

# AWARDS ENTRY

## USER GUIDE

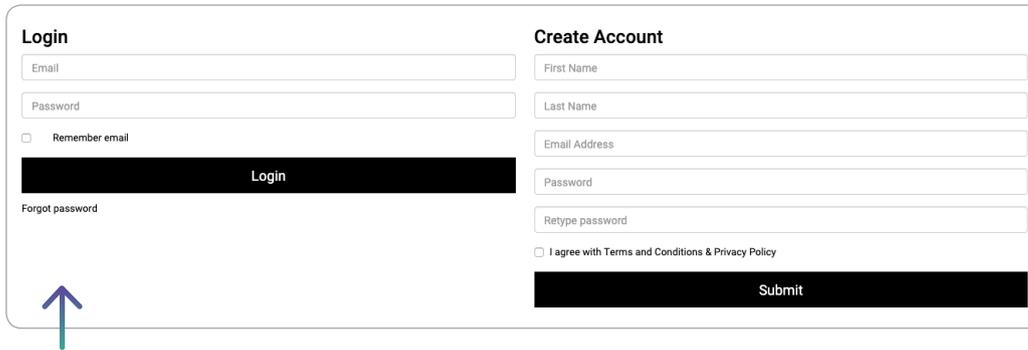
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1

Upon starting the entry process, you will be required to create an account or log in if you have previously used the platform.

If you are creating an account for the first time, you will receive an email to verify your account.



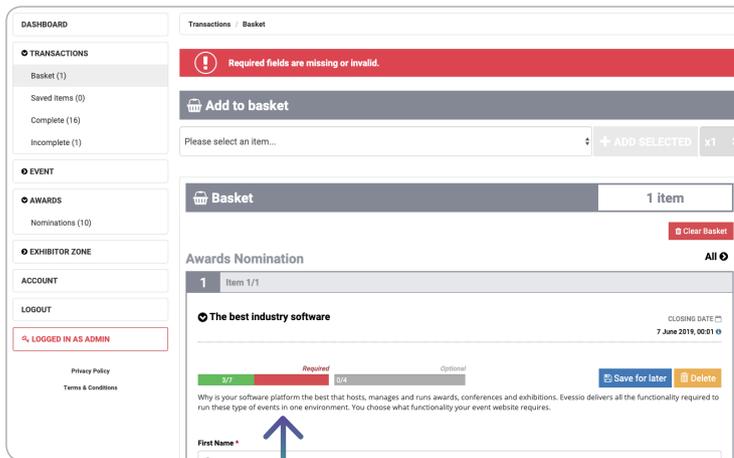
The screenshot shows two side-by-side forms. The left form is titled "Login" and contains fields for "Email" and "Password", a "Remember email" checkbox, a "Login" button, and a "Forgot password" link. The right form is titled "Create Account" and contains fields for "First Name", "Last Name", "Email Address", "Password", and "Retype password", along with an "I agree with Terms and Conditions & Privacy Policy" checkbox and a "Submit" button. A blue arrow points to the "Forgot password" link.

2

If you already have an account, but can't remember your password please use the "Forgot password" link.

3

Start the entry process. You can only complete your entry once you have verified your account.



The screenshot shows a dashboard on the left with navigation links for "TRANSACTIONS", "EVENT", "AWARDS", "EXHIBITOR ZONE", "ACCOUNT", and "LOGOUT". The main content area shows a "Transactions / Basket" section with a red error message: "Required fields are missing or invalid." Below this is an "Add to basket" button and a "Basket" section containing one item: "Awards Nomination". The nomination form has a progress bar showing 1/7 required fields and 2/4 optional fields. A blue arrow points to the "First Name" field, which is highlighted in red to indicate it is a required field.

Required fields to complete.

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### 4 Complete all the required fields.

