

REGISTER FOR ONLINE AWARDS SUBMISSION

cprs.ca/awards/awardsignup.aspx

Register For Online Awards Submission

Please fill in the form below to create an account to manage your entries. Note that this will be separate from a CPRS Members account.

If you have already created an account, you may login here.

Email:
Confirm Email:
Password:
Confirm Password:

Type the characters you see in the picture to the right.



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Register for an account to manage your online award submissions

Note that this is separate from your CPRS members account

CONFIRM EMAIL ADDRESS

Confirm Your Email Address

A confirmation email has been sent to **your@email.address**. Click on the confirmation link in the email to activate your account.



Click on the link that you receive to confirm your account

AWARDS SUBMISSION LOGIN

cprs.ca/awards/awardlogin.aspx

Manage My Award Entries Login

Haven't created an account yet? You can begin the process [here](#).

Login Name:

Password:

Remember My login Name

Login

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After clicking on the confirmation link, login with the details that you setup in the previous step

MANAGE MY ENTRIES

Manage My Entries

Submission Criteria

The **Awards of Excellence** recognize outstanding achievement in a comprehensive public relations project or program. A **communications project or program** may be entered in a **maximum of two categories**. Each entry must include a **maximum of three (3) page summary with a minimum type size of 10 points**. **NEW FOR 2015 -A cover page including the name of the organization (and client if applicable), campaign title and award category is required in addition to the three-page summary**. Using the RACE formula as your outline, your summary should include a brief description of the following areas:

- Research
- Analysis, planning and strategy
- Communication, execution and production
- Evaluation and measurement

All supporting information should be uploaded on the CPRS website and only three (3) attachments will be allowed per submission. Each attachment should not exceed 25MB and should also not exceeds 50 pages.

Note: Marks will be deducted for those who do not provide details of budget and/or human resources allocation.

Applicants must be CPRS members in good standing.

Please complete the entry form online and upload your submission summary ,and any supporting documents and associated materials. Entry fee (**\$250 + HST per entry**) must accompany your entry. All entries become the property of CPRS and will not be returned.


Before creating an entry, you should have your entry documents assembled. Note that Non-Electronic submissions will not be accepted - please submit using the options below.

When you are ready to pay for your entries, you may check off all entries that you wish to submit, and click "Register Selected Entries"

[Click here for instructions regarding the online entry process](#)

Category	Title	Status
Edit	Canadian Media Relations Agency Campaign of the Year	Entry Title Text Open

[Logout](#) [Submit and Pay](#) [Add Entry](#)



After logging in you will see the following which outlines the criteria for entering

A summary of your entries will appear in a table towards the bottom

To add a new entry click `Add Entry_` at the very bottom

ADD ENTRY

Award of Excellence Entry Form

Each entry form must include a maximum of **three (3) page** summary with a type size of **10 points** and a cover page including the name of the organization (and client if applicable), campaign title and award category.

All supporting information should be uploaded on the CPRS website and only three (3) attachments will be allowed per submission. Each attachment should not exceed 25MB and should also not exceed 50 pages.

Only the following file types can be submitted:

- Supporting Documents can only be the following file types:
 - Portable Document Format: PDF
 - Image Files: JPG, GIF, PNG
 - Audio Files: MP3
 - Video Files: MP4

* indicates a required field.

Submitters Name: *

CPRS Members Name: *

Title: *

Company: *

Full Address: *

City: *

Postal Code: *

Province: *

Phone: *

Email: *

Entry Title: *

Year Projected Started: *

Please select the appropriate category below. Remember to create a separate entry for each category being entered. A communications project or program can only be entered in a maximum of two categories.

Communication Programs

1. Canadian External Communications Campaign of the Year

a) Canadian Marketing Communications Campaign of the Year

b) Canadian Community Relations Campaign of the Year

c) Canadian Advocacy and Social Marketing Campaign of the Year

d) Canadian Media Relations Agency Campaign of the Year

e) Canadian Media Relations Non-Agency Campaign of the Year (government...)

f) Canadian Issues/Crisis Management Campaign of the Year

g) Canadian Government Relations Campaign of the Year

2. Canadian Internal Communications Campaign of the Year

Internal Communications

Communication Projects

a) Best Special Events Project

b) Best Multi-Media Project

c) Best Print Project

d) Best Electronic and Social Media Project

e) Best Writing Project

Submission Summary No file selected. *

Supporting Documents

You currently have not added any supporting documents. Click the "Add Supporting Document" button below to add a document.



