

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	Create a New Account
Email Address *	Email Address *
<input type="text"/>	<input type="text"/>
Password *	Salutation
<input type="text"/> lost password?	Select <input type="button" value="v"/>
<input type="checkbox"/> remember me	First Name *
<input type="button" value="Login"/>	<input type="text"/>
	Last Name *
	<input type="text"/>
	Company Name *
	<input type="text"/>
	Job Title
	<input type="text"/>
	Phone # *
	<input type="text"/>
	Create a Password *
	<input type="text"/>
	Retype Password *
	<input type="text"/>

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.

Home / My Entries / Entry

Future Manufacturing Awards 2018

Category → Entry Information → Contact Information → Question 1: What did you set out to do and why? → Question 2: Project in Action → Question 3: Objectives and Results → Supporting Documents

Category *

Business Growth and Strategy

This award has been developed to recognise the most dynamic business growth based on an actively managed and consistently delivered growth strategy, this could include business expansion, product diversification or the implementation of a new international trade strategy.

Examples include:

- Demonstrate market share growth in a new industry segment or overseas market
- Investment made in technology/factory/staff to support industry beating growth objectives
- Developed new products/service which led to significant business secured from new customers
- Overcame challenges to enter new markets locally or globally
- Increased distribution base

[Entry Guidance](#)

Click here for supporting information to assist you with your entry

Logged in User *

Soraia Silvello

Location *

- South
- Midlands
- Wales
- North East, York and Humber
- North West

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

Future Manufacturing Awards 2018

Category → Entry Information → Contact Information → Question 1: What did you set out to do and why? → Question 2: Project in Action → Question 3: Objectives and Results → Supporting Documents

