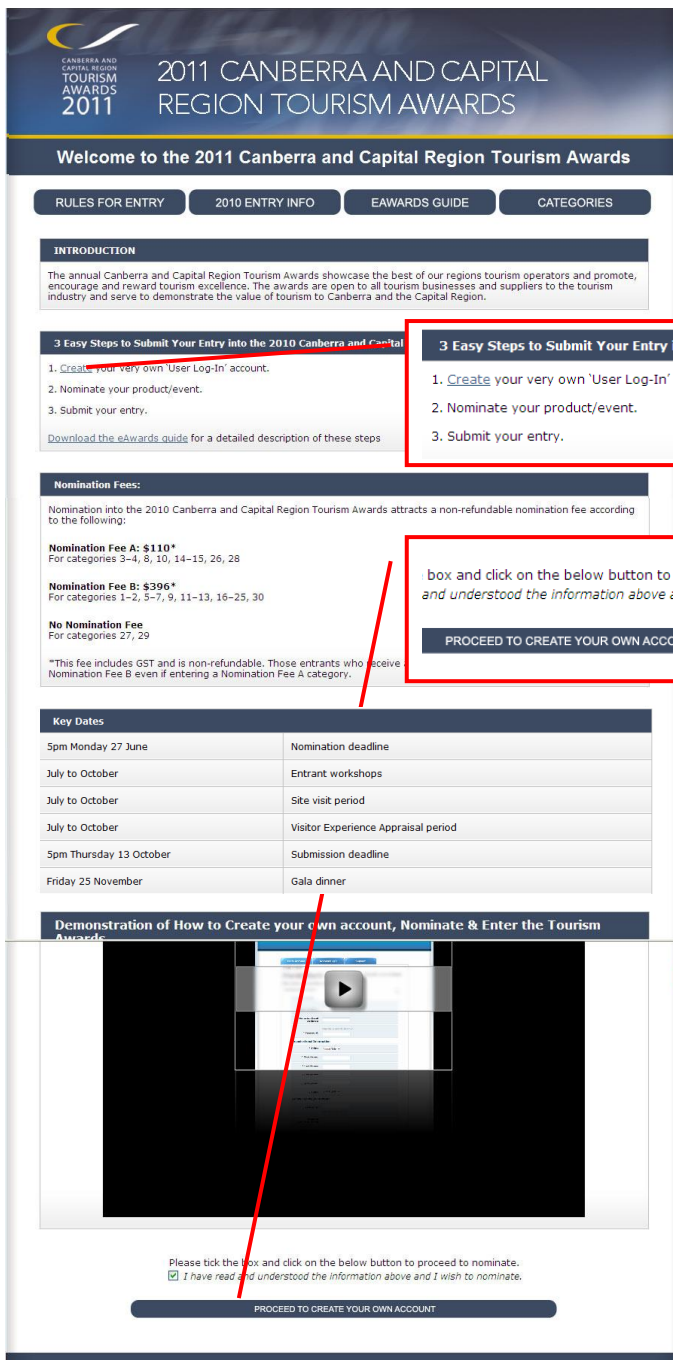


2011 Canberra and Capital Region Tourism Awards: eAwards guide

This document will help guide you through the process of creating your own account, nominating and submitting your entry into the 2011 Canberra and Capital Region Tourism Awards. Should you require further assistance with this process please contact the Tourism Awards Coordinator on 02 6205 0666 or at canberraturismawards@act.gov.au

1. Welcome



2011 CANBERRA AND CAPITAL REGION TOURISM AWARDS

Welcome to the 2011 Canberra and Capital Region Tourism Awards

3 Easy Steps to Submit Your Entry into the 2010 Canberra and Capital Region Tourism Awards

1. Create your very own 'User Log-In' account.
2. Nominate your product/event.
3. Submit your entry.

Download the eAwards guide for a detailed description of these steps

Nomination Fees:

Nomination into the 2010 Canberra and Capital Region Tourism Awards attracts a non-refundable nomination fee according to the following:

Nomination Fee A: \$110*
For categories 3-4, 8, 10, 14-15, 26, 28

Nomination Fee B: \$396*
For categories 1-2, 5-7, 9, 11-13, 16-25, 30

No Nomination Fee
For categories 27, 29

*This fee includes GST and is non-refundable. Those entrants who receive Nomination Fee B even if entering a Nomination Fee A category.