Each entry that you are submitting will require:

1. Submitters Name
2. CPRS Members Name
3. Contact Details for the submission
4. Entry Title
5. Entry Category
6. Submission Summary Document
7. Any additional supporting documents

ADD ENTRY

Entry Title: * 4

Please select the appropriate category below. Remember to create a separate entry

Year Projected
Started: * 5

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4. Enter the title of the entry
5. Enter the year that the project was started in

ADD ENTRY

Please select the appropriate category below. Remember to create a separate entry for each category being entered. A communications project or program can only be entered in a maximum of two categories.

Communication Programs

1. Canadian External Communications Campaign of the Year

- a) Canadian Marketing Communications Campaign of the Year
- b) Canadian Community Relations Campaign of the Year
- c) Canadian Advocacy and Social Marketing Campaign of the Year
- d) Canadian Media Relations Agency Campaign of the Year
- e) Canadian Media Relations Non-Agency Campaign of the Year (government)
- f) Canadian Issues/Crisis Management Campaign of the Year
- g) Canadian Government Relations Campaign of the Year

2. Canadian Internal Communications Campaign of the Year

- Internal Communications

Communication Projects **6**

- a) Best Special Events Project
- b) Best Multi-Media Project
- c) Best Print Project
- d) Best Electronic and Social Media Project
- e) Best Writing Project

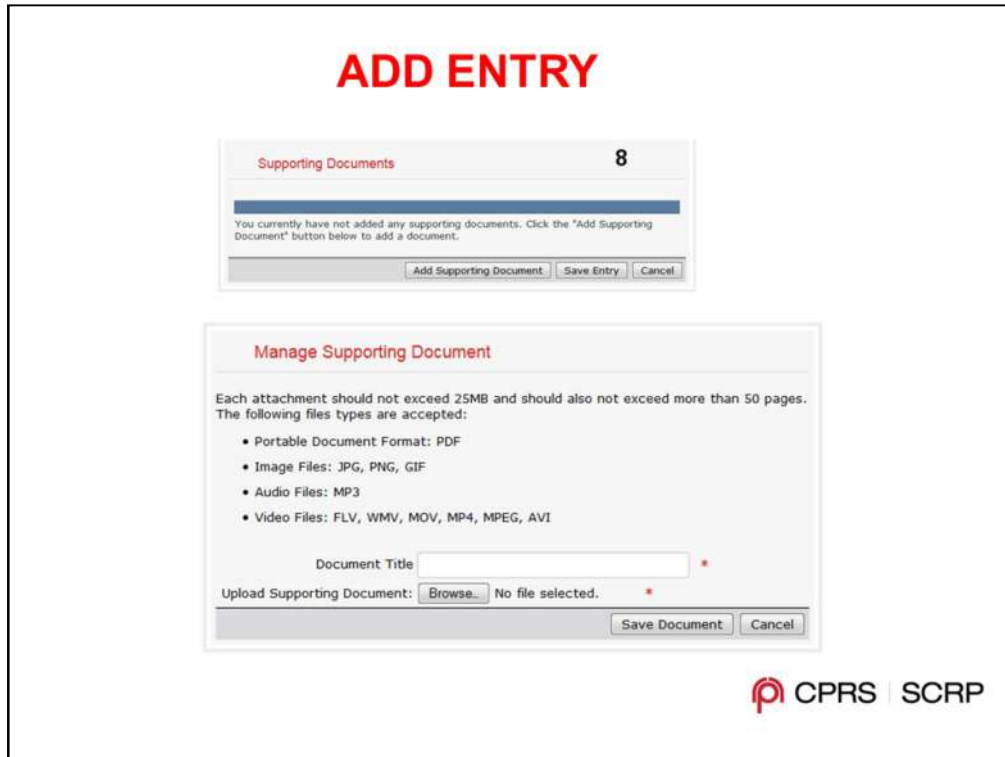
Submission Summary Document: No file selected. *

7

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6. Select the category being entered

7. Select and upload your three-page executive summary document and a cover page in PDF format



8. You may upload any supporting documents by clicking the 'Add Supporting Document' button

Provide a Title for the document, and upload one of the following file types:

