

## **HELP DOCUMENT**

*Compatible with IE – version 11 and above, Firefox and Chrome latest versions*

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## Disclaimer

To Submit the Application, kindly use one of the following Browser:

1. Internet Explorer – Version 11 and above.
2. Firefox – latest version
3. Chrome – latest version

Application accepted from **18<sup>th</sup> Jul 2019 – 23<sup>rd</sup> August 2019 (midnight – IST)**

One application per member per category is allowed. Except for the OPPI Healthcare Communications Award category in which a maximum of two applications per member is allowed

Once submitted application cannot be changed or viewed.

The applications will remain with OPPI till the completion of the judging and will be used only for judging the entries to the OPPI Annual Awards 2019.

They will be shared only to the relevant jury of the specific category.

Applicants will not receive a copy of the submitted entries.

The results of the Jury are final and binding. OPPI will not entertain any responses to the applicants on the reasons for selection/non-selection of their respective entries.

*Kindly go through the below document for assistance in submitting the Application.*

*In case of any further queries kindly email:*

*[clara.rodricks@indiaoppi.com](mailto:clara.rodricks@indiaoppi.com) & [admin@indiaoppi.com](mailto:admin@indiaoppi.com)*

## Register, Login and Forgot Password:

For submitting the application candidate will need to first register their login credentials (email id, password, other details) by clicking on the registration tab on the landing page.

### Register Process- Registration Tab:

1. Click on Register
2. To continue kindly fill:

Fields		Type	
Representative Name	First Name	Mandatory	
	Middle Name	Non-Mandatory	
	Last Name	Mandatory	
Email id	Official email id	Mandatory	
Phone	With Std code (eg 02224918123)	Mandatory	
Mobile	10 digit Mobile number	Mandatory	
Organisation Name	Select from drop down	Mandatory	
Password	Enter a Password which will be used for Login	Mandatory	

Select Register to submit the form. An email will be sent to the registered email id with an activation link.

Open the email and select the Link to activate the account.

## Login Process:

You can register and later visit the site to complete the process. In order to do this, you will need to login using the registered email id and password entered while registering for the first time.

1. Click on the Login link on the top right of the banner.

2.To continue kindly fill:

Fields	Type
Email Id – Entered while Registering	Mandatory
Password - Entered while Registering	Mandatory

4. Click on ‘Login’ to proceed to application submission

## Forgot Password:

In case you forget your password that was entered during Registration:

1. Kindly click on forgot password present under the login link

2. Kindly enter your registered email id.

3. A link will be sent to your registered email id.

4. On clicking on the link you will be redirected to reset password page to enter you new password.

5. After entering the password select submit. You will be redirected to home page.

6. You can login with registered email id and new password.

## Application Submission Process:

Post Log In you will be redirected to the below page

There are 2 sections which are visible in the form:

1. Nomination Form
2. My Submissions

### Section 1. Nomination Form:

All data entered during registration will be by default filled in the Applicant Detail Section.

1. You will need to include a brief description of the work in not more than 600 words
2. To upload entry, you will need to choose the file and click on upload
3. The file needs to be a PDF extension, not more than 5 MB

To check the parameters:

1. Select the file you want to upload
2. Right click on the same
3. Click on upload
4. Kindly check the parameters marked in Red. If parameters do not meet kindly edit and save the file to make it compatible for upload.
5. Kindly click on Save to save the entries. The saved entries can be edited till August 23 (till closure of entries)

*Note: If you do not click on Save and logout the system the data entered will be lost.*

*You will need to fill all mandatory fields to submit the form.*

*Hence after entering the details in a section, to save the details kindly click on Save in the section.*

## Section 2. My Submissions:

1. The saved entries can be edited till August 23 (till closure of entries)
2. To view your Saved nominations and edit it, you can click on the edit icon
3. To deleted the Saved nomination, one can click on the delete icon
4. No submission can be made after midnight hours of August 23 (Indian Standard Time)
5. Once all details are verified and confirmed, click Submit.
6. You will be redirected to the My Submissions page.
7. You will receive a Thank you email on the registered email id.

*Note: Once submitted, you cannot make any change and you will not be able to view your application. If you Login from the Home page you will receive a message that will indicate that you have already submitted the application.*