

Guidelines for Submitting Entries

Go to the SOPA Awards Submission site (<http://sopawards.awardsplatform.com>)

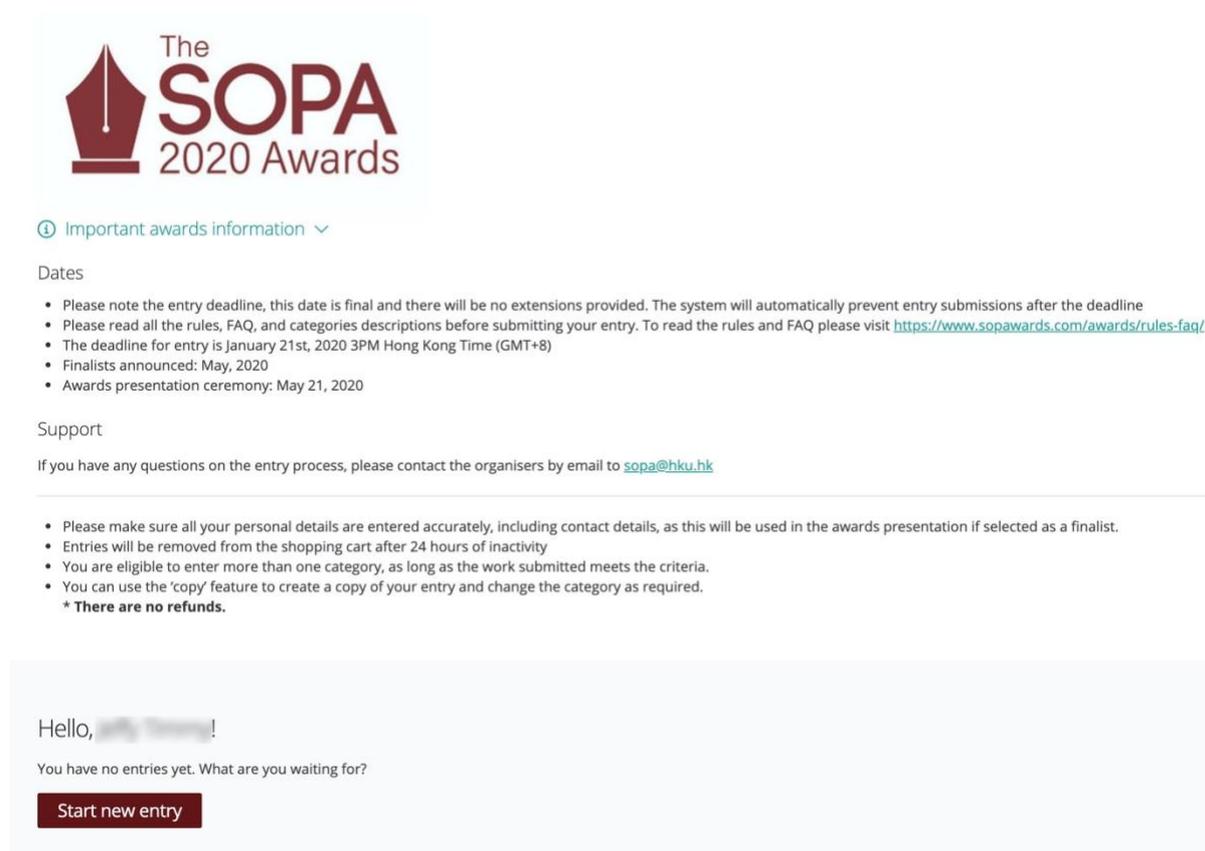
Before submitting entries for the Awards, you must click on Registration for SOPA Awards to register your publication and the contact person for your publication's entries.

This year, we are once again using Award Force's awards system as our award management software. Once you have registered, the contact person will receive an email that will provide the login username and password.

You are then ready to make entries for the Awards.

Step 1: Create a New Entry

Start by clicking the "Start New Entry" red button located towards the bottom of the screen.



The screenshot shows the top of the SOPA Awards submission website. At the top left is the logo for 'The SOPA 2020 Awards', which features a stylized fountain pen nib icon to the left of the text 'The SOPA 2020 Awards'. Below the logo is a teal link 'Important awards information' with a dropdown arrow. Underneath is a section titled 'Dates' containing a bulleted list of key dates and rules. This is followed by a 'Support' section with contact information. A horizontal line separates this from another bulleted list of rules. At the bottom of the screenshot, a light blue box contains a personalized greeting 'Hello, [Name]!', the text 'You have no entries yet. What are you waiting for?', and a prominent red button labeled 'Start new entry'.

