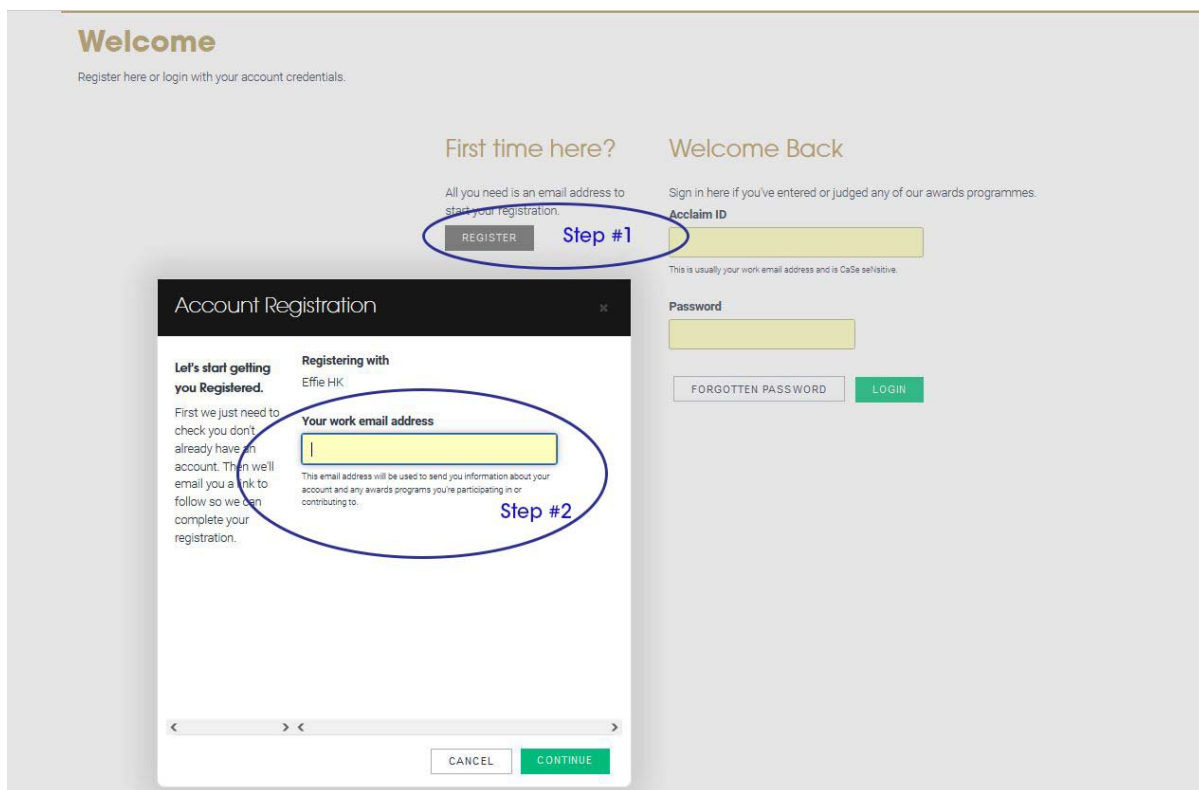


## Online Entry User Guide

### Registration Procedure


Complete the following:

1. Click the Access URL <https://effie-hk.acclaimworks.com> for the Awards Event and click **REGISTER**.
2. Enter the email address you plan to use for your account and click **REGISTER WITH THIS ADDRESS**.
3. The system will check whether you are registered, and then **SEND REGISTRATION EMAIL** to you.



The screenshot shows the 'Welcome' page with two options: 'First time here?' and 'Welcome Back'. The 'First time here?' section has a 'REGISTER' button circled in blue and labeled 'Step #1'. Below it is a modal window titled 'Account Registration' with a 'Your work email address' field circled in blue and labeled 'Step #2'. The 'Welcome Back' section has an 'Acclaim ID' field and a 'Password' field, with 'FORGOTTEN PASSWORD' and 'LOGIN' buttons below.

4. Follow the instructions in the email you receive to **complete setting up your account**.


 **Note:** Once you have registered but forget your password then using the [**Login Help**] at login page and password request email to be sent to you and you follow the instructions in the email for onetime login only. Once you get into the system then select the change password option to setup your new password.

