

ONLINE ENTRY SUBMISSION WEBSITE

Go to our Online Entry Submission website here:

<http://prod.promaxbda.org/login.aspx?ReturnUrl=%2fcompetitions%2fsubmission%2fsubadmin.aspx>

! Attention

Only by logging in from the above specific URL can you access to your **Entries Dashboard** (more about that later).

Anytime you have problem reaching or returning to your Entries Dashboard... Simply log out, return to this specific URL and login again.

Bookmark the URL!

BEFORE YOU BEGIN

- **You will need to have an online profile with us before you can start submitting your entries.**
- **You do NOT require to have a PromaxBDA membership to create an online profile**

If you do not have an online profile, please create one by clicking on “**sign up**” as indicated by the red arrow 1 below, and follow the instructions.

If you already have an online profile but could not recall your user name and password, please click on “**Forgot Login**” as indicated by the red arrow 2 below, and follow the instructions.

The screenshot shows the PromaxBDA website interface. At the top right, there is a 'login | join' link. Below the logo, there is a search bar and a navigation menu with categories: Membership, Awards, Events, and On Demand. Underneath these are sub-links: About Us, My PromaxBDA, Our Community, Career Center, and International Chapters. A dropdown menu is open showing 'What do you want to do?'. On the left, there is a 'PromaxBDA' sidebar with social media icons for Twitter, Facebook, and LinkedIn. The main content area contains a login form with fields for 'User Name' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. A red arrow labeled '1' points to the 'sign up' link in the text above the form. Another red arrow labeled '2' points to the 'Forgot Login?' link below the 'Login' button. A note above the form states: 'If you are already signed up with PromaxBDA please log in below. If you are not signed up please sign up or become a member to ensure you have access to all of PromaxBDA's Premium Content. MAKE NOTE: YOU MUST BE LOGGED IN AS A MEMBER TO RECEIVE ANY MEMBER DISCOUNTS ON ANY TRANSACTION'.

LET’S GET STARTED!

Enter your User Name and Password, and click on the “Login” button as indicated by red arrow below.

The screenshot shows a login form with the following elements: a title 'Login', 'User Name:' and 'Password:' labels with corresponding input fields, a 'Remember Me' checkbox, a note stating 'Note: Remember Me is cleared if you click the sign out link at the top right of the page.', a 'Login' button, and a 'Forgot Login?' link. A red arrow points to the 'Login' button.

ENTRIES DASHBOARD

The next page will bring you to your Entries Dashboard.

- 1. Click on the field “Competition” to see the list of competition available.
- 2. Look for “2011 PromaxBDA ANZ Awards and select competition.

Entries Dashboard

The screenshot shows the 'Entries Dashboard' with a user profile section on the left and a filter section on the right. The user profile includes 'Award Entries For: Andy Chua', 'Membership: Member', and a 'Competition' dropdown menu that is open, showing options like '2011 PromaxBDA Europe Awards'. A red arrow points to the dropdown menu. The filter section includes 'Company:', 'Category:', and 'Title:' fields with a 'Filter' button.

SUBMIT YOUR ENTRY INFORMATION

To submit each of your entries, start by clicking on the “+ Add Entry” button as indicated by the red arrow below. The next web page will bring you through the Step 1 to 5 to complete your entries submission.

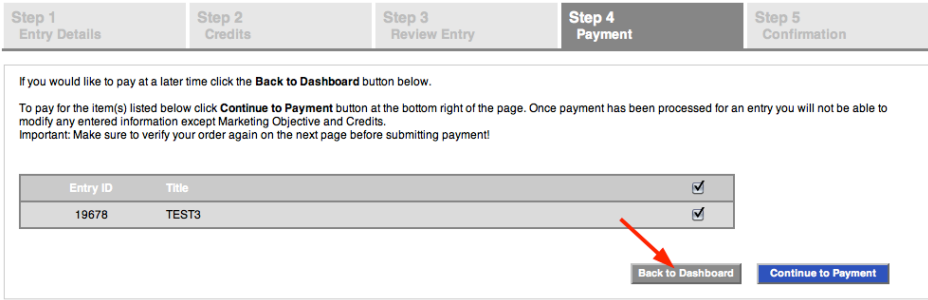
! “+ Add Entry” button will only appear AFTER you’ve selected your competition

This screenshot shows the 'Entries Dashboard' with the 'Competition' dropdown menu selected to '2011 PromaxBDA Europe Awards'. A green '+ Add Entry' button is now visible and highlighted with a red arrow. Below the form, a message states 'No entries found for selected competition.'

