

# IDEAS 2019

Submissions

Guide

## STEP 1

### Register and log in

From the awards homepage, click on 'Register' or 'Enter Now'.

Complete the entrant registration form, and create your password. You will then be directed to the entrant dashboard, which displays a synopsis of your awards activity.

## STEP 2

### Navigate

Once you are logged in, you will see your menu of options on the left side of your entrant dashboard; the menu can be expanded and collapsed using the arrow at the top of the sidebar.

Use these options to explore elements such as categories, and your entries, as well as accessing the comprehensive Help Guide.

## STEP 3

### Create and submit an entry

From the dashboard, click on the 'Create Entry' button. Select the category that you would like to enter, and complete the entry form.

Write your entry report which should be no more than 1000 words. Your report should include the background to the project/campaign, details of the budget, brief and objectives (including any targets set). Testimonials are not essential but can help to improve your report.

You can save your entry as a draft at any point (and complete/submit at a different time), or you can submit it straight away by clicking 'Submit' at the bottom of the form.

When you submit your entry, you will be sent an automated email with a discount code. This code can be used if you are entering one piece of work into multiple categories. If you are submitting a different piece of work please do not use the code.

We will just have to send you the correctly priced invoice from the office instead!

## STEP 4

### **Log Out**

To log out, click on the icon to the left of your name, in the navigation bar at the top right of the screen. Then select 'log out'.

Should you wish to edit your email address or password, you can do that via 'My Profile'.