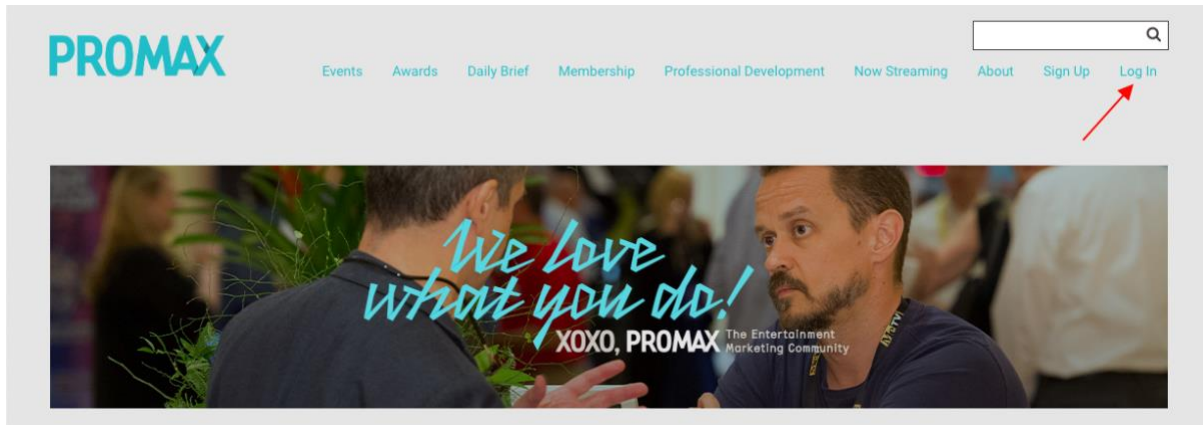


URL

On your web browser, go to:

<https://www.promax.org/home>



LOGIN

To begin a submission, click on “Log In” that is on the menu bar at the top of the webpage for the LOG-IN window as seen below

NEW USERS

- Please create an online profile before proceeding
- You do NOT require to have a Promax membership to create an online profile
- To create a profile, click on “**Sign Up**” as indicated by **arrow-1** and follow the instructions

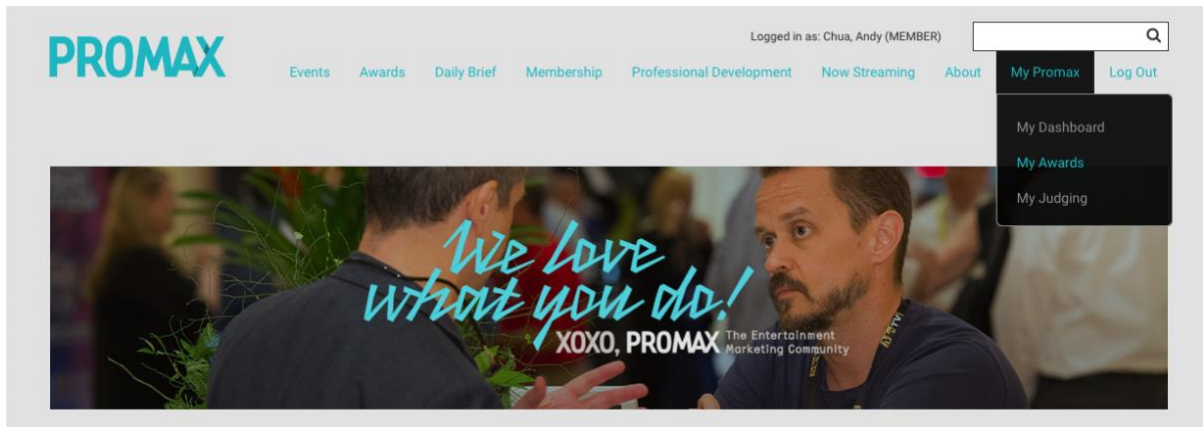
RETURN USERS

- Enter your “Username” and “Password”
- Click “Login”

FORGOT PASSWORD

- Click on “Forgot password” as indicated by **arrow-2** and follow the instructions

MY AWARDS




After you have logged in

- Move your cursor over **“My Promax”** at the bar menu at the top of the web page
- Select and click **“My Awards”** on the drop-down menu to arrive at your **Entries Dashboard** page

ENTRIES DASHBOARD

PROMAX

Entries Dashboard

Award Entries For:	Chua, Andy
Membership:	MEMBER
Competition:	Select 

At your **Entries Dashboard**,

- Click on the field for **“Competition”** for the drop-down list of current competitions
- Select and click on the competition that you wish to enter

Award Entries For:	Chua, Andy
Membership:	MEMBER
Competition:	Promax ANZ Awards 2019 (Open) 

+ Add Entry
No entries found for selected competition.
+ Add Entry 

- A **“+ Add Entry”** segment appears
- Click on **“+ Add Entry”** button to proceed

▲ The **“+ Add Entry”** button only appears AFTER a competition is selected

CREATE ENTRY

PROMAX

Step 1 Create Entry

Entry Details

* Category: Please select or type the name of the category

* Entry Title:

* Credited Company:

Marketing Objective / Creative Strategy:

You have 250 characters remaining...

