

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.



[🔔 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 submission 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 24th, 2019 3PM Hong Kong Time.
- Finalists announced: May, 2019
- Awards presentation ceremony: May 29, 2019

Support

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

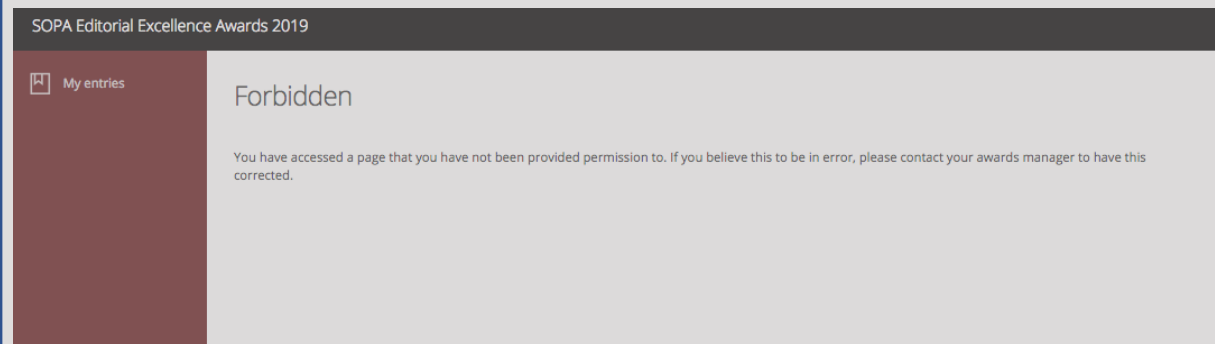
- Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected as a finalist.
 - Entries will be removed from the shopping cart after 24 hours of inactivity
 - You are eligible to enter more than one category, 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, Cal Wong!

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

Group A

English-language newspapers, magazines and online publications, including wire services and websites, that circulate widely in three or more countries in the Asia Pacific region, considered to be international media.

Group B

English-language newspapers, magazines and online publications, including wire services and websites, that circulate primarily in one or two countries in the Asia Pacific region, considered to be regional or local media or industry publications in areas like travel or finance.

Group C

Chinese-language newspapers, magazines and online publications, including wire services and websites, that circulate in the Asia Pacific region.

SOPA Award for Public Service Journalism

There will only be one SOPA Award for Public Service Journalism given out across category A, B and C

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 group C please submit name of publication in Chinese and English

Name of Journalist

For entries in Group C, please submit English and Chinese names as well.

Publication Date

Enter with the following format: MM/DD/2018 or MM/DD/2018 - MM/DD/2018

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](#)

<p>Nomination Letter 0 / 3000 characters</p> <p>B I H About Markdown formatting</p> <div style="border: 1px solid #ccc; height: 60px;"></div>	<p>Please state the reasons why you would like to nominate the entry for the Awards. There is a maximum character limit of 3000.</p> <p>If you are copying and pasting from a word document, paste as plain text to remove styling and formatting.</p>
<p>Editor's Contact</p> <p>B I H About Markdown formatting</p> <div style="border: 1px solid #ccc; height: 60px;"></div>	<p>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.</p>
<p><input type="checkbox"/> I acknowledge that I have read the rules and the FAQs of SOPA Editorial Excellence Awards 2019, and entries that do not meet the rules of the SOPA 2019 Awards may be disqualified.</p>	<p>To read the rules of the SOPA 2019 Awards, please visit https://www.sopawards.com/awards/rules-faq/</p>
<p><input type="checkbox"/> I acknowledge that there is no refund for entry fee once the submission is complete.</p>	
<p>Save + next Save + close Preview Submit entry</p>	

Need a hand?

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 a submission portal. At the top, it says 'My entries → Edit entry'. Below this, there are three tabs: 'Start here', 'Nomination Letter', and 'Attachments', with 'Attachments' being the active tab. A note states '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, bulleted list, numbered list, link, and unlink. Below the editor is a checkbox labeled 'I have the right to nominate this submission to the SOPA Awards 2019.' The right column has a heading 'If your web link is private, please provide instructions on how to access.' Below this is another checkbox labeled 'To ensure the publication has given you the consent to nominate the submissions for the SOPA Awards 2019, please check mark the box.' Below these columns, there is a note: 'For entries in Excellence in Photography with over three photos, submit your photos in a compressed ZIP file.' Underneath, 'Sample Entries:' are listed with two links: '1. Sample Awards Entry for Print/Text' and '2. Sample Awards Entry for Photos'. At the bottom of the main content area, there are two buttons: 'Add attachments' and 'Add link or video'. At the very bottom, there are four navigation 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.

My entries → Edit entry

All questions must be answered, unless marked optional.

Start here Nomination Letter **Attachments**

Instructions to access secure web link (optional) ⓘ

If your web link is private, please provide instructions on how to access.

B *I* H | `||` | `||` | `%` | `@` | `#` About Markdown formatting

I have the right to nominate this submission to the SOPA Awards 2019. To ensure the publication has given you the consent to nominate the submissions for the SOPA Awards 2019, please check mark the box.

For entries in Excellence in Photography with over three photos, submit your photos in a compressed ZIP file.

Sample Entries:

- [Sample Awards Entry for Print/Text](#)
- [Sample Awards Entry for Photos](#)

Add attachments

Add link or video

Save + next **Save + close** **Preview** **Submit entry**

Need a hand?

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.

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	
Test price Entry: Test Example Group: Group B Category: Excellence in Arts & Culture Reporting (卓越藝術及文化報導獎) ID: KvRNDvY	1	\$ 1.00	Billing currency * HKD
Add more entries to cart			Billing address
Apply discount code			Company name (if applicable) <input type="text"/>
	Sub-total	\$ 1.00	Country <input type="text"/>
	Payment processing fee (0.00%)	\$ 0.00	Street address <input type="text"/>
	Tax (0%)	\$ 0.00	City / suburb <input type="text"/>
	Total	\$ 1.00	State <input type="text"/>
			Postcode <input type="text"/>
			Payment method * PayPal
			Proceed to payment
			Or return to my entries

256 bit SSL encryption secured checkout 

Important information:

SOPA Members only:
For SOPA membership discount code, please request via email to mail@sopasia.com latest by 15 Jan, 2019.
Any requests on the last day of the submission may not make it on time.

Reminder: deadline 24th Jan 2019, 3pm HKG time.

- Entries will be removed from the shopping cart after 24 hours of inactivity.
- 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 through your credit card on the following page after you click on "Proceed to payment".

Home | My Cart