Guidelines for Submitting Entries

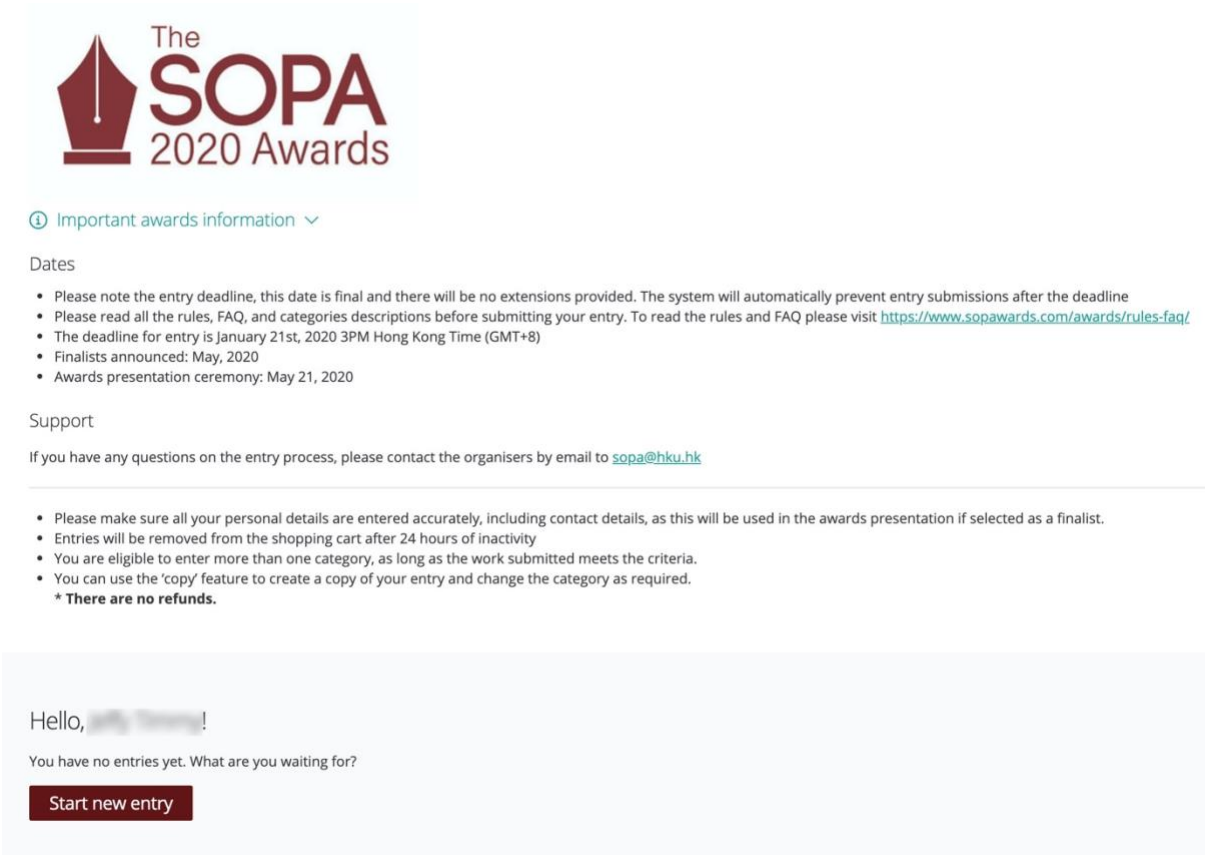
Go to the SOPA Awards Submission site (http://sopawards.awardsplatform.com)

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.

