



# Australian Tourism Awards

## AWARDS ONLINE PORTAL

## USER GUIDE



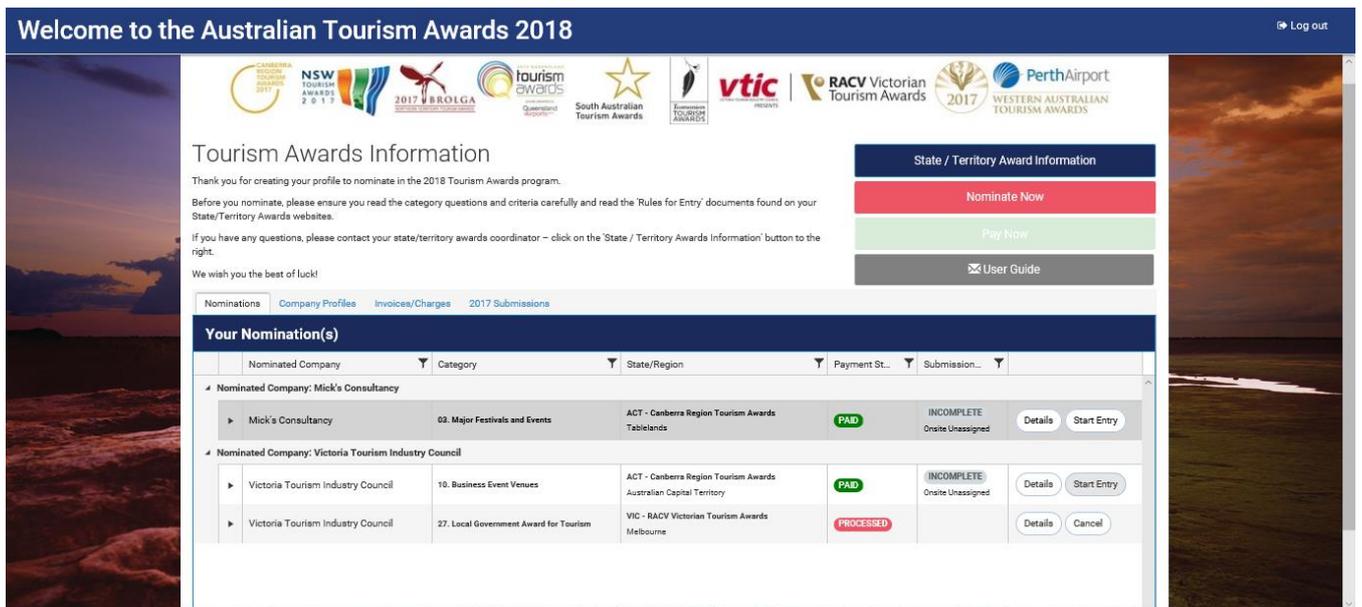
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# 1. YOUR NOMINATION AND DETAILS

After the initial registration page, when you login you will see the home page listing all nominations, invoices and listed organisations.

There are 4 tabs with information: **Nominations; Company Profile; Invoices/Charges** and **2017 Submissions**.



## Make a new nomination

To start a new nomination, click on the “Nominate Now” button. This will bring up a wizard that will take you through the initial nomination and payment process.

## Nominations

The Nomination tab lists the nomination entries associated with this username. To commence the Entry they must have been marked as Paid and have a Submit Entry button showing. Click on Submit Entry to begin.

In the event that no payment was necessary the initial status will be PROCESSED. Once the nomination has been approved by the program manager it will change to APPROVED and the START ENTRY button will become available. You will receive an email to notify you.

APPROVED	Details	Submit Entry
PAID	Details	Submit Entry
PROCESSED	Details	Approve Cancel
UNPAID	Details	Pay Cancel

The Details button on the right will let you see the details of your nomination and update the nomination details.

**Review a Nomination**

**ACT - Canberra Region Tourism Awards**

**Nomination Details**

Organisation Name: Mick's Consultancy  
 State: ACT - Canberra Region Tourism Awards  
 Regions: Tablelands  
 Employee Count: 0 to 10 employees  
 Category: 03. Major Festivals and Events  
 Cost: \$

Name of Product/Event (this product/event name will be displayed on screen, in the printed awards program, on certificates and trophies etc).  
 Tablelands Butter Festival

Please enter a description of the product/event being entered to demonstrate your eligibility for entry into the chosen category (please limit to 100 words).  
 Please enter product/event submission description

Cancel Next

### Company Profile

Only applicable if you plan to nominate multiple organisations under the same account. Company Profile lists the organisations that are associated with your username.

Nominations | Company Profiles | Invoices/Charges | 2017 Submissions

Nominate Another Organisation (+)  
 Applicable for consultants nominating on behalf of multiple entrants, please create separate business profiles for each entrant here so you can access all their entries from your login.

Name	Contact	Email	Phone	Suburb	PostCode	
Mick's Consultancy	Mick Hamilton	MHamilton@micksconsulting.com.au	2170101		3011	Details
Victoria Tourism Industry Council	Mick Hamilton	theseventhstranger@hotmail.com				Details

The Details button will let you review and update the registration details.

