

## Guidelines for Submitting Entries

Go to the SOPA Awards Submission site (<http://sopawards.awardsplatform.com>)

Before submitting entries for the Awards, you must click on **Registration for SOPA Awards** to register your publication and the contact person for your publication's entries.

This year, we are using Award Force's awards system for our award management software. Once you have registered, the contact person will receive an email that will provide the login username and password.

You are then ready to make entries for the Awards.

### **Step 1:** Create a New Entry

Start by clicking the "Start New Entry" red button.

The screenshot shows the user interface for the SOPA Awards 2017 submission platform. At the top, there is a dark header with the text "SOPA Editorial Excellence Awards 2017" and a dropdown arrow. Below this is a dark red sidebar with a "My entries" link. The main content area features the "THE SOPA 2017 AWARDS" logo, which includes a circular emblem with a flame. Below the logo is a link for "Important awards information". The "Dates" section lists: "Entry deadline: Feb 15, 2017 at 3PM HKT", "Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission", "Finalists announced: May, 2017", and "Awards presentation ceremony: June 15, 2017". The "Support" section provides the email [sopa@hku.hk](mailto:sopa@hku.hk). A list of rules includes: "You may edit your entry after submitting, up until the entry deadline.", "Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected.", "You are eligible to enter more than one category, as long as the work submitted meets the criteria.", "You can use the 'copy' feature to create a copy of your entry and change the category as required.", "Entry fees may be paid by credit card only and must be paid online at time of completing submissions. If your submissions have not been paid for, a merchant card processing fee will be applied to entries paid by Visa, MasterCard and American Express. These fees will be added to your total." At the bottom, a personalized message says "Hello, Kevin Lau !" and "You have no entries yet. What are you waiting for?", followed by a prominent red "Start new entry" button.

SOPA Editorial Excellence Awards 2017

My entries

THE SOPA 2017 AWARDS

Important awards information

Dates

- Entry deadline: Feb 15, 2017 at 3PM HKT
- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission
- Finalists announced: May, 2017
- Awards presentation ceremony: June 15, 2017

Support

If you have any questions on the entry process, please contact the organisers by email to [sopa@hku.hk](mailto:sopa@hku.hk)

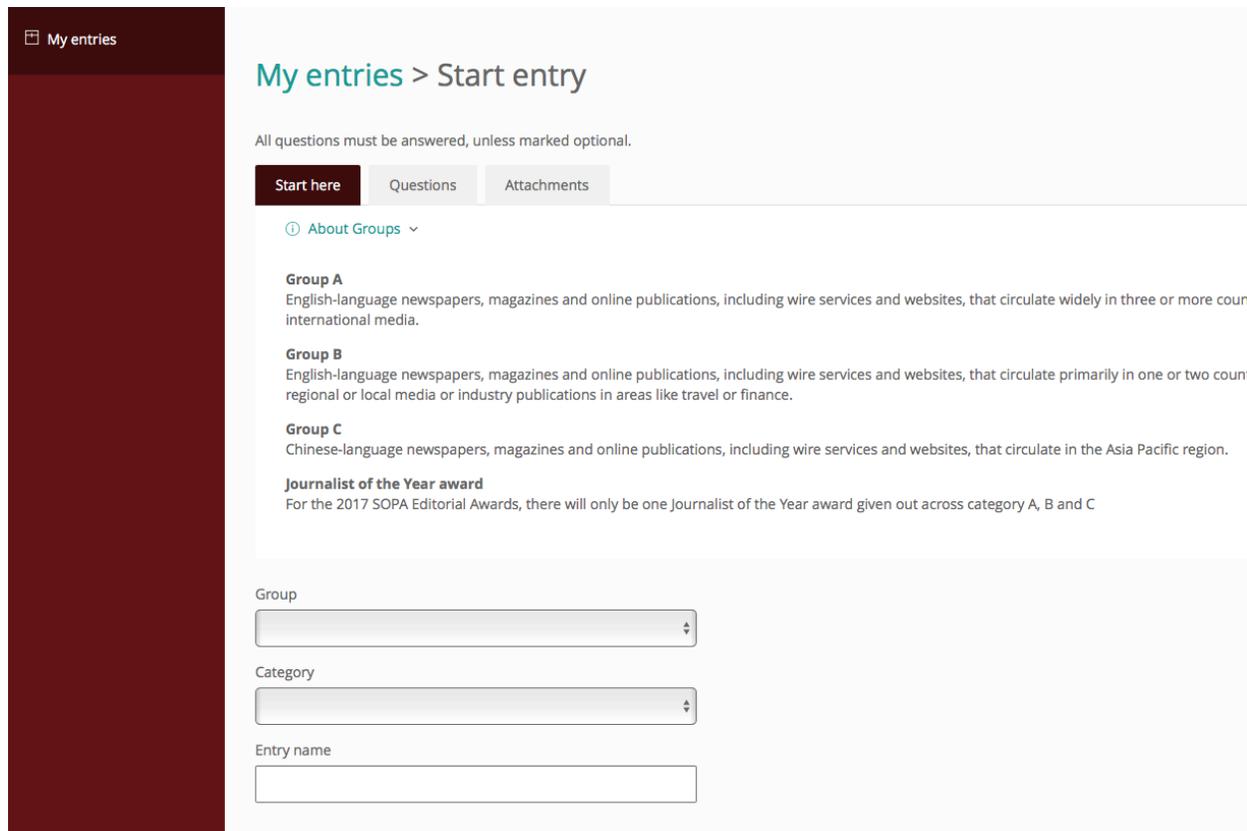
- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected.
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.
- Entry fees may be paid by credit card only and must be paid online at time of completing submissions. If your submissions have not been paid for, a merchant card processing fee will be applied to entries paid by Visa, MasterCard and American Express. These fees will be added to your total

Hello, Kevin Lau !

