

URL

On your web browser, go to:

<https://www.promax.org/home>

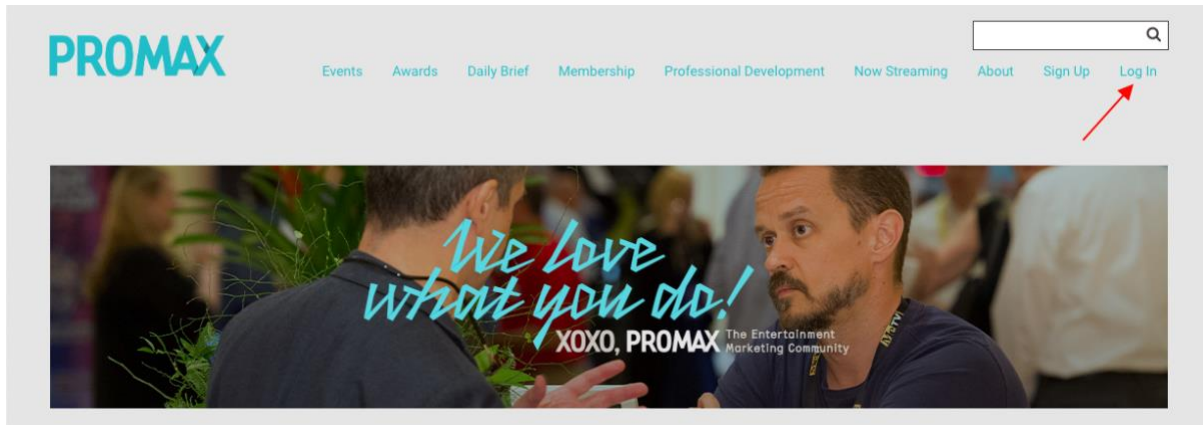


Fig. 1

LOGIN

To begin a submission, click on “Log In” that is on the menu bar at the top of the webpage as seen in figure 1, to call up the LOG IN window in figure 2.

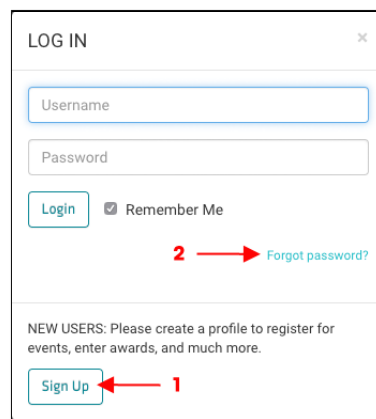


Fig. 2

NEW USERS

- Please create an online profile before proceeding
- You do NOT require to have a Promax membership to create an online profile
- To create a profile, click on “**Sign Up**” as indicated by **arrow-1** and follow the instructions

RETURN USERS

- Enter your “Username” and “Password”
- Click “Login”

FORGOT PASSWORD

- Click on “Forgot password” as indicated by **arrow-2** and follow the instructions

