

# Entry Portal Instructions

## 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 penalized 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 CHECKLIST** tab beneath the details of your entry when in the Edit Entry View.



### Edit Entry

You may continue to edit your entry until you submit. All requirements must be met in order to submit your entry. For planning and collaboration purposes, you may download a word doc of the Entry Form, including an outline of all data-points captured in the Entry Portal, [here](#).

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

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

**Note:** To avoid technical issues, please do not open the Entry Portal in multiple tabs within a single browser.

<b>Brand Name</b> Effie Worldwide	<b>Category</b> Sustained Success - Products <a href="#">ADD TO MORE CATEGORIES</a>	<b>Invoice Company</b> EFFIE TEST COMPANY United States	<b>Entry ID#</b> E-5756-367
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<b>Competition</b> 2021 Effie Awards United States	<b>Status</b> Incomplete
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**NON-PROFIT / FOR-PROFIT STATUS**

Please select if the brand you are entering is a non-profit or for-profit company.

For Profit



<b>ENTRY CHECKLIST</b>	ENTRY FORM ESSENTIALS	ENTRY DETAILS & EXECUTIVE SUMMARY
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- b. This entry checklist will note all unfulfilled requirements in the **REQUIREMENT STATUS** column on the far right with red font.
  - a. Please note once a requirement is met, it will show OK and no longer appear in red. The requirement status (red words) indicates if a question still needs to be answered.

**ENTRY FORM ESSENTIALS**

**ENTRY DETAILS & EXECUTIVE SUMMARY**

Effort Start and End Date	• Required
Regional Classification	• Required
Industry Sector	• Required
Industry/Category Situation	• Required

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

**Testing**

**Brand Name**  
Effie Worldwide

**Category**  
Environmental - Non-Profit / Positive Change  
[ADD TO MORE CATEGORIES](#)

**Invoice Company**  
EFFIE TEST COMPANY  
United States

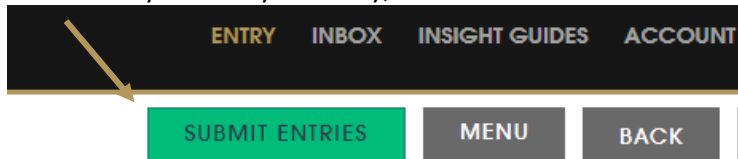
**Entry ID#**  
E-5838-620

**Competition**  
2021 Effie Awards United States

**Status**  
**Ready To Submit**

**2. Submit Your Entry**

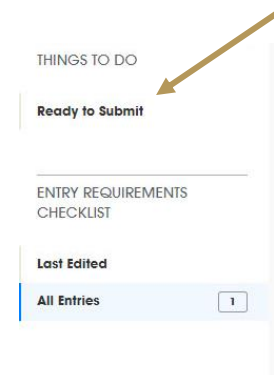
- a. Once you are ready to submit, there are two ways to proceed:
  - a. If you are in the entry form of your entry, click **Submit Entries** at the top right of your screen.



- b. If you are on the Entry Home Page, click **Ready to Submit** 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.



4. Purchase the Insight Guide

If you would like to purchase the Insight Guide for your entry at the discounted 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. (If you are not purchasing an Insight Guide, skip to Step #5, below.)

**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	DESCRIPTION	UNIT	QTY	DISCOUNT	NET	TAX	TOTAL
<input checked="" type="checkbox"/> Entries	<input type="text" value="Select ..."/>						
<input checked="" type="checkbox"/> E-5022-685--2020 Effie Awards United States--Agricultural, Industrial & Building--Effie Worldwide--TEST	Not for Profit - Fifth Deadline		1,462.50	0.00	1,462.50	0.00	1,462.50
<b>TOTAL (USD)</b>				0.00	1,462.50	0.00	1,462.50

Special Priced Items  
Charges Calculated on 2019 NOV 21 UTC

**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
2020 Insight Guide (Time of Entry)	<input type="text"/>

5. Click **Continue to Submit**.

6. 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  
**SELECT** **EDIT**

Attn: US Entries  
148 Madison Avenue, 4th Floor  
New York  
New York 10016  
United States  
**SELECT** **EDIT**

148 Madison Avenue, 4th Floor  
Attn: Global Entries  
New York  
New York 10016  
United States  
**SELECT** **EDIT**

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

**Continue to Submit**

## 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.

**EFT/ACH PAYMENTS:** Please ensure the Invoice Number is referenced in the payment notes and email notifications are sent to [payments@effie.org](mailto:payments@effie.org) and [finance@effie.org](mailto:finance@effie.org) when the payment details are outlined in the generated PDF invoice.

**For**  
 Effie Worldwide (United States)

**Address**  
 Attn: US Entries  
 148 Madison Avenue, 4th Floor  
 New York  
 New York 10016  
 United States  
[CHANGE](#)

**Attention**

**Reference**

c. 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.

**Pay Now & Submit: Select 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.gluszek@eaca.eu](mailto:kasia.gluszek@eaca.eu) with details about the error message.

**Generate Invoice & Submit: Select if you wish to pay via bank 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.

- a. Once you click **Generate Invoice & Submit**, you can download your invoice for payment processing.
- b. **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 **ACCOUNT** at the top right of your screen. On your Account profile, please click on the company name/brand under **BILLING HISTORY**. All related invoices will appear with the balance due. You can then select **PAY NOW & SUBMIT**.

**ACCOUNT**

- About You
- Change Username
- Change Password
- Communications Preferences
- Messages

**AWARDS PROGRAM**

- Switch Awards Program

**BILLING HISTORY**

- EFFIE UNITED STATES (USD)
- Effie Worldwide
- UNITED STATES

### My Account

Please see User Account Details below

**Callin Sequira**

OPEN STATEMENT

EFFIE WORLDWIDE  
United States

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

Pay Now & Submit

## 7. 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 OVERVIEW**

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**Last Edited**

- Submitted Entries 3
- All Entries 6

**FILTERS**

- Categories 6

**NON-PROFIT**

**Effie - Testing**  
Effie Worldwide  
E-5747-015  
Submitted

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**SUSTAINED SUCCESS - NON-PROFIT**

**Effie Testing - Sustained Success Entry**  
Effie Worldwide  
E-5757-955  
Submitted

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**ENVIRONMENTAL - NON-PROFIT / POSITIVE CHANGE**

**Testing**  
Effie Worldwide  
E-5838-620  
Submitted Submitted - Payment Due

Submitted