commitment to NRHH. Not only include members and their commitment, but the commitment of the chapter to certain organizations in the community or campus. Also include any new and exciting ideas that a chapter has tried out during the month. This is a category in which you can nominate chapters from other schools.

This OTM category has a maximum word count of 600 words.

# RESIDENT ASSISTANT OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- How well does the nominee work with residents and what impact has he/she had during the month of nomination?
- How has the nominee fulfilled and gone above his/her job responsibility during the month of nomination?
- Are there any specific projects in support of hall government or committees that they have participated in?
- What outstanding contributions has the individual made for the hall they work in during the month of nomination?
- What other activities does the nominee participate in?
- What difficult situations has the nominee dealt with during the month?

Uniqueness in this category is very important. New and creative approaches to the position show a true dedication to helping out the students. If possible, include any difficult confrontations with which the RA intervened or crisis situations with which he/ she managed to make a difference. Those situations should be brief, but give a glimpse into their job. Also, include how the RA interacts with their residents. What does the nominee do on their floor with his/her residents?

What types of creative programming ideas has the nominee done. Besides programming, also include any bulletin board the nominee created and how the nominee promoted an advocacy month or week in a passive situation. In addition, do not forget to mention how the nominee has helped and supported their fellow staff members. It is also beneficial to include personal testimonies from residents and fellow staff in the OTM.

There are many aspects to the job of a resident assistant. There are certain things that they must do for their job that do not necessarily show that they are deserving of an OTM award. Be sure to include some of the RA's duties and how they have gone above and beyond them because the duties of an RA vary from campus to campus. Other things that might be beneficial to include are committee involvement, involvement in other organizations, maintaining an exceptional GPA or having organized a particularly close community.

Nominees in this category must be in a staff position that oversees students on a floor, complex, or on campus living organization. These positions can include, but are not limited to, titles such as resident assistant, community assistant, house manager, area advisor, and complex advisor. Resident assistants typically do not supervise a staff.

This OTM category has a maximum word count of 600 words.

# SPOTLIGHT OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- Does the nominee fit **only** into this category?
- How does the individual or group interact with **on campus students**?
- How did the nominee impact the students they worked with during the month of nomination?
- What interaction did the nominee have with an on campus government or individual organization during the month of nomination?
- What other outstanding accomplishments merit recognition of this individual this month?

This award is intended to recognize outstanding OTM's that don't fit into **any** set category, such as Graduate Assistants, Food Service Personnel, night security, etc. The nominee cannot be an advisor, executive board member, residents assistant, or student. Include how this person has helped out an individual or contributed to the well being of a building or living community. RHA's are not a spotlight.

A spotlight could be a favorite professor. They do not fit in another category and if they have done something to contribute to on campus living (not just by giving a good grade) such as presenting a program for residents, they are a viable candidate.

This OTM category has a maximum word count of 600 words.

# STUDENT OF THE MONTH

## Criteria Questions:

- Is the nomination month specific?
- What organizations and activities has the nominee been involved with during the month of nomination?
- What interaction did the nominee have with their on campus government or organization during the month of nomination?
- Does the student work well with and motivate others?
- What contributions has the nominee made to your region during the month of nomination?
- What other outstanding contributions were made by the individual during the month of nomination?
- How has the individual been important to on campus living this month?

Any student can be nominated in this category. It is important to show a student show has put forth special effort during the month of nomination. Has the student shown exceptional growth during the month of nomination? What makes the nominee extraordinary during the month and how has the nominee helped out their on campus community?

Please note that Resident Assistants, National Communication Coordinators, and Advisors are not eligible for this award. You can however nominate executive board members if they recognized for their efforts as a student, not an executive board member. Include information on how they helped out fellow students, stepped up into leadership roles, or helped better the on campus experiences of other students.

This OTM category has a maximum word count of 600 words.

