

# Effie Awards

## Submission Process

Please review the following steps to submit your entry.

If you encounter any issues as part of the submission process, please email [kasia.gluszak@eaca.eu](mailto:kasia.gluszak@eaca.eu) 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. Entrants are never penalised with a late fee due to technical issues.

### 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.

**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	<b>Status</b> <b>Incomplete</b> <a href="#">Entry Requirements</a>
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**Competition**  
2019 Effie Awards United States

**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
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 or not a field is required – not whether or not you have fulfilled the requirement. The requirement status (red words) indicates if a question still needs to be answered.

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**.

**effieAWARDS**  
UNITED STATES

Entry / Judging / Sales / Insight Guide

## 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**  
Effie Worldwide

**Category**  
Beverages - Non-Alcohol  
CAT-1158-169  
[Add To More Categories](#)

**Entrant Company**  
Effie Worldwide  
United States

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

**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 **Submit** at the top left 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. **Purchase an Insight Guide**  
If you would like to purchase the **Insight Guide** for your 2020 entry at the price of €150 per report, add the number of entries you wish to purchase the report for via the box on the right. Then, click **Associate With Entry** to select the entry you would like the report for. The Insight Guide fee will be added to your invoice.
- c. Click **Checkout**.
- d. To note, if you are eligible for the New Entrant Discount, please make sure you contact [kasia.gluszak@eaca.eu](mailto:kasia.gluszak@eaca.eu) in order for the promo code to be applied to your entry fees. Please continue with the submission process.
  - i. Within Step 4, be sure to select **Generate Invoice & Submit** – **please do not pay until the discount has been applied**.

**Submit Your Entry & Purchase Insight Guides**

**INSIGHT GUIDES**  
 Receive feedback from the judges who score your case by purchasing an Insight Guide via the box below to the right.  
 Once all Insight Guides have been added to your cart & associated with an entry, click Continue.

**SUBMITTING ENTRIES**  
 Once you have reviewed the Insight Guide option, ensure the entries you wish to submit at this time are checked off. Then, click continue.

ITEM	UNIT	NET	QTY	DISCOUNT	NET	TAX	TOTAL
<b>Entries</b>							
<input checked="" type="checkbox"/> E-3400-437-2019 Effie Awards United States-Beverages - Non-Alcohol-Effie Worldwide-Test	Not for Profit - First Deadline	487.50		0.00	487.50	0.00	487.50
<b>TOTAL(USD)</b>				<b>0.00</b>	<b>487.50</b>	<b>0.00</b>	<b>487.50</b>

**ADD INSIGHT GUIDES**  
 RECEIVE FEEDBACK FROM THE JUDGES WHO SCORE YOUR ENTRY  
 All judges who score your case provide written feedback on the strengths and weaknesses of the entry. Receive this feedback by purchasing the Insight Guide. Insight Guides purchased at time of entry receive a \$100 discount on the standard price of \$350.  
 Indicate the quantity of insight guides you wish to add to your order below via **Add to Basket**. Then select **Associate With Entry** to choose for which submission you'd like to receive the jury's feedback.

ITEM	QTY
2019 Insight Guide (Time of Entry) USD 250.00	<input type="text"/>

**Checkout**

**4. Provide Payment Information & Submit**

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

**Select Billing Address**

To continue with the submission process, please select the billing address associated with this entry.

148 Madison Avenue, 4th Floor  
 New York  
 New York 10016  
 United States of America  
 Use Edit

148 Madison Avenue, 4th Floor  
 New York  
 New York 10016  
 United States of America  
 Use Edit

148 Madison Avenue, 4th Floor  
 New York  
 New York 10016  
 United States of America  
 Use Edit

**Add Billing Address**

Cancel

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

c. Provide the VAT number – this step is extremely important.



## Checkout

### PAYMENT

#### PAY NOW

**CREDIT CARD PAYMENTS:** Select "Pay Now & Submit". If you would like to return to the Entry Portal and pay via credit card at a later date, select "Generate Invoice & Submit."

#### PAY LATER

Your entry fee is locked in based on the date of submission. Please select "Generate Invoice & Submit", and you will be provided a PDF invoice.

**CHECK PAYMENTS:** Please include the generated PDF invoice when you mail your check.

**WIRE TRANSFERS:** Please ensure the Invoice Number is referenced in the wire notes and email notifications are sent to [payments@effie.org](mailto:payments@effie.org) and [douglas@effie.org](mailto:douglas@effie.org).

From  
Effie Worldwide (United States)

Address  
148 Madison Avenue, 4th Floor  
New York  
New York 10016  
United States

[Change](#)

Attention

Optional

Reference

Optional

d. To submit your entry, you must click either

**GENERATE INVOICE & SUBMIT** or **PAY NOW & SUBMIT**.

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

I. Choose **Pay Now & Submit** if you wish to pay now via credit card.

- a. If you are experiencing a credit card processing error, please ensure the bank does not have a limit on the number/amount of transactions in a single day. If experiencing an error on a deadline date, please use **Generate Invoice & Submit** and contact [kasia.gluszak@eaca.eu](mailto:kasia.gluszak@eaca.eu) with details about the error message.

II. **Generate Invoice & Submit: Select if you wish to pay via wire transfer or via credit card at a later date.** Please also use this option if you are eligible for a discount or you do not see the correct entry fee listed.

1. Once you click **Generate Invoice & Submit**, you can download your invoice for payment processing.
  - a. **WIRE TRANSFERS:** Please ensure the Invoice Number is referenced in the wire notes and that email notifications are sent to [kasia.gluszak@eaca.eu](mailto:kasia.gluszak@eaca.eu).

- b. **ENTRY FEE ADJUSTMENTS:** Please email [kasia.gluszak@eaca.eu](mailto:kasia.gluszak@eaca.eu) so an Effie team member can adjust your fees before you provide payment.
- 2. **PAY LATER VIA CREDIT CARD:** Once you are ready to pay via credit card, you can either click **Payment Due** under the **THINGS TO DO** menu, or click **YOUR ACCOUNT** at the top right of your screen and click on **Pay Invoices**.

**My Account**  
Please see User Account Details below

**Caitlin Sequeira**  
OPEN STATEMENT

EFFIE WORLDWIDE  
United States

	DATE	RESEND EMAIL	PDF	TRANSACTION	AMOUNT DUE	AMOUNT PAID
Invoice	2018 SEP 12	✉	📄	INV-2149-267	487.50	
						(USD) 487.50

**Pay Now & Submit**

### 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 current status.

**Entry Portal**  
2019 Effie Awards United States

**THINGS TO DO**

- Incomplete 2
- Payment Due 1

**ENTRY REQUIREMENTS CHECKLIST**

- Submitted 1
- All Entries 3

**All Entries**  
Edit your incomplete entries and view your submitted entries by clicking on the Entry title below.

EFFIE WORLDWIDE  
United States

**BEVERAGES - NON-ALCOHOL**

Test - Effie Worldwide  
E-3460-437 **Submitted** **Submitted - Payment Due**

**DISEASE AWARENESS & EDUCATION: ADVOCACY**

Test - Multi  
Effie Worldwide  
E-3461-318 **Payment Due**

**SUBMITTED**