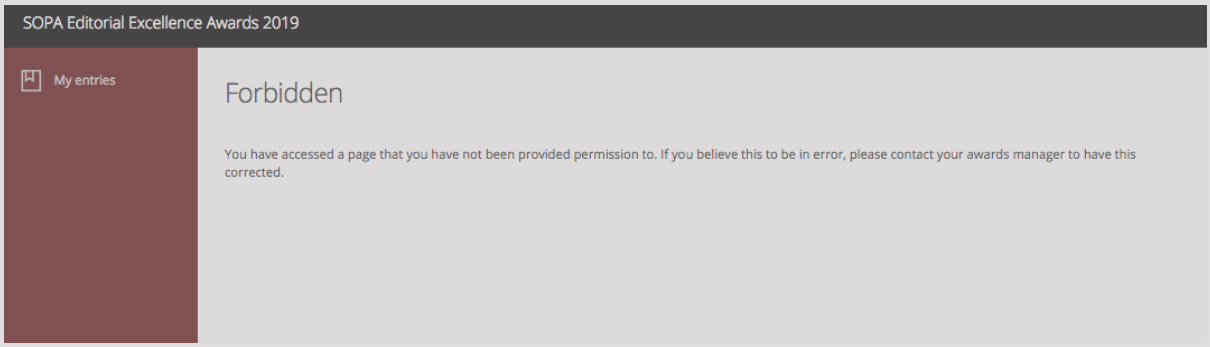
This year, we are once again using Award Force's awards system as our award management software. Once you have registered, the contact person will receive an email that will provide the login username and password.

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 located towards the bottom of the screen.



Should your landing page look like this, simply click on ‘My Entries’ on the left hand side:



This should take you to the home page per above.

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.

Publication titles have been pre-populated in the drop down menu. Select the relevant publication.

If your desired publication is not listed in the drop-down menu, leave this section blank. Proceed to the next field and enter the name of your entry publication in the field below the drop-down menu.

Remember to enter the date of publication.

My entries → Start entry

All questions must be answered, unless marked optional.

Start here | Nomination Letter | Attachments

About Groups

Global (English-language)
Publications with original news coverage of an international nature and marketed to a world-wide audience. Some examples include: *The New York Times, CNN International, The Guardian, Financial Times, Bloomberg.*

Regional/Local (English-langauge)
Publications that are regional or local in both audience and news coverage. Some examples include: *The Australian, Rappler, Nikkei Asian Review, Hong Kong Free Press.*

Chinese-language
Publications in Chinese that are local, regional or global in focus.

SOPA Award for Public Service Journalism
There will only be one SOPA Award for Public Service Journalism given out across all three groups.

Group

Category

-

Entry name

Name of Publication

Begin typing in the box to search for your publication, or scroll down to find it through the drop-down menu.

Name of Publication - If not listed above (optional)

If your publication is not listed, please fill in the name in the box to the left.

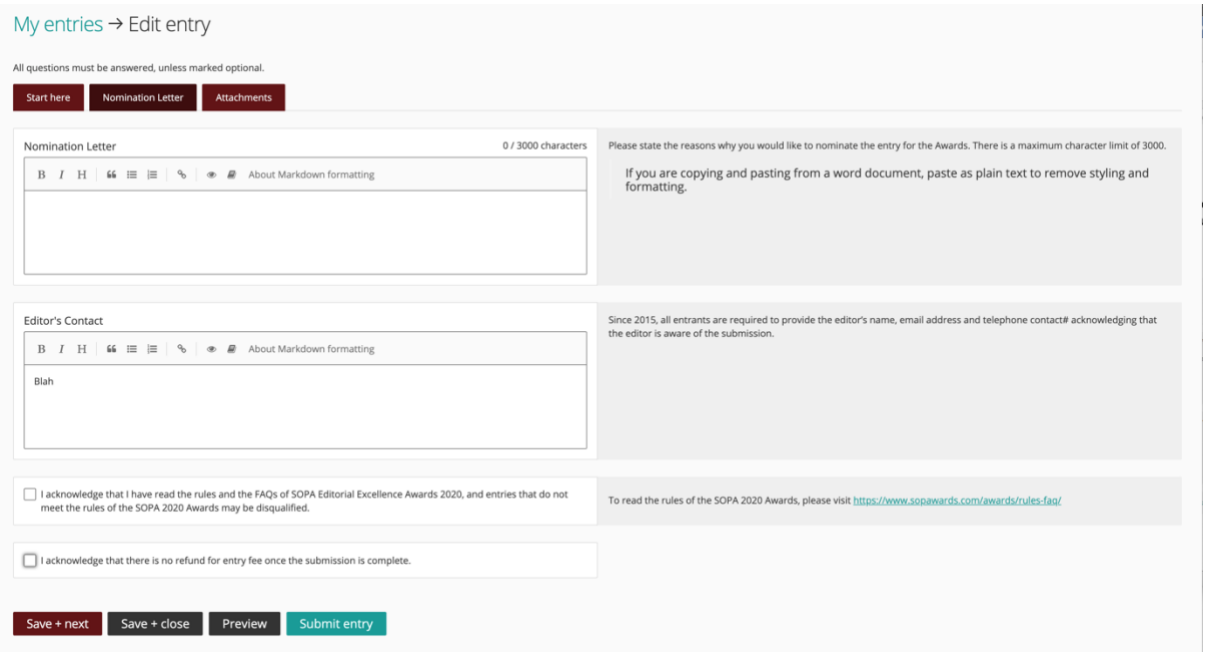
The media organization, ie: The New York Times, The New York Times Chinese, Mingpao, Ming Pao Weekly