# PROGRAM OF THE MONTH

(Community Service, Diversity, Educational, and Social)

## Criteria Questions: (some are specific to categories)

- Is the nomination month specific?
- What makes the program unique from what is done at other schools and what has been done in the past?
- Is the program creative? If it is not a new program, what new twists were added to make the program different from previous years?
- What percent of your target group showed up?
- Is the cost per person feasible in terms of adaptability to other schools?
- What lasting effect did the program have on residents?
- What were the goals of the program and how were they met?
- What was the overall quality of the program (evaluation)?
- Was the diversity program a program that focuses on a particular aspect of Diversity which may include, but not limited to, sexuality, spirituality, nationality, or gender?
- Did the social program encourage the interaction between students?
- How was the community affected by the program?
- What did the students learn from the program?

Program OTM's are the longest OTM. First, filling out the form is extremely important. When determining the target population, do not select a number of people you wanted to attend. If you advertise for a program for a whole building or campus population, the total population is the number to be used. If the program is for a floor, the number of residents that live on a floor is the population, not the number of people you hope show up. The target population is not a number that you magically pull out of the air. It is determined by the number of residents on a floor, building, apartment complex, or campus depending on who you present the program to.

It is very important that the dates of the program are correct. The grading committees check this information. When writing a program OTM, focus on the creativity, originality, and functionality of the program. New and unique programs are always popular. If it's an annual program, what twists were added to make it better? Mention how the program was approached by the presenters as well.

Expanding on the goals of the program and the evaluation of the goals and program as a whole is beneficial. Include resources used, attendance, etc to round out the OTM. These nominations are not only giving recognition to a group of leaders that have done an excellent on programming, but it becomes a resource and a guide for leaders on other campuses. Write the OTM so someone from another campus can read the OTM and recreate the program from that information.

## **ACRONYMS TO KNOW**

**NACURH** - The National Association of College and University Residence Halls

**NCC** - National Communications Coordinator

**NIC** - National Information Center

**NRHH** - National Residence Hall Honorary

**OTM** - Of the Month awards

**SWACURH** - Southwest Affiliate of College and University Residence Halls.

**MACURH** - Midwest Affiliate of College and University Residence Halls.

**GLACURH** – Great Lakes Affiliate of College and University Residence Halls.

**PACURH** - Pacific Affiliate of College and University Residence Halls.

**SAACURH** – South Atlantic Affiliate of College and University Residence Halls.

**NEACURH** – Northeast Affiliate of College and University Residence Halls.

**IACURH** - Intermountain Affiliate of College and University Residence Halls.

**CAACURH** – Central Atlantic Affiliate of College and University Residence Halls.

**RA** - Resident Assistant

**RAD** - Regional Associate Director for NRHH

**RHA** - Residence Hall Association

## **TOP TEN WAYS NOT TO WRITE A QUALITY OTM**

1. Don't use any information in the Guide to Writing Quality OTM's.
2. Nominate someone or something in the wrong category because time was not taken when submitting the OTM.
3. Nominating someone or something during the wrong month.
4. Leaving parts of the form blank.
5. Submitting an OTM after the deadline that it is due either to your campus or regional level.
6. Start writing an OTM at 11:45 p.m. the night the OTM is due.
7. Writing only 4 sentences about the nominee.
8. Submitting an OTM to win. . .not to recognize someone. If you write it just to win it sounds really fake.
9. Not proofreading the OTM for grammatical and spelling mistakes.
10. Not submitting an OTM at all. That's never good!

## **OTM DATABASE SYSTEM**

The OTM Database website is located at <http://otms.nrh.org> This website is the primary means to submit OTM's to the regional level. Every school from each region is included in the database. What do you have to do to use the database? Here's a quick run down. . .

1. Go to <http://otms.nrh.org>
2. Create an account in the database
3. Fill out the necessary information and submit it
4. Once your regional administrator activates your account, click on Login
5. Type your username and password
6. Click on submit a General or Program OTM
7. Type your OTM and fill out all parts of the form
8. Press submit
9. Your OTM shows up on the screen so you can print it off. It then is on your account so every time you login, you will see the OTM's you have submitted.
10. Pat yourself on the back, you just submitted an OTM. It was that easy.

