

Entry Portal Instructions

Submission Process

Please review the following steps to submit your entry.

If you encounter any issues as part of the submission process, please email entries@effie.org with your Entry ID#, an outline of the issue you are experiencing, the browser/operating system you are using, and any relevant screenshots of errors. Entrants are never penalized with a late fee due to technical issues.

1. Fulfill all entry requirements within the Entry Portal.

- a. Not sure what you are missing?

Click on the **ENTRY CHECKLIST** tab beneath the details of your entry when in the Edit Entry View.



Edit Entry

You may continue to edit your entry until you submit. All requirements must be met in order to submit your entry. For planning and collaboration purposes, you may download a word doc of the Entry Form, including an outline of all data-points captured in the Entry Portal, [here](#).

Not Sure What Is Missing In Your Entry?

To determine what requirements are not yet met, click on the ENTRY CHECKLIST tab below. Missing items will be noted in red.

Note: To avoid technical issues, please do not open the Entry Portal in multiple tabs within a single browser.

Brand Name	Category	Invoice Company	Entry ID#
Effie Worldwide	Sustained Success - Products	EFFIE TEST COMPANY	E-5756-367
	<input type="button" value="ADD TO MORE CATEGORIES"/>	United States	

Competition	Status
2021 Effie Awards United States	<input type="button" value="Incomplete"/>

NON-PROFIT / FOR-PROFIT STATUS

Please select if the brand you are entering is a non-profit or for-profit company.

For Profit



ENTRY CHECKLIST	ENTRY FORM ESSENTIALS	ENTRY DETAILS & EXECUTIVE SUMMARY
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- b. This entry checklist will note all unfulfilled requirements in the **REQUIREMENT STATUS** column on the far right with red font.
 - a. Please note once a requirement is met, it will show OK and no longer appear in red. The requirement status (red words) indicates if a question still needs to be answered.

ENTRY FORM ESSENTIALS

ENTRY DETAILS & EXECUTIVE SUMMARY

Effort Start and End Date	• Required
Regional Classification	• Required
Industry Sector	• Required
Industry/Category Situation	• Required

- c. You are ready to submit once your status bar says **Ready To Submit**.

Testing

Brand Name
 Effie Worldwide

Category
 Environmental - Non-Profit / Positive Change
 ADD TO MORE CATEGORIES

Invoice Company
 EFFIE TEST COMPANY
 United States

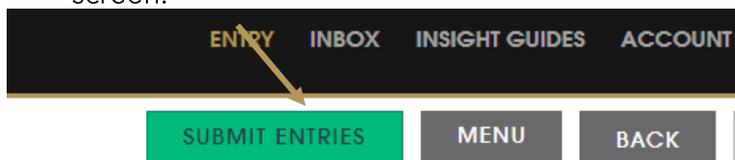
Entry ID#
 E-5838-620

Competition
 2021 Effie Awards United States

Status
 Ready To Submit

2. Submit Your Entry

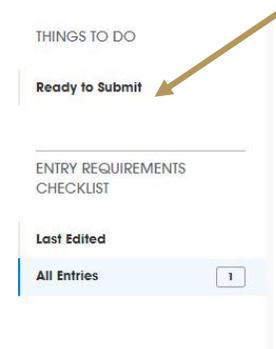
- a. Once you are ready to submit, there are two ways to proceed:
 - a. If you are in the entry form of your entry, click **Submit Entries** at the top right of your screen.



- b. If you are on the Entry Home Page, click **Ready to Submit** under the **THINGS TO DO** menu.

3. Select Entries to Submit

- a. On this page, choose which entries you would like to submit. Only entries that meet all entry requirements will be offered.



4. Purchase the Insight Guide

If you would like to purchase the **Insight Guide** for your entry at the discounted price of \$250 per report, add the number of entries you wish to purchase the report for via the box on the right. Then, click **Associate With Entry** to select the entry you would like the report for. The Insight Guide fee will be added to your invoice. (If you are not purchasing an Insight Guide, skip to Step #5, below.)

Submit Your Entry & Purchase Insight Guides

INSIGHT GUIDES

Receive feedback from the judges who score your case by purchasing an Insight Guide via the box below to the right.

Once all Insight Guides have been added to your cart & associated with an entry, click Continue.

SUBMITTING ENTRIES

Once you have reviewed the Insight Guide option, ensure the entries you wish to submit at this time are checked off. Then, click continue.

ITEM	DESCRIPTION	UNIT	QTY	DISCOUNT	NET	TAX	TOTAL
<input checked="" type="checkbox"/> Entries	Select...						
<input checked="" type="checkbox"/> E-5022-685--2020 Effie Awards United States--Agricultural, Industrial & Building--Effie Worldwide--TEST	Not for Profit - Fifth Deadline		1,452.50	0.00	1,452.50	0.00	1,452.50
TOTAL (USD)				0.00	1,452.50	0.00	1,452.50

Special Priced Items
Changes Calculated on 2019 NOV 21 UTC

ADD INSIGHT GUIDES

RECEIVE FEEDBACK FROM THE JUDGES WHO SCORE YOUR ENTRY

All judges who score your case provide written feedback on the strengths and weaknesses of the entry. Receive this feedback by purchasing the Insight Guide.

