



INTERNATIONAL AWARDS OF EXCELLENCE

AOE Entry Site Users Guide

The AOE entry process is online and easy! You may wish to review the required steps before starting your entry—but remember, you can pause during the process and return to the entry any time up to the last day of entries; **Friday, July 31, 2015.**

These are the steps required to complete your entry:

1. Contact Information
2. Entrant Information
3. Entry Description
4. Entry Information
5. Upload Images
6. Payment Information
7. Print/Preview

If you haven't already done so, create a **USER NAME** and **PASSWORD**.

On the home page, read the instructions and click on "Click Here to Submit Entry" at the bottom of the page. This will lead you to the "Welcome Page".

- **New Users:** On the welcome page click on the "Add New Account" button. Enter your e-mail address for the username and enter a password. You will use this username and password every time you enter the site. Please note that you can stop and start entering text and saving it as many times as you like up until the Thursday, August 1 deadline.

- **Returning Users:** enter your username and password. If you forget your username and/or password, click on the "Forgot User Details" button.

PLEASE NOTE: When filling out your form, fields with a **RED ASTERISK** are mandatory. You must answer these questions to advance to the next field.

STEP 1: CONTACT INFORMATION

Contact Information Page: Enter the basic company information. Click on "submit" to advance to the next page.

STEP 2: ENTRANT INFORMATION

This page includes required fields about your member status and requires you to certify that you will comply with the contest rules and regulations.



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STEP 3: ENTRY DESCRIPTION

Choose the appropriate “type of entry,” “and “pool category” from the drop down menu OR use the category matrix to enter your project in the correct category.

The fields for brief descriptions are not mandatory, but will make your project more likely to be chosen for media coverage

Description of Entry:

1. Provide a brief description of the project that centers on the four judging criteria below. Address at least two of the following:
 - a. What was it about this project that required an unusual level of quality workmanship?
 - b. Describe the aesthetic appeal of the project as a whole.
 - c. If applicable, describe how this project forced you to an unusual level of creativity?
 - d. Describe how this design integrates effectively with its setting or environment. (Do NOT mention the project location or any names such as your name, your company or the client’s.)

2. If applicable, share an unusual story associated with this pool?
(Examples: humorous incidents, unusual interactions between customers and work crews, accidents, weather- or access-related challenges, hidden or unexpected problems and costs, etc.)

STEP 4: ENTRY INFORMATION

Complete the requested information.

STEP 5: UPLOAD IMAGES

Each entry other than the renovations category must include AT LEAST three digital photos. Each photo must show a different view of the installation.

Photos may not be cosmetically enhanced or altered.

Photo specifications:

Resolution: All photos must be high resolution (300 dpi) JPEG format.

Size: All photos must be at least 8 x 10 at 300 dpi resolution. (Variation due to image proportion is acceptable i.e. 7.5 x 10, 8 x 8, etc.)

**To be considered for the cover of AQ Magazine or other industry trade magazines, please submit high resolution images (300 dpi) at a minimum of 11.125 inches high.



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Photo Identification:

You must save and name your JPEGs as follows:

Customer last name or project name + date of construction (month xx date xx year xx) + photo sequence number (a first photo, b second photo or c for third photo).

Johnson_120807_a

Johnson_120807_b

Johnson_120807_c

(This means Customer Name: Johnson, Date: December 8, 2007 and it was the first photo). The entry system will automatically add your entry ID# to the beginning of the file name.

Indicate which photograph you would like on your award plaque (should your entry receive an award) by clicking on the radio button to the left of that photo.

STOP! PLEASE NOTE:

After you have uploaded your photos and hit submit, you will be ready to either:

1. Return to Step 2 and enter more entries,
2. Go to Step 3 and edit an existing entry,
3. Or go on to Step 4 to make a payment.

You will be able to revise any field (except payment field) up until the deadline date Sunday, Aug. 15.

STEP 6: PAYMENT INFORMATION

The nonrefundable fee is \$149.00 U.S. per entry

6-10 entries \$129 U.S. per entry

11+ entries \$99 U.S. per entry

Using the payment option indicators, you can choose to pay either by check or credit card. You may pay by check **only** if you have 6+ entries.



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If paying by credit card, fill out the required card information and click "Submit."

If paying by check, please make the check payable to APSP and mail the check and a copy of the email confirmation to the given address. Your entry will not be accepted until your payment is received.

STEP 7: ENTRY/PRINT PREVIEW

Review and print the entry and payment information

Click "Finalize Entry" when you are ready to complete the entry process.

AUTOMATIC E-MAIL CONFIRMATION

If all required fields have been filled, an automatic confirmation will be sent to the e-mail address you provided in contact information. Save and print this confirmation.

QUESTIONS?

For more information and updates about the APSP International Awards of Excellence, visit APSP.org/AOE.

For contest questions, please contact: Lorna Watkins: lwatkins@apsp.org or 703.647.2546