The SOPA 2020 Awards

[Important awards information](#) ▾

Dates

- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submissions after the deadline
- Please read all the rules, FAQ, and categories descriptions before submitting your entry. To read the rules and FAQ please visit <https://www.sopawards.com/awards/rules-faq/>
- The deadline for entry is January 21st, 2020 3PM Hong Kong Time (GMT+8)
- Finalists announced: May, 2020
- Awards presentation ceremony: May 21, 2020

Support

If you have any questions on the entry process, please contact the organisers by email to sopa@hku.hk

- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected as a finalist.
- Entries will be removed from the shopping cart after 24 hours of inactivity
- You are eligible to enter more than one category, as long as the work submitted meets the criteria.
- You can use the 'copy' feature to create a copy of your entry and change the category as required.

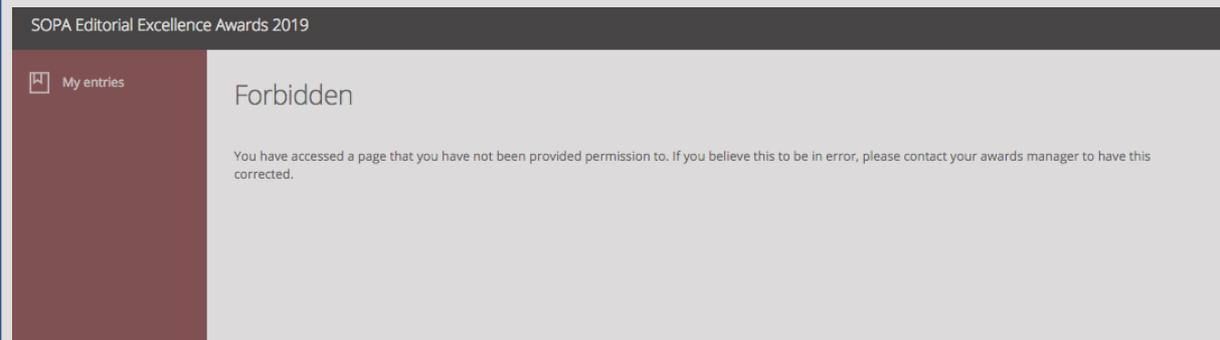
* **There are no refunds.**

Hello, [Name]!

You have no entries yet. What are you waiting for?

[Start new entry](#)

Should your landing page look like this, simply click on 'My Entries' on the left hand side:



This should take you to the home page per above.

You will then be taken to the “Start Here” tab where you will need to submit basic information about your entry, such as the category / categories of awards you wish to enter, the title of the entry.

Publication titles have been pre-populated in the drop down menu. Select the relevant publication.

If your desired publication is not listed in the drop-down menu, leave this section blank. Proceed to the next field and enter the name of your entry publication in the field below the drop-down menu.

Remember to enter the date of publication.

My entries → Start entry

All questions must be answered, unless marked optional.

Start here

Nomination Letter

Attachments

[About Groups](#) ▾

Global (English-language)

Publications with original news coverage of an international nature and marketed to a world-wide audience. Some examples include: *The New York Times*, *CNN International*, *The Guardian*, *Financial Times*, *Bloomberg*.

Regional/Local (English-language)

Publications that are regional or local in both audience and news coverage. Some examples include: *The Australian*, *Rappler*, *Nikkei Asian Review*, *Hong Kong Free Press*.

Chinese-language

Publications in Chinese that are local, regional or global in focus.

SOPA Award for Public Service Journalism

There will only be one SOPA Award for Public Service Journalism given out across all three groups.

Group

Category

Entry name

Name of Publication

Begin typing in the box to search for your publication, or scroll down to find it through the drop-down menu.

Name of Publication - If not listed above (optional)

If your publication is not listed, please fill in the name in the box to the left.

The media organization, ie: *The New York Times*, *The New York Times Chinese*, *Mingpao*, *Ming Pao Weekly*

Note: Each publication is allowed a maximum of two entries per category, except in SOPA Award for Public Service Journalism and Excellence in Magazine Design.

*For submissions in the Chinese group, please submit name of publication in Chinese and English

Step 2: Nomination Letter

The next step brings you to the “Nomination Letter” tab where you will state the reasons why you would like to nominate the entry for the Awards. There is a maximum character limit of 3000. Here you will also provide your editor’s contact information.

My entries → Edit entry

All questions must be answered, unless marked optional.