Key Dates	
5pm Monday 27 June	Nomination deadline
July to October	Entrant workshops
July to October	Site visit period
July to October	Visitor Experience Appraisal period
5pm Thursday 13 October	Submission deadline
Friday 25 November	Gala dinner

Demonstration of How to Create your own account, Nominate & Enter the Tourism Awards

Please tick the box and click on the below button to proceed to nominate.

I have read and understood the information above and I wish to nominate.

PROCEED TO CREATE YOUR OWN ACCOUNT

This is where you can watch a demo of how to create your own account, nominate and enter your submission.

Once you have viewed the information on this page you can click on the **CREATE YOUR OWN ACCOUNT** button in either of the two places shown.

If you haven't downloaded the Rules for entry, 2011 Entry info, or Category questions from canberraturismawards.com.au, you can do so at the top of this page.

2. Create your own account

Create Account **Account Log-In** **Support**

Create Account

Please complete the following details to create a new account. You will be emailed your log-in details and password.

Please note that this will only allow you to register to create an account. This is not your nomination form. Upon successful login, click on the red Nominate button to begin your nomination.

Note: Cookies must be enabled in your browser.

* Indicates a required field.

User Log-In Account Details

* Email Address: required to submit a

* Re-enter Email Address:

* Password: required to submit a

Contact Details

* Title:

* First Name:

* Last Name:

* Organisation:

* Position:

* Address:

* City / Town / Suburb:

* State:

* Postcode:

* Phone : include area code.

Mobile:

CREATE ACCOUNT

Enter your details to create a 'User log-in' account. This information is about the 'account owner' and is not the nomination. Then click on the CREATE ACCOUNT button.

Note: To nominate you must proceed to the next step, you have not nominated at this point.

3. Successful account creation

You have successfully created an account.

You will be sent an email confirmation containing your username and password to industrypartners@act.gov.au

RETURN TO THE LOG IN PAGE

Once you have completed step two a confirmation email will be sent to you with your username and password for future reference.

Click on the RETURN TO THE LOG IN PAGE button to log into your account to then nominate your business/product/event.

4. Account log in

The screenshot shows a user interface with three tabs: 'Create Account', 'Account Log-In', and 'Support'. Under the 'Account Log-In' tab, there is a 'Log in' section. It includes a link for 'First time here? Create an account.' and a prompt: 'Please enter your email and password to sign in to your account.' Below this are two input fields: 'Email:' and 'Password:'. A 'LOG IN' button is positioned below the 'Password' field. To the right of the 'LOG IN' button is a 'SEND PASSWORD' button. A second 'SEND PASSWORD' button is located below a 'Forgotten your password? Enter your email address and we will email your password to you' section, which also has an 'Email:' input field. Red boxes highlight the 'LOG IN' button in the first section and the 'SEND PASSWORD' button in the second section. Red lines also point from the text on the right to these buttons.

Enter your account's email address and password to open your account. Then click on the LOG IN button.

If you have forgotten your password enter your email address at the bottom of the page and click the SEND PASSWORD button.

5. Nominate

The screenshot shows the header for the '2011 CANBERRA AND CAPITAL REGION TOURISM AWARDS'. Below the header are navigation links: 'HOME', 'MY ACCOUNT', 'BACK TO AWARDS WEBSITE', and 'LOG OUT'. A 'Welcome back Test' message is displayed. There are four tabs: 'RULES FOR ENTRY', '2011 ENTRY INFO', 'EAWARDS GUIDE', and 'CATEGORIES'. A red 'NOMINATE' button is highlighted with a red box. Below the tabs is a table with columns: 'No', 'ID', 'Nominations', 'Category', and 'Entries'. The first row shows '1.', '638', 'TEST BACKPACKER ACT REGION', '19 Backpacker Accommodation', and 'VIEW', 'EDIT NAMED', 'EDIT CONTACT'. A 'NOMINATE' button is located at the bottom of the page. Red lines point from the text on the right to the 'NOMINATE' button.

Click on the red NOMINATE button.

Note: If you have not already read the Rules for Entry or picked a category you can download these documents in the links here.