**Organisation Details**

Overview | Address | Social Media | Owner/Director

**Business Details**

Trading Name: Mick's Consultancy  
 ABN: Enter the ABN ...  
 Email: MHamilton@micksconsulting.com.au  
 Phone: 2170101

**Contact Details**

First Name: Mick  
 Last Name: Hamilton  
 Position: Consultant  
 Second Contact: Enter the second contact ...  
 Second Email: Enter the second email ...

Cancel Save Organisation

## Invoices/Charges

Invoices/Charges list the payment status and costs associated with each nomination. Click on the arrow on the left for details of the nomination.



#	State	Date	Total (incl. GS...)	Status
NSW00040126	NSW - NSW Tourism Awards	21/04/2017 03:20	\$308.00	Paid
NSW00041127	NSW - NSW Tourism Awards	21/04/2017 04:26	\$308.00	Paid
WA00003338	WA - Perth Airport WA Tourism Awards	18/04/2017 11:28	\$165.00	Pending Resend
WA00003734	WA - Perth Airport WA Tourism Awards	19/04/2017 12:48	\$165.00	Pending Resend

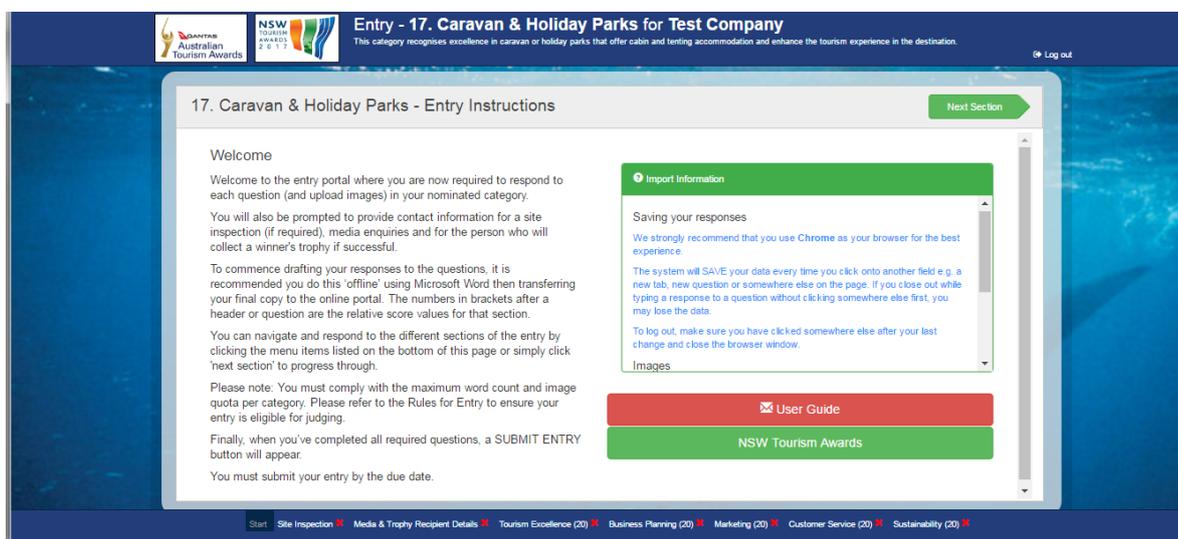
## 2017 Past submissions

You are able to view your 2017 submissions from the “2017 Submissions tab” in Word format only including an option to view the judge’s feedback.

Note: To access these, ensure you are using the SAME email as you used for 2017 submissions when logging into the system.

## 2. ENTERING DATA

When you have clicked on START ENTRY from your home page under the Nomination tab, you will find help and information on successfully completing your entry. Read the Rules and Regulations on your State/Territory website. The green Tourism Awards button will take you directly to the State/Territory awards page.

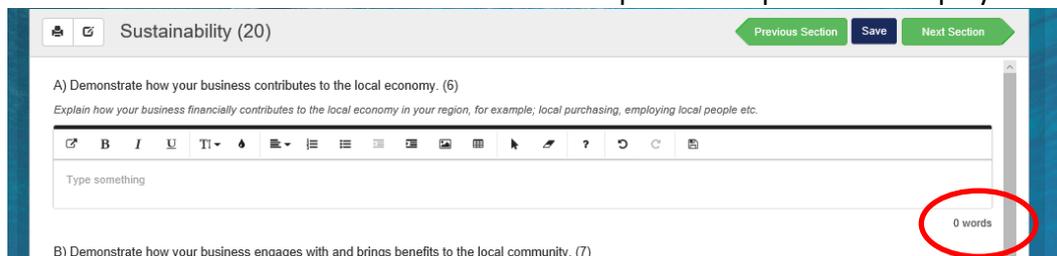


You can navigate and respond to the different sections of the entry by clicking the menu items listed on the bottom of this page or simply click 'next section' to progress through.

You can either set up the responses to questions in Word and then copy and paste into the relevant text boxes, or enter data directly into the text boxes. However, **past**ing content directly from other

**websites is not recommended.** There are various options for formatting the data and adding images and tables as explained further below.

You are required to stay within the overall total word count requirement for the entire entry. This includes words in tables. The number of words used for a particular question is displayed bottom right.



To see the overall word count for the entire entry, click the word count button (top left of page).

