

## **PromaxBDA Awards Online Submission System Step-by-Step Guide**

Go to our Online Entry Submission website here:  
<http://awards.promaxbda.org/submission/Dashboard.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 logout, return to this specific URL and login again.

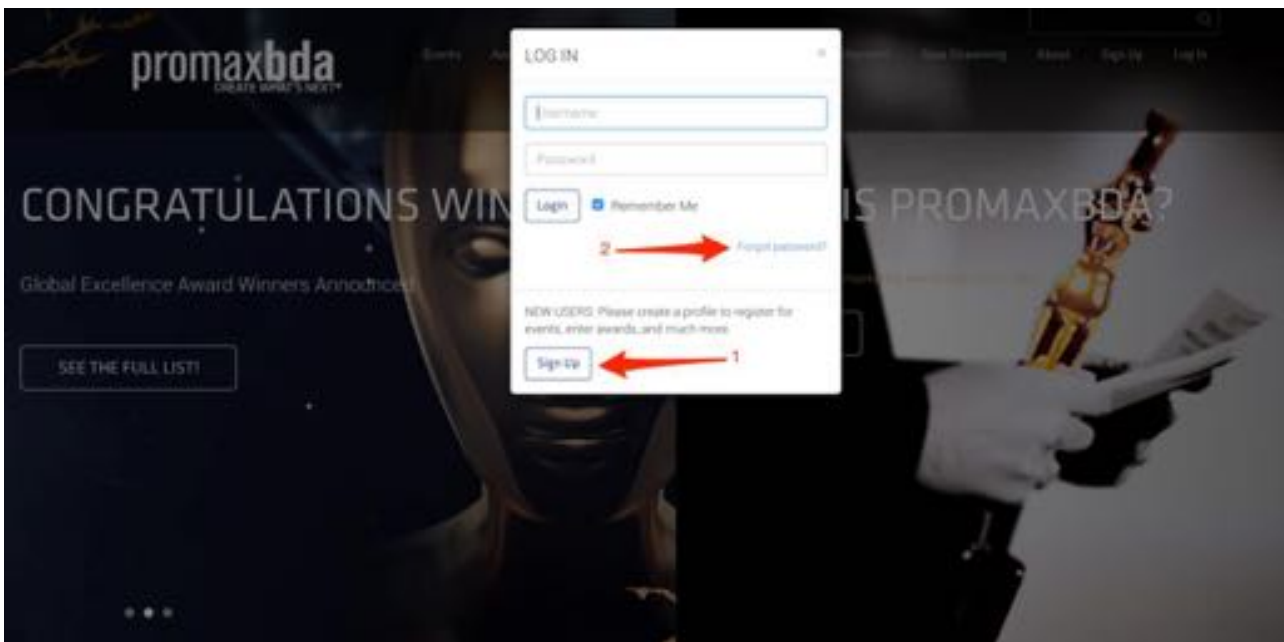
Bookmark the URL!

### **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**

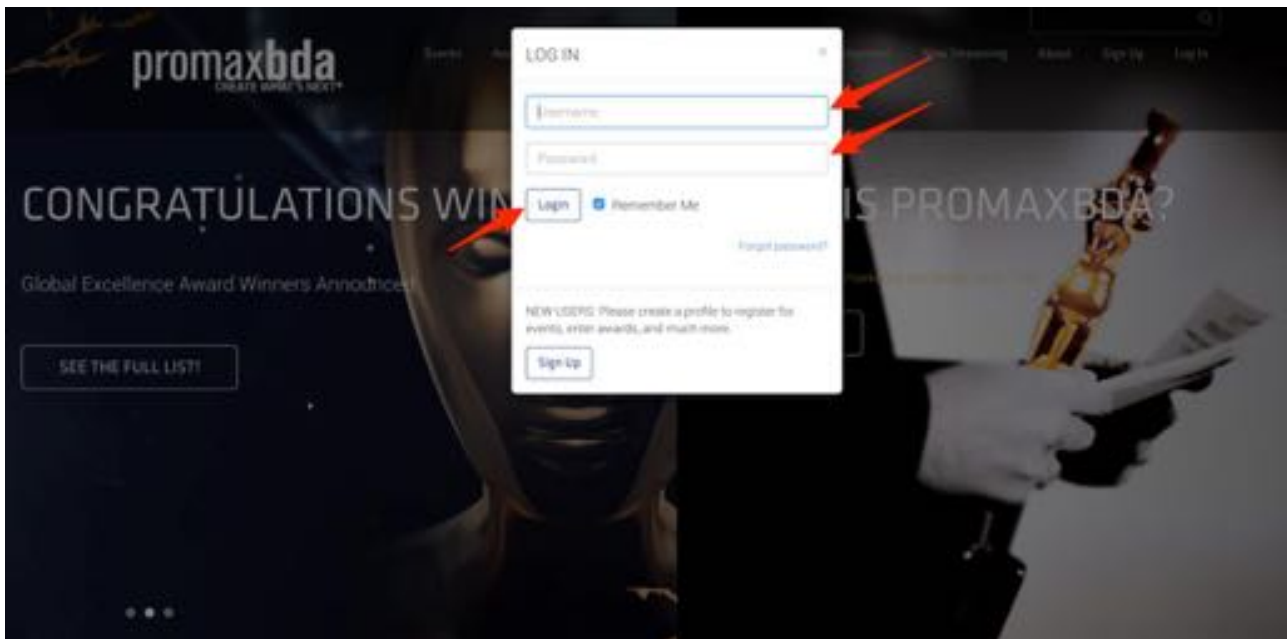
If you do not have an online profile, please create one by clicking on “**Sign Up**” as indicated by the red arrow 1 below, and follow the instructions.

