

Entry Instructions



Step 1: Visit www.thenegotiator.co.uk/awards/

Select ENTER HERE

Select your category



HOME HOW TO ENTER ENTER HERE ABOUT JUDGING WINNERS NEWS MY ACCOUNT CONTACT

HOW TO REGISTER AND ENTER YOUR CHOSEN CATEGORIES

Entry is now entirely online, starting on this page. You can enter up to four categories.

Choose your category below. Then go to the 'ENTER NOW' button below and follow the steps. You have to register online as the first step. You'll then receive an account confirmation email to validate your account.

Once your account is set up, you can start your entry for each category you have chosen. Save it as you go and return at any time to continue and complete your entry or entries. If you entered for 2020, your submission goes forward to 2021. You can return and amend your entries right up until entry closes on **31st August 2021 at midnight.**

Rising Star of the Year

For individual members of staff (not companies) in agencies, management companies and auction services. It identifies a special individual – a potential industry leader; who demonstrates enthusiasm, innovation, implementation and leadership qualities.

Open only to individuals born since 1st January 1990. The judges look for someone who, for their age, has been exceptionally successful. Enter this category yourself or nominate a colleague.



ew criteria



Step 2: Either log back in to a previous account, or create a new own.

If you cannot remember your login details please use the 'forgot password link'

Rising Star of the Year

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Please login or create an account.

On creating an account you will receive an email containing an activation link. You will need to activate your account before you can complete your entries

If you already have an account please use your login credentials. Use the "Forgot password" link to reset your password.

Re-send confirmation emai

Login	or Create Account	
Email	User Firstname	
Password	User Lastname	
🗌 Remember email	User Email	
Login	Password min: 8 chars 1 number	1 uppercase
Forgot password	I agree with Terms and Conditions &	Privacy Policy
	Crea	te Account
Entries / Basket Step 1 Upload your entry	Step 2 Step Personal details Summ	
Your email address requires valid • We have sent a verification lin • Please check your spam folder edit your address.		nation email or
	e from: awards@thenegotiator.co.uk BMIT YOUR INFORMATION UNTIL YOU HAVE VA	ALIDATED YOUR

 YOU WILL NOT BE ABLE TO SUBMIT YOUR INFORMATION UNTIL YOU HAVE VALIDATED YOUR ACCOUNT.

You will be able to 'Save for later' and return after validation to continue with your submission.

If you have created a new account, you will need to validate the address. You do this by clicking the link in the email we send you, if you missed the email you can resend by clicking the green button illustrated here. If you cannot find the email please check your spam folder.



Step 3: The category you have selected will appear in your entry basket.

DASHBOARD	Awards / Entries	
• YOUR AWARDS ENTRIES Entries basket (1) Saved entries (0)	Entries Manage your submitted and saved entries here	nominations close in 25 days hours 15 mins
Complete (0)	Entries basket These entries base on been completed yet and can be returned to and amended until Rising Star of the Year	the final entry deadline.
SUMMARY Entries (1)	Item / GTXQ6JLCFJZ03Q8 08/05/2021, 11:39 AM	0/5 Required Optional
ACCOUNT		
LOGOUT		



on each section and answer the question. You have a maximum of 500	words per question View more O	Demo entry copy	
1 Item 1/1			
IMPORTANT INFORMATION Please complete all the required fields. Accept the Terms and Conditions at the bottom of the page To complete the nomination process click on the green CON		Please upload any supporting material in relation to question 6 Upload a file Click button or dro	(3/500)
Rising Star of the Year	ITEM CLOSE DATE		op me nere
Required* Optional 5/5 1/6	Save for later Delete		Save for later
or individual members of staff (not companies) in agencies, management co pecial individual – a potential industry leader; who demonstrates enthusiasr ualities.			August 31, 2021, 12:00 AM 🖲
open only to individuals born since 1st January 1990. The judges look for son xceptionally successful. Enter this category yourself or nominate a colleague		企Entries Summary	1 entry
gency or Company name *	~		
Demo Entry		Awards Nomination	Required fields
) Tell us about yourself: age, where you live, your background, education	on, qualifications etc. *	Rising Star of the Year	Required*
Demo entry copy	10		ave read and accept the Terms and Conditions 🗗
	[3/500]		CONTINUE»

5) Tell us about anything else which you feel will help you, or your nominee, to win this Award

Step 4:

This is your category entry form. Complete all sections, making the most of the 500 word count per section and adding supporting documents where relevant. Remember to 'save for later' as you go along to avoid the system timing out and potentially losing your work. You may want to prepare the entry offline and copy/paste into the relevant sections.

Also remember to click save for later at the bottom of the form if you are coming back to it later, or if you are going to enter additional categories. **Go to step 5**. If you are ready to submit your entry, agree to the T&Cs and select continue. **Go to step 7**.





Step 5

Scroll back to the top of the form and using the drop down, select the next category you would like to enter, you can enter up to 4. Press add entry and again complete the form and press save.



Step 6:

When you are ready to submit your saved entries, select 'move to basket' in blue on the right of the screen.

Entries / Saved entries	
Saved entries	2 entries
	Move selected to basket
	O Move all to basket
Click on each section and answer the question. You have a maximum of 500 wordsper of 1 Item 1/2	question View more O
IMPORTANT INFORMATION Please complete all the required fields.	
To complete the nomination process click on the "Move to Entries ba the "Entries basket" link in the left side menu, scroll to the bottom, a Conditions and click on the green CONTINUE button.	
Rising Star of the Year	ITEM CLOSE DATE
	Click on each section and answer the question. You have a maximum of 500 works per Click on each section and answer the question. You have a maximum of 500 works per Licem 1/2 Idem 1/2 IMPORTANT INFORMATION Please complete all the required fields. To complete the nomination process click on the "Move to Entries bas the "Entries basket" link in the left side menu, scroil to the bottom, Conditions and click on the green CONTINUE button.