TIPS

Before we go on, here are a few useful things to keep in mind...

- Fields marked with red astrisk “ * ”, must be filled in.
- **Save time** - Make payment for all your entries **AFTER** you have submitted **ALL** your entries. Simply click on the “Return to Dashboard” button at Step 4, and repeat Step 1 to 3 until you have complete submitting all your entries before proceed with Step 4 and 5.



- You cannot delete entry or make changes **AFTER** you made payment (completed Step 5). Please only make payment when you are completely satisfied with what you have submitted.
- **Save time** - Make use of the “COPY” function when submitting the same entry for more than one category.
 - Save typing the same entry’s details over again. Just edit from what was previously entered, if required.
 - If you’re uploading video, you will only need to do it **ONCE**.
 - If you’re sending tape, only **ONE** copy of that entry’s video will be required.



TIPS

- **Lost?** – Whenever you are uncertain of what you have to do next, or whether if you have successfully submitted your entry, simply look under the “Next Step” column at your Entries Dashboard as indicated by the red arrow below. It will tell you what you need to do next for each entry.

When you have successfully submitted an entry, it will read “Ready for Judging”.

Entries Dashboard

[+ Add Entry](#)

Award Entries For: **Andy Chua** [update my profile](#)
Promax Asia Pte Ltd

Membership: Member

Competition:

[Filter Entries By](#)

Company:

Category:

Title:

[Add/Edit Time Codes](#) [Delete](#) [Print Labels](#)

Entry ID	Category/Title/Company	Next Step	Payment	Action
<input type="checkbox"/> 19675	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST 1 Company: TEST	Print labels	Paid	Modify Credits Labels Copy Play Video
<input type="checkbox"/> 19676	Category: EUR04 - BEST SPECIAL EVENT PROMO Title: TEST2 Company:	Add credit(s)	Unpaid	Modify Delete Credits Time Codes Copy
<input type="checkbox"/> 19678	Category: EUR05 - BEST TELEVISION IMAGE PROMO Title: TEST3 Company:	Print labels	Paid	Modify Credits Labels Copy
<input type="checkbox"/> 19703	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload Video	Unpaid	Modify Delete Credits Copy Play Video
<input type="checkbox"/> 19704	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload Video	Unpaid	Modify Delete Credits Copy Play Video
<input type="checkbox"/> 19705	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload PDF	Unpaid	Modify Delete Credits Copy

[Add/Edit Time Codes](#) [Delete](#) [Print Labels](#)



STEP 1

Entry Details

1. Select “Category”
2. Enter “Entry Title”
3. Enter “Marketing Objective / Creative Strategy”
4. Enter “Credited Company”

Step 1 Entry Details	Step 2 Credits	Step 3 Review Entry	Step 4 Payment	Step 5 Confirmation
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View a complete list of Categories and descriptions [Back to Dashboard](#) [Next](#)

Entry Details

Competition: 2011 PromaxBDA Europe Awards

* **Category:**

* **Marketing Objective / Creative Strategy:** (Min 25 characters, Max 1000 characters) When completing the Online Entry, in 1000 characters or less (characters, not words.) please indicate the purpose of the project, the creative brief, and its intended audience and result. A Marketing Objective is not a description of the piece. It is your opportunity to give the judges an indication of the marketing challenge that this particular piece presented (goal, budget, time constraints, etc.) what was the objective, was it successful, etc.

You have 1000 characters remaining...