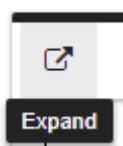


### 3. BASIC FUNCTIONS OF THE TEXT EDITOR

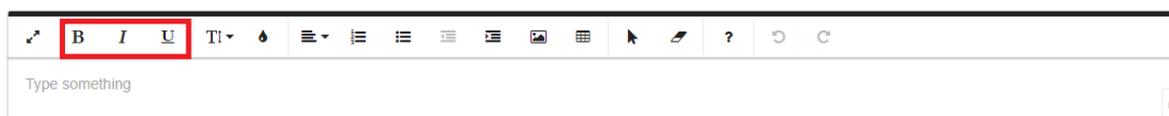
#### Introducing the toolbar



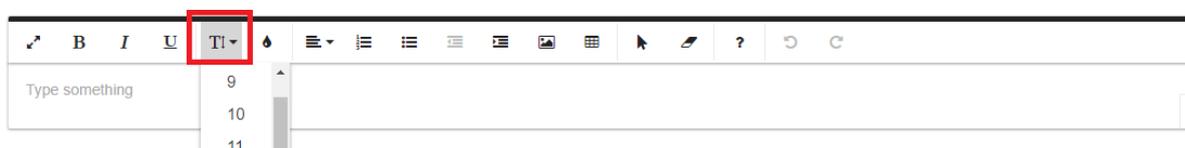
If you need to expand your working area when answering a question click on the “expand” (button on the left). The text box will grow as you type.



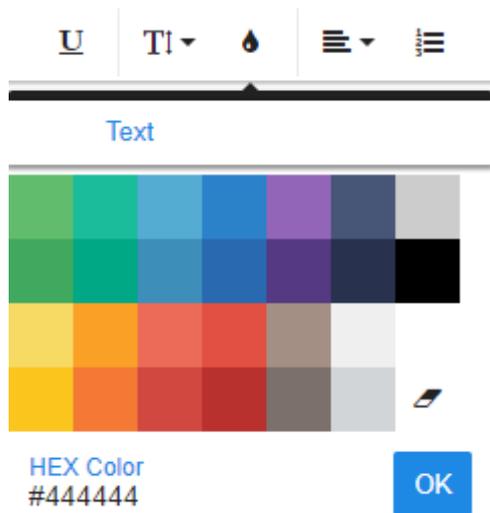
Standard formatting options: Bold, Italic, Underline.



Ability to change text size (you cannot change the font family).



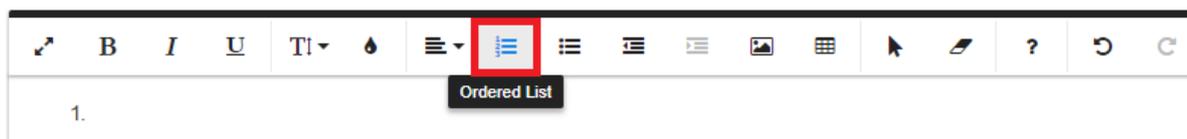
Change the text colour.



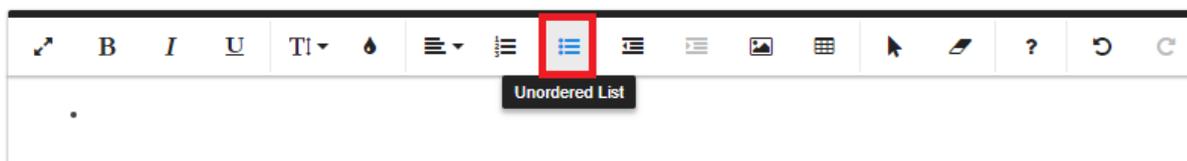
Change the paragraph alignment.



Create a numbered list



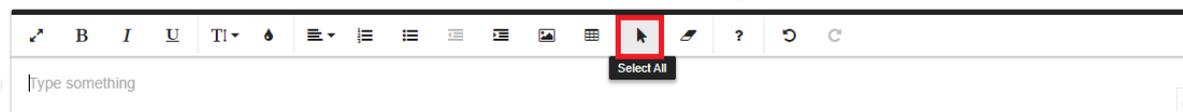
Create a bulleted list



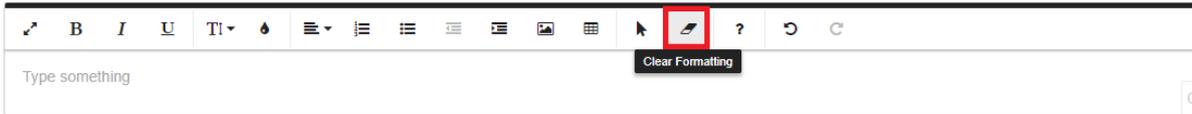
Increase / decrease paragraph indentation.



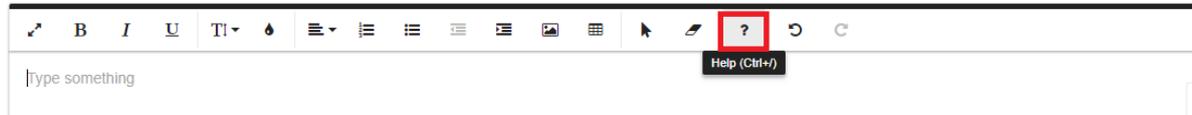
Select all contents of textbox (useful for apply formatting option across all text).