The entries summary will show you which categories you are submitting, accept the T&Cs and select continue



The Negotiator

Step 7: Complete your details and click NEXT

DASHBOARD	Step 1 Step 2 Step 3 Ubicad your amoy Personal decals Sammary
O YOUR AWARDS ENTRIES Entries basket (0)	Personal Details
Saved entries (0)	Ms.
Complete (0)	First Name *
Incomplete (1)	Test
	Last Name *
SUMMARY	Entry
Entries (2)	Company Name *
ACCOUNT	Demo
ACCOUNT	Job Title *
LOGOUT	Demo
	Address Line 1 *
Pricesy Policy Terms & Conditions	Demo
	Address Line 2
	Town / City *
	Demo
	County / State *
	Demo
	Country *
	United Kingdom
	Post / Zip Code *
	TW1 3SP
	Email Address *
	charlene@thenegotlator.co.uk
	Telephone Number *



Step 8: Review the summary and click COMPLETE.

You will see a completion page and this will be followed up with an email and a pdf copy of your entries.

You have until midnight on the 31st August to make any amends to your entries, or enter additional categories, if you have not already entered 4. See next page for amendment instructions.

DASHBOARD	Step 1 Step 2 Upload your entry Personal details	Step 3 Summary
© YOUR AWARDS ENTRIES	Summary	
Saved entries (0)	Product	Personal Details / Edi Ms. Test Entry
	Awards Nomination	items 2. Demo Demo
Complete (0) Incomplete (1)	Marketing Campaign of the Year Nomination name: Second Demo Entry Nomination code: VGDTZ9YP26QNDRS	Demo Demo Demo United Kingdom
SUMMARY	Rising Star of the Year Nomination name: Demo Entry Nomination code: GTXQ6JLCFJZ03Q8	TW1 35P charlene@thenegotiator.c o.uk 000
ACCOUNT		
	« BACK CO	MPLETE»
LOGOUT	Step 1 Step 2 Personal details	Step 3
SHBOARD		
OUR AWARDS ENTRIES	Congratulations! You're	entered
YOUR AWARDS ENTRIES	Thank you for entering The Negotiator Awar	ds 2021.
YOUR AWARDS ENTRIES Entries basket (0) Saved entries (0)	Thank you for entering The Negotiator Awar You will shortly receive an email with a copy of	ds 2021. your entry.
YOUR AWARDS ENTRIES Entries basket (0) Saved entries (0) Complete (1)	Thank you for entering The Negotiator Awar	ds 2021. your entry. 1 still do so. Your 1 st july 2021, after
YOUR AWARDS ENTRIES	Thank you for entering The Negotiator Awar You will shortly receive an email with a copy of If you want to review and amend your entry, you ca entry must be completed by the entry closing date of which you can no longer amend it, as it will have be	ds 2021. your entry. n still do so. Your 31st July 2021, after en submitted for your account, go to
YOUR AWARDS ENTRIES Entries basket (0) Saved entries (0) Complete (1) ncomplete (0)	Thank you for entering The Negotiator Awar You will shortly receive an email with a copy of If you want to review and amend your entry, you ca entry must be completed by the entry closing date of 3 which you can no longer amend it, as it will have be judging. Before that date, to amend or review, please Login to	ds 2021. your entry. n still do so. Your 31st July 2021, after en submitted for your account, go to
YOUR AWARDS ENTRIES Entries basket (0) Saved entries (0) Complete (1) ncomplete (0)	Thank you for entering The Negotiator Awar You will shortly receive an email with a copy of If you want to review and amend your entry, you ca entry must be completed by the entry closing date of 3 which you can no longer amend it, as it will have be judging. Before that date, to amend or review, please Login to	ds 2021. your entry. s still do so. Your 31st july 2021. after en submitted for your account. go to



Amend your entry:

Click MY ACCOUNT on <u>www.thenegotiator.co.uk/awards/</u> and log back in.

Your completed entries are found via the side bar on the left.

Click you transaction number.

Click the entry number of the entry you want to amend and the follow the submission steps again.

DASHBOARD		Entries / Complete							
O YOUR AWARDS ENTRIE				TEM click on the Transaction view your Basket, Saved o					
Saved entries (0)							Search:		6
Complete (1)	•	Tra	nsaction ID	Date Time		Amount	Current status	Items 🕴	Actions
Incomplete (0)	1	NEG	5A2000162	08/05/2021 11:58 AM		0.00	Completed	2	Cancel
SUMMARY	Sh	ow 10	0 🗸 entries						
Entries (2)									
ACCOUNT									
LOGOUT									
	DASHBOARD		Entries / De	tails					
	O YOUR AWARDS ENTRIE	5	Transaction						
	Saved entries (0)		Date: 08/05/202	1 11:58 AM					
	Complete (1)			Summary			Items (2)		
	Incomplete (0)		Personal				Invoice details		
	SUMMARY		Ms. Test Entry						
	Entrles (2)		Demo Demo Demo						
	ACCOUNT		Demo Demo						
	LOGOUT		United Kingdo TW1 3SP charlene@the 000	m negotiator.co.uk					
	Privacy Policy		Reduct						
	Terms & Conditio	ns	Awards Nom	inion				items 2	
			Marketing	Campaign of the Year name: Second Demo Entry					
			Nomination	code: VGDTZ9YP26QNDRS of the Year					
			Nomination Rising Star Nomination	code: VGDTZ9YP26QNDRS of the Year name: Demo Entry code: GTXQ6JLCFJZ03Q8					