## **ENTERING THE 58th ANNUAL AWGIE AWARDS**

To complete your entry for the 58th Annual AWGIE Awards, please complete the following steps:

# Before you enter

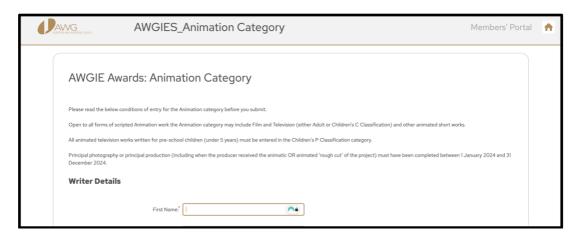
- 1. Read the AWGIE Award guidelines to ensure you know which category to enter.
- 2. Prepare your documents. Every entry must include a script and title page, uploaded as separate documents. Some categories may also ask for supporting documentation. See the guidelines for details.
- 3. Ensure your name and any identifying information are removed from the script.
- 4. Ensure your name and the names of any co-writers **are not** removed from the title page.
- 5. Ensure your AWG membership is up-to-date and that you are a Full or Associate member. You can view your membership details via the AWG Member Portal HERE and renew your membership HERE.

## **Enter the AWGIE Awards**

- 1. Head to the AWGIE Awards page here: <a href="https://awg.com.au/awgies/">https://awg.com.au/awgies/</a>
- 2. Click on the category you wish to enter. You will be taken to the AWG Member Portal and prompted to log in.



3. Log in the to the AWG Member Portal. You will be taken to the entry form for the category you selected.



- 4. Fill out the entry form, upload your entry files and click the green SUBMIT button at the bottom of the page.
- 5. You will be prompted to complete the \$50 entry fee.
- 6. Once your payment has been confirmed, you will be taken back to the AWG website.
- 7. You will receive two emails: a receipt of payment and a confirmation email with your entry form details.

# **Checking your entry**

You can check your completed entry at any time by logging in to the <u>AWG Member Portal</u> and viewing your Competition Entries.

You will see a list of current competition entries. You can click on the entry to view the entry form details and the upload files. You can download the files, however you will not be able to delete or reupload a file.

If you need to reupload your entry file after you've completed your entry, please contact <a href="mailto:awgies@awg.com.au">awgies@awg.com.au</a>.

# **Troubleshooting**

If you have issues logging in to the AWG Member Portal:

- 1. <u>Reset your password.</u> The AWG Member Portal was recently updated and a password reset may be necessary before you can log in.
- 2. Ensure your AWG membership is current and you are using the email associated with your membership. If you need to check the email details associated with your membership, please contact <a href="mailto:admin@awg.com.au">admin@awg.com.au</a>.