



How to register your 5 Voter Representatives

LPA Member Voter Representative Registration process in 2016:

- All LPA Member Organisations are entitled to register up to 5 Voter Representatives to cast their votes in the 2016 Helpmann Awards.
- To register your 5 Voter Representatives, you must log in at www.helpmannawards.com.au using your organisation's Helpmann Awards website login. If you have forgotten your login details please [click here](#).
- If you are having trouble logging in, please call Helpmann Awards Administrator Fiona Spitzkowsky at the LPA office on 03 8614 2000.
- You will need your Voter Representatives' email addresses in order to send them an invitation to register.
- Your Voter Representatives will receive an email with a link they must click to complete their registration. They will be prompted to create an account on the Helpmann Awards Website through which they will cast their votes once 2016 Voting officially opens.
- You can check which of your Voter Representatives have accepted the invitation and registered their Voting account track via your website account. You can re-send invitations at any time.
- **You must register your 5 Voter Representatives no later than SUNDAY 15 MAY 2016**

Step 1. Go to www.helpmannawards.com.au and log in to your account. If you have misplaced your login details please [click here](#) or call Fiona Spitzkowsky on (03) 8614 2000.

The screenshot shows a web browser window with the URL www.helpmannawards.com.au. The page features a dark header with the NSW logo and navigation links: MEMBER'S INFO, TRAVEL FUND, LOGIN, and SEARCH. A login form is overlaid on the right side, highlighted with a red circle. The form contains the following elements:

- USERNAME / EMAIL: [Redacted]
- PASSWORD: [Redacted]
- Trouble logging in? [Link]
- Login [Button]

The main content area has a dark background with a bokeh effect of golden lights. It features the text: HELPMANN AWARDS Presented Live in Sydney, 25 JULY 2016, and a 'Save the Date!' box for Sydney Lyric Theatre. Below the main content, there is a link for '2015 Helpmann Awards Winners' with a 'View all >' button. The Windows taskbar at the bottom shows the date and time as 10:40 AM on 16/03/2016.

Step 2. From the same drop down menu, select 'Manage Voting Reps'.

The screenshot shows the Helpmann Awards website interface. At the top, there are logos for NSW (Making it Happen) and Destination NSW. The main navigation bar includes links for MEMBER'S INFO, TRAVEL FUND, LPA, and a SEARCH icon. A dropdown menu is open under the LPA link, with the following options: UPDATE ACCOUNT DETAILS, TRAVEL FUND APPLICATION, MANAGE ORGANISATION REPS, **MANAGE VOTING REPS** (highlighted with a red circle), RSVP, ADMIN, and LOG OUT. The main content area features a large banner for the 2016 Helpmann Awards, presented live in Sydney on 25 July 2016, at the Sydney Lyric Theatre. A 'Save the Date!' button is visible on the banner. Below the banner, there is a link for '2015 Helpmann Awards Winners' with a 'View all »' link. At the bottom, the browser address bar shows the URL www.helpmannawards.com.au/voting-representative/manage, and there are 'Logout' and 'Close' buttons.

Step 3: Type in the email address of your first selected Voter Representative. Click 'Add'

NSW MAKING IT HAPPEN Destination NSW

MEMBER'S INFO TRAVEL FUND LPA SEARCH

HELPMANN AWARDS Presented Live in Sydney

2015 WINNERS ABOUT HISTORY LIFETIME ACHIEVEMENT HELPMANN HQ GALLERIES

Manage Voting Representatives

Add up to 5 Voting Representatives by entering their email address.
You can always return to monitor the progress/activity of people you've added.

