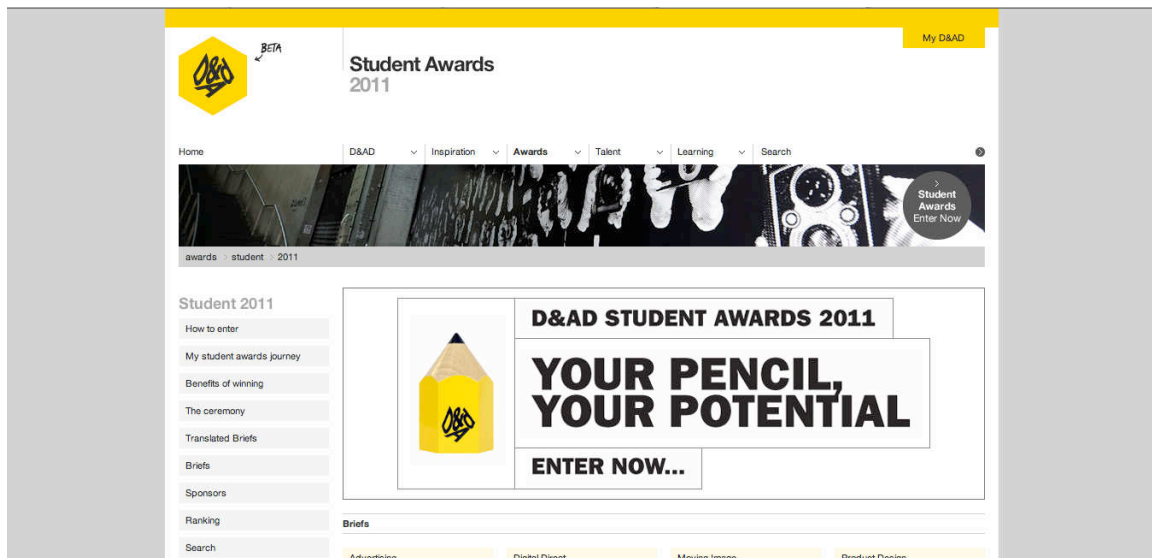
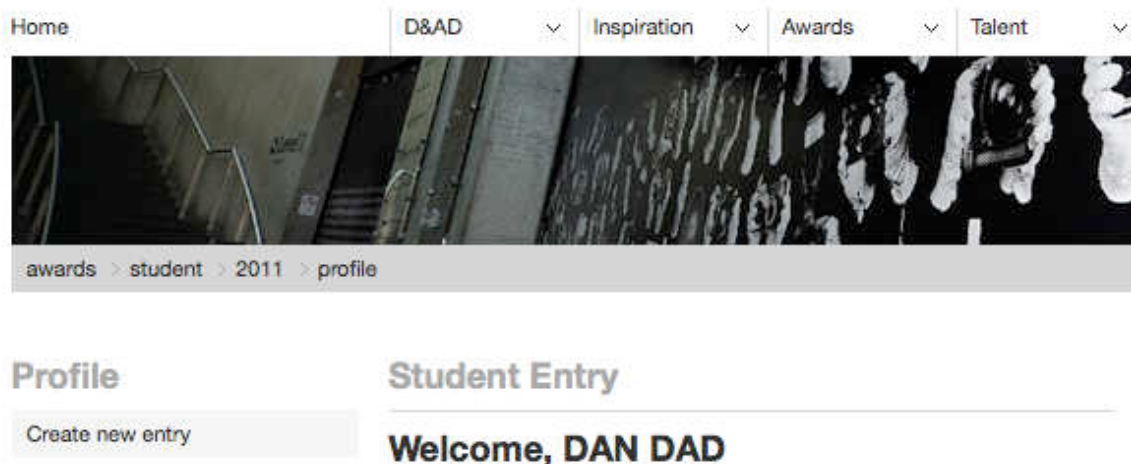


1) Creating an Entry

- 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

Profile

Create a new entry

Create new entry >

Select your brief & tutor

Tell us what you are entering.

