EEF FUTURE MANUFACTURING AWARDS ONLINE PORTAL HELP SHEET

Welcome to the online awards portal. It has been created for electronic entries into the EEF Future Manufacturing awards and allows you to manage your entries in an efficient way. The portal creates a platform for you to complete your entries at your own pace, copy, print and edit as you require. Please review the following document to help you navigate the portal.

LOGIN PAGE

Before you start using the system you will need to create an account. If you entered the awards in 2017 you will already have an existing account and can simply log on.

Can't remember your password? Click forgot password and an email will be sent to you.

Please ensure your contact details and especially your email address is correct as this is our way of contacting you regarding your entry.

You will need to Login or Create an Account to access the entry portal.
Future Manufacturing Awards 2018

Login

Email Address *

Password *   lost password?

☐ remember me

[Login]

Create a New Account

Email Address *

Salutation
Select ▾

First Name *

Last Name *

Company Name *

Job Title

Phone # *

Create a Password *

Retype Password *

ENTRY HOME PAGE

This is where you can start your first entry. Select the category you wish to enter from the drop down menu.

Your category description and entry guidance will appear. Please ensure you click through to your entry guidance and use this to assist you in completing your entry.

The left hand navigation allows you to move within the entry portal.

Clicking "Save and Next" allows you to move to the next questions.

You can also use the top menu to navigate back and forth through the form

This is in order of questions you will answer during your entry. You can move around your entry using these links, just don't forget to answer all the questions on all of the pages. If you are using the menu to navigate your form, do not forget to click save regularly to ensure you don't lose any work.

THE QUESTIONS

Entrant and company information questions marked with an * are compulsory, so you must answer them. If you forget, you will be able to move around the entry, but you will be prompted to go back and answer the questions if you try to submit. Ensure you complete every question to maximise your chance of winning.

Word count is important. You will be able to surpass the word count as you're entering the information, however when you try and submit your entry, it will prompt you to go back and adhere to the word count.

Company Name *

EEF

Nature of Business *
Please include précis of your business (max 20 words)
Word count: 0 / 20

SIC Code

State sector if unknown

SAVE YOUR WORK

At any time you can save your work and come back to it. By selecting "save and next" at any time during your submissions you can close down the page and your work will still be there.

Prev   Save and Next   Save and Finalize

COPY YOUR ENTRY FORM FOR ANOTHER ENTRY

At the end of the entry form you will find a check box to allow you to copy your entry for another category. Ensure you check this before submitting your entry to enable this feature. Alternatively you can copy entries from your entry dashboard.

CONGRATULATIONS YOU HAVE FINISHED YOUR ENTRY!

Don't forget to enter into other relevant categories.