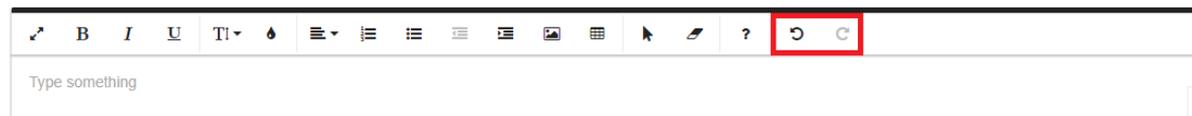
Remove all formatting from selected text.



Help: Pop-up explaining keyboard shortcuts for users who choose to use them.



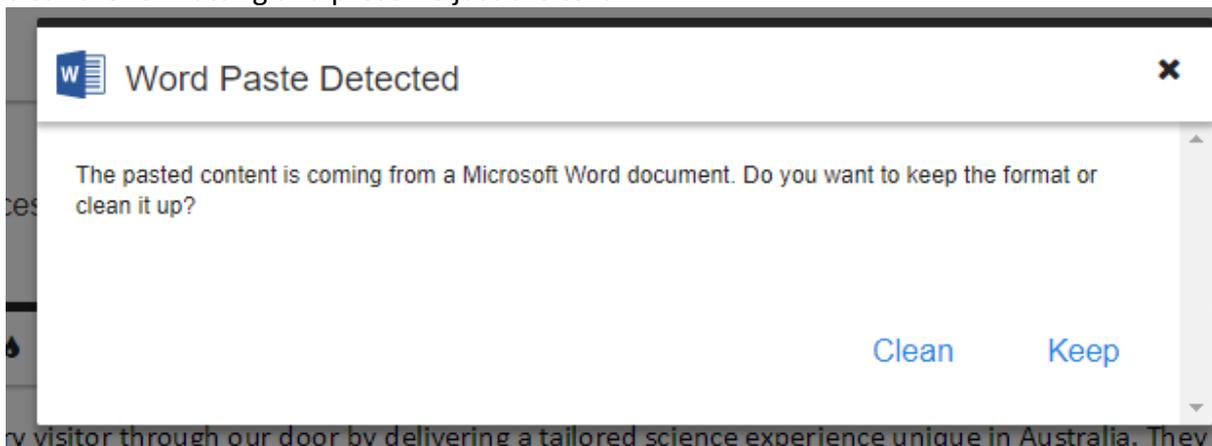
Undo and Redo



## Pasting

### *Copying from an Office Document*

When users copy from an office document (PC or Mac) a pop-up dialog will appear asking the user whether the user wants to keep the formatting as it existed in Word, or whether the user wants to clear the formatting and preserve just the text.



It is recommended that you select the “Keep” option.

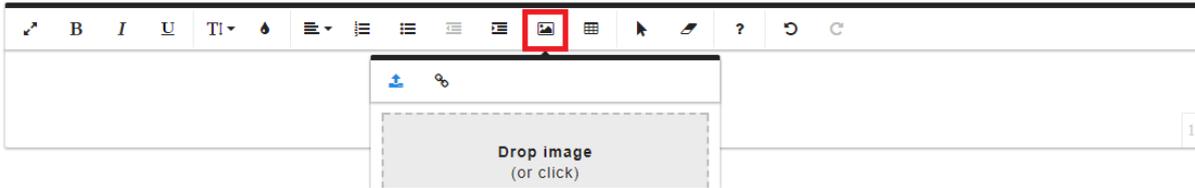
NOTE: if font type in the original office document is not Ariel, then this will automatically be converted to Ariel whether you select ‘Clean’ or ‘Keep’.

### *Copying from another source e.g. webpage*

**It is not recommended that you copy and paste from a website directly into the text editor – as the text editor might not be able to interpret the formatting. Websites also rely on external resources meaning images might not get pasted correctly.**

**If you copy a table from a web page there is a high chance that there will be formatting issues, especially if you try and add to the table.**

## 4. UPLOADING IMAGES

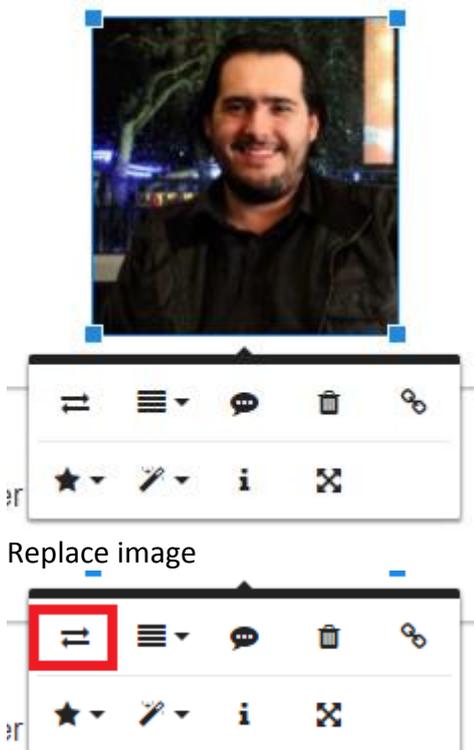


Clicking on the 'Image' button will bring up the image dialog. Images can be added by clicking inside the 'Drop Image' box which will bring up a dialog to browse to the image. Alternatively images can be dragged from anywhere to the image dialog box to add them.