6. Nomination details: Contact details

The screenshot shows a form titled 'STEP 1 OF 2: CONTACT DETAILS'. The form is divided into 'Contact Information' and includes several input fields: 'Name of Organisation*', 'Person to contact in relation to this entry', 'Position', 'Business Address*', 'Mailing Address*', 'Phone*', 'Email', and 'Website'. A 'NEXT' button is located at the bottom of the form. A red box highlights the 'NEXT' button. A red line points from the text on the right to this button.

Enter the contact and product information for the business/product/event you wish to nominate and click the NEXT button.

Note: You can log in at any time to update your nomination details up to the submission deadline of 5pm Thursday 13 October 2011.

7. Nomination details: Step 2 of 3

Step 2 of 3 Nomination

Nomination Details

* Would you like to register your interest for the Student Assistance Program? Yes No

*Name of event/product/business/person

*Category to enter Please Select

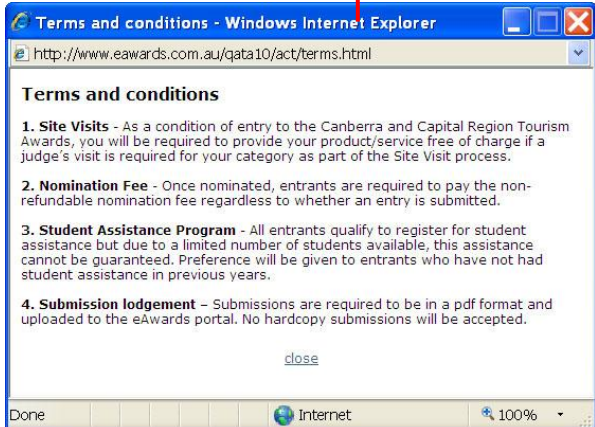
Entrants in categories 1-2, 5-9, 11-13, 16-26 and 28 - For the purposes of the visitor experience appraisal, who is your target market?

Please enter a 100 word description of the product being entered to demonstrate your eligibility for entry into your chosen category

I agree to the [terms and conditions](#) for nominating an entry into the 2011 Canberra and Capital Region Tourism Awards and that the supplied information is correct.

SUBMIT PAYMENT

he terms and conditions fc



Continue entering your nomination details.

Note: you are still able to submit your entry if the description is less or more than 100 words. But please keep the description as close to 100 words as possible.

For entrants in those categories noted, please detail your target market. This will be used when coordinating the visitor experience appraisal program, as we aim to send someone from your key target market to conduct the mystery shop.

You will need to read the terms and conditions and check the box before continuing.

Click on SUBMIT PAYMENT

8. Payment information: Step 3 of 3

Step 3 of 3 Payment type

OFFLINE PAYMENT - CHEQUE - Please include your business details with cheque.

Cheques payable to: Australian Capital Tourism

Amount: \$ 396.00

Send cheque to: Locked Mail Bag 2007, Civic Square ACT 2608

OFFLINE PAYMENT - Invoice

An invoice will be posted to you according to the following details:

Organisation:

Contact name:

Phone number:

Postal Address:

Amount: \$ 396.00

DONE

DONE

Choose your payment option:

- Pay by cheque OR
- Invoice

Click on the button next to your payment choice then click on the DONE button to proceed.

9. Payment details

Thank you. You can submit your entry now or submit it later before the deadline on Tuesday 26 October 2010 5pm.

Canberra and Capital Region Tourism Awards 2010

PAYMENT DETAILS

Canberra and Capital Region Tourism Awards 2010 Nomination(s) Fee

Entrant Details: (Kate Russell)

Organisation: (Australian Capital Tourism)

Date of Nomination (28/04/2010)

Total (\$ 396.00)
Includes GST of (\$ 36.00)

PRINT THIS PAGE

BACK TO HOME

Your payment details will appear on screen, and you can print this page as a reminder of the details for the cheque payment, or that payment is due once you receive an invoice, depending on your payment option.

Click on **BACK TO HOME** to go to your account home page.

10. Successful nomination

No	ID	Nominations	Category	Entries
1.	640	TEST ACHIEVER ACT REGION SUBMIT ENTRY	29 2010 Young Achiever in Tourism Award	SUBMIT ENTRY UPLOAD IMAGES UPDATE NOMINATION

NOMINATE

UPDATE

NOMINATE

You can now see your nomination on your account home page. Click on the **UPDATE** button on the right to update the nomination contact details.