MY AWARDS

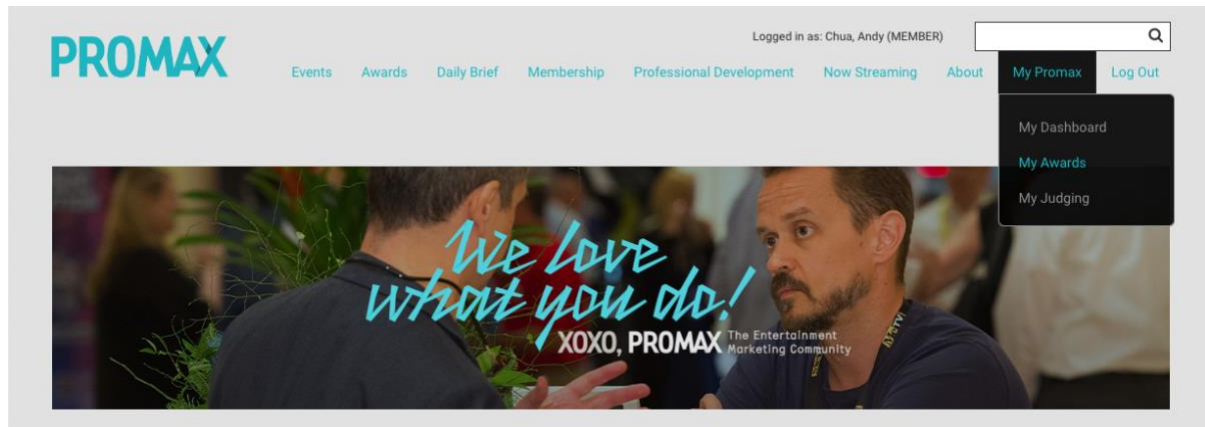


Fig. 3

After you have logged in

- Move your cursor over **“My Promax”** at the bar menu at the top of the web page
- Select and click **“My Awards”** on the drop-down menu as seen in figure 3. to reach your **Entries Dashboard** page

ENTRIES DASHBOARD

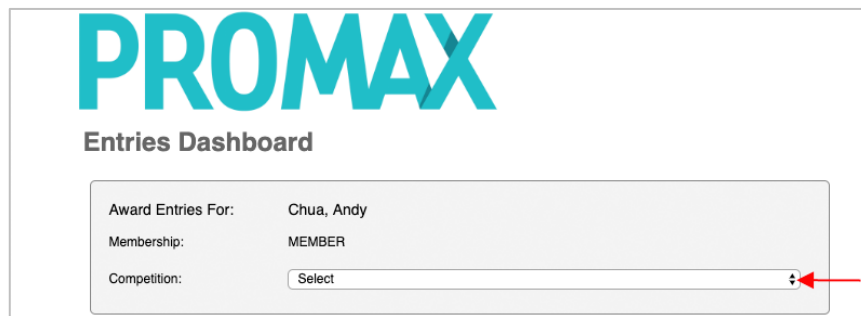


Fig. 4

At your **Entries Dashboard**,

- Click on the field for **“Competition”** for the drop-down list of current competitions (See figure 4)
- Select and click on the competition that you wish to enter to call up the **“+ Add Entry”** segment

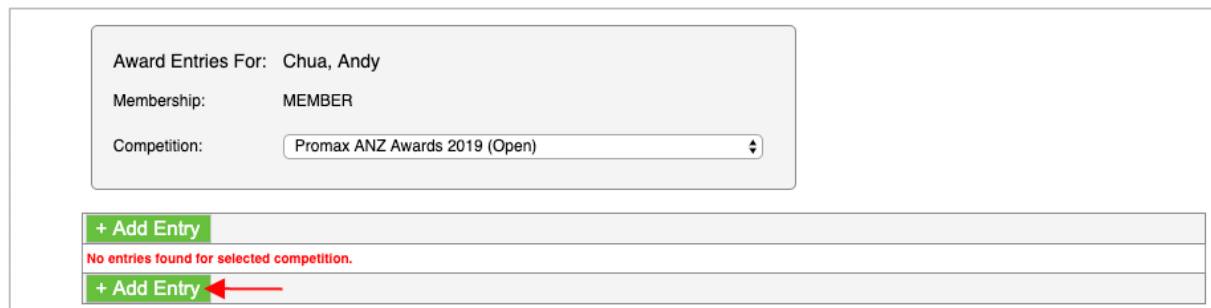


Fig. 5

- Click on **“+ Add Entry”** button to proceed (See figure 5)

▲ The **“+ Add Entry”** button only appears **AFTER** a competition is selected

CREATE ENTRY

PROMAX

Step 1
Create Entry

Entry Details

* Category: Please select or type the name of the category

* Entry Title:

* Credited Company:

Marketing Objective / Creative Strategy:
You have 250 characters remaining...

When completing the Online Entry, in 250 characters or less please indicate the purpose of the project, the creative brief, and its intended audience and result. **A Marketing Objective is not a description of the piece.** It is your opportunity to give the judges an indication of the marketing challenge that this particular piece presented (goal, budget, time constraints, etc.) what was the objective, was it successful, etc.

Submission

Credits

| Company | Title | First | Last |
|---------------------------|-------|-------|------|
| Please Enter Your Credits | | | |
| + Insert Credit | | | |

Please click when finished entering a single credit

[←Cancel & Return to Dashboard](#)

Fig. 6

- Select the category that you wish to enter
- Enter your “Entry Title” and “Credited Company”
 - ▲ Fields marked with a red asterisk cannot be left blank
- Enter the “Marketing Objective / Creative Strategy” if in your opinion, it helps the judges to have a better appreciation of your entry. No penalisation to leave it blank.