* **Credited Company:** (N/A for Student Competition)

You will see the following for all category,

Submission Details

Submission Details

Submission ID	Media Type	Submission Description (1000 characters)
* Submission 1:	<input type="text" value="Video Upload"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>
* Submission 2:	<input type="text" value="PDF Upload"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>
* Submission 3:	<input type="text" value="Website"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>

Enter full website URL including http:// or https://

* **Website URL:**

User ID:

Password:

Depending on the category’s requirement, the number of submission and the option available for “Media Type” will be different.

1. Make your “Media Type” selections accordingly.
2. Enter “Submission Description”. This is optional and can be left blank.
3. Click “Next” at the bottom right to proceed.

◆ Select **Video Upload** to submit a video or an audio (eg. radio spot) entry.
(refer to specs_for_video.pdf for more details)

1. You'll see the web page below. Please read the instruction carefully before you proceed by clicking on the **Upload Video** link as indicated by the red arrow.

Upload Video

Once the upload video box appears, please allow the upload box to completely disappear before continuing with additional uploads. To ensure all uploads save properly, please make sure you click the "Save & Continue" button when you are done. Failure to click this button could result in the loss of one or more videos.

Video Upload Slots Available: 1
Videos Uploaded: 0

Current Upload Video Description: video upload test

Upload Video

2. A new box as below will appear.
Select your video and enter the video's title.
3. Click "Upload".

Select a Video *

Title *

4. If your upload is successful, you will see the following message:

Upload Video

Once the upload video box appears, please allow the upload box to completely disappear before continuing with additional uploads. To ensure all uploads save properly, please make sure you click the "Save & Continue" button when you are done. Failure to click this button could result in the loss of one or more videos.

Video Upload Slots Available: 1
Videos Uploaded: 1

Current Upload Video Description: video upload test

Video uploaded successfully!

Save & Continue

5. Click "Save & Continue"

Review or replace uploaded video

Should you like to review or replace the video that you have uploaded, simply return to your Entries Dashboard and click on "Play Video" as indicated by the red arrow below.

Entry ID	Category/Title/Company	Next Step	Payment	Action
<input type="checkbox"/> 19675	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST 1 Company: TEST	Print labels	Paid	Modify Credits Labels Copy Play Video
<input type="checkbox"/> 19676	Category: EUR04 - BEST SPECIAL EVENT PROMO Title: TEST2 Company:	Waiting for submission(s) to arrive	Paid	Modify Credits Labels Copy
<input type="checkbox"/> 19678	Category: EUR05 - BEST TELEVISION IMAGE PROMO Title: TEST3 Company:	Waiting for submission(s) to arrive	Paid	Modify Credits Labels Copy
<input type="checkbox"/> 19708	Category: EUR04 - BEST SPECIAL EVENT PROMO Title: TEST5 Company: TEST5	Ready for judging	Paid	Modify Credits Labels Copy Play Video
<input type="checkbox"/> 19709	Category: EUR04 - BEST SPECIAL EVENT PROMO Title: test6 Company: test5	Payment required	Unpaid	Modify Delete Credits Time Codes Copy

! Time is required to process your video before you can view, copy or replace the video.

After you have uploaded your video, it will be placed in a queue to be processed before it is available online to be viewed, copied or replaced. The amount of time required will depend on the length of the queue.

