

HOW TO SUBMIT AN ENTRY

- Step 1— To **submit an entry**, visit <https://globalenergyawards.awardstage.com/register/entrant> and click **'Register to Enter'** button to create an account
- Step 2— To log into the system, click the **'Log In'** button and enter your email and password
- Step 3 — The **entrant dashboard** will be located on the left side of the page. The **category descriptions and entry forms** will be listed there
- Step 4 — Click the **'Categories'** icon to review the descriptions (descriptions will also appear within the entry form)
- Step 5 — Click **'Entries'** icon and then click the blue **'Create Entry'** button. Locate your desired category and click the **'Enter'** button to complete the entry form
- Step 6 — Please fill out your **contact details on PAGE 1 first**. You will receive a message that they have been 'successfully completed'. **Please click 'NEXT'** and **CONTINUE the form on PAGE 2** by filling out the **ENTRY DETAILS** and click **'SUBMIT'** (be sure to fill in all required fields)
- Step 7 — Once you hit submit, a message will come up that the entry was 'successfully saved' and direct you to the final page. **Click 'SUBMIT NOW'** one time for final submission. (this may take a few seconds to populate). A green message will appear: Success! You have successfully submitted your entries for judging

Please note that you may save the entry by clicking 'save draft' so that you may come back in to complete it at a later date.

HELPFUL TIPS

- *Should you receive an **'error' message** upon submission, please go back to page 1 and review the document in its entirety. You may have missed a required field or have uploaded the wrong image format*
- **Asterisks indicate **REQUIRED fields***
- *Should you choose to copy and paste from Word, **always paste as plain text**, or use **Notepad and then copy and paste***