Insight Guides purchased at time of entry receive a \$100 discount on the standard price of \$350.

Indicate the quantity of Insight guides you wish to add to your order below via **Add to Basket**. Then select **Associate With Entry** to choose for which submission you'd like to receive the jury's feedback.

ITEM	QTY
2020 Insight Guide (Time of Entry)	<input type="text"/>

5. Click **Continue to Submit**.

6. Provide Payment Information & Submit

- a. Select the address that should appear on your invoice.

Select Billing Address

To continue with the submission process, please select the billing address associated with this entry.

148 Madison Avenue, 4th Floor
New York
New York 10016
United States
SELECT **EDIT**

Attn: US Entries
148 Madison Avenue, 4th Floor
New York
New York 10016
United States
SELECT **EDIT**

148 Madison Avenue, 4th Floor
Attn: Global Entries
New York
New York 10016
United States
SELECT **EDIT**

- b. If needed for internal billing purposes, add information in the **Attention** and/or your **Reference** fields.

Continue to Submit

PAYMENT

PAY NOW

CREDIT CARD PAYMENTS: Select "Pay Now & Submit". If you would like to return to the Entry Portal and pay via credit card at a later date, select "Generate Invoice & Submit."

PAY LATER

Your entry fee is locked in based on the date of submission. Please select "Generate Invoice & Submit", and you will be provided a PDF invoice.

CHECK PAYMENTS: Please include the generated PDF invoice when you mail your check.

EFT/ACH PAYMENTS: Please ensure the Invoice Number is referenced in the payment notes and email notifications are sent to payments@effie.org and finance@effie.org when the payment i details are outlined in the generated PDF invoice.

For
Effie Worldwide (United States)

Address
Attn: US Entries
148 Madison Avenue, 4th Floor
New York
New York 10016
United States
[CHANGE](#)

Attention

Reference

c. To submit your entry, you must click either:

GENERATE INVOICE & SUBMIT or PAY NOW & SUBMIT.

Reminder: Entry fees are locked in based on time of submission, not time of payment.

Pay Now & Submit: Select if you wish to pay now via credit card.

- a. If you are experiencing a credit card processing error, please ensure the bank does not have a limit on the number/amount of transactions in a single day. If experiencing an error on a deadline date, please use **Generate Invoice & Submit** and contact payments@effie.org with details about the error message.

Generate Invoice & Submit: Select if you wish to pay via check, EFT/ACH, or via credit card at a later date. Please also use this option if you are eligible for a discount or you do not see the correct entry fee listed.

- a. Once you click **Generate Invoice & Submit**, you can download your invoice for payment processing.
- b. **CHECK PAYMENTS:** Please include a printed copy of the generated PDF invoice when you mail your check.
- c. **EFT/ACH PAYMENTS:** Please ensure the Invoice Number is referenced in the payment notes and that email notifications are sent to payments@effie.org and finance@effie.org when the payment is processed. Effie Worldwide’s bank details are outlined in the generated PDF invoice.
- d. **ENTRY FEE ADJUSTMENTS:** Please email payments@effie.org so an Effie team member can adjust your fees before you provide payment.
- e. **PAY LATER VIA CREDIT CARD:** Once you are ready to pay via credit card, you can either click **Payment Due** under the **THINGS TO DO** menu, or click **ACCOUNT** at the top right of your screen. On your Account profile, please click on the company name/brand under **BILLING HISTORY**. All related invoices will appear with the balance due. You can then select **PAY NOW & SUBMIT**.

ACCOUNT

- About You
- Change Username
- Change Password
- Communications Preferences
- Messages

AWARDS PROGRAM

- Switch Awards Program

BILLING HISTORY

- EFFIE UNITED STATES (USD)
- Effie Worldwide
- UNITED STATES

My Account

Please see User Account Details below

Caitlin Sequira

OPEN STATEMENT

EFFIE WORLDWIDE
United States

	DATE	RESEND EMAIL	PDF	TRANSACTION	AMOUNT DUE	AMOUNT PAID
<input checked="" type="checkbox"/>	Invoice	2018 SEP 12		INV-2149-267	487.50	
					(USD)	487.50

Pay Now & Submit

7. View Your Submitted Entries

Review your submitted entries via the **Submitted** section on your Entry Portal Overview page. You may also click on **All Entries** and see a list of each entry and its current status.

ENTRY OVERVIEW

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Last Edited

- Submitted Entries** 3
- All Entries** 6

FILTERS

- Categories** 6

NON-PROFIT

Effie - Testing
Effie Worldwide
E-5747-015
Submitted

SUSTAINED SUCCESS - NON-PROFIT

Effie Testing - Sustained Success Entry
Effie Worldwide
E-5757-955
Submitted

ENVIRONMENTAL - NON-PROFIT / POSITIVE CHANGE

Testing
Effie Worldwide
E-5838-620
Submitted **Submitted - Payment Due**

Submitted