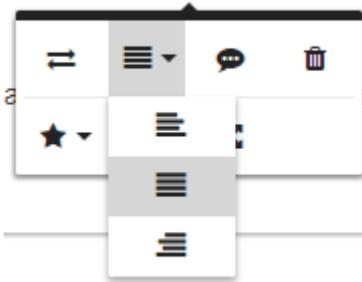
Notes:

- The system will attempt to resize the file size once uploaded but you can decrease upload time by resizing large images prior to upload. The system will block files larger than 10MB from being uploaded.
- .JPG and .PNG allowed
- You can also copy and paste images from Word.
- Pasting images from a web page may mean it is not there when you generate the report as it is linking to the webpage while online.

Clicking on an image will bring up the image options (this will appear at the top or bottom of the image).



Change image alignment.



Add image caption



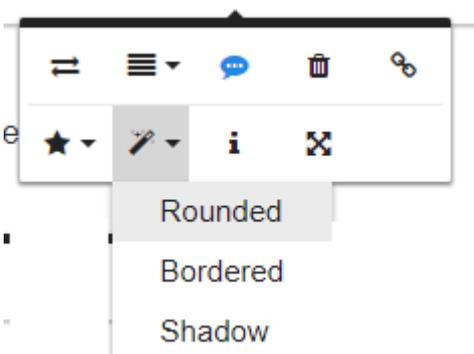
MY IMAGE CAPTION

Note: The first **SIX** words of the image caption will NOT be counted towards your overall word count.

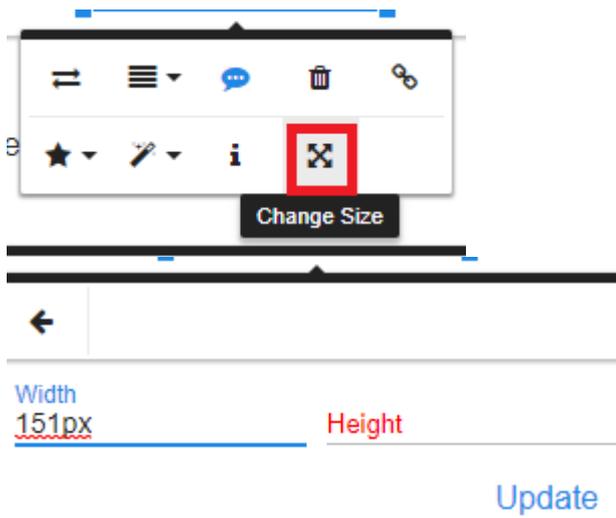
Remove image



Image styling options e.g. add border or round image corners



Change image size



Note that images can also be resized by simply clicking on them and expanding or shrinking dragging the highlighted corners.



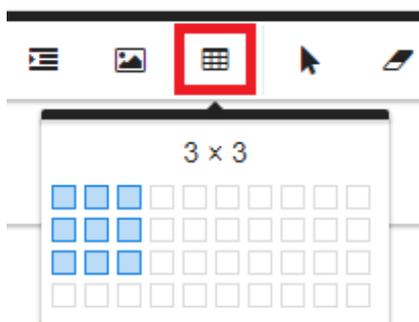
Keep in mind that your submission can contain a maximum of 25 images.

## 5. TABLES

Tables can be pasted from Word or Excel.

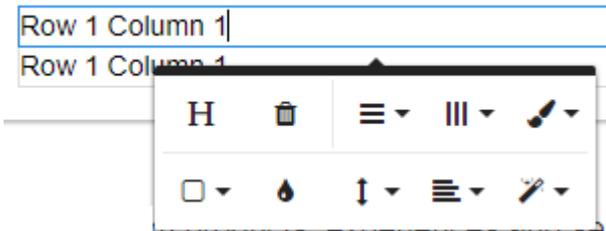
Note: Pasting from Excel does not work with certain versions of the Edge browser (e.g. V41).

Insert table



Row 1 Column 1	Row 1 Column 2	Row 1 Column 3
Row 1 Column 1	Row 2 Column 2	Row 2 Column 3

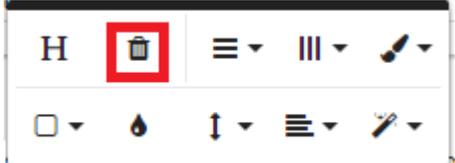
Clicking on a table will bring up the table options



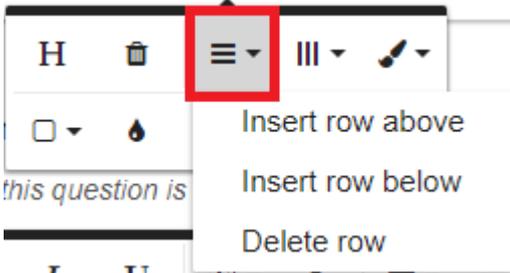
Add a table header (basically an extra row at the top of the table)