Note: Each publication is allowed a maximum of two entries per category, except in SOPA Award for Public Service Journalism and Excellence in Magazine Design.

*For submissions in the Chinese group, please submit name of publication in Chinese and English

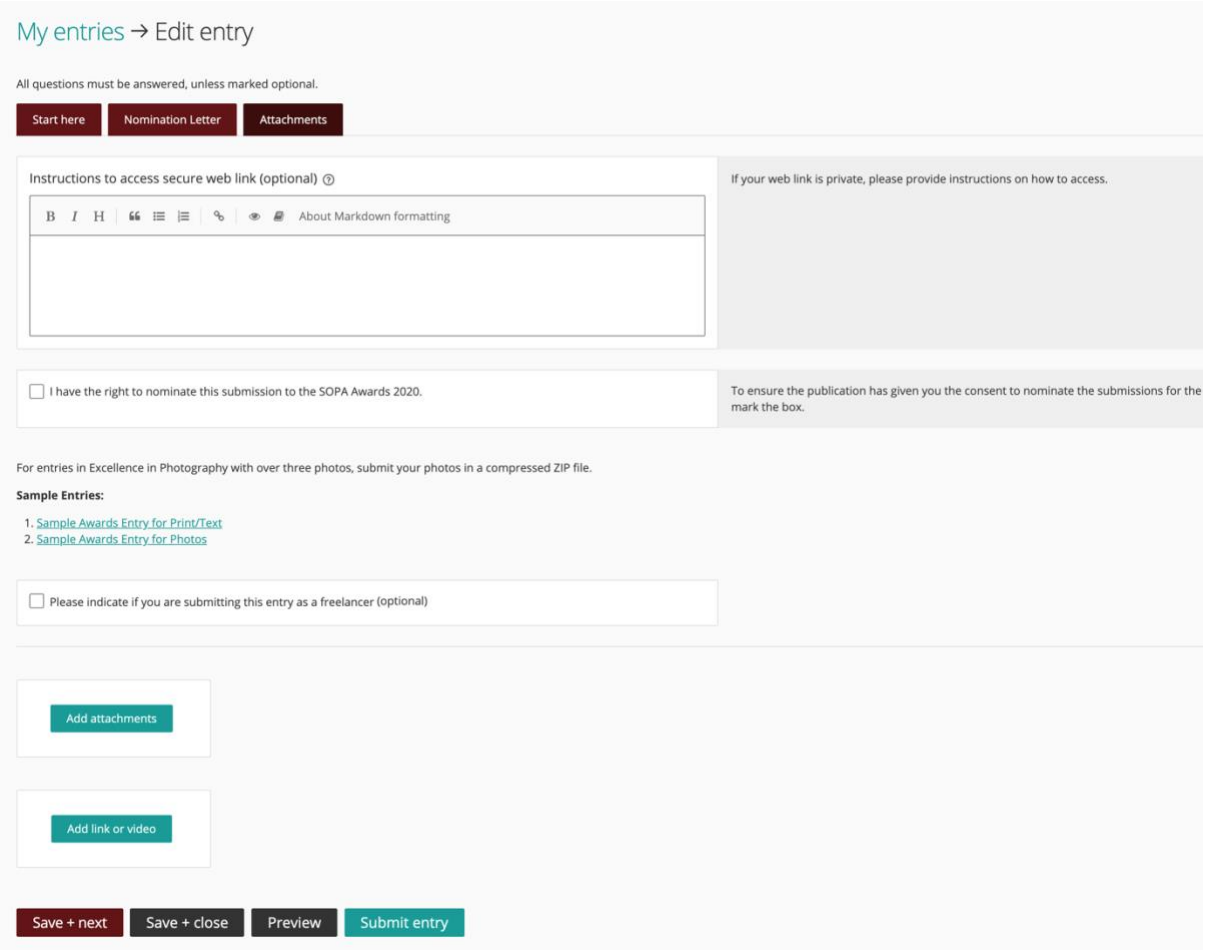
Step 2: Nomination Letter

The next step brings you to the “Nomination Letter” 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.



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.



It is important to ensure that the submitted URL is valid. Any invalid URL, username and/or password will automatically disqualify your entry.
Entry fees will not be refunded for any disqualified entries.

Step 4: Submit Entry
Once you are finished click “Submit Entry” blue button at the bottom of the page.

