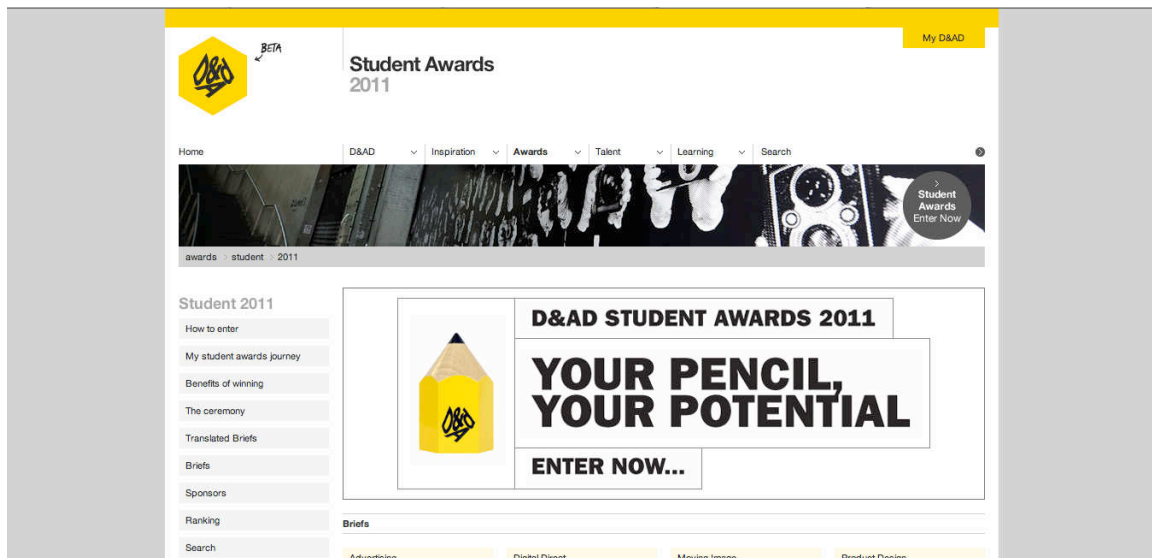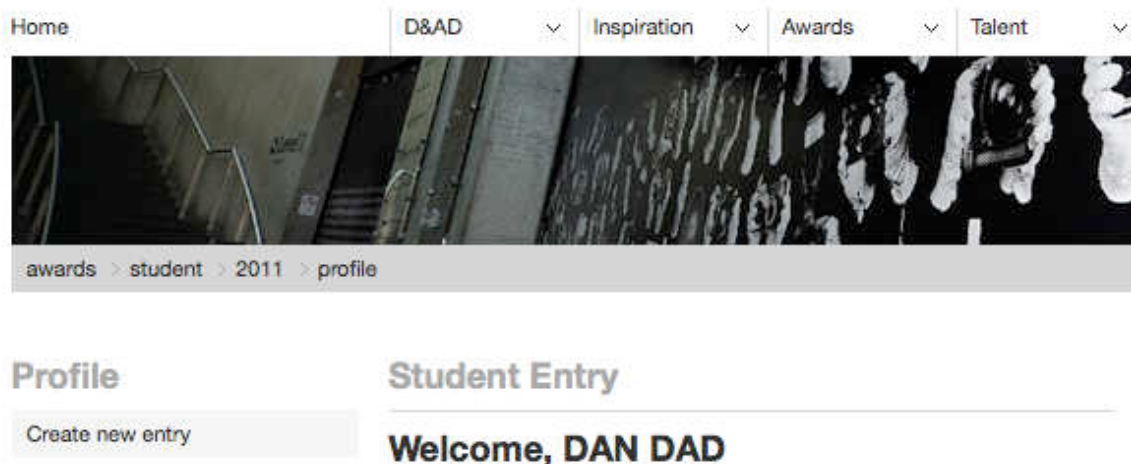## 1) <u>Creating an Entry</u>

- Log in to http://www.dandad.org/awards/student

- Click on **ENTER NOW**

- Select **Create New Entry**

- You'll now be asked to select your team members.

PLEASE MAKE SURE ALL TEAM MEMBERS ARE REGISTERED FIRST IN ORDER FOR THEM TO APPEAR IN THE DROPDOWN LIST.

- One student will create an entry for their fellow team members.

- If a team member is not from the same institute as the creator of the entry, you must contact the D&AD Student Awards team (studentawards@dandad.org) for us to add the missing team members.

Remember: Inviting people to collaborate on a project is not the same as crediting them. All credits for projects which are successful will be undertaken after judging. (*See Inviting Collaborators*)

Create a new entry

Select your team

Choose your award winning team or go it alone, it's your choice.

All entrants should have —

- Downloaded a copy of the brief you are planning on entering;
- Downloaded a copy of the technical specifications and rules;
- A tutor registered on the website.