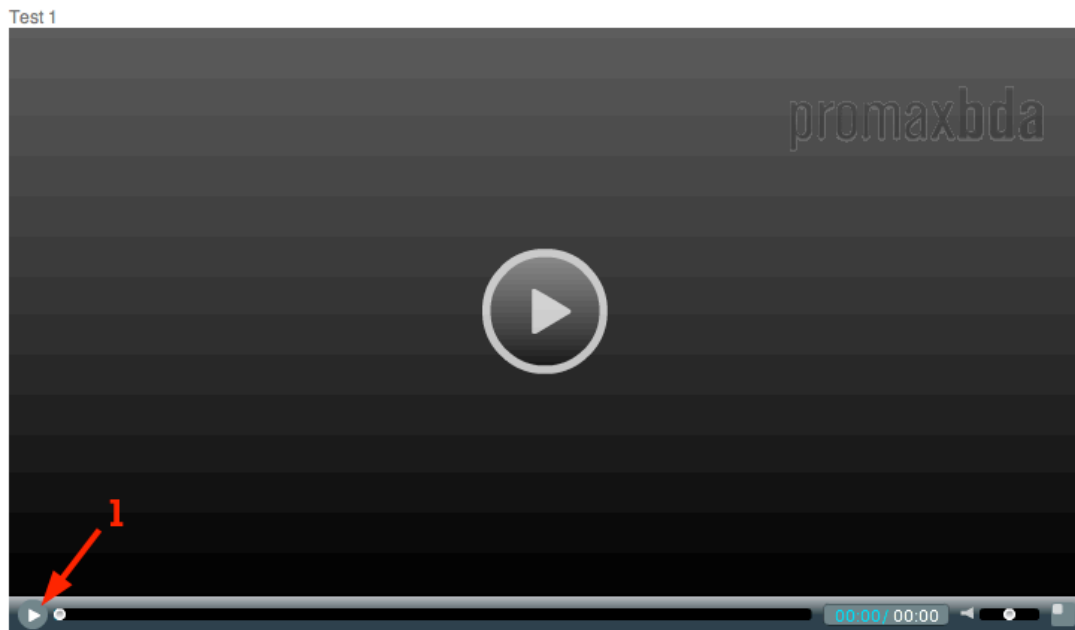
If your video is not ready, you will see the following message:



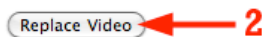
When your video is ready, you will see a link:



Click on the link.



If this video is incorrect please click the Replace Video button below.

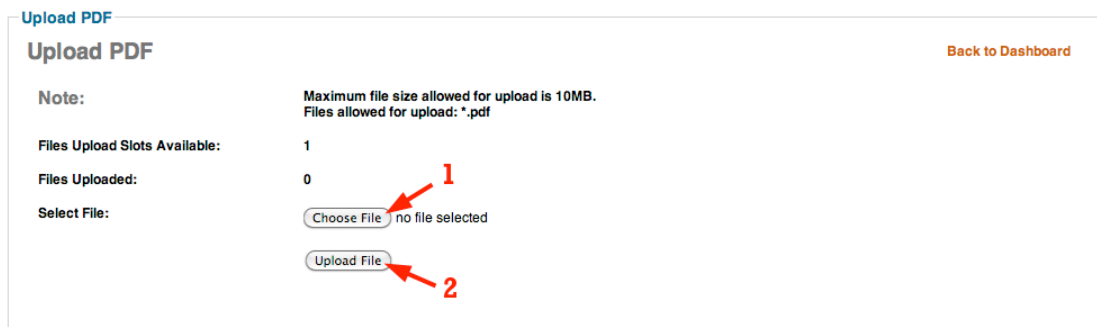


1. To view your video, click on the play button as indicated by red arrow 1 above .
2. To replace your video, click on the button as indicated by red arrow 2 above.

- ◆ Select PDF Upload if you want to submit photos and/or artworks (eg. poster design).
 1. Convert and save your photos and/or artworks in PDF format, if they are not already.
 2. Under the “Upload PDF” section, click on “Choose File” as indicated by red arrow 1 and select your PDF file.

! Maximum file size allowed for upload is 10MB

3. Click on “Upload File” as indicated by red arrow 2.
4. A message will appeared shortly to let you know if your upload has been successful or not.



- ◆ Select Website if you want to submit a live website
 1. The follow option will appeared on the same web page.

Enter full website URL including http:// or https://

* Website URL:

User ID:

Password:

2. Enter the “Website URL”
! Enter full website URL including http:// or https://
3. Enter the User ID and Password, if necessary.
If not, just leave them blank.
4. Click “Next” at the bottom right of the web page.

