

TLS Awards System User Guide

Overview

The TLS Award System allows members to nominate advocates for various awards based on different categories. This guide will help you understand how to use the system, whether you are a member nominating someone or you are a member nominating yourself.

Categories

The TLS Award System includes the following categories:

1. Outstanding Legal Advocate (Male) Award
2. Outstanding Legal Advocate (Female) Award
3. Community Service Award
4. Legal Innovation Award
5. Young Lawyer (Male) of the Year Award
6. Young Lawyer (Female) of the Year Award
7. Lifetime Achievement Award
8. Advocate With Disability (Active in Practice) Award
9. Lawyers Choice Award
10. Active Lawyer in TLS Activities Award

Each category has specific criteria that nominees must meet. Ensure you read and understand the criteria before making a nomination. You will be required to fill in the nominee's roll number for each category that you will be nominating a candidate.

Member Login and Nomination

Step-by-Step Instructions

1. Access the System:

- Go to the TLS Award System web page. <https://awards.tls.or.tz/>

2. Login:

- You can log in using either your registered phone number or email.
- ****Phone Login:****
- Enter your phone number registered in Wakili Database and click "Send Code".

- Enter the verification code received on your phone and click "**Verify Code**".

- **Email Login:**

- Click "Use **Email Instead**" to switch to email login.

- Enter your email registered in Wakili Database and click "**Send Code**".

- Enter the verification code received in your email and click "**Verify Code**".

3. **Nominate:**

- After successful login, the nomination form section will be displayed.

- For each category:

- Enter the roll number of the nominee and click "**Confirm Roll No**".

- If the roll number is valid, the nominee's name will be displayed.

- Enter the brief reason for the nomination and click "**Add Nomination**".

- You can remove a nomination by clicking "**Remove**".

- After filling in the nomination for one category, click "Next" to proceed to the next category.

- Repeat the process for each category as necessary.

- After completing all categories, click "**Finish**" to submit your nominations.

4. **Logout:**

- Click the "Logout" button to log out of the system.