Select a brief

Choose the brief you wish to submit from the dropdown below.

Brief title:

- Select brief from list...
- Advertising - Aviva
- Advertising - Digital Direct, E.ON
- Advertising - Integrated Advertising, Westfield Stratford City
- Advertising - Copywriting, D&AD
- Advertising - Open Advertising, Umbro
- Advertising - Open Advertising 2, Oxfam
- Advertising - Brand Communications, Microsoft - IE9
- Graphics - Branding, The Partners
- Graphics - Open Graphic, Arjowiggins Creative Papers
- Graphics - Digital Design, TASCHEN
- Graphics - Interactive Design, BBC
- Graphics - Packaging Design, The Body Shop
- Crafts - Typography, Microsoft - Window Phone 7
- Graphics - Integrated Communication, McDonald's
- Product Design, Michelin Lifestyle Limited
- Environmental Design, Wieden + Kennedy
- Crafts - Animation, The Walt Disney Company
- Crafts - Illustration, Diesel
- Crafts - Moving Image, HSBC
- Crafts - Photography, Bloomberg
- Open Brief - What Else Do You Do?, D&AD

work has been judged. If you are not collecting your work in person you will need to pay a packaging fee of £5 per entry and the relevant

Additional information

Select the month you commenced work on this brief:

Month:

February

I would like my submitted materials to be returned

Tick the box and we will contact you to arrange the return when the work has been judged. If you are not collecting your work in person you will need to pay a packaging fee of £5 per entry and the relevant mailing costs. These will be charged at the time of return.

D&AD takes every effort to look after all work submitted for judging. However we are unable to accept liability for loss or damage of materials. Students are asked to not submit their only copy of work for judging.

Continue

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9 Graphite Square
Vauxhall Walk
London
SE11 5EE

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

Profile Student Entry

Create new entry >

Select currency and payment method

Summary

Category	Sponsor	Tutor	Team	Return	Price
Advertising - Copywriting	D&AD	Andrew Eu	Emese Dandad	Yes	£17.00

Change currency:

Refresh

You can pay in GBP, EUR or USD. Select your currency from the drop down menu then click on Refresh. Daily currency exchange rates are applied when using the Online Store. The price you are charged may be different to the price selected here.

Select payment type

Payment method:

Paying via your Tutor –

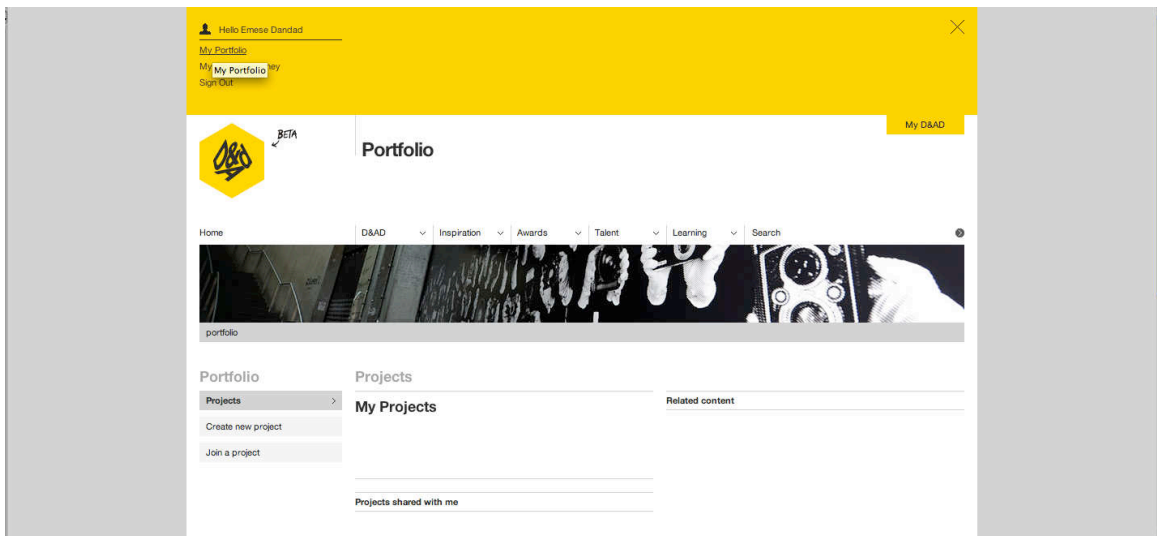
You can request your tutor to arrange payment for your entry. They do not have to accept this request; in this case a member of D&AD Staff will contact you to arrange an alternative method of payment. Payment will need to be resolved before the work can be judged.