Portable Document Format: PDF

Image Files: JPG, GIF, PNG

Audio Files: MP3

Video Files: FLV

Files can be up to 25MB

ADD ENTRY

Dropbox

Dropbox

Sharing

Links

Events

Get Started

Name

Photos

Getting Started.pdf

Sharing

Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically. [Learn more](#)

Share a folder

Share a folder

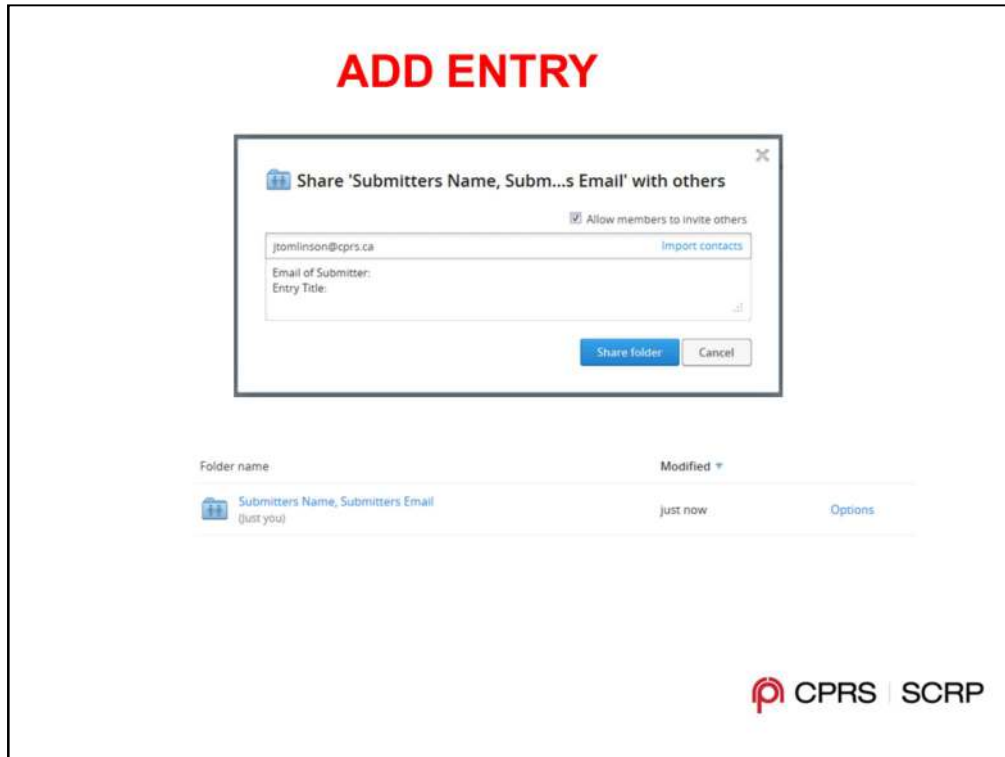
Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically.

I'd like to create and share a new folder

Submitter's Name, Submitter's Email

I'd like to share an existing folder

Next Cancel



Under 'Invite members to this folder' type in: awards@cprs.ca

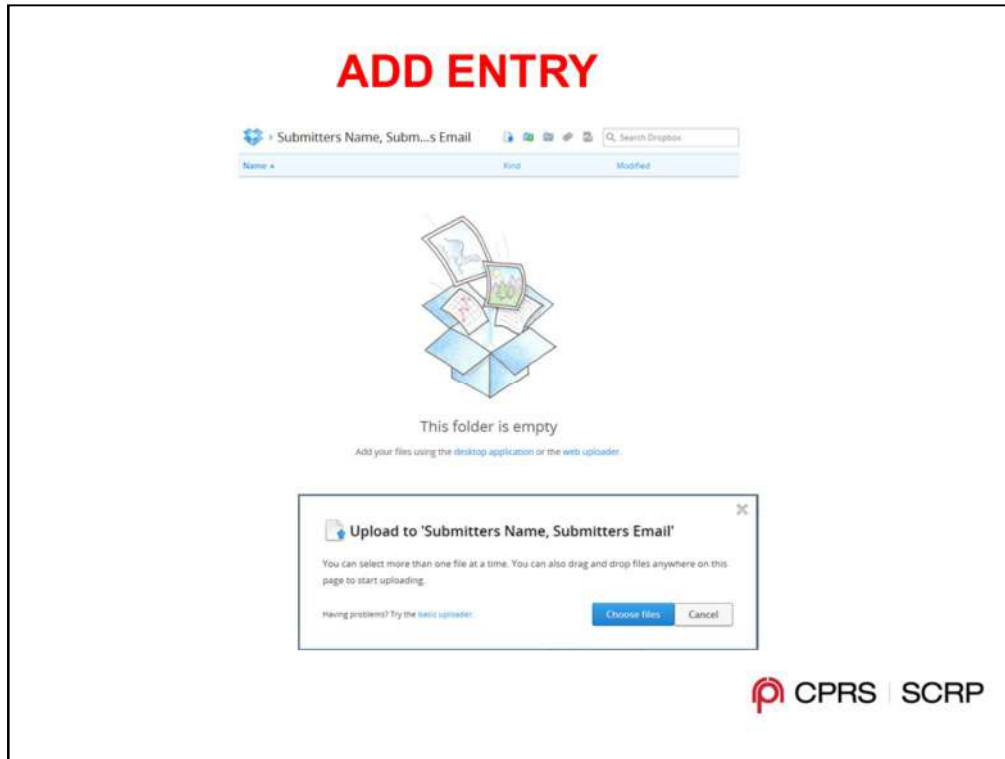
Under 'Add a message' format it as:

Email of Submitter:

Entry Title:

Click 'Share folder'

Click on the Folder that you just created



Here you can right click and select `Upload`

Click `Choose files` and select any supporting files that are larger than **25MB**.

Click Done, once your files have been uploaded to Dropbox.

Please allow up to 24 hours for your documents to show up in the `Supporting Documents` section on the `Award of Excellence Entry Form` if uploading them through Dropbox.


ADD ENTRY

Supporting Documents

Document Title
My Supporting Document

Edit Delete

Add Supporting Document Delete Entry Save Entry Cancel



If your documents are under **25MB** please upload them through the `Supporting Documents` section of the entry form.

You will see any supporting documents listed at the bottom of the entry form. You can modify any by clicking on `Edit` next to the required document.

You can add only 3/three supporting documents. Please ensure that everything that you plan to submit has been uploaded before proceeding to pay for your entry.

When you have completed the entry form click `Save Entry`. You will be returned to the `Manage My Entries` Screen.

MANAGE MY ENTRIES

Manage My Entries

Submission Criteria

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Click here for instructions regarding the online entry process

Category	Title	Status
Edit	Canadian Media Relations Agency Campaign of the Year	Entry Title Test Open
Logout Submit and Pay Add Entry		



You will see your entry listed at the bottom of the `Manage My Entries` page.

Note that all unpaid entries will be in an `Open` status, and you can make any edits that you require by clicking `Edit` next to the entry.

Once you have paid for an entry you can not make any more edits, so make sure that everything is in order.

If you want to add another entry click `Add Entry` , or click `Submit and Pay` when you are ready to submit.

SUBMIT AND PAY

Submit and Pay	
Category	Cost
Canadian Marketing Communications Campaign of the Year	\$200.00
<hr/>	
Sub Total:	\$200.00
HST (13%):	\$26.00
TOTAL PAYABLE:	\$226.00
<hr/>	
<input type="button" value="Pay Now"/>	

Please complete all bolded fields and click Process Transaction.

Items Details			
Description	Product Code	Quantity	Price
CPRS Award of Excellence Entry	41V460	1	\$200.00
			HST
			\$26.00
			Total (CAD)
			\$226.00

Customer Details
Customer ID:
Email Address: jtomlin@cprs.ca
Note:

Billing Address
First Name: Jeff
Last Name: Tomlinson
Company: CPRS
Address: 4151 Dundas Street West Suite 348
City: Toronto
Province/State: ON
Country:
Postal Code: M5S 1Y4
Phone: (416) 236-7534
Fax:

Payment Details
Transaction Amount: \$226.00 (CAD)
Order ID: 7637963_00004_123456789
Please complete the following details exactly as they appear on your credit card.
Do not add spaces or hyphens to the credit card number.
Cardholder Name:
Credit Card Number:
Expiry Date: 02 / 2013 -
Click Process Transaction to charge your credit card. Only click the button once, using the Back, Refresh or Cancel button after you press the Process Transaction button will not stop the transaction from being processed and may result in a double charge.



When you click `Submit and Pay` you will see a list of all `Open` entries that have not been paid for, as well as the cost associated with each.

When you are ready to proceed to the payment screen click `Pay Now`.

After entering in your credit card details you will be displayed a receipt showing the items paid for.