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 *

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

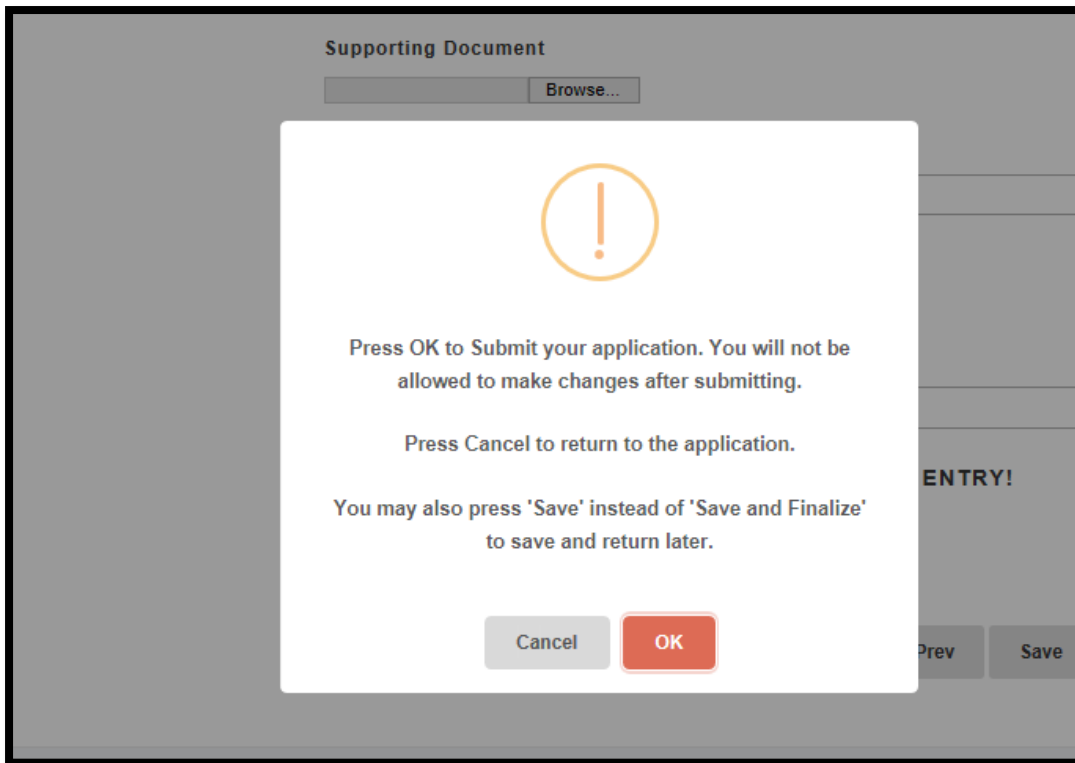
Prev

Save

Save and Finalize

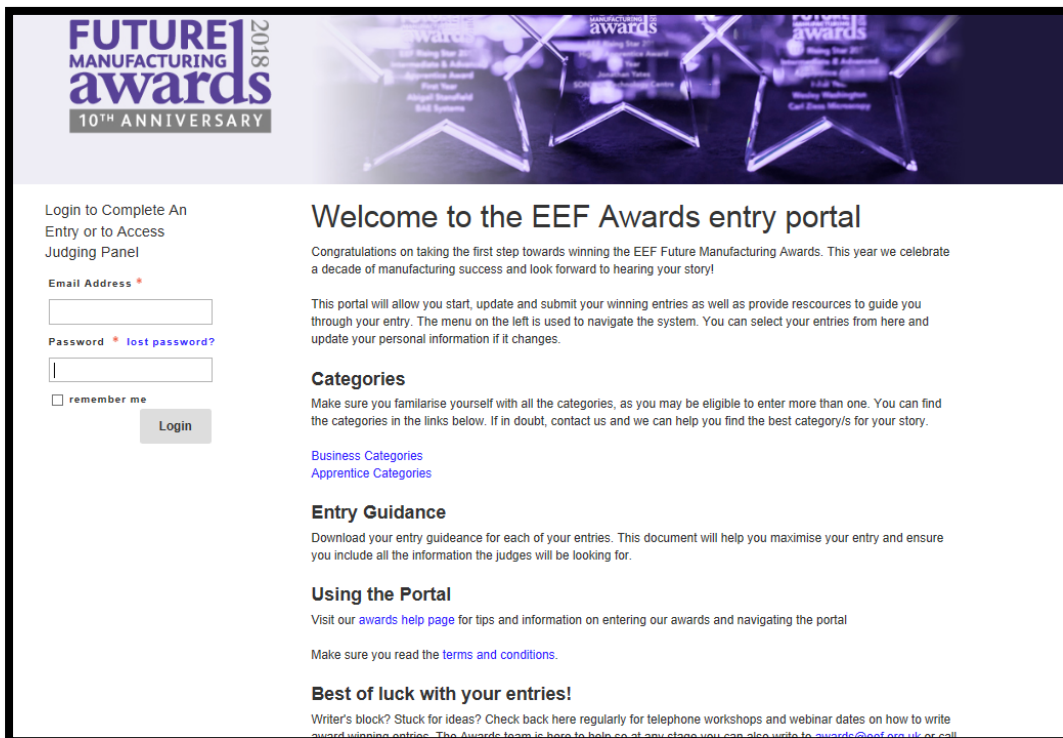
SUBMIT

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 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”.

Welcome Soraia Silvello

Home / My Entries

Entry Dashboard

Future Manufacturing Awards
Nominations Close

86 | 01 | 57 | 19
DAYS | HOURS | MINUTES | SECONDS

June 29, 2018

View your completed and saved entries below. If you would like to start a new entry [click here](#)

[In Progress](#)
Entries that you have started but not yet finished / submitted.

[Complete](#)
Entries that have been received for review.

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.

In Progress

These Entries must be finalized before they can be considered

Last Updated	Program	#	Category	Title	Action
5/4/2017 10:59 AM	EEF Future Man...	038	Business Catego...	Mary Beth	Remove Edit Print

Showing 1 to 1 of 1 entries

Complete:

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

Complete

Program	#	Category	Title	Date	Action
Future Manufacturing Awards 2018 (Entry)	1708	EEF Engineering Apprentice of the Year	dfgsarsfg	28/3/2018 03:05 PM	Print View Copy Entry
Future Manufacturing Awards 2018 (Entry)	1712	EEF Engineering Apprentice of the Year	dfgsarsfg	28/3/2018 03:33 PM	Print View Copy Entry
Future Manufacturing Awards 2018 (Entry)	1709	EEF Engineering Apprentice of the Year	fdgafgdfg	28/3/2018 03:07 PM	Print View Copy Entry
Future Manufacturing Awards 2018 (Entry)	1717	Business Growth and Strategy	Soraia Silvello	4/4/2018 03:00 PM	Print View Copy Entry
Future Manufacturing Awards 2018 (Entry)	1711	Innovation	dfgsarsfg	28/3/2018 03:32 PM	Print View Copy Entry

NEED FURTHER HELP

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