

## Volunteer Self-Nomination Instructions

1. Visit the [Volunteer Opportunities](#) page on the ACR website.
2. In the purple callout box at the top of the page, click on:  
  
Submit Volunteer Nomination for ACR or Foundation Opportunities – ACR/ARP Members  
  
OR  
  
Submit Volunteer Nomination for ARP Opportunities – ARP Members
3. A new window will open, or you will be redirected in the same window to the secure application platform homepage.
4. To submit a self-nomination for **ACR and Foundation Volunteer** opportunities, click on “Application/Nomination” on the far-right side of the page.  
  
To submit a self-nomination for **ARP Volunteer** opportunities, click on “Start Application/Nomination” on the far-right side of the page.  
  
*Note: ARP members wishing to apply for the ACR or Foundation Board of Directors open positions must complete a self-nomination in the “**ACR & Foundation Volunteer Nominations**” program (second line). ARP members can submit an ARP self-nomination (third line) in addition to the ACR or Foundation Board positions.*
5. Once you select the appropriate link, a new nominations application will open. The first step is to review the Nominator demographic information (for self-nomination, this is YOUR information). The data is pulled from your ACR online account. If any of the information needs to be updated, you will need to [login to make the changes](#) then return to the application. *Note: You will not see the updates immediately in the nominations application. Be assured the changes are received.*

### Nominator Information

Member demographic information is being pulled from your ACR/ARP Account. If any information needs to be edited please do so in your ACR/ARP Account Profile by clicking [here](#).

Should you have questions about the nomination process, contact us at: [acrnominations@rheumatology.org](mailto:acrnominations@rheumatology.org).

First Name \*

Last Name \*

Email Address \*

Member Type

Company / Institution

City

Once you confirm your information is correct or complete the updates, click on the green button at the bottom, right of the page “Save and Next.”

*Note: If you click “Save,” the application will be saved up to that page but will not move you to the next step. You may leave and return to the application at any time during the open nomination process; be sure to save your work before leaving.*

Race

Ethnicity

Role

Title

Employer

- You will know your application is successfully saved by looking for a pop-up message in the upper right corner of your screen.



- The next three screens request the same type of information. This is where you will note the role and the committee(s) on which you hope to serve. Please read the instructions on the page carefully to help you make your selection.

Mid-page, you will see a drop-down menu box. Click the “carrot” on the right side of the box, then choose the appropriate role for yourself (self-nomination).

My Profile  
Change Password  
Admin Panel  
Log Out

Please ensure you are selecting the correct open position, volunteer eligibility is based on the nominee's current member type. If you are unsure of their member type please email [ACRnominations@rheumatology.org](mailto:ACRnominations@rheumatology.org):

**Fellow in Training** – Select FIT position ONLY

**All other ACR Members** – Any position EXCEPT FIT Member

**Patient/Lay Member** – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

*If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.*

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)

Select  
Select  
Officer  
Board Member  
Committee Chair  
Committee Member  
FIT Member  
Patient/Lay Member

Prev Save Save and Next

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- Once you select a role, a second drop-down menu box will appear. That box will contain a list of the committees with an open role that matches what you selected.

Admin Panel  
Log Out

**All other ACR Members** – Any position EXCEPT FIT Member

**Patient/Lay Member** – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

*If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.*

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)