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



## **LET'S GET STARTED!** **LOGIN**

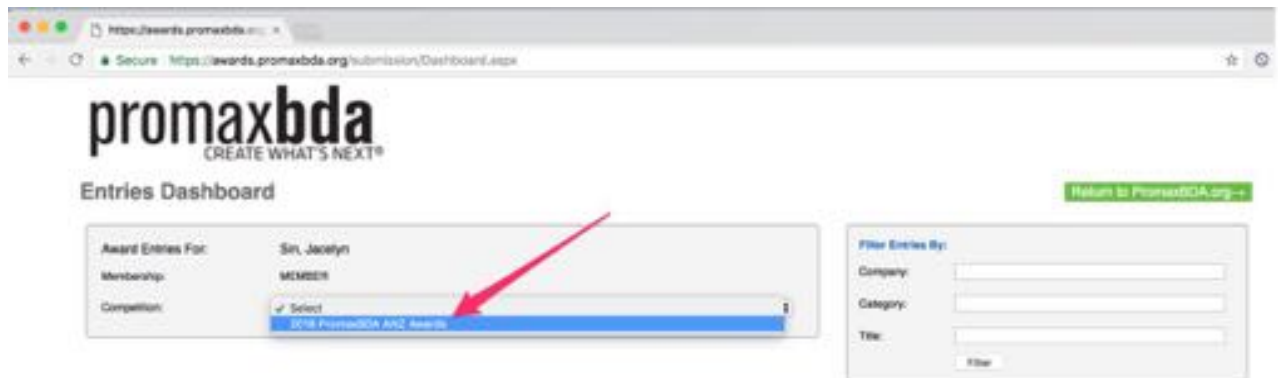
Enter your User Name and Password, and click on the "Login" button as indicated by red arrow below.



## **ENTRIES DASHBOARD**

The next page will bring you to your "Entries Dashboard".

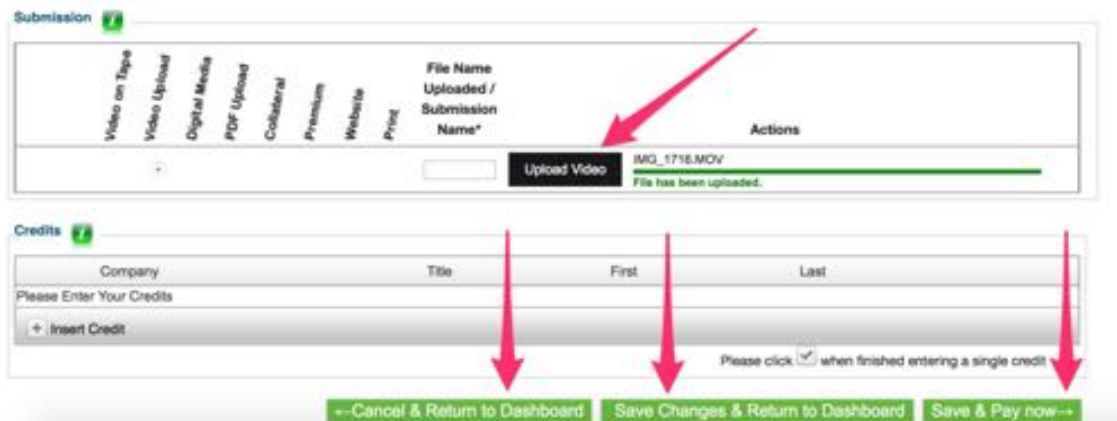
1. Click on the field "Competition" to see the list of competition available.
2. Look for "**2018 PromaxBDA ANZ Awards**" and select competition.