### **SOME THINGS THE DATABASE CAN DO**

1. Being able to create an account to keep track of all the OTM's you have submitted. Any user that creates an account, and submits OTM's through that account, can keep track of all the OTM's that they have submitted when they log into the system. The system can even tell administrators who submits the most OTM's!
2. Have the option to edit OTM's even after they are submitted. Users who submit OTM's under their account can submit OTM's into the database early and be able to edit them up till the date that they are due. After that point, they can only read them.
3. When submitting OTM's, the database system can automatically fill out parts of the OTM form for you. For people who have an account, the system will automatically fill in their contact information so they don't have to keep retyping it in.
4. The online OTM form can automatically count how many words have been typed. There is a word count button for paragraph fields that will count the words so users don't have to copy and paste each paragraph in to word to have it count them.
5. The online form has some required fields to make sure that necessary information is filled out. Ever get OTM submissions with the information not all filled out? This was implemented to help with that problem!
6. After the regional deadline, all OTM's will be viewable to everyone to read and gain ideas. Different "rules" are used to determine when an OTM is viewable to everyone.

7. Anyone can search for previous OTM's on a wide variety of criteria. Probably the best part of the database is that people can search OTM's for specific categories, certain dates, specific words, etc. This is the best part of the database... in fact, no administration even needs to take place for OTM's to be read by people. The system automatically updates all of that behind the scenes.
8. Easily administrate OTM's. Campus administrators and regional administrators can edit OTM's, submit them on to the next level, and change their settings specific to their organization.
9. Universities who submit to their local level before submitting on to the regional level can submit directly to the database and the system will handle it with their own local due dates. The system keeps track of OTM's based on which "level" they are on. Meaning, if a campus submits them to their local level and then determines which ones will be submitted on, they can do that. In fact, each campus can determine whether they'd like to submit to their local university or have them submitted directly to their region.
10. Submit them on to the regional level with a click of a button. Each campus administrator can submit OTM's on to the regional level very easily. Regional Administrators can submit them on to the National Level with just a few clicks.
11. Keeping track of when OTM's are due. When administrators specify when their due dates are, the system will automatically print on the form which month/year a person is submitting for so they don't have to. Users can then see when OTM's are due so they do not need to contact someone to find out when they are due. The system is so flexible that administrators can specify due dates for particular months so if they are due later in some months, but earlier in others, the system will automatically handle it. (For example, in the MACURH region, we usually push back December OTM's to be due late in January).

## **QUESTIONS?**

If you have questions on submission to the database, contact your regional associate director for NRHH. If there is a problem in using features on the database, please contact Andrew Bell (the creator of the database).

On the following pages, you will find information on how to setup information so your university can grade OTM's on your campus level. If you have questions, don't hesitate to ask!

## **10 THINGS CAMPUS ADMINISTRATORS SHOULD KNOW**

1. Not having a campus configured correctly can cause OTM's to be submitted for the wrong month and to the wrong level (ie: campus or regional levels).
2. Depending how your university submits OTM's, the system can handle the submission of OTM's locally and regionally.
3. The entire database system is run off of dates that administrators put in when configuring their university. Ie: When a user clicks on Submit General OTM, the system will automatically determine what month and year the OTM is being written for.
4. All user accounts, when created, are set to inactive. They must be activated by an administrator for the user to log into the system.
5. The system can keep track of OTM's submitted by individual halls and/or organizations.
6. If a campus submits OTM's locally, the campus administrator has the option of deciding which OTM categories their university will accept.
7. If a campus submits OTM's locally, the campus administrator set dates for when OTM's are to be submitted by.
8. If a campus does not submit OTM's locally first, the system will only handle one OTM submission per category.
9. All OTM's will be viewable to the public at the Regional NRHH RAD's discretion.
10. Campus OTM Committee Users & Administrators can view OTM's from your university between the local date due and the regional date due.

## **RESPONSIBILITIES AS A CAMPUS ADMINISTRATOR**

- Manage user accounts for your university.
  - Deleting inactive users from the system.
  - Configure campus OTM committee users.
  - Configuring multiple campus administrators (if required).
- Configure your university preferences.
  - Putting in university & chapter sizes
  - Website information
  - Individual Hall/Organization Information
  - Does your university submit OTM's locally first?
- If your university OTM's locally:
  - You will need to submit campus winners to your regional level. (This can only be done between local and regional due dates.)
  - You will need to configure campus OTM due dates.
  - You will need to choose which OTM categories your university accepts.

