The SOPA Awards

GUIDELINES & TIPS FOR SUBMITTING ENTRIES

The Society of Publishers in Asia
SOPA Awards for Editorial Excellence

THE SOCIETY OF PUBLISHERS IN ASIA EST. 1982

GUIDELINES FOR SUBMISSION

Go to the SOPA Awards submission site: sopawards.awardsplatform.com

Before submitting entries for the Awards, you must “Register” an account (if you don't have one) to register your publication and the contact person for your publication’s entries, or “Log in” if you already have an account.

Make sure you have read all the “Important Awards Information”, Rules, FAQ, and category descriptions before submitting your entry.

Please note SOPA only accepts payment via PayPal (credit card payments will be processed through the PayPal gateway).

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.

GUIDELINES FOR SUBMISSION

Log in with the email address you used to register, then click “Continue”.



GUIDELINES FOR SUBMISSION

- **Make sure you have carefully read the "Important Awards Information", Rules, FAQ, and category descriptions before submitting your entry.**



GUIDELINES FOR SUBMISSION | Step 1: Create a New Entry

- You will then be taken to the “Start here” tab where you will need to submit basic information about your entry, such as the group, category / categories of awards you wish to enter, and entry name (i.e. the title of the entry).

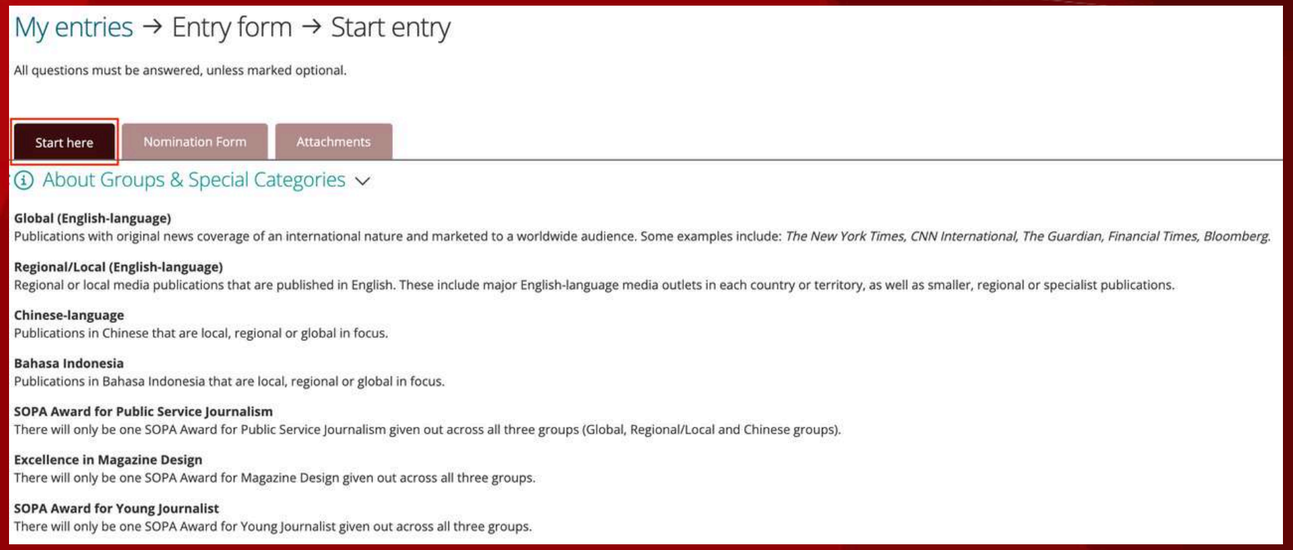
- Publication titles have been pre-populated in the drop-down menu. Select the relevant publication.