**!!! 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 only AFTER you have submitted ALL your entries; Click on "Save & Pay Now" will generate an invoice. Simply click on the “Save Changes & Return to Dashboard” button, and repeat all the steps until you have complete submitting all your entries before clicking on "Save & Pay Now". Whenever unsure, just return to your "Entries Dashboard" to check.



- You cannot delete entry or make changes AFTER you made payment. Please only make payment when you are completely satisfied with what you have submitted.
- **Payment** - After you have completed all the steps and proceed to pay, you will receive your "Purchase Confirmation" via email. Please forward your "Purchase Confirmation" to [admin@promaxasia.tv](mailto:admin@promaxasia.tv), so that we can generate another official invoice for you and also advise you on the payment methods - either via Wire Transfer or Credit Card. We do not have an online transaction system as of now.
- **Have a problem?** Feel free to email [admin@promaxasia.tv](mailto:admin@promaxasia.tv) to let us know the issue, preferably with a screen-shot so that we can assist you with the problem.

**ADD ENTRY**

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**



**ENTRY DETAILS**

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

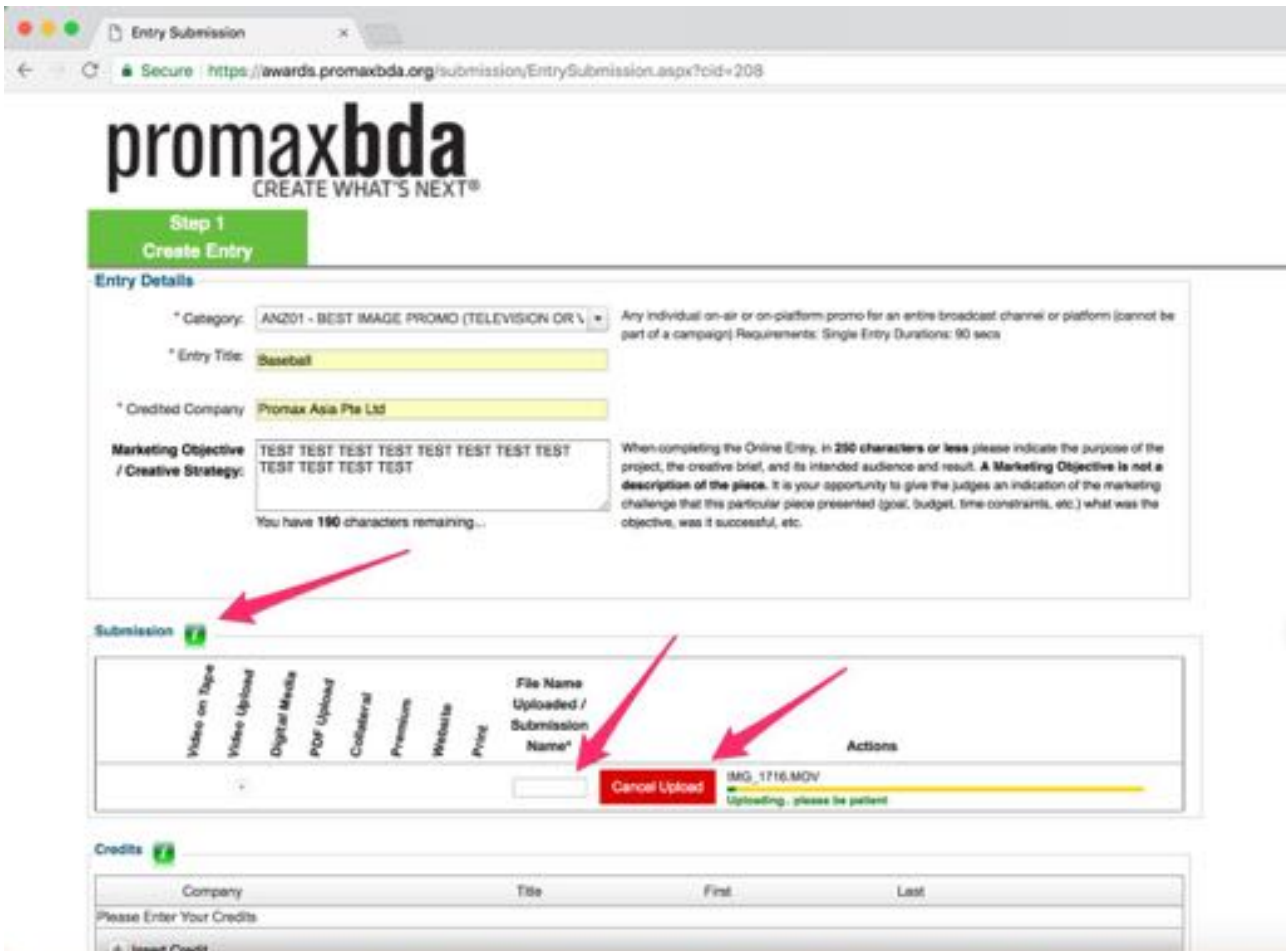
**!!! IMPORTANT**

**Please make sure your "Entry Title" & "Credited Company" are entered correctly with no mistakes - This will be the exact wording that will be used if your entry were to win an award.**



Next, you will need to upload your videos or PDFs, depending on the requirements of each category.

**SUBMISSION DETAILS**



**!!! IMPORTANT**

Depending on the category's requirement, the number of submission and the option available for submission will be different.

1. Enter "Submission Name". This should be the name of the particular file. This will not be credited, but only used internally for reference.
2. If you have more videos/files to submit, click on "Add Submission". There is a minimum and maximum number of submission given for different categories.
3. Enter the necessary "Submission Name" and upload your files - whether it is a video file, or a PDF example, or a website URL link.

**! Please note that all Video File size must be 200MB and below, and all PDF File size must be 2MB and below.**

4. Enter the necessary "Submission Name" and upload your files - whether it is a video file, or a PDF example, or a website URL link.

Submission 1

Video on Tape	Video Upload	Digital Media	PDF Upload	Collateral	Premium	Website	Print	File Name Uploaded / Submission Name*	Actions
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Upload Video"/> Select file...
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Please upload your PDF <input type="button" value="Select"/>