## Quick Summary for Entrants

Once an entrant has registered, an entry can be created. It is recommended to prepare all entry materials using the template file which can be downloaded with the entry kit.

### Create an Entry

1. Log in to the awards event
2. Click [NEW ENTRY](#)
3. Select the categories to enter (only select the categories for the same entry)
4. Add the name of the product or brand
5. Add the name of the person making the entry
6. Add the name of the Company entering (this is also the company that will be invoiced)
7. Click Save

 **Note:** The entry is constantly being saved, so entrants can come back and continue working on it whenever they need to, right up until the entry deadline or the entry has been accepted by the awards program (staged) for judging.

### Make an Entry in Multiple Categories

Entrants can enter a project or case or piece of work in [multiple categories](#) in an awards event at the same time.

### Complete an Entry

Entry forms will consist of optional questions which can be answered, as well as required questions which must be answered. By default, an entry will not be **complete**, able to be Submitted (confirmed), until all the required responses have been added. Acclaim will keep the entrant informed about the current state of the entry in several ways.

1. A badge will be displayed at the top of the entry to confirm the overall status of the entry. Click the badge to see a list of the status of all the questions in the Entry Form.
2. The first tab in the entrant view of the entry form is the Summary tab, which will list the status of all the questions in the Entry Form.

### Submit (confirm) an Entry

Once an entry is complete it can be **submitted** (confirmed).

During this process an invoice is created in the system, payment later by check or bank transfer.

Once the entry is submitted it is locked and can only be edited by being unlocked by an Admin, and the entry can only be withdrawn by an Admin.

### Edit a Submitted Entry

It is Admins who will manage the review and revision process to ensure an entry is compliant. An entry will be put into Revision should changes be required, which is a collaborative process where an Admin and the

Entrant will make any changes required before the entry can be submitted. An entry can be put into Revision until it is **Staged** for Judging.

To enable an entrant to edit a submitted entry, an Admin can:

1. Go to Entry > Search for the entrant, entering company or entry reference number
2. Once the correct entry is identified, click the Notes tab
3. Select "Note visible to entrant"
4. In the dropdown, select the option to "Send 'A message about your entry' message"
5. Check the box for "Entry in Revision"
6. Add a note in the text editor to let the entrant know they can/must edit their entry
7. Click SAVE

## Change the Product for an Entry

From time to time you may need to **Change the Product** (Brand) for an entry.

1. Go to Entry > Search for the entry
2. Click the name of your entry to go into the detail view
3. When you're certain you have the correct entry, click the pencil icon beside the product
4. In the Product Finder select a product to move the entry to
5. If no product is available to match the product you need, click None of These and enter a new product
6. Click SAVE

## Change the Owner of an Entry

If for some reason an entry needs to be moved to a new owner, e.g. an Entrant leaves a company after starting an entry, an Admin will need to move the entry to the new Entrant. The new user needs to have registered in Acclaim, and to have logged in to the programme entered at least once.

## Withdraw an Entry

The process to **withdraw an entry** will depend on the state of the entry in the event at the time. An entry can be withdrawn even when it is being judged, which includes more steps by an Admin than it being withdrawn prior to being Submitted (Invoiced). To withdraw an unsubmitted entry:

1. Go to Entry > Search for the entrant name, entering company or entry reference number
2. Once the correct entry is identified click ACTIONS > Withdraw entry

## Reference for entry help

- [Making and Submitting an Entry](#)
- [Checkout as a Member](#)

# Submission Process

Please review the following steps to submit your entry. If you encounter any issues as part of the submission process, please email [awards@aaaa.com.hk](mailto:awards@aaaa.com.hk) with your Entry ID#, an outline of the issue you are experiencing, the browser/operating system you are using, and any relevant screenshots of errors.

## 1. Fulfill all entry requirements within the Entry Portal.

### a. Not sure what you are missing?

Click on the **Entry Requirements** button beneath the red **Incomplete** status bar when in the Edit Entry View.

**effieAWARDS UNITED STATES**

## Edit Entry

Please edit your entry below. All requirements must be met in order to submit.