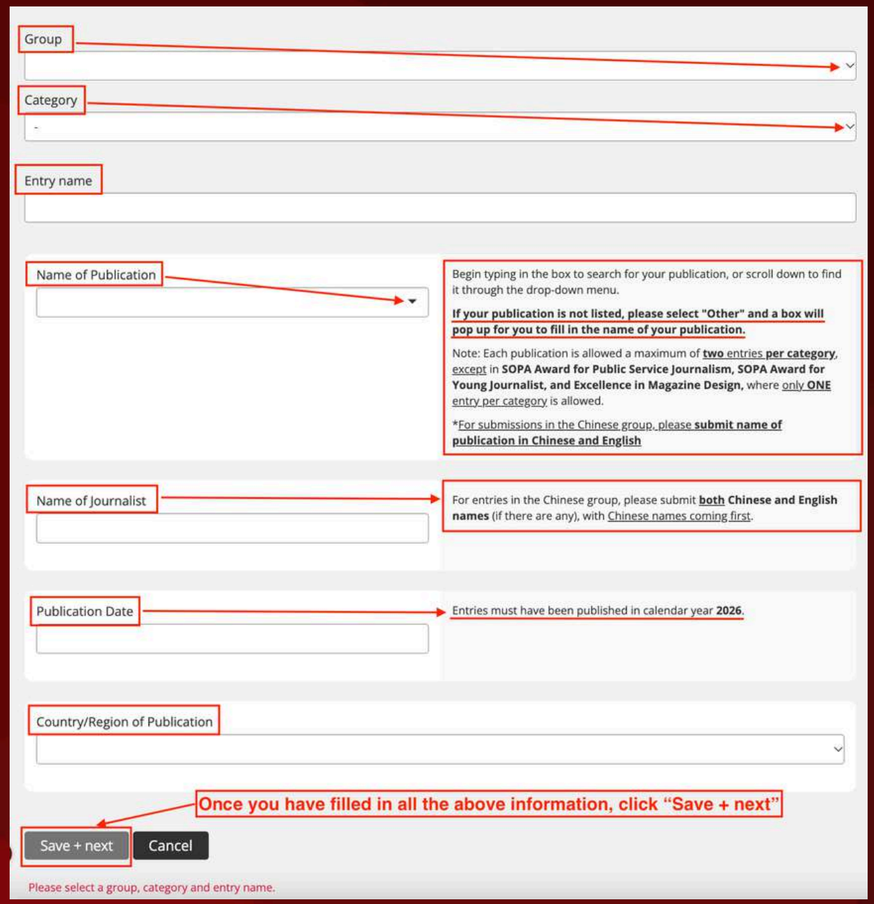
- If your publication is not listed in the drop-down menu, select “Other” and a pop-up box will appear. Proceed to enter the name of your publication for the entry there.

- Remember to enter the date of publication. (please note that that entries must have been published in the calendar year 2026).

GUIDELINES FOR SUBMISSION | Step 1: Create a New Entry

Click “Start here” to start the submission process. Fill in the details of the Group, Category, Entry Name, Name of Publication you are affiliated with, Name of the Journalist, Publication Date and Country/Region of Publication. Then click “Save + next” to move to next stage.