5. If your upload is successful, you will see the following message - "File has been uploaded"

Submission 1

Video on Tape	Video Upload	Digital Media	PDF Upload	Collateral	Premium	Website	Print	File Name Uploaded / Submission Name*	Actions
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Upload Video"/> IMG_1716.MOV File has been uploaded.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Please upload your PDF <input type="button" value="DVG_Order_Form_2017.pdf"/> <input type="button" value="Remove"/>

or/

Submission 1

Video on Tape	Video Upload	Digital Media	PDF Upload	Collateral	Premium	Website	Print	File Name Uploaded / Submission Name*	Actions
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Upload Video"/> IMG_1716.MOV File has been uploaded.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="button" value="Upload Video"/> IMG_1716.MOV File has been uploaded.

### Credits

Credits are the talents & team-members directly responsible for the video or artwork submitted. A maximum of 5 credits are allowed. You must enter a minimum of 1 credit for each submitting entry, otherwise you will not be allowed to complete your submission.

### **Steps:**

1. Click on the "+ Insert Credit" symbol.

Submission

Video on Tape	Video Upload	Digital Media	PDF Upload	Collateral	Premium	Website	Print	File Name Uploaded / Submission Name*	Actions
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Upload Video Select file...
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Please upload your PDF <input type="button" value="Select"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	Upload Video Select file...

Credits

Company	Title	First	Last	
Please Enter Your Credits				
<input type="button" value="+ Insert Credit"/>				

Please click  when finished entering a single credit

2. Enter your Company Name, Title/Designation, First & Last Name.
3. Remember to click on the "Tick" button after you are done with each credit.
4. If you have more than 1 credit, click on the "+ Insert Credit" symbol again and repeat.

Credits

Company	Title	First	Last	
1 Promax Asia Pte Ltd	Creative Director	Eunice	Boo	<input checked="" type="checkbox"/> <input type="checkbox"/>

Please click  when finished entering a single credit

**! 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.

Credits

Company	Title	First	Last	
1 Promax Asia Pte Ltd	Creative Director	Eunice	Boo	<input type="checkbox"/> <input checked="" type="checkbox"/>
2 Promax Asia Pte Ltd	Motion Graphics Designer	Janet	Alcantara	<input type="checkbox"/> <input checked="" type="checkbox"/>

Please click  when finished entering a single credit

5. Once you are happy with entry submission, click "Save Changes & Return to Dashboard" to review your existing submitted entries, or to add more new entries.

