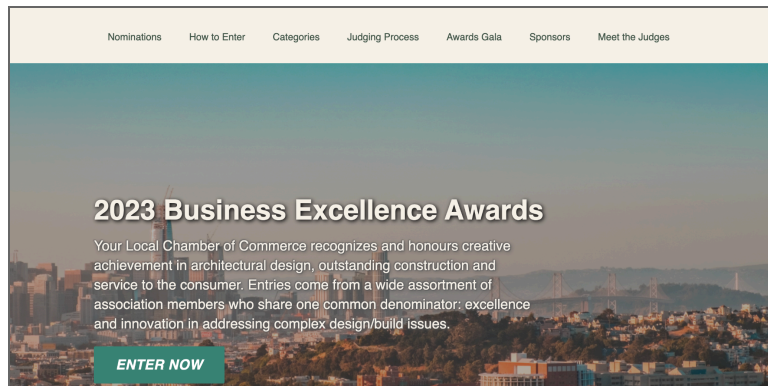# The Entry Process

These instructions are for a typical Awards entry process. Keep in mind that some elements may be different in the awards program you are involved in. Your organization will have a public website, this will likely be linked on their website or provided for you in an email. From there you can find information about the Awards and how to enter.

To apply for an award, read through the categories on the Categories page, and take note of the award that applies to you/your company the best.

If the awards are public, an 'Enter Now' button will appear at the end of the list of categories.
Clicking on this button will prompt you to create an account. A few fields will be prompted to set up this account, including email address, name, and address. Then you will be asked to confirm that you have read the eligibility requirements.

If you have received an email informing you that you have been nominated, you will need to follow the instructions to create your account.

Both the 'Enter Now' button on the website and the 'Sign in/Create an account' button from the email will take you to a page prompting you to fill out your contact information for your account. Be sure to use the same email address at which you received the nomination.

Once you have created your account you will be taken into a profile with the option to start your entry, with links to your category descriptions and the eligibility requirements. Select your category from the dropdown menu and give your entry a title.

Then fill out the fields available.

Once you have filled out all required fields you will be able to submit this entry to the judges. If there is an entry fee set up, you will see 'Add to cart' instead of 'Send on to the judges', and you will be taken to a page which asks for credit card information to pay for your entry.

Ready to submit your entry?

→ Send on to the judges!

You will be able to edit submitted entries until the entry deadline has passed.

Ready to submit your entry?

🛒 Add to cart

Your entry will be considered "complete" once payment has been received. You will be able to edit submitted entries until the entry deadline has passed.

If you have not finished your entry, and would like to resume later, hit the 'Save' button in the top right corner.
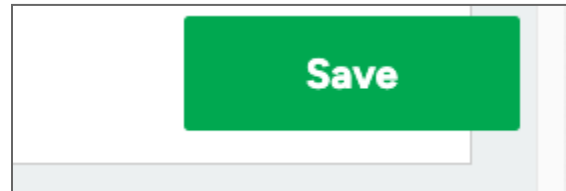
Save

If you log out and log back into your account you will see your saved entry/entries in a list on the page.

Click back into this entry, and resume filling out the information where you left off.

Welcome, Victoria!

Please verify your email address to make sure you are able to receive communication about your account.   → Send verification link

Start new entry

Need to read up on the category descriptions before you begin?

Category Descriptions

Eligibility Requirements

Choose a category ✱
Start typing... ▼

Entry title ✱

☐ I am submitting this entry on behalf of someone else.

→ Start

Title

Sartorial Elegance Creations
#2023-VUE5VA-01
Created on Nov 6, 2023 in "Best Workplace (Large Business 21+)"

Status

⊘ Submitted

On the Billing page in your account, you will see your entry and its corresponding fee. If you have more than one entry, you are able to wait and pay them all at the same time. If you have already paid for a previous entry, it will show up in the Payment History.

☰ **Billing**

🛒 Cart

Example Entry	$10.00
Business of the Year	
Remove from cart	

TOTAL $10.00

Card number	MM / YY

💳 Pay now

Payment History
No payments to report.

V

sec@email.com

🕐 Dashboard

🎟 Entries

⚙ Settings

↗ Awards Info

↦ Sign Out

Need help?

Your entrant account also has a settings page, where you can update your contact information.

☰ **Settings**

Account settings

First Name
Victoria

Last Name
Sterling

Email address
sec@email.com

Contact

Phone
1234567890

Address
123 East Street

City
Local City

Depending on the Awards program, you may be able to begin a new entry, or if it is limited to one per person you will not have this option. By logging in to your account you can edit your entry up until the deadline.