



Helpmann Awards 2016: How to Submit an Entry

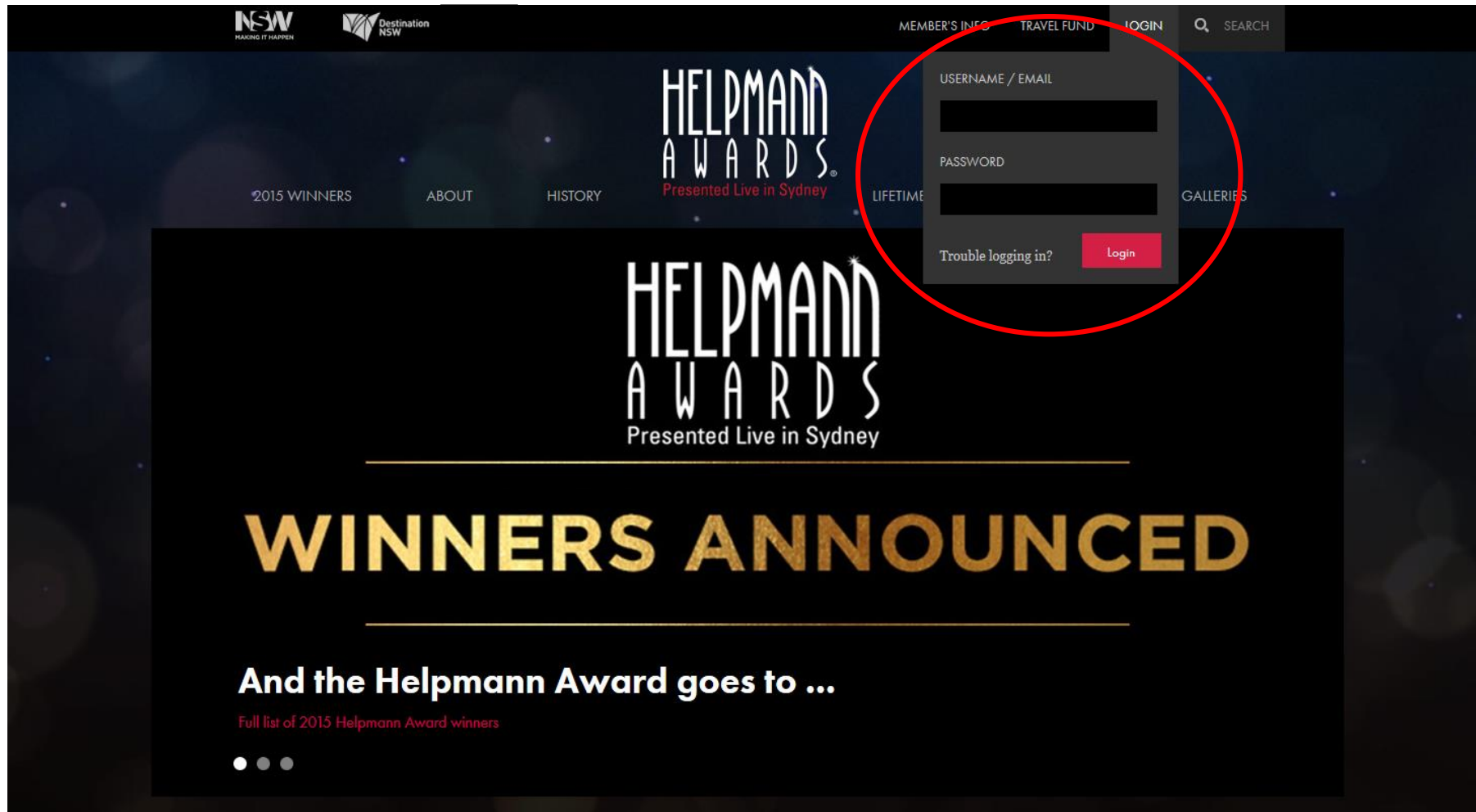
Welcome to the Helpmann Awards 2016! Before you start your entry you will need:

- Production details for your entry. This includes the producer billing, production title and synopsis (700 characters maximum), nominee name and biography (700 characters maximum). Additional details may be required depending on the award category.
- Up to three (3) images. The images must be at least 400 pixels wide. We recommend a headshot for individual entrants, plus a portrait and landscape production still.
- Video files, using YouTube or Vimeo URLs [optional]
- Audio files in AIFF, WAV, FLAC, OGG, MP2, MP3, AAC, AMR or WMA format [optional]
- Up to three (3) reviews, using URL links and a pull-quote (350 characters maximum) [optional]
- Your credit card details

Submitting your entry:

- To submit an entry you must login at www.helpmannawards.com.au using your organisation's Helpmann Awards website login, or your own login should you be registered as your organisation's Helpmann Awards contact. Your login details are the same as you used for the 2015 Helpmann Awards, if you have misplaced your details please [click here](#).
- If you are having trouble logging in, please call Helpmann Awards Administrator Fiona Spitzkowsky via the LPA office on 03 8614 2000.
- The Helpmann website allows all entry sessions to be saved and returned to at a later date, and entry process will not time-out or lock users out mid-session.
- Each entry costs \$44 (incl. GST). Payment is processed online via credit card only and is processed by eWay over a secure server.
- Entrants must upload and complete ALL entry material and pay online in order to fully submit your entry. Entries close on **Friday 29 April 2016 at 5pm**. No late entries will be considered.