STEP 2
Credits

Step 1 Entry Details	Step 2 Credits	Step 3 Review Entry	Step 4 Payment	Step 5 Confirmation
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Credits

[Add Credits Later](#) [Back to Dashboard](#) [Next →](#)

Credits may be added at any time while the competition is open. If you would like to add Credits for this entry at another time you can do so by clicking on the "Add Credits Later" link.

Order	Company	Title	First Name	Last Name
---#---	<input type="text"/>	---Select---	<input type="text"/>	<input type="text"/>
---#---	<input type="text"/>	---Select---	<input type="text"/>	<input type="text"/>
---#---	<input type="text"/>	---Select---	<input type="text"/>	<input type="text"/>

Credits are the talents responsible for the video or artwork submitted.

1. Enter credits involved in the entry.
2. Click "Next"

You can choose to "Add Credits Later".

! You will NOT be able to make payment to complete the submission of this entry until you have added at least one credit.

Credits may be further added or amended at any time (even after payment has been made) while the competition is open.

STEP 4 Payment

Payment

If you would like to pay at a later time click the **Back to Dashboard** button below.

To pay for the item(s) listed below click **Continue to Payment** button at the bottom right of the page. Once payment has been processed for an entry you will not be able to modify any entered information except Marketing Objective and Credits.
Important: Make sure to verify your order again on the next page before submitting payment!

Entry ID	Title	
19675	TEST 1	<input checked="" type="checkbox"/>

[Back to Dashboard](#)

[Continue to Payment](#)

You will be prompted to print your labels, but no labels are needed for this year's video upload entry submission option. Click "OK" when prompted and you will be brought to the shopping cart page.

Save time by making payment for ALL your entries at once after you have completed all your submission. Click on "Back to Dashboard" button to continue to submit your next entry.

If you are ready and like to proceed with the payment, click on the "Continue to Payment" button.

You will see your details and bill as below. Please verify all the details are correct before you proceed by clicking on "Continue to payment" as indicated by the red arrow below.

Global shopping cart						
Bill To		Ship To Edit Shipping Address				
Andy Chua PROMAX Asia Pte Ltd andy@promaxasia.tv 3C Tank Road Singapore, 238060 Austria		Andy Chua 3C Tank Road Singapore, Singapore, 238060 Austria Ship To Attention: Andy Chua Ship To Company: PROMAX Asia Pte Ltd				
Remove	Type	Description	Qty	Unit Price	Line Total	
<input type="checkbox"/>	SALES	Europe 2011 Awards - Single Entry 19678	1	€175.00	€175.00	
					€175.00	
Select Shipping Options					Shipping(SHIP-HAND-INTL):	€0.00
					Total before tax:	€175.00
					Estimated tax:	€0.00
					Order Total:	€175.00
Currency						
Select Currency <input type="text" value="Euro"/>						
Discounts						
Type <input type="text" value="Coupons"/>						
Code <input type="text"/> <input type="button" value="Add discount"/>						
<input type="button" value="Update cart"/> <input type="button" value="Print"/>					<input type="button" value="Continue to payment"/>	

On the next page, select how you are going to make payment.
We only accept payment via Wire Transfer or Credit Card (Visa, Master or Amex).
We no longer accept cheque. Click on “Apply” after selection.

Check-out | Process Payment

Payment Details	
Payment Method	Credit Card
Payment Type	<input type="radio"/> Credit Card <input type="radio"/> Wire Transfer <input type="radio"/> Check
	<input type="button" value="Apply"/>

- If you have selected payment via Credit Card,

! Upon clicking the “Submit Payment” button, your credit card will be charged.
! Click “Submit Payment” button only one time.

1. Fill in your credit card details
2. Click on “Submit Payment” button as indicated by red arrow below.
3. You will receive an email with your purchase information shortly.