Click on **NOMINATION** to nominate another tourism product or nominate in another category.

Note: if you are entering more than one category you can do so from the same account. You will need to repeat steps four to nine. Entering more than one category is not recommended but is permitted.

11. Log out

HOME | MY ACCOUNT | BACK TO AWARDS WEBSITE | **LOG OUT**

Welcome back TEST

RULES FOR ENTRY | **2011 ENTRY INFO** | **EAWARDS GUIDE** | **LOG OUT**

No	ID	Nominations	Category	Entries
1.	640	TEST ACHIEVER ACT REGION SUBMIT ENTRY	29 2010 Young Achiever in Tourism Award	SUBMIT ENTRY UPLOAD IMAGES UPDATE NOMINATION

NOMINATE

You are now free to develop your submission offline according to the Rules for entry.

12. Complete this submission checklist

Before logging back into the eAwards portal to submit your entry, you will need to ensure you have prepared the following:

- ✓ **A submission** (no more than 30 pages and as a pdf document)
For assistance in converting your submission into a pdf document you can download the CutePDF maker for free at <http://www.cutepdf.com/Products/CutePDF/writer.asp> or contact the Tourism Awards Coordinator on 02 6205 0666 or email canberraturismawards@act.gov.au
- ✓ **Ten promotional images** – 300 to 600dpi files in a JPEG format (to be used in various media promoting the award winners)
- ✓ **100 word promotional description** (to be used in various media promoting the award winners)

13. Submitting your entry

The screenshot shows a table with columns: No, ID, Nominations, Category, and Entries. The first row contains the following data:

No	ID	Nominations	Category	Entries
1.	640	TEST ACHIEVER ACT REGION <input type="button" value="SUBMIT ENTRY"/>	29 2010 Young Achiever in Tourism Award	<input type="button" value="SUBMIT ENTRY"/> <input type="button" value="UPLOAD IMAGES"/> <input type="button" value="UPDATE"/> <input type="button" value="NOMINATION"/>

A red box highlights the 'SUBMIT ENTRY', 'UPLOAD IMAGES', and 'UPDATE' buttons in the 'Entries' column. A red arrow points from the 'SUBMIT ENTRY' button in the table to the enlarged view of these buttons below.

Log into your account from the Access eAwards page at canberraturismawards.com.au (see step 4)

Click on the SUBMIT ENTRY button to the right of your nomination details

14. Entry details

Please Note: As per entry requirement, you are only allowed to upload your entry **ONCE**. Please make sure that you have all the **FINAL** attachments necessary to complete your submission. You will not be able to edit your uploaded submission once it is lodged on the system. **ALL 10 images are MANDATORY**. If you need to gather more information to complete your submission press the **CANCEL** button below.

Note: Required fields are indicated with (*)

The screenshot shows the entry details form with the following fields:

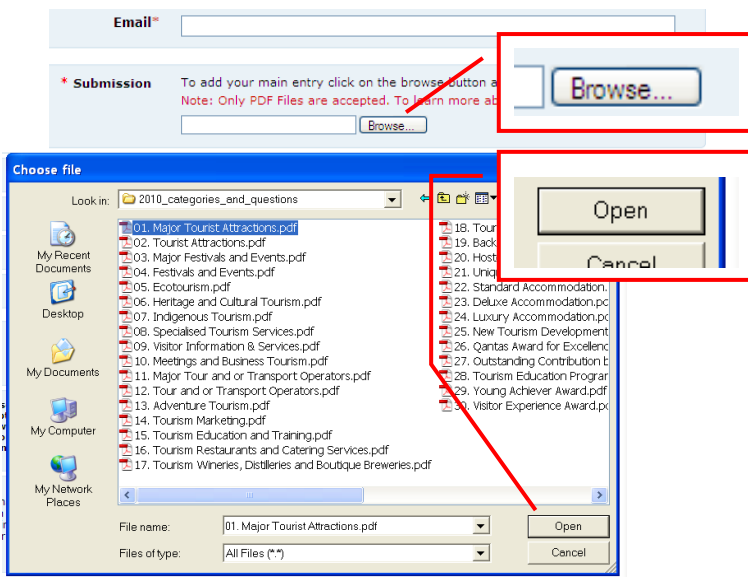
- Name of Product/Event Submission:** Text input field.
- Category to enter:** Dropdown menu with "1 Major Tourist Attractions" selected.
- Please enter a 100 word description of the product being entered to demonstrate your eligibility for entry into your chosen category:** Text area.
- Submission:** Text input field with a "Browse..." button. Note: Only PDF Files are accepted. To learn more about PDF's [Click Here](#).
- A separate 100-word description of your company/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on web-site listings:** Text area.
- STATUTORY DECLARATION AND CONDITIONS OF ENTRY:** Three checkboxes, all of which are checked:
 - I have read and understood the [Entry disclaimer](#) and wish to proceed.
 - I declare that the information contained in this submission is true and correct.
 - I have uploaded all required forms and images to this entry