Entries Dashboard

[Return to PromaxBDA.org](#)

Award Entries For:   
 Membership:   
 Competition:

Filter Entries By:  
 Company:   
 Category:   
 Title:

Entry ID	Category	Title	Company	Next Step	Payment	Action
208143	ANZC - BEST INTEGRATED MARKETING CAMPAIGN FOR A PROGRAMME	Baselair	Promax Asia Pte Ltd	Payment required	Invoice Not Created	Modify Play Video

**MODIFY/EDIT INFORMATION/COPY EXISTING ENTRY**

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

**!!! Please do note that the "Play Video" link will only appear about 1-2 working days after your submission as the system will require time to encode the files onto the system.**

Entries Dashboard

[Return to PromaxBDA.org](#)

Award Entries For:   
 Membership:   
 Competition:

Filter Entries By:  
 Company:   
 Category:   
 Title:

Entry ID	Category	Title	Company	Next Step	Payment	Action
208143	ANZC - BEST INTEGRATED MARKETING CAMPAIGN FOR A PROGRAMME	Baselair	Promax Asia Pte Ltd	Payment required	Invoice Not Created	Modify Play Video



After you have uploaded your video, it will be place 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, it should usually take about 1-2 working days, so we do seek your patience.

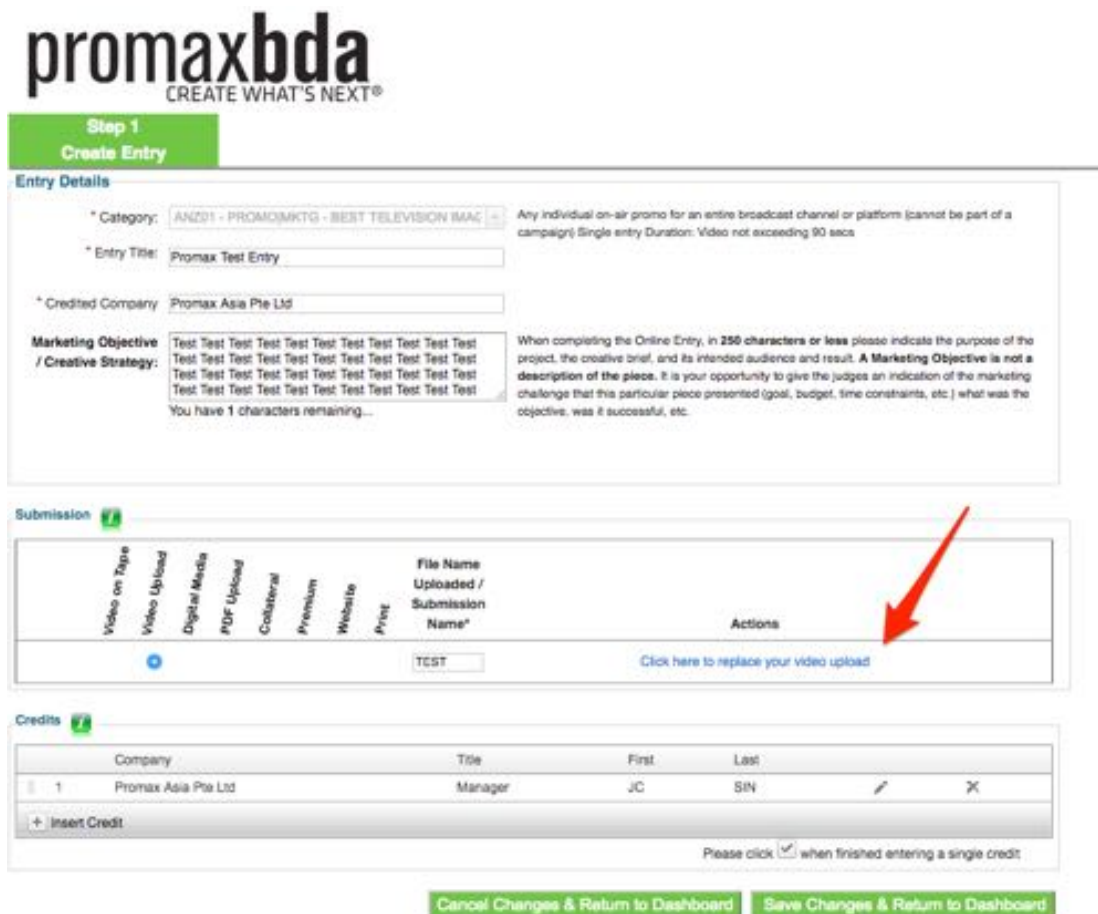
When you click on the "Play Video" link, a video player will pop up on your screen, which you can press play to view your video.