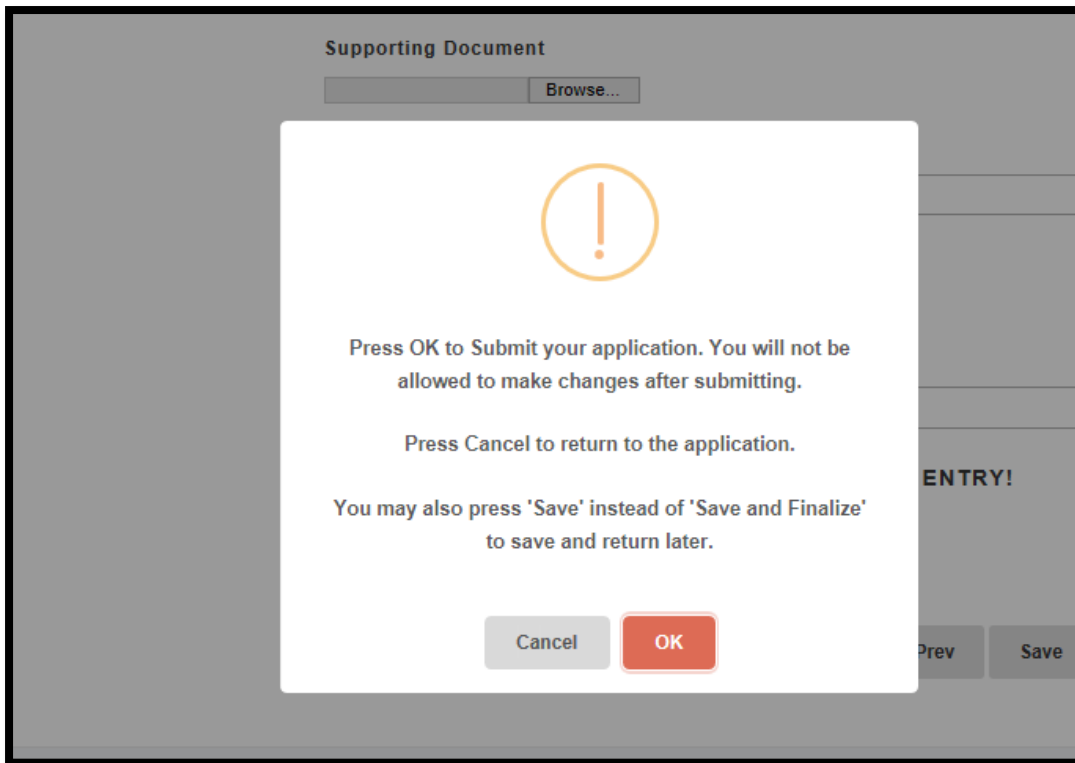☐ I want to submit this Submission to another Category
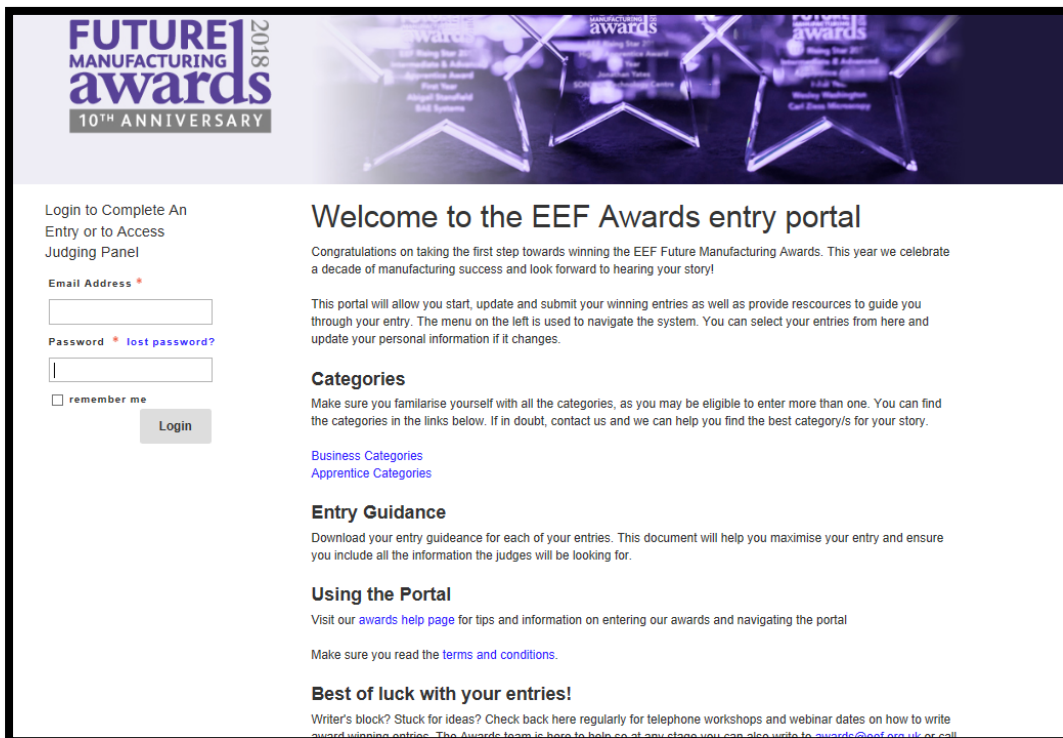
Prev   Save   Save and Finalize

SUBMIT

When you have answered all the questions and you are ready to submit your entry you simply click "Save and Finalize". You will be asked if you are sure, to combat any accidental clicking.

FIND YOUR ACCOUNT

If you want to come back to your entries at any time, simply log into your account on the left hand side.

ENTRY DASHBOARD

This is your entry homepage, and you will be see any entries you still have in progress and those that you have submitted. Click on the "In Progress" or the "Complete" link on the page or the left hand side navigation to see your entries in detail. Or start a new entry by clicking the blue "click here".

IN PROGRESS:

Here you can remove, edit or print your entries – these entries will not be considered until they have been submitted. Please ensure you remove any old entries that you are not submitting to help you navigate and see your dashboard clearly.

Complete:

These entries have been submitted and can no longer be changed. If you have submitted this accidently you can contact the Awards team for retrieval. From here you can view, print or copy your submitted entries

NEED FURTHER HELP

Contact the awards team on 020 7654 1540 or email at awards@eef.org.uk