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 Entry".

My entries

My entries → Entry form → Start entry

All questions must be answered, unless marked optional.

| Start here | Nomination Form | Attachments |

ⓘ About Groups & Special Categories ∨

Global (English-language)
Publications with original news coverage of an international nature and marketed to a world-wide audience. Some examples include: *The New Yc 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, Hong Kong Free Pre*

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

Bahasa Indonesia
Publications in Bahasa Indonesia 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.

SOPA Award for Young Journalists
There will only be two SOPA Awards for Young Journalists, one in English (across Global and Regional/Local groups) and one in Chinese.

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

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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.

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. Do note the **maximum character limits**. Here you will also provide your editor's contact information.

My entries → Start entry

All questions must be answered, unless marked optional.

| Start here | Nomination Form | Attachments |

Nomination Letter   0 / 3000 characters

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The nomination letter must explain why the entry deserves consideration for the category of award entered, the publication's editorial objectives and how the entry helped fulfill those objectives. It may also provide additional information about the entry to assist the judges in placing the entry in context. In the case of entries with multiple articles or photographs, it must explain the unifying theme of coverage the articles or photographs collectively address. Entries will be judged against how well they fulfill the objectives described in the nomination letter.

There is a maximum limit of 3000 characters.

Editor's Contact

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Please provide the name and contact details of the editor who assigned or supervised the work in the entry. By doing so, you acknowledge that the editor is aware of the submission.

Company name

☐ I have the right to nominate this submission to the SOPA Awards 2022. SOPA reserves the right to publish the entries. Accordingly, by ticking this box you grant SOPA a non-exclusive, irrevocable, worldwide, and royalty free license to use, reproduce, distribute, and display your entry in connection with the SOPA Awards. You further agree to release and hold harmless SOPA and its officers, directors, and employees from and against any claim or cause of action arising out of your participation in the Award.

Please confirm that you are authorized to submit this entry on behalf of the publication listed in the entry form.

☐ I acknowledge that I have read the rules and the FAQs of SOPA Editorial Excellence Awards 2022, and understand entries that do not meet the rules of the SOPA 2022 Awards may be disqualified.

To read the rules of the SOPA 2022 Awards, please visit https://www.sopawards.com/awards/rules-faq/

☐ I acknowledge that there is no refund for entry fee once the submission is complete.

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.

SOPA Members only

For SOPA membership discount code, please request via email to mail@sopasia.com latest by DAY MONTH, 2022.

Any requests on the last day of the submission may not make it on time
Reminder: *deadline DAY MONTH 2022, 3pm HKG time (GMT+8)*

Cart

	Quantity	Amount
SOPA 2022 Entry: TK TK | Group: Global | Category: Excellence in Audio Reporting (卓越音频报道奖) | ID: jyKprYYv	1 ⊗	$ 1,700.00
Sub-total		$ 1,700.00
Payment processing fee (0.00%)		$ 0.00
Tax (0%)		$ 0.00
Total		$ 1,700.00

Add more entries to cart

Apply discount code

256 bit SSL encryption secured checkout

✎ ⓘ You have 24 hours to complete payment ⌄

Payment must be completed within 24 hours of the entry being added to the cart. If no payment is made within 24 hours, the cart will be cleared and you will need to submit your entry again.

- Once an entry has been paid, there will be no refunds.
- SOPA Awards uses Paypal as our payment gatement and by default it will be selected, you can still pay with your credit card on the following page after you click on "Proceed to payment".

Billing currency
◉ HKD

Billing address
Company name (if applicable)

Country

Address

City / suburb

State

Postcode

Payment method
◉ PayPal

Proceed to payment

Or return to my entries

Need help?