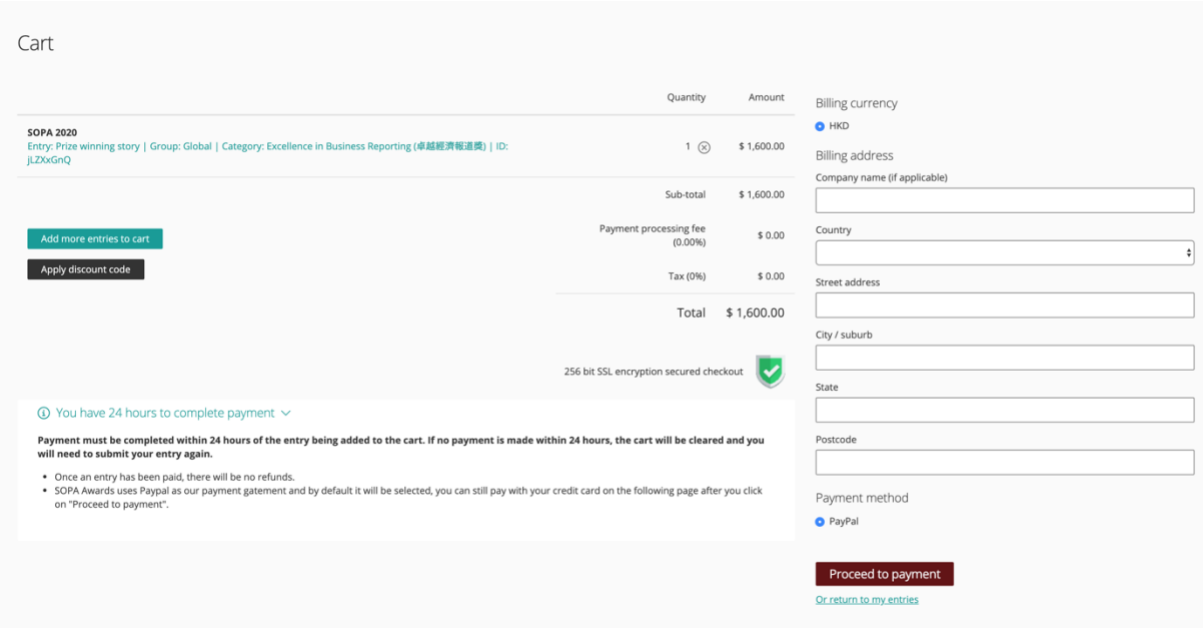
You will then be taken to the payment window. You can pay for multiple entries at once.

For SOPA membership discount code, please request via email to mail@sopasia.com.

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.

Step 5: Payment
An entry is not submitted until payment is made.

You may choose to make a single payment for all entries at the end or pay for each entry separately. **Please note that payment must be completed within 24 hours after adding an entry to the cart**.

Credit Card payments will be processed through the Paypal platform. You can use Paypal even if you do not have an account with Paypal.

Once entries have been paid for, they cannot be edited or deleted. On successful submission, the contact person of your publication will receive a confirmation email.