### Not Sure What Is Missing In Your Entry?

To determine what requirements are not yet met, click **ENTRY REQUIREMENTS** below. Missing items will be noted in red.

**Test**

<b>Brand Name</b> Effie Worldwide	<b>Category</b> Beverages - Non-Alcohol CAT-1158-169 <a href="#">Add To More Categories</a>	<b>Entrant Company</b> Effie Worldwide United States	<b>Entry ID#</b> E-3460-437
--------------------------------------	------------------------------------------------------------------------------------------------------	------------------------------------------------------------	--------------------------------

**Competition**  
2019 Effie Awards United States

**Status**  
**Incomplete**  
[Entry Requirements](#)

**Status**  
**Incomplete**  
[Entry Requirements](#)

ENTRY FORM ESSENTIALS	ENTRY DETAILS & EXECUTIVE SUMMARY	SCORING SECTION 1: CHALLENGE, CONTEXT & OBJECTIVES	SCORING SECTION 2: INS
SCORING SECTION 3: BRINGING THE IDEA TO LIFE	SCORING SECTION 4: RESULTS	MEDIA ADDENDUM	CREATIVE EXAMPLES
DOWNLOAD YOUR EN	PUBLICITY MATERIALS	CASE BACKGROUND	CREATIVE BACKGROUND
EFFIE'S 50TH: SPECIAL RECOGNITION NOMINATION	PERMISSION, AUTHORIZA		

### b. This summary will note all unfulfilled requirements in the **Requirement Status** column on the far right with red font.

- i. Please note the checkboxes indicate whether a field is required - not whether you have fulfilled the requirement. The requirement status (red words) indicates if a question still needs to be answered.

Entry Form

QUESTION	REQUIRED	REQUIREMENT STATUS
<b>ENTRY FORM ESSENTIALS</b>		
<b>ENTRY DETAILS &amp; EXECUTIVE SUMMARY</b>		
Type of Product/Service	<input checked="" type="checkbox"/>	
Effort Start and End Date	<input checked="" type="checkbox"/>	Required
Regional Classification	<input checked="" type="checkbox"/>	Required
Category Situation	<input checked="" type="checkbox"/>	Required
The Challenge:	<input checked="" type="checkbox"/>	Up to 20 words allowed

Done

c. You are ready to submit once your status bar says **Ready to Submit**.

### Edit Entry

Please edit your entry below. All requirements must be met in order to submit.

#### Not Sure What Is Missing In Your Entry?

To determine what requirements are not yet met, click ENTRY REQUIREMENTS below. Missing items will be noted in red.

Test

**Brand Name**  
 Effie Worldwide

**Category**  
 Beverages - Non-Alcohol  
 CAT-1158-169

**Entrant Company**  
 Effie Worldwide  
 United States

**Entry ID#**  
 E-3460-437

Add To More Categories

#### Competition

2019 Effie Awards United States

#### Status

Ready To Submit

Entry Requirements

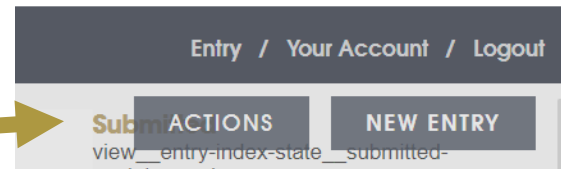
### Status

Ready To Submit

ENTRY FORM ESSENTIALS	ENTRY DETAILS & EXECUTIVE SUMMARY	SCORING SECTION 1: CHALLENGE, CONTEXT & OBJECTIVES	SCORING SECTION 2: INSIGHTS & STRATEGIC IDEA
SCORING SECTION 3: BRINGING THE IDEA TO LIFE	SCORING SECTION 4: RESULTS	MEDIA ADDENDUM	CREATIVE EXAMPLES
PUBLICITY MATERIALS	CASE BACKGROUND	CREATIVE BACKGROUND	EFFIE'S 50TH: SPECIAL RECOGNITION NOMINATION
			PERMISSION, AUTHORIZATION & VERIFICATION
			DOWNLOAD YOUR ENTRY
			COMPANY & INDIVIDUAL CREDITS

## 2. Submit Your Entry

- a. Once you are ready to submit, there are two ways to proceed:
  - i. If you are in the entry form of your entry, click **Action** at the top right of your screen.
  - ii. If you are on the Entry Home Page, click **Submit Entries** under the **Things To Do** menu.