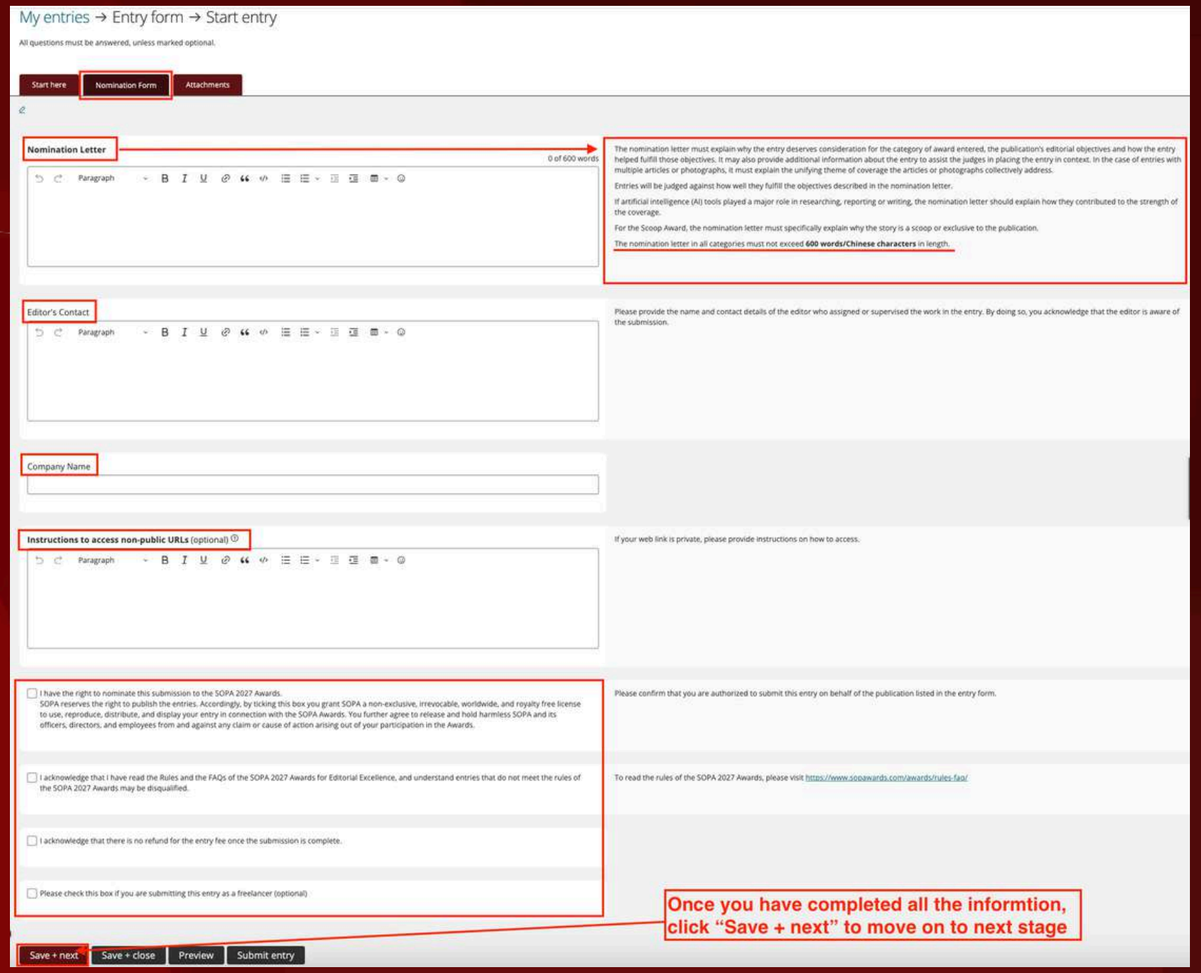


GUIDELINES FOR SUBMISSION | Step 2: Nomination Form

- The next step brings you to the “Nomination Form” tab where you will state the reasons why you would like to nominate the entry for the Awards in the “Nomination Letter” box. Do note the maximum word / Chinese character limits.

