

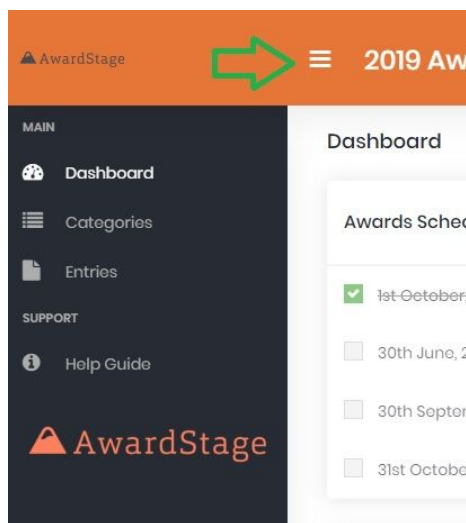
QUICK START GUIDE FOR ENTRANTS

Step 1 - register and log in

From the awards homepage, click on **'Register'** or **'Enter now'**.

Complete the entrant registration form, and create your password. You will then be directed to the entrant dashboard, which displays a synopsis of your awards activity.

Use your email address and password to login to the awards site at any time.

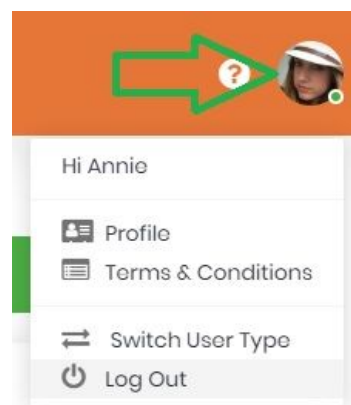
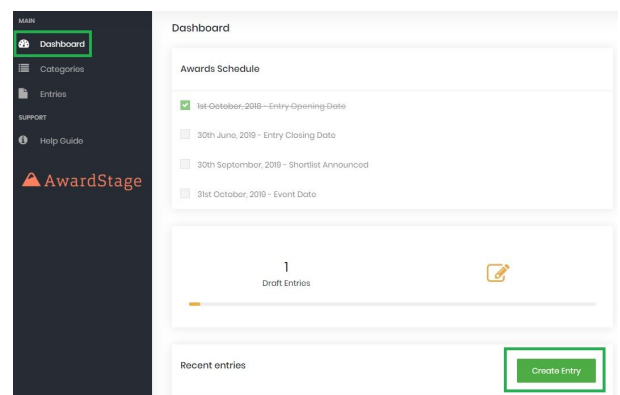


Step 2 - navigate

Once you are logged in, you will see your menu of options on the left side of your entrant dashboard; the menu can be expanded and collapsed using the hamburger at the top of the sidebar. Use these options to explore elements such as categories, and your entries, as well as accessing our comprehensive Help Guide.

Step 3 - create and submit an entry

From the dashboard, click on the **'Create entry'** button. Select the category that you would like to enter, and complete the entry form. You can save your entry as a draft at any point (and complete/submit at a different time), or you can submit it straight away by clicking **'Submit'** at the bottom of the form.



Step 4 - log out

To log out, click on the image icon, in the navigation bar at the top right of the screen. Then select **'Log out'**. Should you wish to edit your email address, password or other registration details, you can do that via **'Profile'**.