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.

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, and 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 if 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 withdraw 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. And 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

It 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 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.

    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.

E-3468-735

Entry Form

QUESTION	REQUIRED	REQUIREMENT STATUS
ENTRY FORM ESSENTIALS		
ENTRY DETAILS & EXECUTIVE SUMMARY		
Type of Product/Service	☑	
Effort Start and End Date	☑	Required
Regional Classification	☑	Required
Category Situation	☑	Required
The Challenge:	☑	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.

Status

Ready To Submit

Test

Brand Name	Category	Entrant Company	Entry ID#
Effie Worldwide	Beverages - Non-Alcohol CAT-1158-169	Effie Worldwide United States	E-3460-437
	Add To More Categories		

Competition
2019 Effie Awards United States

Status
Ready To Submit
Entry Requirements

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	DOWNLOAD YOUR ENTRY	COMPANY & INDIVIDUAL CREDITS
PUBLICITY MATERIALS	CASE BACKGROUND	CREATIVE BACKGROUND	EFFIE'S 50TH: SPECIAL RECOGNITION NOMINATION	PERMISSION, AUTHORIZATION & VERIFICATION

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.
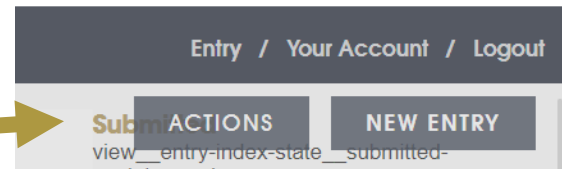
3. Select Entries to Submit

    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**.

4. Provide Payment Information & Submit

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

    b. If needed for internal billing purposes, add information in the **Attention** and/or **Your Reference** 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@aaaa.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.
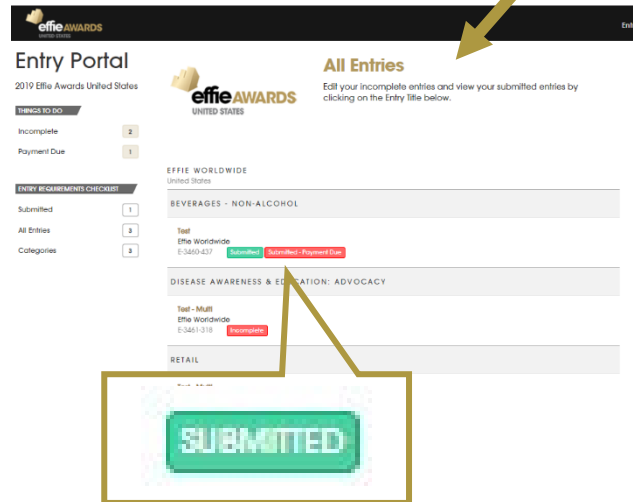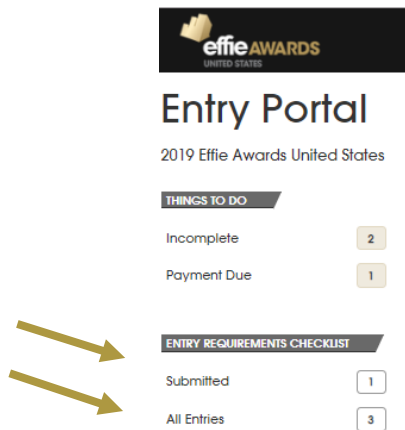
6. Payment confirmation

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