Check-out | Process Payment

Payment Details	
Card Type *	American Express – Europe
Card Number * <small>Note: Do not use spaces, non-numeric characters, or dashes.</small>	
Expiration Date (Month, Year) *	1 2010
Name on card *	
Credit Card Security Code *	
Billing Address	3C Tank Road
Billing Postal Code	238060
Source Code	
Amount Payment	\$175.00*
	<input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/>

- If you have selected payment via Wire Transfer,

Purchase | Confirmation

PLEASE CAREFULLY READ THE INSTRUCTIONS BELOW				
Your Order is not complete until we receive your payment.				
Order Number: INV-16006-H6GZ3F				
Please print out a copy of this form and follow the instructions below				
Purchase Information				
Date of Purchase: Nov 14 2010 11:09PM				
Andy Chua				
Credit Card Number (Last four digits):				
Invoice Number: INV-16006-H6GZ3F				
Bill To Address		Ship To Address		
Andy Chua PROMAX Asia Pte Ltd andy@promaxasia.tv 3C Tank Road Singapore, 238060 Austria		Andy Chua 3C Tank Road Singapore, 238060 Austria Andy Chua PROMAX Asia Pte Ltd		
Contact Number: 48474				
Detail				
Type	Description	Quantity	Unit Price	Line Total
Sales Non Inventory	Europe 2011 Awards - Single Entry 19678	1	€ 175.00	€ 175.00
			Shipping: (SHIP-HAND-INTL):	€ 0.00
			Tax:	€ 0.00
			Total:	€ 175.00
			Paid Amount:	€ 0.00
			Balance:	€ 195.00
Wire Payment Information				
Please quote reference ID INV-16006-H6GZ3F when sending payment to avoid processing delays.				
Please pay 195 € electronically using the following information.				
Bank Name : United Overseas Bank Limited				
Branch Name : Tanglin Branch				
19 Tanglin Road, #01-19, Tanglin				
Shopping Center				
Singapore , 247909 Singapore				
Bank Account Name : Promax Europe Arabia Pte Ltd				
Bank Account Number : EUR 357-900-088-9				
Routing Number / Swift Code : UOVBSGSG				
				<input type="button" value="Ok"/> <input type="button" value="Print"/>

You see the above web page with all the following important details required under the “Wire Payment Information” section as indicated by red arrow 1:

- Your reference ID (INV-xxxx-xxxxxx)
- **! Quote your invoice number (INV-xxxxx-xxxxxx) when sending payment so that we know the payment is for YOUR entries.**
- The amount in AU\$ that you need to send (AU\$20 bank service fee included).
- Our bank’s details that you will need to make the wire transfer.

You will receive an email with your purchase information shortly. Or you can print out the same information by clicking “Print”, or click “OK” to finish, as indicated by red arrow 2.

At your Entries Dashboard, under the column “Payment” as indicated by the red arrow on the next page, it will reflect that your entry as “Paid”.

! Your submission is not complete until we received your payment.

Entries Dashboard

+ Add Entry

Award Entries For: **Andy Chua** [update my profile](#)
Promax Asia Pte Ltd
Membership: Member
Competition: 2011 PromaxBDA Europe Awards

[Filter Entries By](#)
Company:
Category:
Title:

Entry ID	Category/Title/Company	Next Step	Payment	Action
<input type="checkbox"/> 19675	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST 1 Company: TEST	Print labels	Paid	Modify Credits Labels Copy Play Video
<input type="checkbox"/> 19676	Category: EUR04 - BEST SPECIAL EVENT PROMO Title: TEST2 Company:	Add credit(s)	Unpaid	Modify Delete Credits Time Codes Copy
<input type="checkbox"/> 19678	Category: EUR05 - BEST TELEVISION IMAGE PROMO Title: TEST3 Company:	Print labels	Paid	Modify Credits Labels Copy
<input type="checkbox"/> 19703	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload Video	Unpaid	Modify Delete Credits Copy Play Video
<input type="checkbox"/> 19704	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload Video	Unpaid	Modify Delete Credits Copy Play Video
<input type="checkbox"/> 19705	Category: EUR09 - BEST INTEGRATED MARKETING CAMPAIGN AWARD Title: TEST4 Company: TEST	Upload PDF	Unpaid	Modify Delete Credits Copy

