



# AWARDS ENTRY

USER GUIDE

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## USER GUIDE

1

You will need to create an account, you will receive an email, please verify your account.

### Login

☐ Remember email

Login

Forgot password

### Create Account

☐ I agree with Terms and Conditions & Privacy Policy

Submit

2

If you forget the password use the "Forgot password".

DASHBOARD

TRANSACTIONS

Basket (0)

Saved Items (1)

Complete (16)

Incomplete (1)

EVENT

Tickets (2)

Table Bookings (2)

My Schedule

AWARDS

Nominations (10)

EXHIBITOR ZONE

Tasks (2/3)

Hello Gary Clement, welcome back

BASKET (0)

SAVED ITEMS (1)

TICKETS

TRANSACTIONS INCOMPLETE (1)

TRANSACTIONS COMPLETE (16)

EVENT TABLE BOOKINGS (2)

EVENT TICKETS (2)

AWARDS NOMINATIONS (10)

EXHIBITOR ZONE TASKS (2/3)

MY SCHEDULE MY SCHEDULE

CATALOGUE CATALOGUE (3/10)

Additional Information

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.



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Complete all the required fields

The screenshot shows the 'Awards Entry' form. The left sidebar contains navigation links: TRANSACTIONS, EVENT, AWARDS, EXHIBITOR ZONE, ACCOUNT, and LOGOUT. The main content area is titled 'Awards Nomination' and includes a 'Basket' section with a '1 Item' count. The 'Awards Nomination' section contains a progress bar, a description of the software, and a form with fields for First Name, Last Name, Email, Question Number, and Q1 Service. A 'Basket Summary' section at the bottom shows the total cost and a 'COMPLETE' button.

Add additional items

Clear the basket completely

SAVE or Delete the entry



Complete when you have answered all the mandatory questions

Once you have accepted the terms and conditions and completed all the required fields, you will be allowed to complete the process.

☒ I have read and accept the Terms and Conditions

COMPLETE »

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### 4 Add additional category or other items available

The screenshot shows the 'Add to basket' step in the Awards Entry interface. The left sidebar contains a 'DASHBOARD' with sections for TRANSACTIONS, EVENT, and AWARDS. The main area shows a 'Basket' with 1 item. A red banner at the top indicates 'Required fields are missing or invalid.' Below this is a 'Please select an item...' dropdown menu. The dropdown menu is open, showing a list of items including 'Best AI technology - £ 50.00', 'Best App', 'Best New Car', 'Event Attendance', 'Exhibition Stand', 'Evensio Stand Special Stand - £ 3000.00', 'Premium Table - £ 3000.00', and 'Single Seat - £ 320.00'. The 'Best New Car' item is selected. To the right of the dropdown is a '+ ADD SELECTED' button with a quantity of 'x1'. Below the dropdown is a 'Clear Basket' button. The bottom of the interface shows 'Awards Nomination' and 'All'.

Select from the drop down menu

### 5 Return to SAVED entries

The screenshot shows the 'Saved items' step in the Awards Entry interface. The left sidebar contains a 'DASHBOARD' with sections for TRANSACTIONS, EVENT, and AWARDS. The main area shows a 'Saved items' section with 1 item. The 'Awards Nomination' section is active, showing a list of items. The 'Move to basket' button is highlighted. The 'Move to basket' button is located at the bottom right of the 'Awards Nomination' section. The 'Move to basket' button is highlighted with a red arrow. The 'Move to basket' button is located at the bottom right of the 'Awards Nomination' section. The 'Move to basket' button is highlighted with a red arrow.

Either SAVE the entry again, or complete all the required fields, then move to the basket. Once you have moved to basket you can complete the entry.

3

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