**!!! Please ensure that your browser allows pop-ups.**

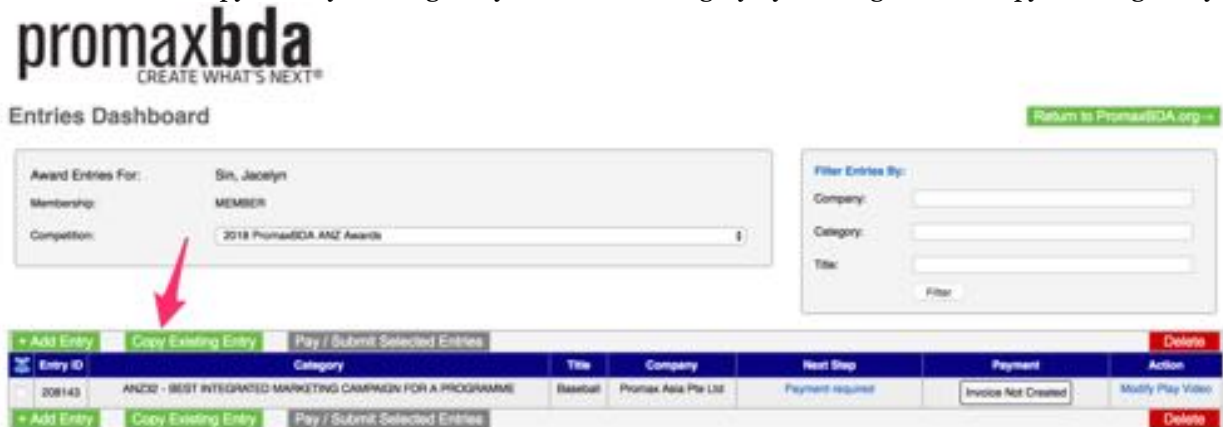




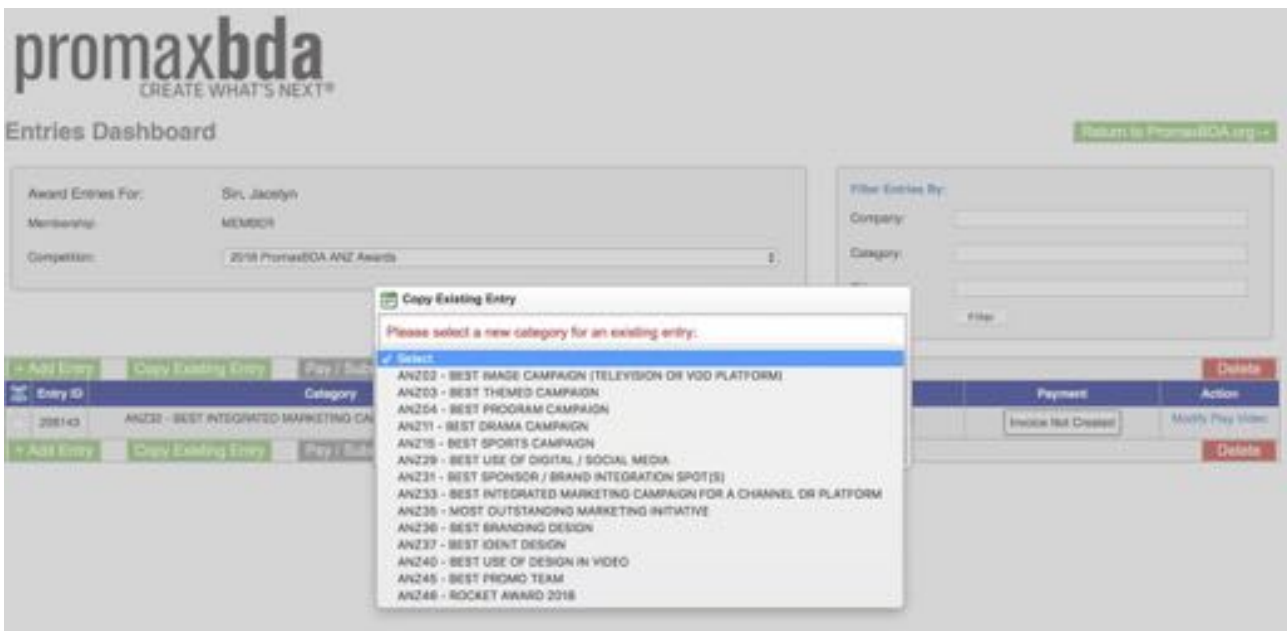
You can also click on the "Modify" link and it will bring you to this page (see below), where you can edit your contents of your entry submission. To replace your video, click on the "Click Here to Replace Your Video Upload" link, as indicated by the red arrows below.