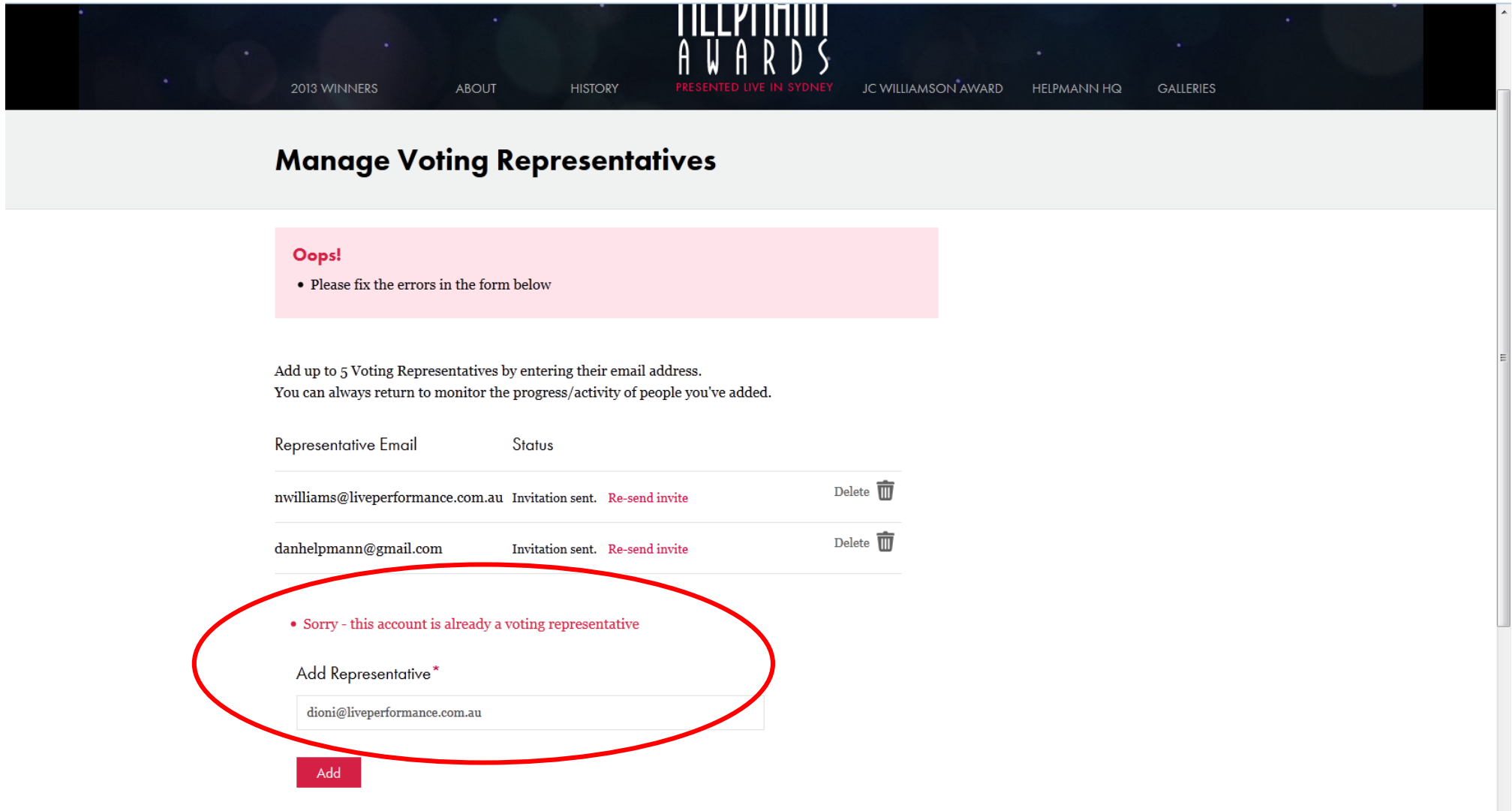
Representative Email	Status	
egreguric@liveperformance.com.au	Invitation sent. Re-send invite	Delete
anishas@liveperformance.com.au	✓ Registered.	Delete
jholt@liveperformance.com	Invitation sent. Re-send invite	Delete

