

## Awards of Excellence Contest Entry Tips

### Before you enter the Awards of Excellence contest portal...

*Preparing your files in advance will make the online submission process smoother.*

If you hold a dual membership (print and digital), you will sign in separately for each membership title.

1. Familiarize yourself with the [list of categories](#) to determine your entry category. You can also call/email the director if you are not sure.
2. Select the entries you want to submit.
  - a) PRINT: You need two complete, consecutive issues.
  - b) DIGITAL: All you need is a URL. If the “content” portion of your website is part of a larger, organizational website, use the URL that goes directly to the content to be judged.
3. Prepare a JPG or PNG file of a single image representing the entry for use in the awards presentation and on certificates if your entry is a winner. **Required for all entries.**
  - a) PRINT: This should be a cover image representing one of the two issues you are sending in.
  - b) DIGITAL: This should be a screenshot of your home page.
4. Now enter the contest portal and complete your entry.
5. For print entries, print out the shipping cover page and prepare your shipment.

### About shipping to Nashville

All traditional print entries in the Awards of Excellence and four categories of the Higher Goals require hard copies. It is okay to combine Awards of Excellence and Higher Goals print entries. EPA highly recommends using a shipping service that provides tracking (FedEx, UPS, or USPS Express Mail). USPS Priority Mail is okay if shipped a week before the deadline. Shipments from Canada also require more time.

### Combining payments

If you are submitting entries for both Higher Goals and Awards of Excellence, you may combine the total into a single payment. You do not need to list the categories and entry titles. Just the quantities.

If you are submitting entries for multiple membership titles, you may combine the total into a single payment. But please, provide a breakdown by membership title of the total number of entries for each title so we can allocate the payment appropriately.