## HOW TO CONFIGURE MY UNIVERSITY SETTINGS

1. Once you have created an account and it has been designated as a campus administrator, log into the system at <http://otms.nrh.org> by clicking on **Log In**.
2. Click on the **Campus Info** link on the left hand side.
3. Type in **Campus Population** and **NRHH Campus Size**. Fill out the website information and **Administrator's E-mail**.
4. If your university wants to keep track of individual hall submission, click Yes. (Question #7)
5. **If your university submits OTM's locally first** before submitting OTM's to the regional level, select Yes. (Question #8) NOT ANSWERING THIS CORRECTLY CAN CAUSE OTM'S TO GET "LOST." If your university submits multiple OTM's per category on the local level and then determines which OTM's will advance to the regional level, select YES. If your university decides what OTM's should be submitted to the regional level and then writes them, then select NO. This option will send all OTM's submitted directly to the regional level and your university will only be allowed to submit one OTM per category.
6. If you as the administrator would like to be notified when a user is requesting an account, select Yes. (Question #9)
7. If you would like the user to receive an e-mail when the account has been activated, select Yes. (Question #10)
8. If you would like the user to receive an e-mail when the account has been denied, select Yes. (Question #11)
9. Fill out the default e-mail distribution list (optional). This can be used for when you want the system to send out an e-mail of the campus winning OTM's. If you have a select list of e-mail address you submit it to each month, this will relieve the hassle of having to type them in every month. If you submit the list to a listserv, and the listserv is a closed listserv (Ie: only the subscribers may submit to it), make sure that [otms@otms.nrh.org](mailto:otms@otms.nrh.org) is added to the list and set to not receive e-mails.
10. If you selected yes to items 4 & 5, the system will automatically log you out when you hit the update button for the settings to take effect.

## **IF YOUR UNIVERSITY SUBMITS OTM'S LOCALLY FIRST...**

1. Log back into the system and click on **Campus Info**.
2. Select the **categories that your campus will accept** and hit update. If there is another category that your university uses and it is not listed, please send an e-mail to [akb@andrewbell.info](mailto:akb@andrewbell.info) when the category name and category type (ie: general or program).
3. Select **Config Dates** on the menu bar.
4. Since your university submits OTM's locally, you will have the option of when you want your OTM's to be due. Select the edit link next to each month and fill in the appropriate information. **TIPS:** All times are in Central Standard Time. If you want your OTM's due at midnight on the 10<sup>th</sup>, then set the system to have them due by the 11<sup>th</sup> at 00 hour.
5. **NOT SETTING THE DATES PROPERLY CAN CAUSE OTM'S TO BE SUBMITTED FOR THE WRONG MONTH/YEAR. Do not set OTM's to be due the same date/time as the regional level. This will cause your OTM's to not be submitted onto the regional level.** (Read on as to why...)
6. The campus administrator **MUST** log into the system between the local date due and the regional date due (grading period) to submit the proper OTM's onto the regional level. Only one OTM per category can be submitted to the regional level. **IT MUST BE DONE BY THE REGIONAL DEADLINE.**
7. Due to the fact that OTM's can not be viewed by the public until a date the Regional NRHH RAD sets, the campus administrator can designate users as a **campus OTM committee** level access. This permits those users the ability to view OTM's submitted by your University during the grading period. Click Admin User and Edit for each user who should have this access.

### **If your university just submits OTM's to the regional level**

1. Your university will only be allowed to submit one OTM per category.
2. All OTM's will automatically be sent to the regional level.
3. Your university can not choose which categories to submit for.
4. You can not set when the OTM's must be submitted by. The Regional NRHH RAD will specify this date.

### **If your university keeps track of OTM's submitted by an individual hall or organization**

1. Log back into the system and click on Hall Orgs
2. Type in the name of the organization and click add.
3. If you type the name in wrong, just set it to inactive and create a new one.

### **Get Web Links**

Want your university's NRHH website to link directly to OTM's submissions for your university? Direct your browser to [https://otms.nrhh.org/get\\_links.php](https://otms.nrhh.org/get_links.php) and select your University to get all the link information for your website.