

# OPPI ANNUAL AWARDS 2024

## Disclaimer

- 1) To Register and Submit the Application, kindly use one of the following Browser:
  - Newer versions of IE
  - Mozilla Firefox – latest version
  - Google Chrome – latest version
- 2) One application per member per category is allowed.
- 3) Once submitted application cannot be changed or viewed.
- 4) Applicants will not receive a copy of the submitted entries.
- 5) Post the cutoff date, the applications will be shared with the distinguished panel of jury members for evaluation. 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)*

## Registration Process

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

3. After filling the above details click **REGISTER** to complete the registration process.
4. Thank you, message will appear on the screen. Click **OK**
5. Click on the **LOGIN** button. Enter email id and password and press **LOGIN**.

**(To continue with your application/nomination follow the login process given below)**

## Login and Forgot Password

### **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

3. 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) Upload Document
- 3) To upload entry, you will need to choose the file and click on upload document  
(Only a PDF file and 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 closure of entries as per the timelines

### **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 closure of entries as per the timelines
- 2) To view your Saved nominations and edit it, you can click on the edit icon
- 3) To delete the Saved nomination, one can click on the delete icon
- 4) No submission can be made after closure of submission timelines.

- 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.*