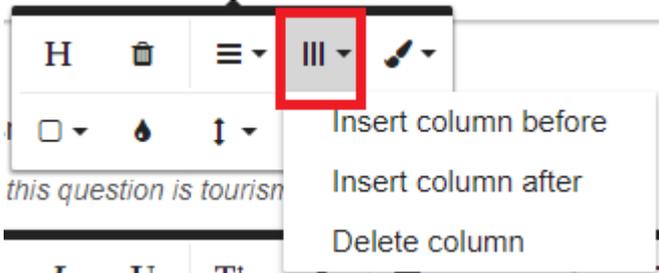
Delete a table



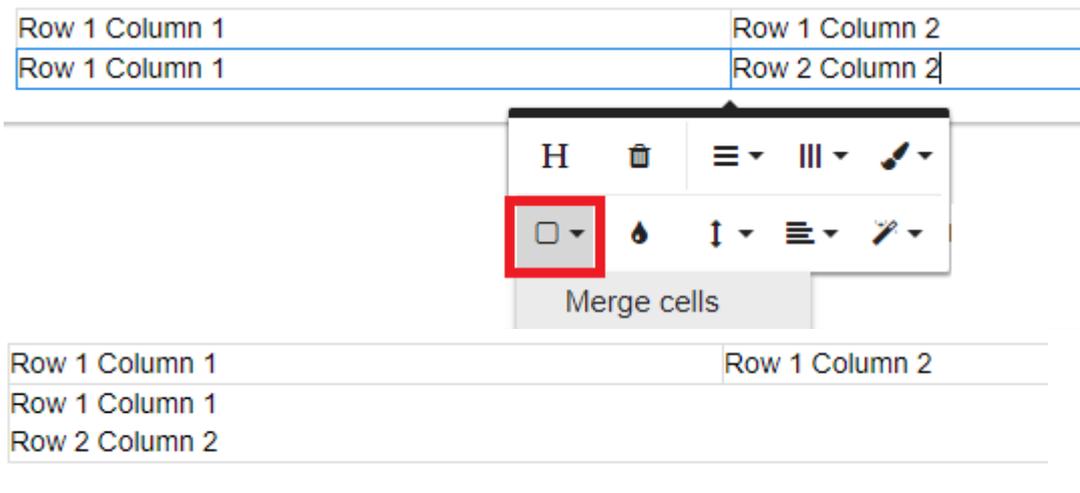
Row management



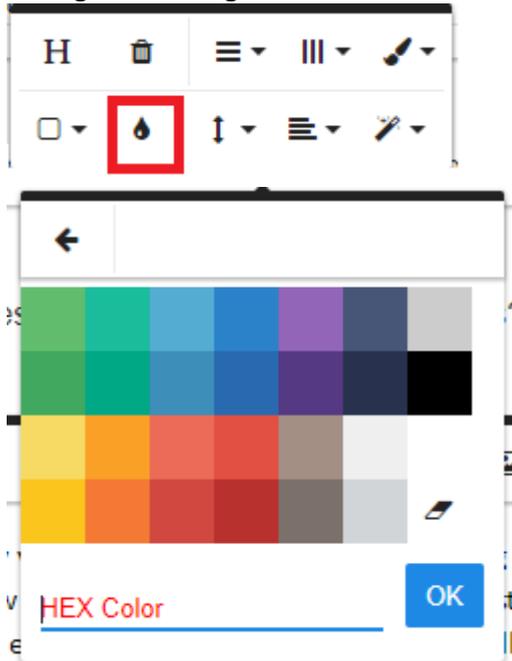
Column management



Merging cells: Select the cells you want to merge and select the merge cells option



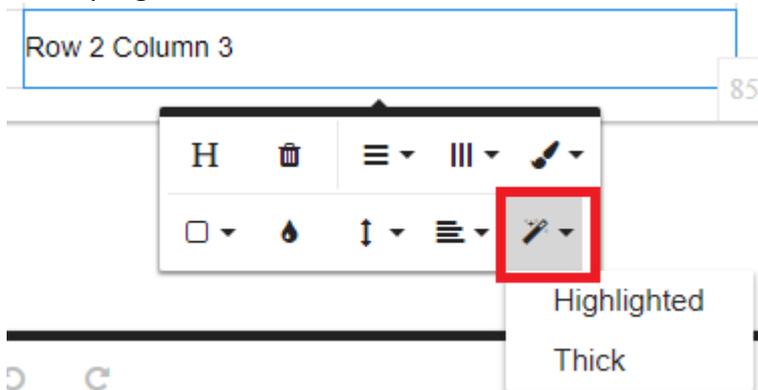
Change cell background



Vertical and Horizontal text alignment inside cell



Cell Styling



Highlighted highlights a cell with a red border.

Thick highlights a cell with a double border.

## 6. GENERATING A REPORT TO VIEW THE ENTIRE ENTRY

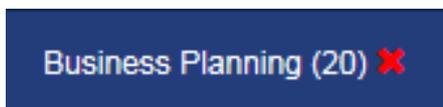
To generate a report to view the entire entry, click on Printer image – top left next to the Section name.



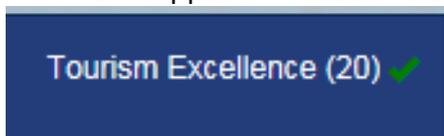
Please note that images and tables might appear differently in the report than online. It should be noted that the report is not used in the judging process.

## 7. REVIEWING AND SUBMITTING YOUR ENTRY

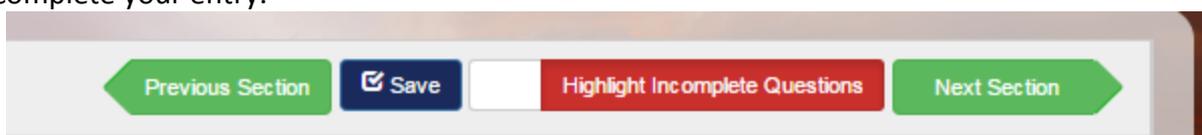
The tabs along the bottom navigation tab indicate what has been completed and what still need to be completed. A red cross indicates not all questions have a response.