Single Entrants —

Click on the 'continue' button.

Team entrants —

Start building your team by selecting them using the drop-down below and then click on the 'continue' button.

Add team member —

Your team

👤 DAN DAD (Creator)

Continue

Selecting a Brief and Tutor

- Select the brief you or your team will respond to

- If you want your work returned to you, you need to indicate that on this page by ticking the box.

- After you have done that you will be taken to the payment page.

- **IMPORTANT:** If you are opting to pay for yourself, you will be shown an invoice and required to provide payment before being given the option to submit a project. If you have selected your tutor to pay, you will be able to submit your work after creating a project, but it will not be eligible for judging until your tutor has finalised the payment for your entry.

- <u>**Before an entry can be seen payment for the entry must have been processed.**</u>

- Once you have decided who will pay for the entry you need to return to http://www.dandad.org/awards/student.

2) <u>Creating a Project</u>

- Go to **My Portfolio** in the top left of the screen and click **Create new project**.
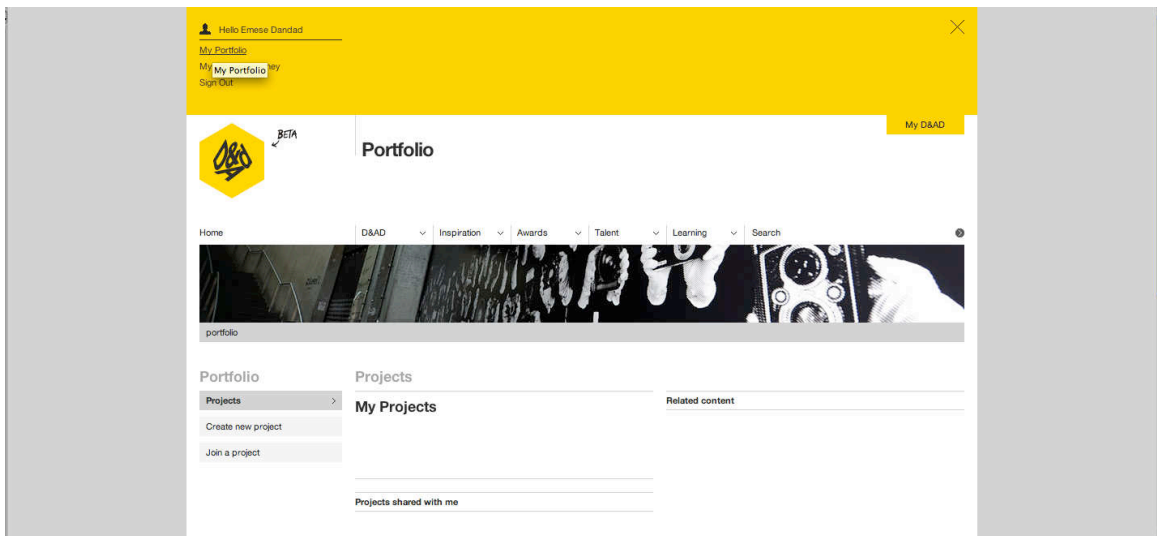
- Follow the instructions to upload your project thumbnail. When you have finished, click **Save**. Your project has now been created and you are able to start uploading assets.

- You will be taken to your portfolio page where you can edit and upload assets to include in your submission.

You can do this by selecting **Add Asset** from the dropdown list.

- Clicking on **My Portfolio** will show all projects you currently have. You can view, edit or delete them from here.

- IMPORTANT – PDFs are not an allowable format, image files should be 350dpi JPG / PNG / GIF and measure 24cm along the longest axis. Also for Video files you will need to create a cover image for users to click on.