A red box highlights the "Name of Product/Event Submission" and "Category to enter" fields, with a red arrow pointing to the text on the right.

Check that your entry details are correct.

Your Name of Product/Event Submission, Category to enter, and 100 word description for category eligibility are all pre-entered based on the data provided when nominating.

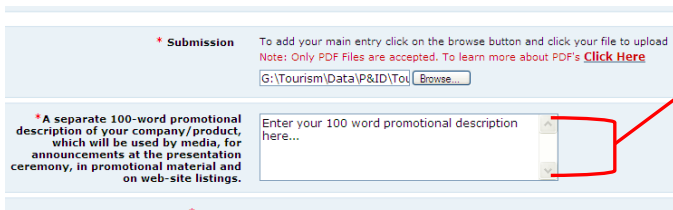
15. Uploading your submission



Click on the BROWSE button to locate your submission's pdf file and click OPEN

Note: You have not entered your submission at this stage

16. Entering your 100 word promotional description



Enter your prepared 100 word promotional description. Remember that a variety of media use this promotional description when featuring the award winners. It may also be used at the gala dinner if you win an award, so consider this when writing it.

Note: you are still able to submit your entry if this description is less or more than 100 words. But please keep the description as close to 100 words as possible.

17. Completing your entry

STATUTORY DECLARATION AND CONDITIONS OF ENTRY

I have read and understood the [Entry disclaimer](#) and wish to proceed.

I declare that the information contained in this submission is true and correct.

I have uploaded all required forms and images to this entry

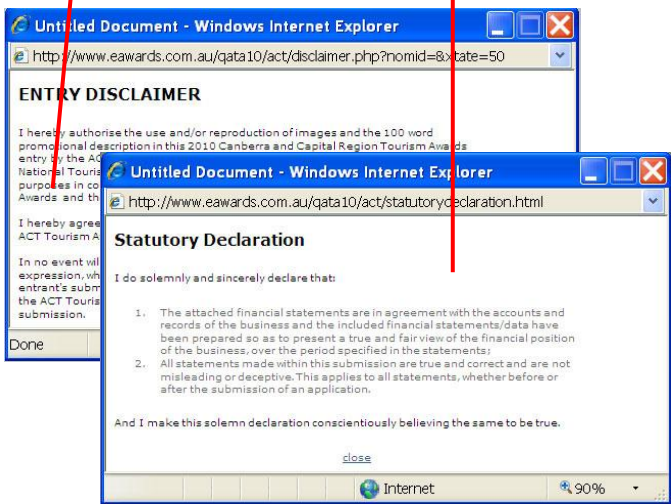
SUBMIT CANCEL

Check the disclaimer, declaration and uploading of all content boxes if you agree with the statements. Click on the 'Entry Disclaimer' and 'I declare' links for further details.