## 3. Select Entries to Submit

- a. On this page, choose which entries you would like to submit. Only entries that meet all entry requirements will be offered.
- b. Click **Checkout**.
- c. Please continue with the submission process.
  - i. Within Step 4, be sure to select **Invoice only**.



## Entry Portal

2019 Effie Awards United States

### THINGS TO DO

Incomplete 2

Ready to Submit 1

Submit Entries 1

### ENTRY REQUIREMENTS CHECKLIST

Last Edited 3

All Entries 3

Categories 3

## 4. Provide Payment Information & Submit

- a. Select the address that should appear on your invoice.

A screenshot of a 'Select Billing Address' dialog box. The dialog has a title bar and a close button. The main content area contains three address entries, each with a 'Use' button and an 'Edit' button. The addresses are: 148 Madison Avenue, 4th Floor, New York, New York 10016, United States of America. At the bottom of the dialog, there is an 'Add Billing Address' button and a 'Cancel' button.

- b. If needed for internal billing purposes, add information in the **Attention** and/or **Your Reference** fields.

A diagram showing two optional input fields. The first field is labeled 'Attention' and has the word 'Optional' written below it. The second field is labeled 'Reference' and also has the word 'Optional' written below it. Two yellow arrows point from the text in step 4.b to these two fields.

- c. To submit your entry, you must click payment confirm and make payment for your entry.

- **Reminder:** Entry fees are locked in based on time of submission, not time of payment.

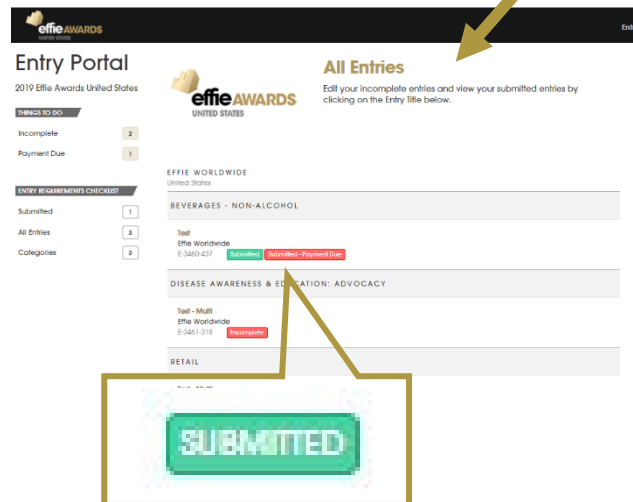
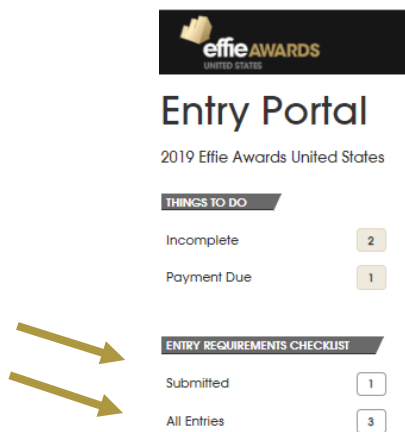
1. **Select if you wish to pay via check or bank transfer at a later date.**
2. Once you click **Invoice Only**, you can download your invoice for payment processing.
3. Payment methods:
  - i. Please make check payable to **"The Association of Accredited Advertising Agencies of Hong Kong"** and send the check to **Suite 1906, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong**
  - ii. Payment by bank transfer

Bank Name: The Hongkong and Shanghai Banking Corporation Limited  
 Account Name: The Association of Accredited Advertising Agencies of Hong Kong  
 Account No.: 004-025-2-059464

Please send the payment confirmation to [awards@aaa.com.hk](mailto:awards@aaa.com.hk) for record purpose.

## 5. View Your Submitted Entries

Review your submitted entries via the **Submitted** section on your Entry Portal Overview page. You may also click on **All Entries** and see a list of each entry and its status.



## 6. Payment confirmation

Once payment confirmation received, HK4AS will update the invoice settle status and email confirmation to be sent to entrants for notification.