- To format your 350dpi, 24cm (240mm) image for uploading, open Photoshop, go to the image, click save as, select JPG / PNG / GIF, choose a quality on the slider of 10 or 11…your image will be below 4mb.
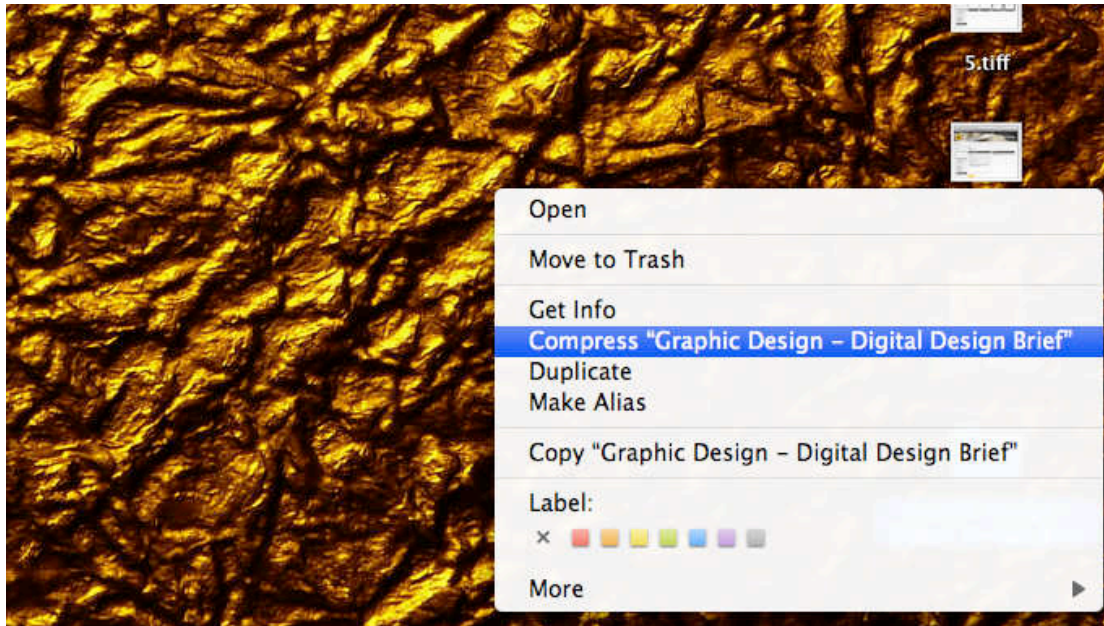
- FILE NAMING – please remember to use your Entry number followed by the part number. E.g. 1234_001

Uploading a website or HTML files

- Create a zip folder with ALL files in your entry to include all moving image and JPG / PNG / GIF files

- Please refer to the formatting guide for further details on format requirements.

- Clicking on **My Portfolio** will show all projects you currently have. You can view, edit or delete them from here.
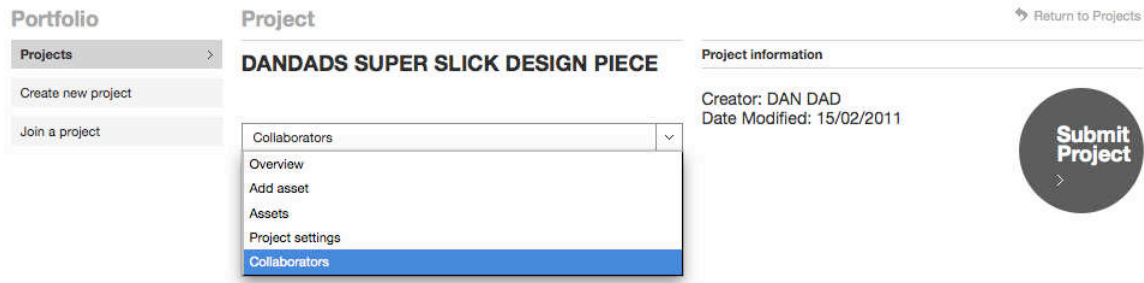
Inviting a Collaborator

Inviting a collaborator allows them to view, edit or organize any project files. A collaborator won't be able to submit the project

**Being a Collaborator does not necessarily mean they will be credited.**

Credit will be given after the judging process to those intrinsic to the project.

- Under the **Projects tab**, select **Collaborators** from the dropdown list.

- Fill in the name and e-mail address of the collaborator and click **send**.

They'll be sent an invite and will appear as pending until they accept the invitation.
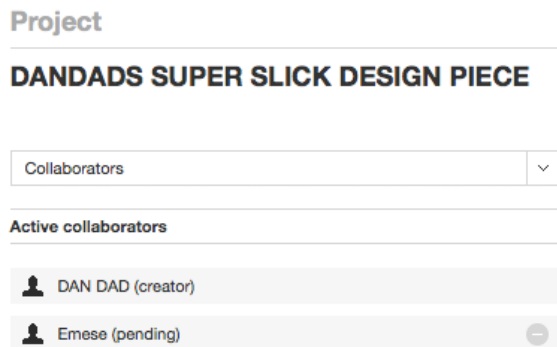
Submitting a Project for Entry

- Please only press **SUBMIT PROJECT** when you have finished editing it. Once submitted you will be unable to edit your work. You can log out of the portfolio system at any time and re-access it by logging on at dandad.org/portfolio, but once submitted all changes are final.

- Once you have submitted your project you will be taken to the entry profile page. Here you can review your entries and its current status.

- Now that your Project has been created, it must be **linked with your entry.**

- Click **FILES** on the relevant entry.

- Select the project that you previously submitted and wish to link to your entry. Hit **Finish** to complete your entry and that's it, you're done!

One last thing: If you are sending in physical copies of your work to our offices because your deadline is 11 March or because your entry has been successful, please make sure you write "**competition material, no commercial value**" on the package.

Best of luck with your entry!

The D&AD Student Awards Team