▲ IMPORTANT

Make sure to enter your “Entry Title” and “Credited Company” correctly. They are the exact wordings used should your entry won.

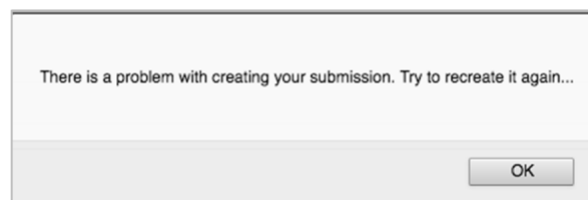
Submission

Fig. 7

- Select and click on the category that you wish to enter to call up the Submission and Credit segments
- Depending on the category selected, you are to upload a single or multiple video file or PDF or both
- Maximum video file size is 200MB
- Maximum PDF size is 2MB
- For more information on how to submit the different media, click on the “i” button indicated by **arrow-3** in figure 7 to watch a short 1:13-minute video

▲ Common Error

Not entering a “Submission Name” field as indicated by **arrow-4** in figure 7



Examples of submission name - video01, video02, PDF01, PDF02, etc.

Credits

- Credits are the talents & team members directly responsible for the entry submitted.
- Click on “+ Insert Credit” and fill in the fields accordingly

▲ Enter at least one credit

- You can enter up to a maximum of five credits
- Add or amend credits as long as competition is open
- For more information, click on the “/” button indicated by **arrow-5** in figure 7 to watch a short 1:40-minute video

Want to submit another entry? Or review what you have submitted?

Click “[Save Changes & Return to Dashboard](#)”

All done with your submission?

Click “[Save & Pay now](#)”

▲ Make the payment only **AFTER** submitting **ALL** entries

Changed your mind?

Click “[Cancel & Return to Dashboard](#)”

REVIEW

Entries Dashboard

Award Entries For: Chua, Andy
 Membership: MEMBER
 Competition: Promax ANZ Awards 2019 (Open)

| + Add Entry | Copy Existing Entry | Pay / Submit Selected Entries | | | | | Delete |
|--------------------------|---------------------|---|------------|---------------------|------------------|---------------------|---|
| Entry ID | Category | Title | Company | Next Step | Payment | Action | |
| <input type="checkbox"/> | 232620 | ANZ01 - BEST IMAGE PROMO (TELEVISION OR VOD PLATFORM) | Example 01 | Promax Asia Pte Ltd | Payment required | Invoice Not Created | Modify Play Video |
| + Add Entry | Copy Existing Entry | Pay / Submit Selected Entries | | | | | Delete |

Fig. 8

- Successful entry submissions are displayed on your Entries Dashboard
- To view the file that you have uploaded for the entry, click on the respective entry’s “**Play Video**” button
 - ▲ “**Play Video**” is only available after your entry is transcoded which may take up to one working day.
 - ▲ Ensure that your browser allows pop-ups.
- You can modify each entry information or replace the uploaded file(s) by clicking on the respective entry’s “**Modify**” button

DELETE

- To delete submitted entry or entries, check the respective box or boxes of those entries and click “Delete”

Submitting the Same Entry Under Several Award Categories?

- Save time and effort from entering the same entry’s information and uploading the same file by using the “Copy Existing Entry” button after you have successfully submitted it the first time.
- Check the box of the entry that you want to copy and click on the “Copy Existing Entry” button

▲ Unfortunately, a single entry cannot be copied to a campaign category and vice versa.