Paying yourself –

- 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.
- **Before an entry can be seen payment for the entry must have been processed.**
- Once you have decided who will pay for the entry you need to return to <http://www.dandad.org/awards/student>.

2) **Creating a Project**

- 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.

Portfolio

- Projects
- Create new project
- Join a project

Projects

DANDADS SUPER SLICK DESIGN PIECE

Add asset

Select asset type

Use the choices below to select the kind of asset you would like to upload. You can chose between image, video, audio or a website.

Image Video Audio Web

1. Upload asset & thumbnail

Select the asset you wish to upload using the file browser below. A thumbnail for this asset will automatically be created, and you can change the asset if you wish.

Change image

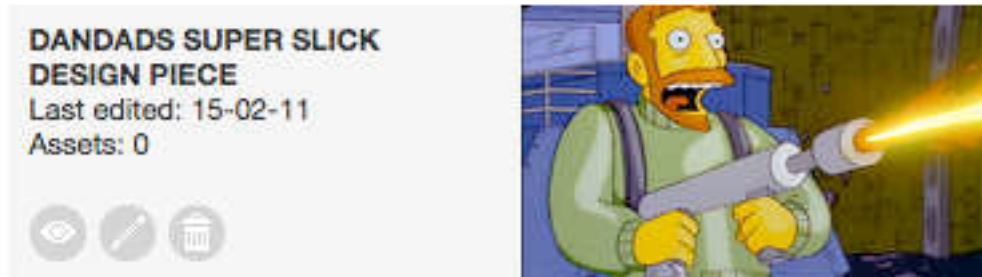
Project information

Creator: DAN DAD
Date Modified: 15/02/2011

Return to Projects

Submit Project

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

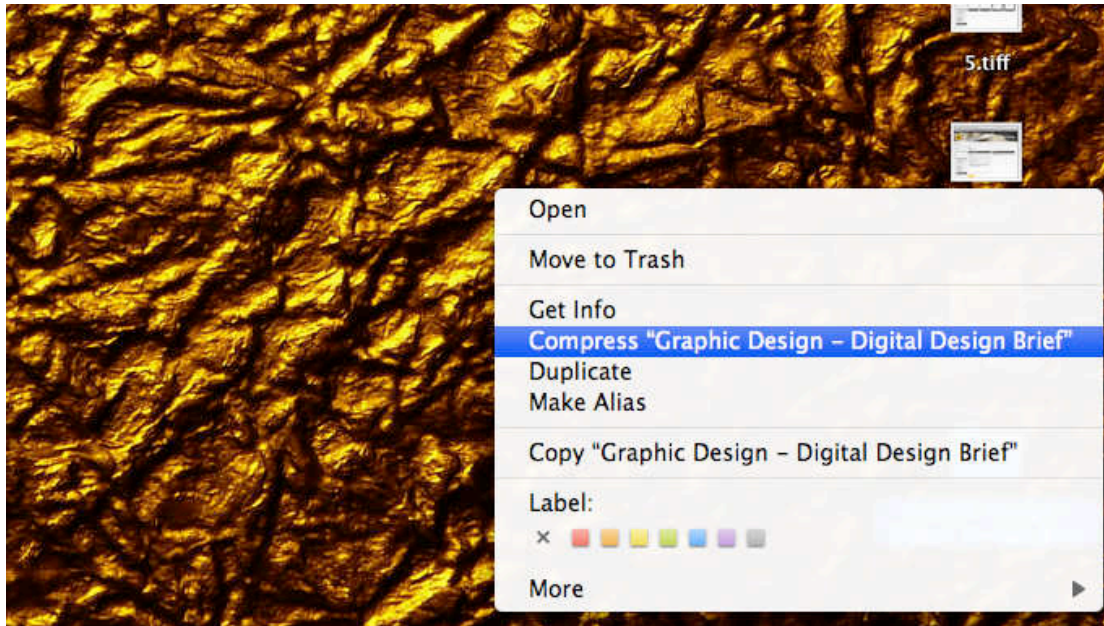


Projects shared with me

- 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.

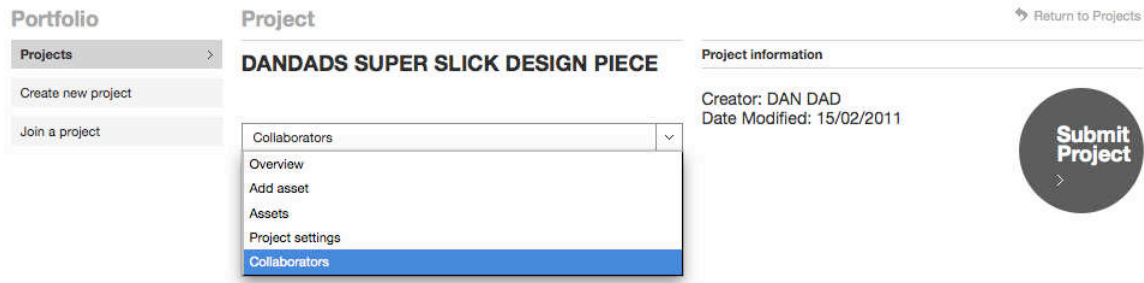
Inviting a Collaborator

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.

