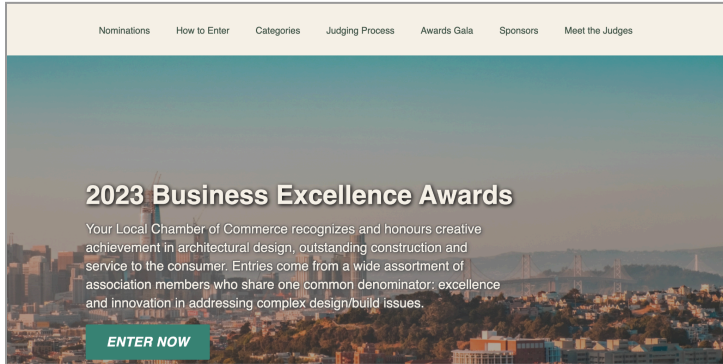


The Entry Process

The entry process is different for every season, but we will go through a typical process where your members can go to your website, browse through your categories, and decide to enter for an award from there.

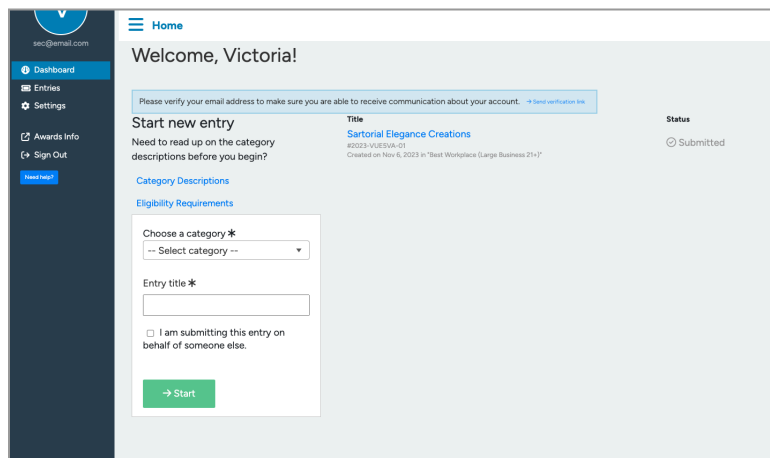


If your awards are public, an 'Enter Now' button will appear at the end of your list of categories on the Categories Page on your website. You may also choose to have the 'Enter now' button as the main Call to Action on your home page.

Clicking on this button will prompt the viewer to create an account.

A few fields will be prompted to set up this account, including Email Address, Name and Address, and then they will be asked to confirm that they have read the eligibility requirements. Hopefully you have set up these requirements as part of your account creation. If not, it can be set up in the 'Pages' area of your Admin Dashboard.

Once your member has created their account they will be taken into a profile with the option to start their entry, with links to your category descriptions and the eligibility requirements. They will select their category from the dropdown menu and give their entry a name.

A form for creating a new account. It includes a "Sign in" button and a "Create account" button. Below these are input fields for "Email address", "Password", "First name", "Last name", "Company", "Phone", and "Address".

Then the fields you have set up will be available for the entrant to fill out.

Photo Uploads No file chosen

30 MB per file. Accepted formats: jpg, jpeg, gif, png, webp

Business Name

Name of the Member Making the Application

Member Phone Number

Member Email Address

Tell us about the origin of your business

Paragraph

Maximum of 500 words. Include the year you were established, and the resources you used to establish your business. Word count: 0

Describe your business model and the key factors involved in your success.

Paragraph

Word count: 0

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

| | |
|---|---|
| <p>Ready to submit your entry?</p> <p>→ Send on to the judges!</p> <p>You will be able to edit submitted entries until the entry deadline has passed.</p> | <p>Ready to submit your entry?</p> <p>Add to cart</p> <p>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.</p> |
|---|---|

In the event of entry fees, the entrant will be taken to a Billing page, where they will see their entry and its corresponding fee. Here they can enter their credit card information and pay for the entry. If they have more than one entry, they are able to wait and pay them all at the same time. If they have already paid for a previous entry, it will show up in the Payment History.

From the entrants perspective, it's as easy as that! Depending on your settings they may be able to begin a new entry, or if you have it limited to one per person they will not have this option.

Billing

Cart

| | |
|--|---------|
| Example Entry Business of the Year <small>Remove from cart</small> | \$10.00 |
| TOTAL \$10.00 | |

Card number MM / YY

[Pay now](#)

Payment History
No payments to report.

By logging in to their account they can edit their entry up until the deadline you've set.