You can choose to copy the any existing entry for another category by clicking on the “Copy Existing Entry”



Once you have selected the entry that you would like to copy, click on the “Copy Existing Entry”, a pop up window on the categories list that you can choose to submit. **Please note that if it’s a campaign entry, you can only choose campaign category. You can’t copy a campaign entry for single category.**



**Repeat all the steps for each of your entry submission - Once you are happy with all your entries, please proceed to payment by selecting all your entries, and click on "Pay/Submit Selected Entries" on your "Entries Dashboard".**

**!!! You are advice to proceed to payment only after you have submitted ALL your desired entries.**

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Entries Dashboard

[Return to PromaxBDA.org](#)

Award Entries For:   
Membership:   
Competition:

Filter Entries By:  
Company:   
Category:   
Title:

[+ Add Entry](#) [Copy Existing Entry](#) [Delete](#) [Pay / Submit Selected Entries](#)

Entry ID	Category	Title	Company	Next Step	Payment	Action
1	ANZ01 - PROMOMKTG - BEST TELEVISION IMAGE PROMO	Promax Test Entry	Promax Asia Pte Ltd	Payment required	Invoice Not Created	Modify

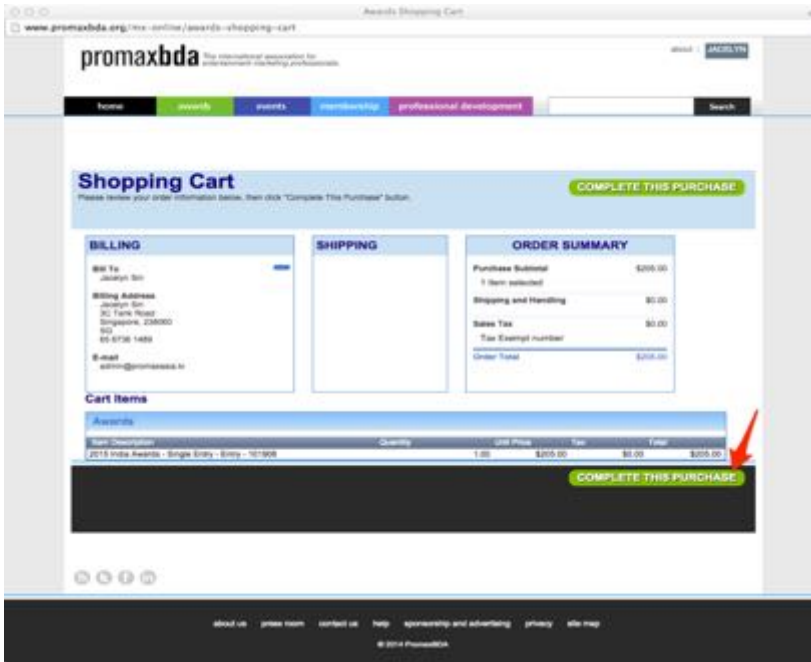
[+ Add Entry](#) [Copy Existing Entry](#) [Delete](#) [Pay / Submit Selected Entries](#)

**PAYMENT**

Once you have clicked on "Pay/Submit Selected Entries", you will be brought to this page. Click on the green "CLICK HERE" button, and it will bring you to your check-out summary page.



You will see your submission details and payment 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.



On the next page, **PLEASE ONLY SELECT WIRE TRANSFER!**  
Click on “Apply” after selection.