When completing the Online Entry, in **250 characters or less** please indicate the purpose of the project, the creative brief, and its intended audience and result. **A Marketing Objective is not a description of the piece.** It is your opportunity to give the judges an indication of the marketing challenge that this particular piece presented (goal, budget, time constraints, etc.) what was the objective, was it successful, etc.

Submission

Credits

Company	Title	First	Last
Please Enter Your Credits			
+ Insert Credit			

Please click when finished entering a single credit

[--Cancel & Return to Dashboard](#)

- Select the category that you wish to enter
- Enter your “Entry Title” and “Credited Company”
 - ▲ Fields marked with a red asterisk cannot be left blank
- Enter the “Marketing Objective / Creative Strategy” if it helps the judges to have a better appreciation of your entry in your opinion. No penalisation to leave it blank.

▲ IMPORTANT

Make sure to enter your “Entry Title” and “Credited Company” correctly. They are the exact wordings used should your entry won.

Submission

Step 1
Create Entry

Entry Details

* Category: ANZ01 - BEST IMAGE PROMO (TELEVISION OR V) Any individual on-air or on-platform promo for an entire broadcast channel or platform (cannot be part of a campaign) Requirements: Single Entry Durations: 90 secs

* Entry Title: < Entry Title >

* Credited Company: < Credited Company >

Marketing Objective / Creative Strategy: < Marketing Objective / Creative Strategy >
You have 207 characters remaining...

When completing the Online Entry, in 250 characters or less please indicate the purpose of the project, the creative brief, and its intended audience and result. **A Marketing Objective is not a description of the piece.** It is your opportunity to give the judges an indication of the marketing challenge that this particular piece presented (goal, budget, time constraints, etc.) what was the objective, was it successful, etc.

Submission

Video Upload | Digital Media | PDF Upload | Collateral | Premium | Website | Print

Submission Name: [] **Upload Video** Select video file 500 MB max (.mp4, .mov, .m4v, .avi, .wmv, .mpg, .mpeg)

Credits

Company	Title	First	Last
Please Enter Your Credits			
+ Insert Credit			

Please click when finished entering a single credit

[Save Changes & Return to Dashboard](#) | [Save & Pay now-->](#) | [--Cancel & Return to Dashboard](#)

- The submission segment expands only after a category has been selected
- Depending on the category selected, you are to upload a single or multiple video file or PDF or both
- For more information on how to submit the different media, click on the “i” button indicated by **arrow-3** to watch a short 1-minute video

▲ Common errors:

- Not entering the “Submission Name” field as indicated by **arrow-4**
- Attempt to upload a video file size more than the maximum 200MB allowed
- Attempt to upload a PDF file size more than the maximum 2MB allowed

Credit

- Credits are the talents & team members directly responsible for the entry submitted.
- Click on “+ Insert Credit” and fill in the fields accordingly
 - ▲ **Enter at least one credit**
- You can enter up to a maximum of five credits
- Add or amend credits as long as competition is open
- For more information, click on the “i” button indicated by **arrow-5** to watch a short 1:40-minute video

Want to submit another entry? Or review what you have submitted?

Click “Save Changes & Return to Dashboard”

All done with your submission?

Click “Save & Pay now”

▲ **Make the payment only AFTER submitting ALL entries**

Changed your mind?

Click “Cancel & Return to Dashboard”

Entries Dashboard

Award Entries For:	Chua, Andy
Membership:	MEMBER
Competition:	Promax ANZ Awards 2019 (Open)

+ Add Entry		Copy Existing Entry		Pay / Submit Selected Entries			Delete	
<input type="checkbox"/>	Entry ID	Category	Title	Company	Next Step	Payment	Action	
<input type="checkbox"/>	232620	ANZ01 - BEST IMAGE PROMO (TELEVISION OR VOD PLATFORM)	Example 01	Promax Asia Pte Ltd	Payment required	Invoice Not Created	Modify	Play Video
+ Add Entry		Copy Existing Entry		Pay / Submit Selected Entries			Delete	

REVIEW

- Successful entry submissions are displayed on your Entries Dashboard
- To view the file that you have uploaded for the entry, click on the respective entry's "Play Video" button
 - ▲ "Play Video" is only available after your entry is transcoded which may sometime take up to 1-2 working days.
 - ▲ Ensure that your browser allows pop-ups.
- You can modify each entry information or replace the uploaded file(s) by clicking on the respective entry's "Modify" button

DELETE

- To delete submitted entry or entries, check the respective box or boxes of those entries and click "Delete"

Submitting the Same Entry Under Several Award Categories?

