

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 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.

Brand Name Effie Worldwide	Category Sustained Success - Products ADD TO MORE CATEGORIES	Invoice Company EFFIE TEST COMPANY United States	Entry ID# E-5756-367
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Competition 2021 Effie Awards United States	Status 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



ENTRY CHECKLIST	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

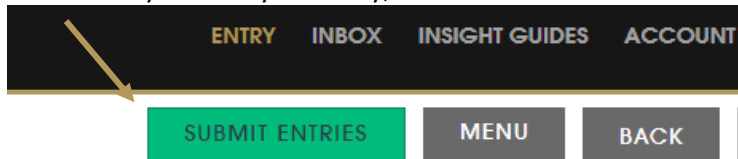
Entry ID#
E-5838-620

Competition
2021 Effie Awards United States

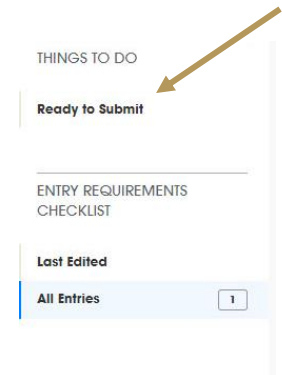
Status
Ready To Submit

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.)

The screenshot shows the 'ADD INSIGHT GUIDES' sidebar on the right side of the page. It contains the following text:

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.

Below this text is a table with two columns: ITEM and QTY. The table contains one row: 2020 Insight Guide (Time of Entry) with a quantity input box.

An arrow points from the '2020 Insight Guide (Time of Entry)' row in the sidebar to the 'E-5022-685-2020 Effie Awards United States--Agricultural, Industrial & Building--Effie Worldwide--TEST' row in the main table.

ITEM	DESCRIPTION	UNIT	QTY	DISCOUNT	NET	TAX	TOTAL
<input checked="" type="checkbox"/> Entries	[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
TOTAL (USD)				0.00	1,462.50	0.00	1,462.50

5. Click **Continue to Submit**.

6. Provide Payment Information & Submit

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

The screenshot shows a 'Select Billing Address' dialog box with the following text:

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 and 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. Please don't forget to insert the VAT number (just the digits, the country code, e.g. FR, PL, is already there) and click the verify button. If you are based outside of Belgium, this is an important step to avoid adding the Belgian VAT, the VAT on the invoice should be zero.
- 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.

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.gluszak@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	[P]	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](#)

SUSTAINED SUCCESS - NON-PROFIT

Effie Testing - Sustained Success Entry
Effie Worldwide
E-5757-955
[Submitted](#)

ENVIRONMENTAL - NON-PROFIT / POSITIVE CHANGE

Testing
Effie Worldwide
E-5838-620
[Submitted](#) [Submitted - Payment Due](#)

Submitted