PAYMENT

- ▲ Make the payment only AFTER submitting ALL entries
- ▲ Other than credits, no modification can be made after payment

- Check the box of the entry or entries that you want to check out and click “Pay / Submit Selected Entries” to arrive at the web page as seen in figure 9



Fig. 9

- Click on the “Click Here” button to arrive at your shopping cart as see in figure 10

Shopping Cart

Please review your order information below, then click: PLACE MY ORDER

BILLING

Bill To
Andy Chua CHANGE

Billing Address
Andy Chua
3C Tank Road
Singapore, 238060
SG
+65 9616 0255

Bill To E-mail
andy@promaxasia.tv

ORDER SUMMARY

| | |
|-----------------------|-----------------|
| Purchase Subtotal | \$230.00 |
| 1 Item selected | |
| Shipping and Handling | \$0.00 |
| Sales Tax | \$0.00 |
| Tax Exempt number | |
| Order Total | \$230.00 |

PROMOTIONS

CLEAR CART
Promo code
APPLY
CLEAR
Gift Card
APPLY

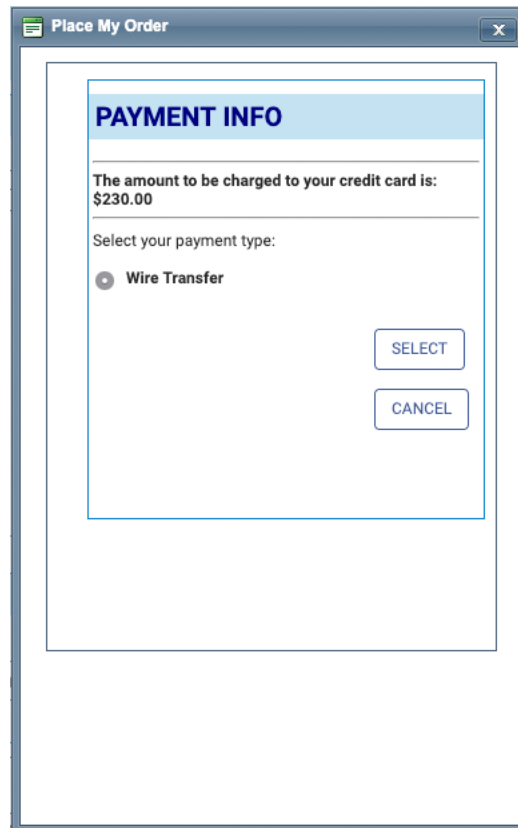
Awards

| Item Description | Promotion | Tax | Total |
|---|-----------|--------|----------|
| 2019 ANZ Awards - Single Entry - Entry - 232620 | \$0.00 | \$0.00 | \$230.00 |

PLACE MY ORDER

Fig. 10

- Verify your billing information
- To make changes to your billing information, click on the “CHANGE” button
- Click on “PLACE MY ORDER” button to call up the “Place My Order” window as seen in figure 11



The screenshot shows a window titled "Place My Order" with a close button in the top right corner. Inside the window, there is a section titled "PAYMENT INFO" with a light blue header. Below the header, it states "The amount to be charged to your credit card is: \$230.00". Underneath, it says "Select your payment type:" followed by a radio button selected next to "Wire Transfer". At the bottom right of the form area, there are two buttons: "SELECT" and "CANCEL".

Fig. 11

- We accept both wire transfer and credit card payment
- For either options, select "Wire Transfer" for now and click on the "SELECT" button

▲ ONLINE credit card payment option is not available

▲ **IMPORTANT**

- A Purchase Confirmation with a summary of the number of submissions and the payable amount is emailed to you
- Forward your Purchase Confirmation email to admin@promaxasia.tv
- We will come back with an official invoice and the payment methods

Entries Dashboard

Award Entries For: Chua, Andy
Membership: MEMBER
Competition: Promax ANZ Awards 2019 (Open)

| + Add Entry | | Copy Existing Entry | | Pay / Submit Selected Entries | | | Delete | |
|--------------------------|----------|---|------------|-------------------------------|------------------|-------------------|---|--|
| <input type="checkbox"/> | Entry ID | Category | Title | Company | Next Step | Payment | Action | |
| <input type="checkbox"/> | 232620 | ANZ01 - BEST IMAGE PROMO (TELEVISION OR VOD PLATFORM) | Example 01 | Promax Asia Pte Ltd | Payment required | INV-135950-D1H3G9 | <input type="button" value="Modify"/> <input type="button" value="Play Video"/> | |
| + Add Entry | | Copy Existing Entry | | Pay / Submit Selected Entries | | | Delete | |

Fig. 12

- Upon receiving your payment, the respective entries "Next Step" column will reflect as "Ready for judging"

▲ Your submission is not complete until we received your payment

Email us at admin@promaxasia.tv should you encounter any problem

GOOD LUCK!