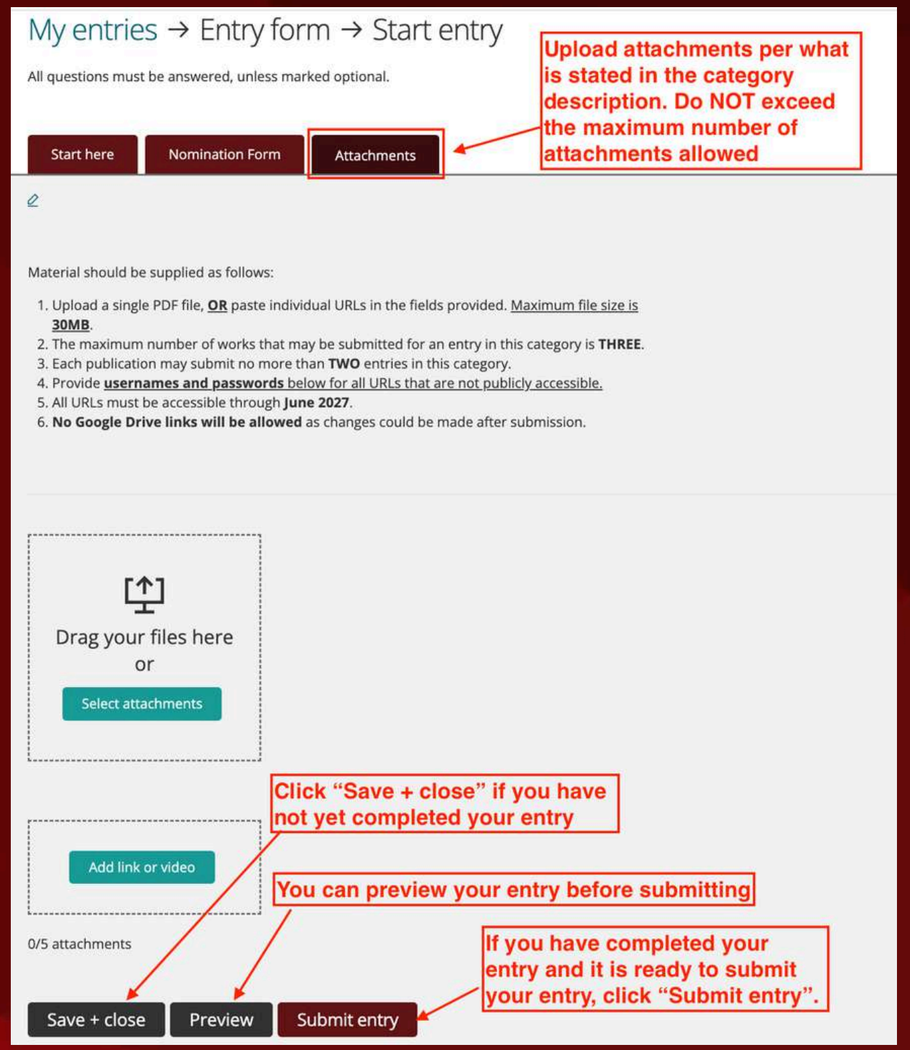
- Here you will also provide your editor’s contact information. Click “Save + next” to move to next stage.

- If you submit a URL that is behind a paywall, you must provide username and password in the “Instructions to access non-public URLs” box.



GUIDELINES FOR SUBMISSION | Step 3: Entry Uploads

- Next you will arrive at the “Attachments” tab. Here, you may upload files and/or URLs 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 (ie behind a paywall).
- 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.



GUIDELINES FOR SUBMISSION | Step 4: Submit Entry

- Once you have completed everything, click “Submit Entry” button at the bottom of the page to submit your entry.

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

- Before completing payment, SOPA Members can request their member discount code by sending an email to mail@sopasia.com. The code should then be entered in the “Apply discount code” box.