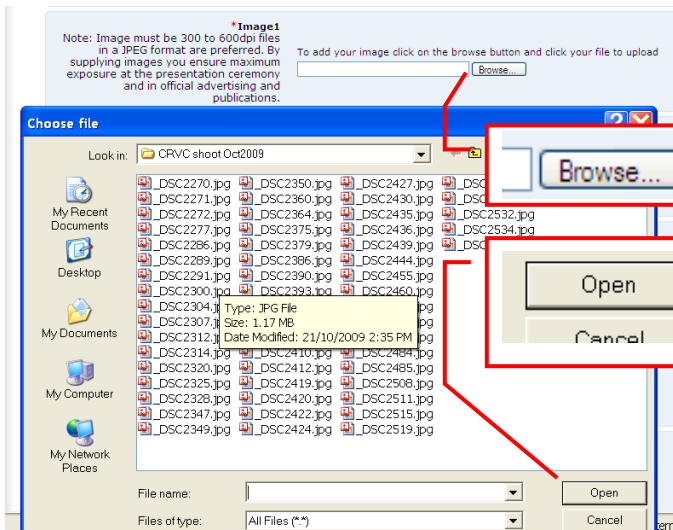
Click SUBMIT at the bottom of the page to submit your entry.

Clicking CANCEL will take you to your account home page.

Note: Once you click the SUBMIT button you cannot update your submission.



18. Uploading your images



Click on the **UPLOAD IMAGES** button to the right of your nomination details

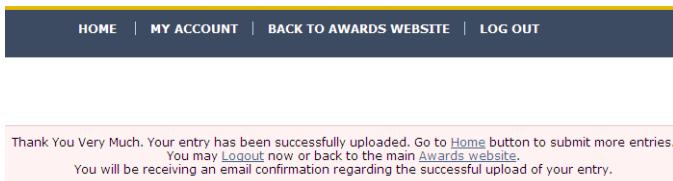
You must upload 10 promotional images to complete your entry. These must be 300–600 dpi in a JPEG format.

Click **BROWSE** to locate your first image and then click **OPEN**

Repeat for the remaining 9 images.

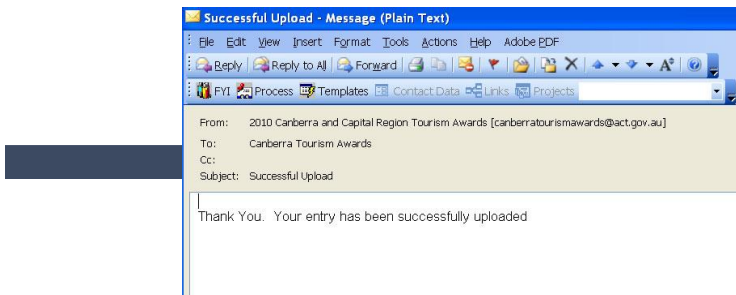
When all 10 have been added, click **EDIT IMAGES** to upload them. You can come back and change the images before the closing date if you wish.

19. Entry uploaded



You will be directed to a screen notifying you that a confirmation email for your entry upload will be sent to you.

You can also access your account home page or canberraturismawards.com.au directly from here.



20. Account Home

HOME | MY ACCOUNT | BACK TO AWARDS WEBSITE | LOG OUT

Welcome back Test

RULES FOR ENTRY | 2011 ENTRY INFO | EAWARDS GUIDE | **HOME**

No	ID	Nominations	Actions
1.	638	TEST BACKPACKER ACT REGION ENTRY UPLOADED	19 Backpacker Accommodation VIEW EDIT IMAGES EDIT CONTACT

NOMINATE

VIEW
EDIT IMAGES
EDIT CONTACT

Instructions

1 To view submission, click on download button.

Nomination Details	Entry	Photos
Name of Product/Event Submission:	test2	Photos
Category to enter:	13 Adventure Tourism	
Tourism Region:	ACT	
Description of the product being entered to demonstrate your eligibility for entry into your chosen category:	test2	DOWNLOAD
Submission	DOWNLOAD	

DOWNLOAD

A separate 100-word description of your company/product, which will be used by media, for announcements at the presentation ceremony, in promotional material and on web-site listings.

one two three four five six seven eight nine ten one two three four five six seven eight nine ten one two three four five six seven eight nine ten one two three four five six seven eight nine ten one two three four five six seven eight nine ten one two three four five six seven eight nine ten

You can access your account home page by clicking HOME at the top of your screen from anywhere in the eAwards portal.

Your home page allows you to view the details of your nomination(s) and entry/ies (once submitted).

Click on the VIEW button to see the details of your nomination and entry.

Click on DOWNLOAD to view your submission pdf file.

From the home page, click EDIT IMAGES to view the 10 images you have uploaded, and to change any of the images.

The entry process is now complete – good luck!