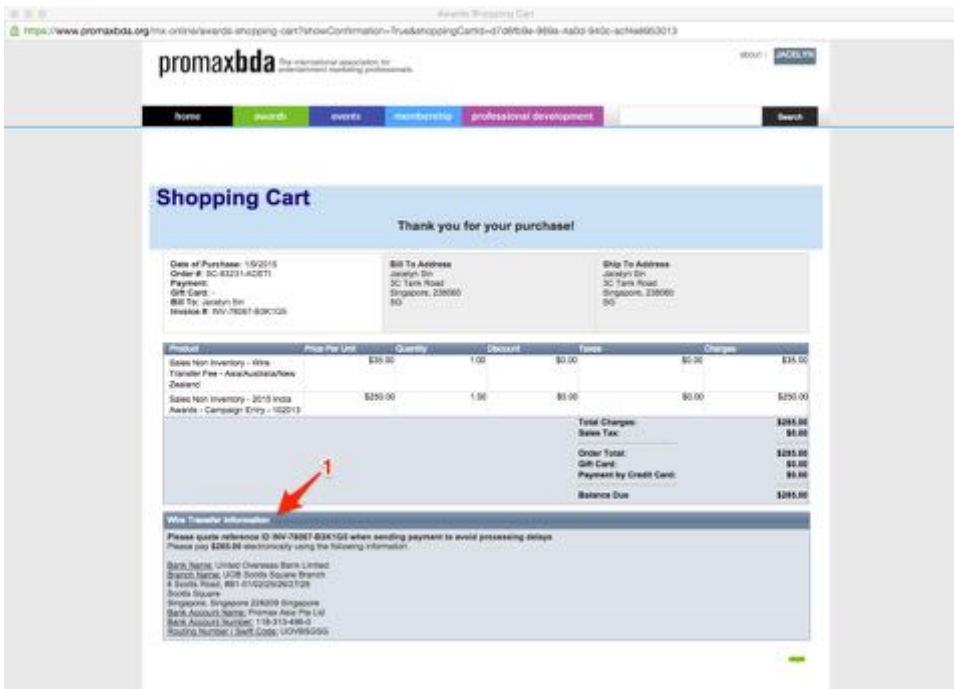


**!!! We do accept payment via Wire Transfer and Credit Card but currently, we do not accept Credit Card payment online on our system.**

**!!! IMPORTANT - LAST STEP**

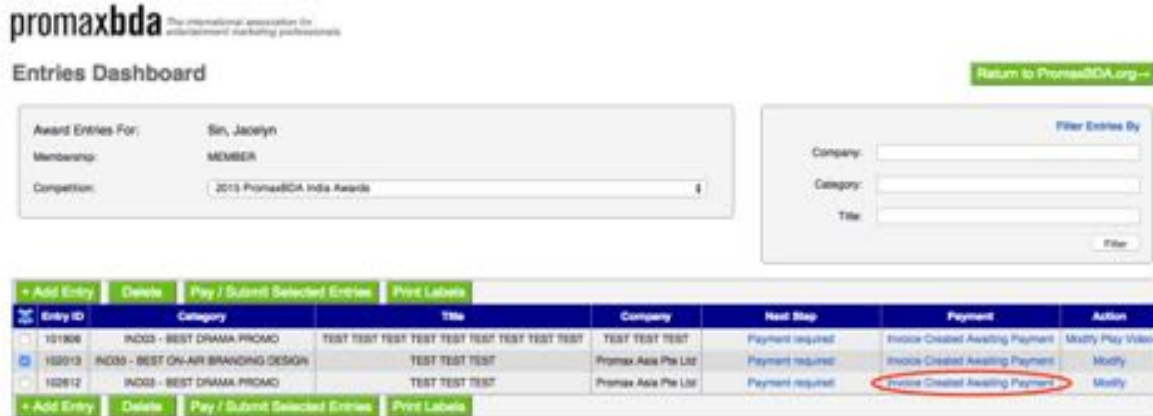
**You will receive a Purchase Confirmation via email once the checkout process is completed, with a summary of your items and total payable amount.**

**Please forward your Purchase Confirmation to [admin@promaxasia.tv](mailto:admin@promaxasia.tv), so that we can generate another official invoice for you and also advise you on the payment methods.**



A copy of this "Purchase Confirmation" will be emailed to you separately.

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" once we have received your payment.



**It will take 1-2 working days for the payment to be reflected on the system. Please be patient and check on the status change on the Dashboard after 1-2 working days.**

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

**! If you encounter any problems at any stage of your entry submission, please feel free to email us at [admin@promaxasia.tv](mailto:admin@promaxasia.tv). Thank you for your participation and good luck!**

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