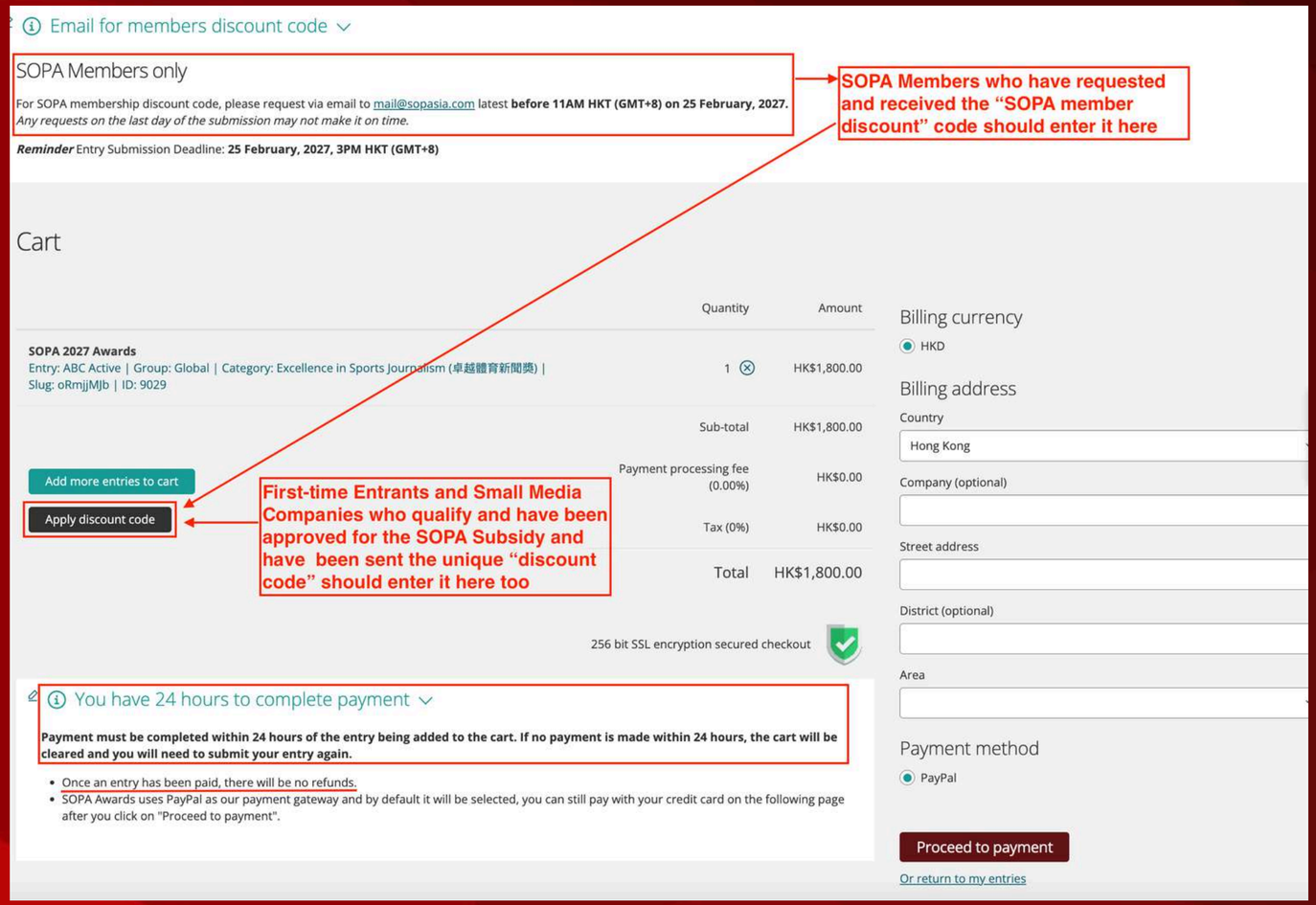
GUIDELINES FOR SUBMISSION | Step 4: Submit Entry

- **Eligible first-time entrants AND small media companies** who wish to apply for the SOPA Subsidy should send an email to **sopawards@sopasia.com** with the entry's unique reference code to check if their publication qualifies. Please DO NOT PAY until you hear from us. **Publications which qualify will be sent a discount code,** which should be entered in the "Apply discount code" box on the payment window.

- All entries are saved automatically when you click on "Save + close" 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.

GUIDELINES FOR SUBMISSION | Step 5: Payment

- **An entry is not considered “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.**



GUIDELINES FOR SUBMISSION | Step 5: Payment

- **Credit Card payments will be processed through the PayPal gateway. You can use PayPal even if you do not have an account with PayPal.**

- **Once entries have been submitted and paid for, there will be NO refund. On successful submission, the contact person of your publication will receive a confirmation email. Entrants may return to their entry to make any changes themselves (up UNTIL the entry deadline) by visiting https://sopawards.awardsplatform.com.**