- Save time and effort from entering the same information and uploading the same file by using the "Copy Existing Entry" button after you have successfully submitted it the first time.
- Check the box of the entry that you want to copy and click on the "Copy Existing Entry" button
 - ▲ A single entry cannot be copied to a campaign category and vice versa.

PAYMENT

- ▲ Make the payment only AFTER submitting ALL entries
- ▲ Other than credits, no modification can be made after payment
- Check the box of the entry or entries that you want to check out and click "Pay / Submit Selected Entries"
- You will be direct to the next web page as seen below. Click on "Click Here"

PROMAX

To checkout



- You will be direct to your Shopping Cart page as seen below

Shopping Cart

Please review your order information below, then click:

[PLACE MY ORDER](#)

BILLING

Bill To
Andy Chua

[CHANGE](#)

Billing Address
Andy Chua
3C Tank Road
Singapore, 238060
SG
+65 9616 0255

Bill To E-mail
andy@promaxasia.tv

ORDER SUMMARY

Purchase Subtotal	\$230.00
1 Item selected	
Shipping and Handling	\$0.00
Sales Tax	\$0.00
Tax Exempt number	
Order Total	\$230.00

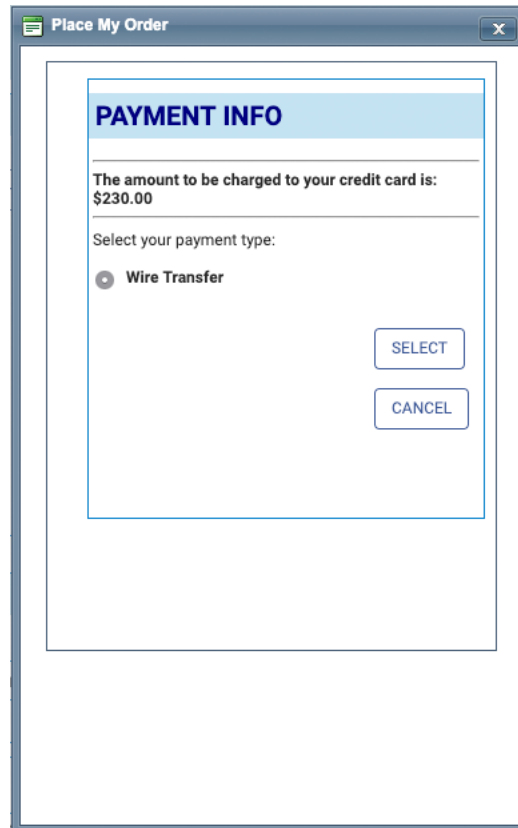
PROMOTIONS

[CLEAR CART](#)
[Promo code](#)
[APPLY](#)
[CLEAR](#)
[Gift Card](#)
[APPLY](#)

Awards			
Item Description	Promotion	Tax	Total
2019 ANZ Awards - Single Entry - Entry - 232620	\$0.00	\$0.00	\$230.00

[PLACE MY ORDER](#)

- Verify your billing information
- To make changes to your billing information, click on the “CHANGE” button
- Otherwise click on “PLACE MY ORDER” button to proceed



The screenshot shows a window titled "Place My Order" with a close button (X) in the top right corner. Inside the window, there is a section titled "PAYMENT INFO" with a blue header. Below the header, it states "The amount to be charged to your credit card is: \$230.00". Underneath, it says "Select your payment type:" followed by a radio button selected next to "Wire Transfer". At the bottom right of the form area, there are two buttons: "SELECT" and "CANCEL".

- A "Place My Order" window will pop up
- We accept both wire transfer and credit card payment
- For both options, select "Wire Transfer" and click on the "SELECT" button

▲ ONLINE credit card payment option is not available

▲ IMPORTANT

- A Purchase Confirmation with a summary of the number of submissions and the payable amount is emailed to you
- Forward your Purchase Confirmation email to admin@promaxasia.tv
- We will come back with an official invoice and the payment methods

Entries Dashboard

Award Entries For:	Chua, Andy
Membership:	MEMBER
Competition:	Promax ANZ Awards 2019 (Open) ▾

+ Add Entry		Copy Existing Entry		Pay / Submit Selected Entries			Delete	
<input type="checkbox"/>	Entry ID	Category	Title	Company	Next Step	Payment	Action	
<input type="checkbox"/>	232620	ANZ01 - BEST IMAGE PROMO (TELEVISION OR VOD PLATFORM)	Example 01	Promax Asia Pte Ltd	Payment required	INV-135950-D1H3G9	Modify	Play Video
+ Add Entry		Copy Existing Entry		Pay / Submit Selected Entries			Delete	

- Upon receiving your payment, the respective entries “Next Step” column will reflect as “Ready for judging”

▲ Your submission is not complete until we received your payment

Email us at admin@promaxasia.tv should you encounter any problem

GOOD LUCK!