



The [online entry process](#) may look a little daunting, especially to first time entrant – but it really isn't. Here are some step-by step instructions. If you have any queries, for some friendly support contact... alexander.foy@markallengroup.com or Jessica.dunmall@markallengroup.com

To start the entry process:

- Please select 'Enter this Category' tick box by the category(ies) you would like to enter.
- Click 'Pay and enter' You DO NOT HAVE TO PAY at this point. This simply starts your submission.
- You will then be taken to a 'Registration Details' page, check your contact details are correct and click 'Complete registration' or if you wish to go back and amend, select 'Amend or add entries'
- Then click 'Return to Awards Category Summary'
- You can now start your entry or exit and return at a later date to complete your entry

Please note: You can enter more categories at a later stage by expanding the 'Categories' Nav bar below by simply repeating the process.

To start your submission

- Expand the 'Entries Not Submitted' navigation bar
- Select the category you would like to start entering by clicking 'Enter details'
- You are now on the category page, where you can see the full details and criteria and can complete your submission. Note, this looks complicated - but it really isn't.
- Don't forget to upload any supporting documents (if required) and images, and if you want to share video content, please include a link to where the video can be found on a sharing platform such as YouTube or Vimeo
- At the bottom of the page the save options, you can save a complete to partially complete entry at any time (and come back later to continue).
- **TOP TIP:** You can 'Select all' and copy all the text and paste it into a word document so that you can complete the entry offline and then paste your responses into the form at a later stage or take a screen grab of the page as a memory aid, and again complete the text elements offline and paste them into the entry form at a later stage.

To complete your submission

- Expand the 'Entries Not Submitted' navigation bar and select the tick box of the completed entry you would like to submit
- Click submit - the entry will now move to the 'Submitted Entries' navigation bar (you can still edit the entry at this stage if you wish)
- Expand the 'Personal Details' navigation bar and make sure these are correct

You're now ready to complete your submission and RELAX...

- Important, if there are any categories in the 'Entries Not Submitted' section that you will no longer be entering, please delete them
- Once your ready, click 'Proceed to payment'
- Then select if you would like to pay by invoice or credit card and click 'Proceed'
- Complete your preferred payment method.

Congratulations, you're done - all you have to do now is send us, if required, your physical samples.