

Step 1— To **submit an entry**, visit the AwardStage platform

<https://globalenergyawards.awardstage.com/register/entrant>.

- For **returning** AwardStage nominators, click '**Login**' and use last year's username and password.
- For **new** nominators, click the '**create an account**' button and fill in the requested details.

Step 2 — You will have arrived at the Dashboard.

Step 3 — Click on '**Create Entry**' and locate the category you wish to submit your nomination.

Step 4 — Click on '**More info**' to view the full category description.

Step 5 — Click the blue '**Enter**' button to begin writing your nomination for the selected category.

Step 6 — Please complete all the required company and contact information. Answer all questions fully and use your allocated word limit. Confirm you have completed all the required fields, then **Click 'Submit.'**

Step 7 — Once you hit submit, a message will come up that the entry was '**Entry saved successfully**' and direct you to the final page.

Click 'Submit Now' one time for final submission. (this step may take a few seconds to populate).

After completing this step, a green message will appear: "**Success! You have successfully submitted your entries for judging**".

Please note that you may save the entry by clicking '**save draft**' so that you can return and complete it at a later date. **Please delete ALL draft entries** once your final entry has been successfully submitted to ensure the system only has the final copy. You can view any draft nomination entries in the "Draft Entries" folder (yellow color) in your AwardStage Dashboard.

HELPFUL TIPS

- Should you receive an '**error**' message upon submission, please go back and review the document in its entirety. You may have missed a required field or uploaded the wrong image format -- errors will be highlighted in red.
- *Asterisks indicate '**Required**' fields.
- Should you choose to copy and paste from Word, **always paste as plain text**, or use **Notepad and then copy and paste**.

To read the rules, judging criteria, and other information about the awards, review the AwardStage homepage. From the AwardStage dashboard, click on the word 'Home' in the top right corner below the gold-colored title bar.

Contact globalenergyawards@spglobal.com if you have any questions or difficulties accessing the AwardStage platform.