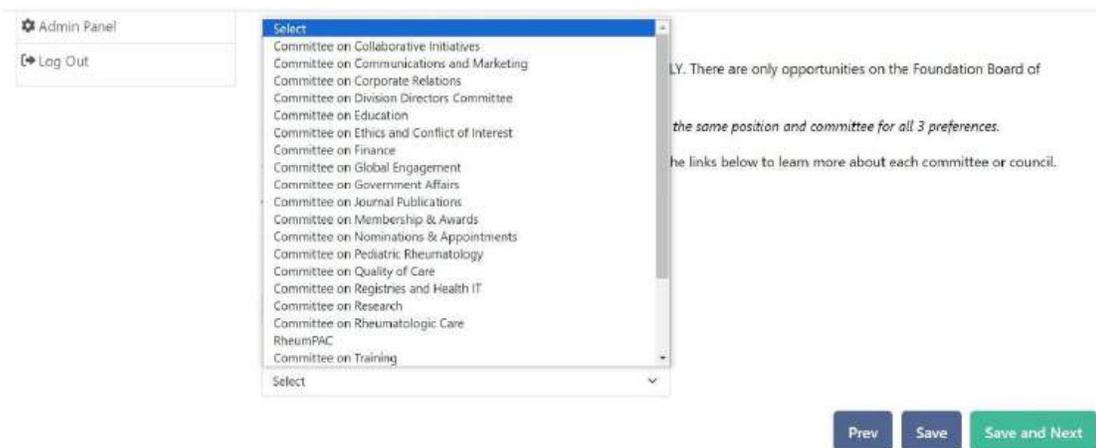
Committee Member

**Preference 1 Committee Member**

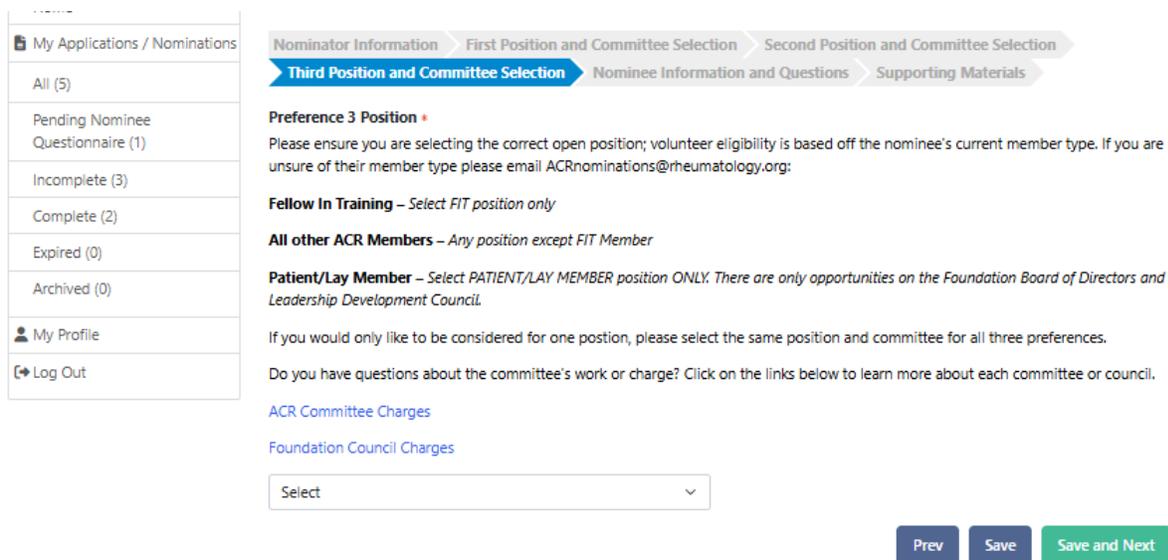
Select

Prev Save Save and Next

- Select your first preference for a committee assignment. Then click the green “Save and Next” button to move forward.



10. Repeat this process two more times, identifying your second and third preferences. These are in rank order so be sure to identify the committee you are most interested in in the first position, next in the second, and so on. *If you would like to be considered only for one position, please select the same position and committee for all three preferences.*
11. You can track your progress and move between application pages using the gray/blue arrows at the top of the page or the gray/green buttons at the bottom of the page. “Prev” will take you back one page and “Save and Next” will take you forward one page. To skip pages, click on the “arrow” identifying the page you want to visit at the top of each page.



12. Now you will identify the nominee in the “Who are you nominating?” field (type your own name for self-nominations) and indicate whether you are pursuing a self-nomination. Select “Yes” as you intend to self-nominate.

My Applications / Nominations	Nominator Information	First Position and Committee Selection	Second Position and Committee Selection
All (5)	Third Position and Committee Selection	<b>Nominee Information and Questions</b>	Supporting Materials
Pending Nominee Questionnaire (1)	Who are you nominating? *		
Incomplete (3)	<input type="text"/>		
Complete (2)	Is this a self nomination? *		
Expired (0)	<input type="radio"/> Yes		
Archived (0)	<input type="radio"/> No		
My Profile	<input type="button" value="Prev"/> <input type="button" value="Save"/> <input type="button" value="Save and Next"/>		
Log Out			

13. On the same page, a list of questions will appear, each with its own text box for your responses. All questions are required of all applicants. You are welcome to type your answers directly into the system or write them in another location (e.g. – Word) and copy and paste into the answer boxes.

*Remember – you can save your work and return to finish your application any time before the deadline to complete your application.*

ACR/Foundation application questions:

- What abilities and attributes will you bring to the board and/or committee(s) you selected?
- Please explain what interests you about serving on the board and/or committee(s) you selected.
- If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- Please describe any other relevant experience that you believe would be beneficial to volunteer with the College.
- Please list any restrictions on your availability on nights and/or weekends to complete volunteer work.
- Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?
- Are you a current RISE user?