When you have entered the required data into every question for a section, the red cross on the navigation tab will change to a green tick. When all sections have been completed a SUBMIT ENTRY button will appear.



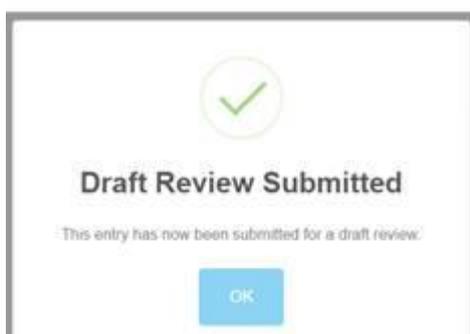
Your data is saved continuously whenever you click onto another field e.g. click onto another tab, question or somewhere else on the page, or click on the Save button. You can log in again at any time and complete your entry.



To log out, simply close your browser or click on the log out button - top right.

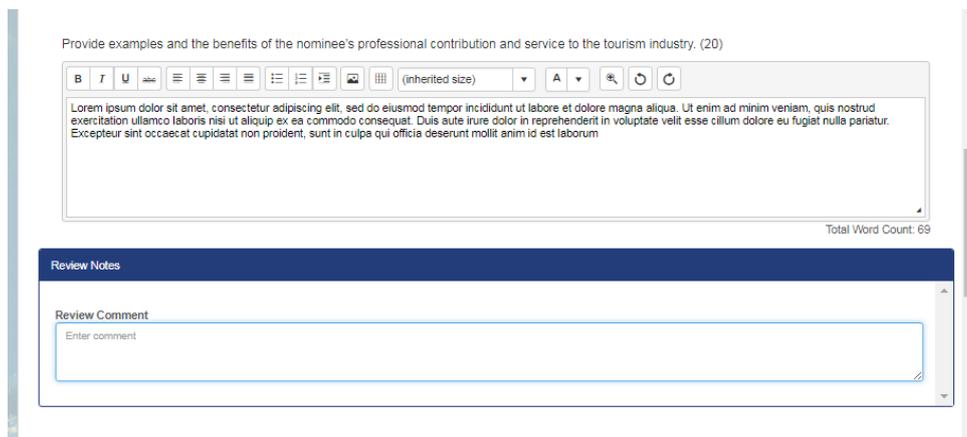
## 8. DRAFT REVIEW SUBMISSION

When all the Tabs are marked with a green tick, you can submit your entry or if you prefer, initially, Submit for Draft Review by the program managers. (This option is not available in Victoria) They will be alerted and review your draft and give you feedback if anything is missing, before you submit the Finalised Entry.



“Submit for Draft Review” does not submit the entry, but puts it in draft review mode.

You will be informed via email when your entry has been draft reviewed and you will be able to see the “review notes”.

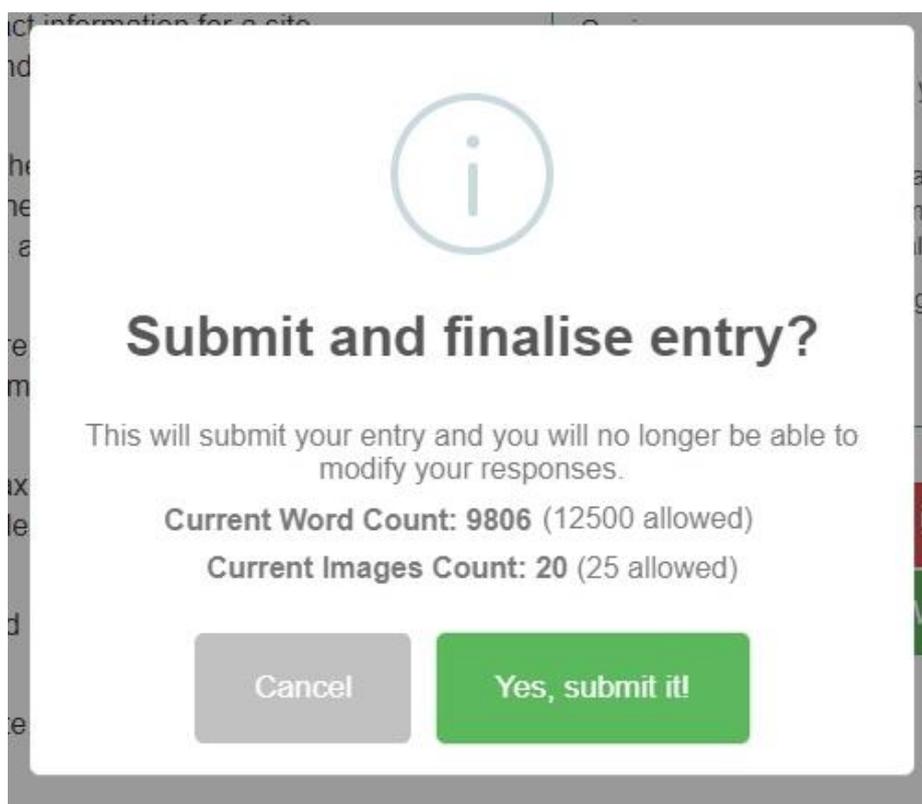


## 9. FINAL SUBMISSION

After having the entry reviewed check the feedback comments and make any changes. You then need to click on Submit Finalised Entry.