The screenshot shows a web interface for entering an awards nomination. At the top, a red banner indicates "Required fields are missing or invalid." Below this is a "Basket" section with a "Clear basket" button. The main form is titled "Awards Nomination" and includes a progress bar, a "Save for later" button, and a "Delete" button. The form contains several sections: "First Name" (with "Given" and "Surname" sub-fields), "Last Name", "Email", "Question Number" (with radio buttons for Awards, Conference, and Exhibition), "Question Number" (with a text input field), "Question Number" (with a "Upload a file" button and "No selected file" text), "Question Number" (with radio buttons for Yes, No, Possibly, Probably, Maybe), and "OT Service" (with a text input field). At the bottom, there is a "Basket Summary" table and a "COMPLETE" button.

Basket Summary		1 item
Awards Nomination		
The best industry software	Required	£ 0.00
DISCOUNTS		
		£ 0.00
TOTAL COST		£ 0.00
<small>(in GBP/USD/€)</small>		

I have read and accept the Terms and Conditions [?](#)

COMPLETE >

← Add additional items

← Clear the basket completely

← SAVE FOR LATER or delete entry.

If you select SAVE FOR LATER, your entry will be moved out of the "BASKET" and into the "SAVED ITEMS" section.

← When you have answered all the mandatory questions and agreed to terms and conditions you will be able to complete your entry

I have read and accept the Terms and Conditions [?](#)

COMPLETE >>

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### 5 Return to SAVED entries

Transactions / Saved Items

1 item

Awards Nomination

1 Item 1/1

Move to basket Delete

First Name \* Gary

Last Name \* Clement

Email \* gary@evessio.com

Question Number 2 \*

To complete your entry, you must then move the entry back into the "BASKET".

See point number 4

### 6 You can add additional categories and or other products from the menu

Transactions / Basket

Required fields are missing or invalid.

Add to basket

Please select an item... + ADD SELECTED x1

Best AI technology - £ 50.00

Best App

The best industry software

Ungrouped products

Best New Car

This is a new category

Event Attendance

Event Attendance DAY 1 - £ 100.00

Event Attendance DAY 2 - £ 200.00

Exhibition Stand

Evessio Stand Special Stand - £ 3000.00

Table Booking

Premium Table - £ 3000.00

Single Seat - £ 320.00

1 item

Clear Basket

Select from the drop down, click on "ADD SELECTED" and follow the same process to complete the entry.

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**7** After you have submitted your entry there could be additional forms to complete, such as personal and invoice details. You will be redirected to a thank you page, you will also receive an email confirmation of your entry as well as any appropriate paperwork.

**8** Login into your account to amend your entry.

### Login

  
  
 Remember email  
  
[Forgot password](#)

### DASHBOARD

Hello Gary Clement, welcome back

<b>TRANSACTIONS</b> Basket (0) Saved Items (1) Complete (16) Incomplete (1)	<b>BASKET (0)</b> 	<b>SAVED ITEMS (1)</b> 	<b>TICKETS</b> 	<b>TRANSACTIONS INCOMPLETE (1)</b> 
<b>EVENT</b> Tickets (2) Table Bookings (2) My Schedule	<b>TRANSACTIONS COMPLETE (16)</b> 	<b>EVENT TABLE BOOKINGS (2)</b> 	<b>EVENT TICKETS (2)</b> 	<b>AWARDS NOMINATIONS (10)</b> 
<b>AWARDS</b> Nominations (10)	<b>EXHIBITOR ZONE TASKS (2/3)</b> 	<b>MY SCHEDULE MY SCHEDULE</b> 	<b>CATALOGUE CATALOGUE (3/10)</b> 	
<b>EXHIBITOR ZONE</b> Tasks (2/3)	<b>Additional Information</b> You have the facility to customise messages for users and collaborators. With key contact information or instructions. The buttons above help your users navigate quickly and easily around your website.			

**TIP:** If you login, either click on the AWARDS menu tab, then Nominations. If you are redirected to the dashboard click on the AWARDS icon.

Find the entry you wish to amend, edit the entry and **SAVE**.