ARP application questions:

- What abilities and attributes will you bring to the board and/or committee(s) you selected?
- Please explain what interests you about serving on the board and/or committee(s) you selected.
- If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- Please describe any other relevant experience that you believe would be beneficial to volunteer with the ARP. This could include but not limited to leadership positions in community practices and/or academic medical centers, volunteering with other

specialty societies, state, and local medical societies. Other volunteer experience may also include activities with cultural, religious, art, or political groups.

- Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?

The screenshot shows a navigation menu on the left with options: My Applications / Nominations, All (5), Pending Nominee Questionnaire (1), Incomplete (3), Complete (2), Expired (0), Archived (0), My Profile, and Log Out. The main content area has a progress bar with five steps: Nominator Information, First Position and Committee Selection, Second Position and Committee Selection, Third Position and Committee Selection, and Nominee Information and Questions (which is highlighted in blue). Below the progress bar are three questions:

**Who are you nominating? \***

**Is this a self nomination? \***

Yes  
 No

**What abilities and attributes will you bring to the board and/or committee(s) you selected? \***

14. The last page of the application is for uploading relevant documents. All applicants are required to upload a CV or resume. Letters of recommendation AND personal statements are required for ACR Officer and Board members and encouraged for all other positions. Headshots are optional for all. Click the “Choose File” button inside each box to search your computer for the appropriate file.

The screenshot shows the same navigation menu as above. The progress bar highlights the 'Supporting Materials' step. Below the progress bar are four document upload sections:

**CV \***  
Required for all positions

No file chosen

**Letter of Recommendation**  
Required for Officer and Board Members, Encouraged for all other positions.

No file chosen

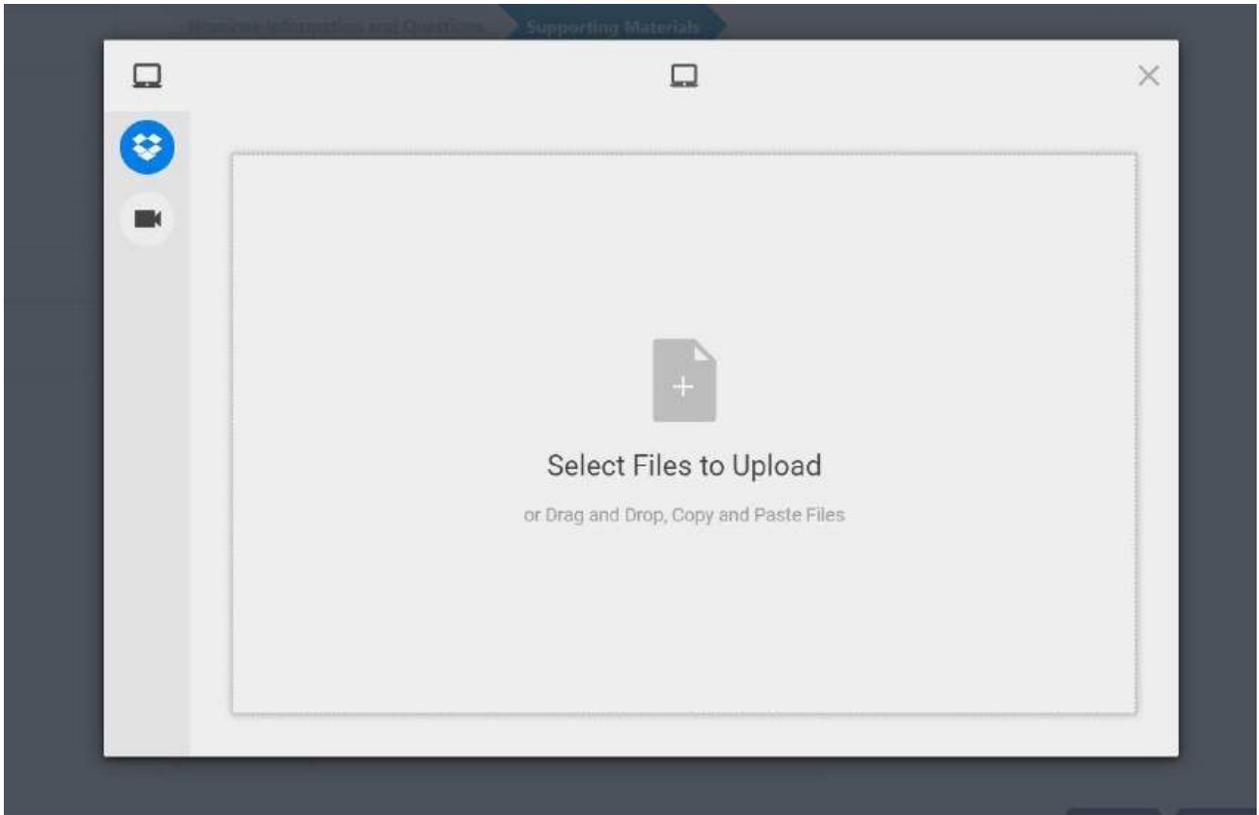
**Personal Statement**  
Required for Officer and Board Members, Encouraged for all other positions.