When the Finalised Entry has been submitted you will see the pop up.

If you have exceeded the word or image count you will be **unable** to submit your entry.



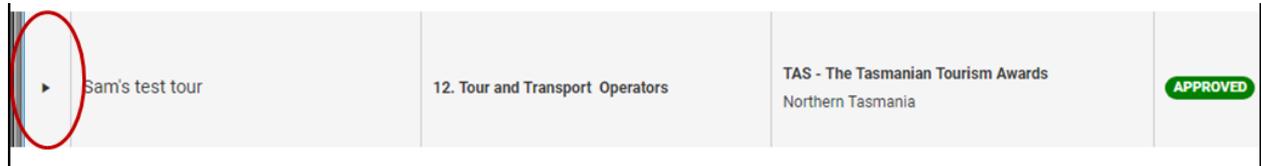
No further changes can be made after submission.

## 10. ONSITE REVIEW

If you require an Onsite Review as part of the judging, you will be contacted.

## 11. ADMINISTRATION – USERS AND PROFILE DETAILS

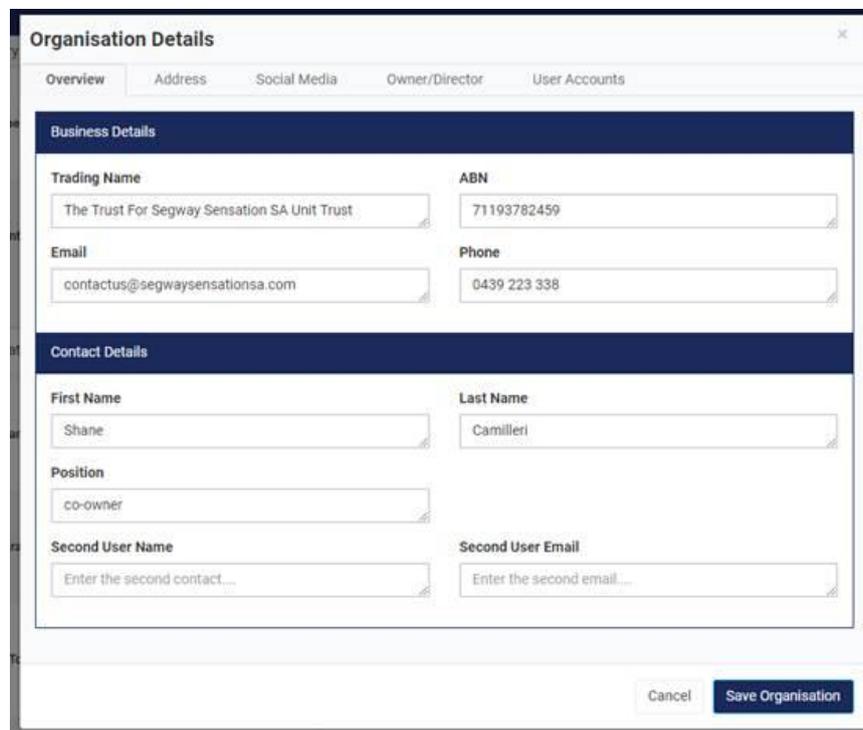
As a Primary account user, to amend any of the profile details of the Client or Contacts, click on the arrow to the left of the name



This shows the key profile details. Click on Details on the right of the expanded view.



You can now amend the organisation details.



A screenshot of the 'Organisation Details' form. The form has tabs for 'Overview', 'Address', 'Social Media', 'Owner/Director', and 'User Accounts'. The 'Overview' tab is active. The form is divided into sections: 'Business Details' and 'Contact Details'. Under 'Business Details', there are fields for 'Trading Name' (The Trust For Segway Sensation SA Unit Trust), 'ABN' (71193782459), 'Email' (contactus@segwaysensationsa.com), and 'Phone' (0439 223 338). Under 'Contact Details', there are fields for 'First Name' (Shane), 'Last Name' (Camilleri), 'Position' (co-owner), 'Second User Name' (Enter the second contact...), and 'Second User Email' (Enter the second email...). At the bottom right, there are 'Cancel' and 'Save Organisation' buttons.

To change a secondary user or **add an additional user who can access the nomination**, click on the User Accounts tab -



Add additional users or amend the Primary Account user details as needed. (Only program Managers and Primary Account users can amend these details.) Then Save.

When a new name is added to the additional Accounts (either through the EOI or later) an email goes out to the new username asking them to set up a password.

## 12.TROUBLESHOOTING

### ***My table is not pasting correctly***

If you are using Microsoft Edge V41 or above, any table pasted from Excel will convert to an image. Try pasting the table into Word first, and then from Word to your entry. Alternatively, if you have copied a table direct from a website the formatting may be interpreted incorrectly.

### ***My text is not pasting correctly***

If you have copied direct from a website the formatting may be interpreted incorrectly. Try pasting into a Word document (right click –select Paste – choose option Keep Text only) first, to clean up any formatting.

### ***My image won't upload***

If you are seeing the message 'Something went wrong. Please try again' then your image file size is too large or an unsupported file type (must be Jpeg or PNG).

### ***I am unable to add any text***

If you are not connected to the internet you will not be able to edit your submission. Connect to the internet and you will be able to proceed.

If you have a very tall/long image, the focus might be on the image and you would need to click an area above or below the image to be able to type.