You have no entries yet. What are you waiting for?

Start new entry

You will then be taken to the “Start Here” tab where you will need to submit basic information about your entry, such as the category / categories of awards you wish to enter, the title of the entry, and the date of publication.



My entries

## My entries > Start entry

All questions must be answered, unless marked optional.

Start here Questions Attachments

[About Groups](#) ▾

**Group A**  
English-language newspapers, magazines and online publications, including wire services and websites, that circulate widely in three or more countries or international media.

**Group B**  
English-language newspapers, magazines and online publications, including wire services and websites, that circulate primarily in one or two countries or regional or local media or industry publications in areas like travel or finance.

**Group C**  
Chinese-language newspapers, magazines and online publications, including wire services and websites, that circulate in the Asia Pacific region.

**Journalist of the Year award**  
For the 2017 SOPA Editorial Awards, there will only be one Journalist of the Year award given out across category A, B and C

Group

Category

Entry name

### Step 2: Nomination Form

The next step brings you to the “Questions” tab where you will state the reasons why you would like to nominate the entry for the Awards. There is a maximum character limit of 3000. Here you will also provide your editor’s contact information.

My entries

## My entries > Edit entry

All questions must be answered, unless marked optional.

[Start here](#) [Questions](#) [Attachments](#)

Nomination Form 0 / 3000 characters

Please state the reasons why you would like to n maximum character limit of 3000.

- If you are copying and pasting from a docume formatting.

Editor's Contact

Since 2015, all entrants are required to provide tl contact# acknowledging that the editor is aware

[Save + next](#) [Save + close](#) [Submit entry](#)

### Step 3: Entry Uploads

Next you will arrive at the “Attachments” tab. Here, you may upload files and/or URL for your entries. If you are submitting more than one file, click the “+” button to add another file. If you submit a URL, you must provide username and password if it is a secured site.

## My entries > Edit entry

All questions must be answered, unless marked optional.

Start here

Questions

Attachments

Instructions to access secure web link (optional) ⓘ

I have the right to nominate this submission to the SOPA Awards 2017.

Each entry may include a maximum of FIVE pieces of work except in Excellence in Feature Writing, which is limited to ONE article per entry, and Excellence in Magazine Design, which is limited to ONE edition of a magazine only.

### Sample Entries:

1. [Sample Awards Entry for Print/Text](#)
2. [Sample Awards Entry for Photos](#)

Add attachments

Add link or video

Save + next

Save + close

Submit entry

It is up to you to ensure that judges can access the URL. Invalid URL, username and/or password will automatically disqualify your entry.

### Step 4: Submit Entry

Once you are finished click “Submit Entry” blue button and you will be taken to the payment window. You can pay for multiple entries at once.

For SOPA membership discount code, please request via email to [mail@sopasia.com](mailto:mail@sopasia.com).

Any requests on the last day of the submission may not make it on time.

#### SOPA Members only

For SOPA membership discount code, please request via email to [mail@sopasia.com](mailto:mail@sopasia.com) latest by Feb 10th, 2017.

Any requests on the last day of the submission may not make it on time.

**Reminder:** deadline Feb 15 2017, 3pm HKG time.

## Cart

	Quantity	Amount	Billing currency
<b>SOPA Entry fee</b> Entry: a   Group: Group B   Category: Excellence in Explanatory Reporting (卓越解釋性新聞獎)   ID: JEIDdyE	1	\$ 900.00	<input checked="" type="radio"/> HKD
		Sub-total	\$ 900.00
		Payment processing fee (0.00%)	\$ 0.00
		Tax (0%)	\$ 0.00
		<b>Total</b>	<b>\$ 900.00</b>

[Add more entries to cart](#)

[Apply discount code](#)

256 bit SSL encryption secured checkout

Company name (if applicable)

Country

Street address

City / suburb

State

Postcode

Payment method  
 PayPal

[Proceed to payment](#)

[Or return to my entries](#)

## Step 5: Payment

You may choose to make one payment for all entries at the end or pay for each entry separately. All payments will be made online through with Paypal account or credit card.

All entries are saved automatically and you may view / edit / delete an entry by clicking on “My Entries” on the left menu bar at any time to select the entry you wish to view / edit / delete. Once entries have been paid for, they cannot be edited or deleted.

An entry is not submitted until payment is made. When an entry has been successfully submitted, the contact person of your publication will receive a confirmation email.