Add Representative*

Add

Logged in as lpa Admin Refresh page Clear browser cache Logout Close

Step 4: You can then continue to add your remaining Voter Representatives. If you try to register a Voter Representative who has already been registered by another organisation (as can sometimes happen in the case of freelancers/contractors) you will see the following error message:



The screenshot shows the HELPMANN AWARDS website interface. The header includes navigation links: 2013 WINNERS, ABOUT, HISTORY, PRESENTED LIVE IN SYDNEY, JC WILLIAMSON AWARD, HELPMANN HQ, and GALLERIES. The main heading is "Manage Voting Representatives". A pink error box contains the text "Oops!" and "Please fix the errors in the form below". Below this, instructions state: "Add up to 5 Voting Representatives by entering their email address. You can always return to monitor the progress/activity of people you've added." A table lists existing representatives:

Representative Email	Status	
nwilliams@liveperformance.com.au	Invitation sent. Re-send invite	Delete
danhelppmann@gmail.com	Invitation sent. Re-send invite	Delete

Below the table, a red circle highlights an error message: "Sorry - this account is already a voting representative". Underneath is a form with the label "Add Representative *" and an input field containing "dioni@liveperformance.com.au". A red "Add" button is positioned below the input field.

Step 5: Your Voter Representatives will then receive the email below with a link to click to complete their account registration.

The screenshot shows a Gmail interface. At the top, there's a Google search bar and navigation icons. Below that, the Gmail header includes a 'COMPOSE' button, navigation icons, and a '1 of 1' indicator. The left sidebar shows folders like 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Circles', and 'More'. A user profile for 'Dan' is visible. The main content area displays an email from 'Helpmann Awards' with the subject 'Become a Voting Representative'. The email body contains the text: 'Helpmann Awards', 'Congratulations! You have been invited to become a Voting Representative for the Helpmann Awards.', and 'Click on the link below to continue:'. A red circle highlights the following URL: <http://helpmann.testme.co/voting-representative/email-confirm/?id=2600&token=07ee7c7814af173e798164246ea01470>. Below the email content is a 'Click here to Reply or Forward' button. At the bottom of the email, there's an advertisement for 'CreditCardOffer - Westpac Credit Cards'. The footer of the page shows '0 GB (0%) of 15 GB used' and '©2014 Google - Terms & Privacy'.

Step 6: After clicking the link, Voter Representatives will be taken to the Helpmann Awards Website and prompted to complete their account registration.

HELPMANN AWARDS
PRESENTED LIVE IN SYDNEY

2013 WINNERS ABOUT HISTORY JC WILLIAMSON AWARD HELPMANN HQ GALLERIES

Register

dioni@liveperformance.com.au has invited you to become a Voting Representative!

Email
danhelpmann@gmail.com

Password*

Password Confirm*

Organisation*

First name*

Last name*

Logged in as dioni@liveperformance.com.au Admin Refresh page Clear browser cache Logout Close

Last name *

Helpmann

Street address *

Level 1, 15-17 Queen St

City / suburb *

Melbourne

State *

VIC

Postcode *

3000

Phone *

03 96141111

Register

Step 7: You will be able to track which of your Voter Representatives has completed their registration. You can re-send invitations at any stage to those who have not completed the registration process.

HELPMANN AWARDS
Presented Live in Sydney

2015 WINNERS ABOUT HISTORY LIFETIME ACHIEVEMENT HELPMANN HQ GALLERIES

Manage Voting Representatives

Add up to 5 Voting Representatives by entering their email address.
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Representative Email	Status	
egreguric@liveperformance.com.au	Invitation sent. Re-send invite	Delete
anishas@liveperformance.com.au	✓ Registered.	Delete
jholt@liveperformance.com	Invitation sent. Re-send invite	Delete

Add Representative *

Add

Logged in as Ipa Admin Refresh page Clear browser cache Logout Close

[Registration for LPA Member Voting Representatives will close at 5pm on SUNDAY 15 MAY 2016](#)

If you have any queries regarding the registration process, please do not hesitate to contact Fiona at Live Performance Australia on 03 8614 2000.