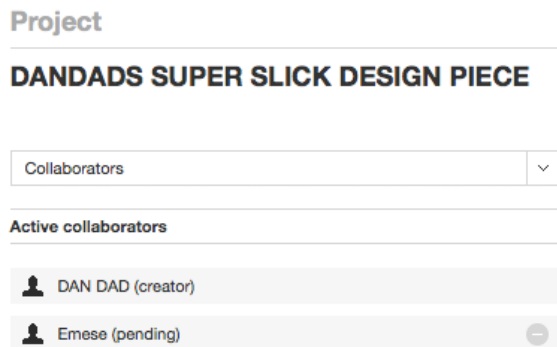
Credit will be given after the judging process to those intrinsic to the project.

- 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.**

- Downloaded a copy of the technical specifications and the rules;
- A tutor registered on the website.

Team entrants only –

- All members of a team submitting work registered on the website;
- Only one team member to co-ordinate and complete the entry.

 Click on the 'create new entry' button. To report a fault or error with an entry please email studentawards@dandad.org.

Your Entries

Category	Sponsor	Tutor	Team	Entry ID	Status
Advertising - Open Advertising 2	Oxfam	Andrew Eu	Emese Dandad,	04470	Pending / FILES ↓
Crafts - Illustration	Diesel	Andrew Eu	Emese Dandad,	04465	Pending / FILES ↓
Advertising - Digital Direct	E.ON	Andrew Eu	Emese Dandad,	04501	Pending / FILES ^
Advertising - Copywriting	D&AD	Andrew Eu	Emese Dandad,	04496	Pending / FILES ↓

Entries that you're a member of

Category	Sponsor	Tutor	Team	Entry ID	Status
You currently have no entries listed with you as a team member					

[Create new entry](#)

D&AD
 9 Graphite Square
 Vauxhall Walk
 London
 SE11 5EE

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- 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