Start here Nomination Letter Attachments

Nomination Letter 0 / 3000 characters

Please state the reasons why you would like to nominate the entry for the Awards. There is a maximum character limit of 3000.

If you are copying and pasting from a word document, paste as plain text to remove styling and formatting.

B I H [link icon] [list icon] [link icon] [link icon] [link icon] About Markdown formatting

Editor's Contact

Since 2015, all entrants are required to provide the editor's name, email address and telephone contact# acknowledging that the editor is aware of the submission.

B I H [link icon] [list icon] [link icon] [link icon] [link icon] About Markdown formatting

Blah

I acknowledge that I have read the rules and the FAQs of SOPA Editorial Excellence Awards 2020, and entries that do not meet the rules of the SOPA 2020 Awards may be disqualified.

To read the rules of the SOPA 2020 Awards, please visit <https://www.sopawards.com/awards/rules-faq/>

I acknowledge that there is no refund for entry fee once the submission is complete.

Save + next Save + close Preview Submit entry

Step 3: Entry Uploads

Next you will arrive at the “Attachments” tab.

Here, you may upload files and/or URL for your entries.

If you are submitting more than one file, click the “+” button to add another file. If you submit a URL, you must provide username and password if it is a secured site.

The screenshot shows the 'Attachments' tab of the 'Edit entry' page. At the top, there are three tabs: 'Start here', 'Nomination Letter', and 'Attachments', with 'Attachments' being the active tab. Below the tabs, there is a heading 'My entries → Edit entry' and a note: 'All questions must be answered, unless marked optional.' The main content area is divided into two columns. The left column has a heading 'Instructions to access secure web link (optional) Ⓞ' and a rich text editor with a toolbar containing icons for bold, italic, heading, quote, list, link, and unlink, along with a link to 'About Markdown formatting'. The right column has a heading 'If your web link is private, please provide instructions on how to access.' Below this, there is a checkbox labeled 'I have the right to nominate this submission to the SOPA Awards 2020.' and a note: 'To ensure the publication has given you the consent to nominate the submissions for the mark the box.' Further down, there is a note: 'For entries in Excellence in Photography with over three photos, submit your photos in a compressed ZIP file.' followed by 'Sample Entries:' and two links: '1. Sample Awards Entry for Print/Text' and '2. Sample Awards Entry for Photos'. Below the links is another checkbox labeled 'Please indicate if you are submitting this entry as a freelancer (optional)'. At the bottom of the form, there are two buttons: 'Add attachments' and 'Add link or video'. At the very bottom, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit entry'.

It is important to ensure that the submitted URL is valid. Any invalid URL, username and/or password will automatically disqualify your entry.

Entry fees will not be refunded for any disqualified entries.

Step 4: Submit Entry

Once you are finished click “Submit Entry” blue button at the bottom of the page.

You will then be taken to the payment window. You can pay for multiple entries at once.

For SOPA membership discount code, please request via email to mail@sopasia.com.

All entries are saved automatically and you may view / edit / delete an entry by clicking on “My Entries” on the left menu bar at any time to select the entry you wish to view / edit / delete.

Step 5: Payment

An entry is not submitted until payment is made.

You may choose to make a single payment for all entries at the end or pay for each entry separately. **Please note that payment must be completed within 24 hours after adding an entry to the cart.**

Credit Card payments will be processed through the Paypal platform. You can use Paypal even if you do not have an account with Paypal.

Once entries have been paid for, they cannot be edited or deleted. On successful submission, the contact person of your publication will receive a confirmation email.

Cart

	Quantity	Amount
SOPA 2020 Entry: Prize winning story Group: Global Category: Excellence in Business Reporting (卓越經濟報導獎) ID: jLZxGmQ	1	\$ 1,600.00
Sub-total		\$ 1,600.00
Payment processing fee (0.00%)		\$ 0.00
Tax (0%)		\$ 0.00
Total		\$ 1,600.00

[Add more entries to cart](#)

[Apply discount code](#)

256 bit SSL encryption secured checkout

You have 24 hours to complete payment

Payment must be completed within 24 hours of the entry being added to the cart. If no payment is made within 24 hours, the cart will be cleared and you will need to submit your entry again.

- Once an entry has been paid, there will be no refunds.
- SOPA Awards uses Paypal as our payment gateway and by default it will be selected, you can still pay with your credit card on the following page after you click on "Proceed to payment".

Billing currency
 HKD

Billing address
Company name (if applicable)

Country

Street address

City / suburb

State

Postcode

Payment method
 PayPal

[Proceed to payment](#)

[Or return to my entries](#)