No file chosen

**Headshot**  
Optional for all positions

No file chosen

15. A new box will open. Click in the middle near “Select Files to Upload” to search your computer or drag and drop your file into the box.



16. Once you have uploaded all the documents you wish to submit, click the green “Save and Finalize” button in the bottom right corner of the page.

Log Out

**Personal Statement**  
Required for Officer and Board Members, Encouraged for all other positions.

Choose File No file chosen

**Headshot**  
Optional for all positions

Choose File No file chosen

Prev Save Save and Finalize

17. If you need to change the file you selected, simply click on the garbage can icon next to the name of your file.

All (2)
Incomplete (2)
 My Profile
 Change Password
 Admin Panel
 Log Out

Nominee Information and Questions
Supporting Materials

**CV \***  
 Required for all positions

arp-rules-of-procedure.pdf 

View in Fullscreen

18. A pop-up window will appear, informing you this is the final step. If you click “OK,” your application will be submitted. Click “Cancel” to return and continue editing the application.

**Letter of Recommendation**  
Required for ACR Secretary and Board Members, Encouraged for all other positions.

No file chosen

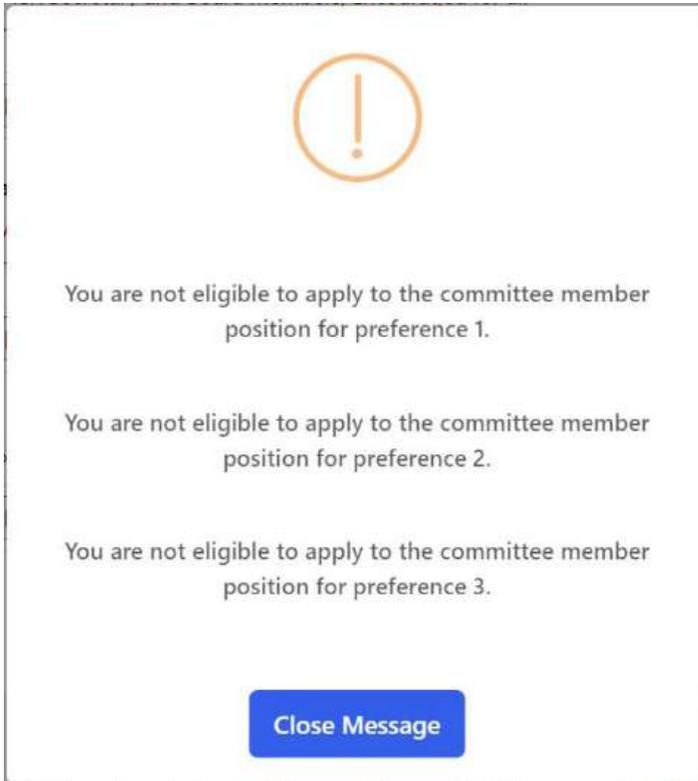
**Personal Statement**  
Required for ACR Secretary and Board Members, Encouraged for all other positions.

No file chosen

**Headshot**  
Optional for all positions

No file chosen

19. The system will now check your application and selections for accuracy. If you are ineligible for any of the committee roles you selected, you will receive an error message telling you which position to return to and edit. Click “Close Message” to go back to the application and select the appropriate step using the arrows at the top of the page to make any changes. For your application to be submitted successfully, you must be eligible for all three preferences you indicated. If you need help, please contact [ACR](#), [ARP](#), or [Foundation](#).



20. If your submission is successful, you will receive the message below. To view your submissions, click on “See My Submissions” or click on “My Applications / Nominations”. You may view, edit, or withdraw a submission any time before nominations close on June 1.

21. Check your email for confirmation of your self-nomination.