Step 1. Go to www.helpmannawards.com.au and login to your account. If you have misplaced your login details please [click here](#)



Step 2. From the same drop down menu, select 'Submit Entry'.

The screenshot shows the Helpmann Awards website interface. At the top left, there are logos for NSW (MAKING IT HAPPEN) and Destination NSW. The top right navigation bar includes 'MEMBER'S INFO', 'TRAVEL FUND', 'LPA', and a search icon labeled 'SEARCH'. A dark blue navigation bar contains the following menu items: '2015 WINNERS', 'ABOUT', 'HISTORY', 'LIFETIME A...', and 'GALLERIES'. The main content area features the 'HELPMANN AWARDS Presented Live in Sydney' logo. Below the logo, the text 'WINNERS ANNOUNCED' is displayed in large, bold, yellow letters. Underneath, it says 'And the Helpmann Award goes to ...' followed by a link 'Full list of 2015 Helpmann Award winners'. A user menu is open on the right side, listing several options: 'UPDATE ACCOUNT DETAILS', 'TRAVEL FUND APPLICATION', 'TRAVEL FUND REPORTS (4)', 'SUBMIT ENTRY' (highlighted with a red circle), 'MANAGE ORGANISATION REPS', 'MANAGE VOTING REPS', 'ADMIN', and 'LOG OUT'. At the bottom left of the main content area, there are three small grey circles.

Step 3: Select 'Add Entry'



Entries

IN PROGRESS (0)

SUBMITTED (10)

Checkout (0)

Add entry

You have no entries in progress.

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Step 4: Complete the details of your entry submission. Make sure you click 'Save and Continue at the bottom of this screen once you are finished.

LPA: A Ballet in 3 Acts



SUBMISSION DETAILS



IMAGES (0)



VIDEOS (0)



REVIEWS (0)

[← Back to Entries](#)

Genre*

Dance & Physical Theatre

Category*

Best Ballet or Dance Work

Production name*

LPA: A Ballet in 3 Acts

Nominee name*

Live Performance Australia

Synopsis*

88 characters

The staff of LPA perform a nine hour dance interpretation of the Live Performance Award.

700 characters maximum

Biography

Step 5: Then, click on the 'Images' button to add your entry images. Please note, images must be hi-res and at least 400 pixels wide. You may upload up to 3 images. If you are uploading more than one image, you will be prompted to select which image should be used as the primary image. If the entry becomes a 2016 Nominee, this primary image will be used in all related Helpmann Awards marketing collateral including website, Awards program, social media and during the Ceremony broadcast. For individual entrants we recommend providing a good quality headshot as the primary image, plus a portrait and a landscape production still. For production entrants we recommend providing a portrait and landscape production still.

The screenshot shows the 'Submit entry' page for 'Live Performance Australia'. At the top, there is a navigation bar with the 'HELPMANN AWARDS' logo and links for '2013 WINNERS', 'ABOUT', 'HISTORY', 'PRESENTED LIVE IN SYDNEY', 'JC WILLIAMSON AWARD', 'HELPMANN HQ', and 'GALLERIES'. Below this is a large 'Submit entry' header. The main content area shows the entry name 'Live Performance Australia' and a navigation bar with icons for 'SUBMISSION DETAILS', 'IMAGES (1)', 'VIDEOS (0)', and 'REVIEWS (0)', along with a '< Back to Entries' link. A text block explains that images are used for internal nomination and should be 400 x 400 pixels. A modal dialog box titled 'Add a new image' is open, featuring a 'Browse...' button, a 'Permission to use collateral' checkbox (checked), and an 'Add' button. The dialog is circled in red. At the bottom, there is a footer with user information and utility links like 'Admin', 'Refresh page', 'Clear browser cache', 'Logout', and 'Close'.

If you are uploading images in portrait format you may be prompted to crop them to fit the image aspect of the website display. To adjust the cropping of the image, click the 'Adjust Cropping' button directly below the image (please note, this cropping is applied solely for web display and will not be applied to Nominee images used in the printed Awards program or Ceremony broadcast).

Submit entry

Live Performance Australia



SUBMISSION DETAILS



IMAGES (2)



VIDEOS (0)



REVIEWS (0)

[« Back to Entries](#)

Images are used for internal nomination process.

You can upload up to 3 images per entry. Images should be at least 400 pixels wide.

Uploaded images will be automatically cropped. You can adjust the cropping if required.

The image marked as primary will be used on the website.

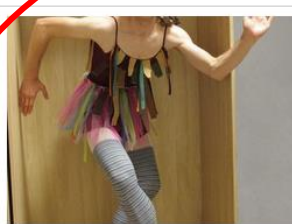


★ Primary Image (Click to Undo)

Permission to use collateral

Adjust Cropping

Delete this Image



★ Select As Primary

Permission to use collateral

Adjust Cropping

Delete this Image

Add a new image

No file selected.

Permission to use collateral

Adjust the crop field until you are happy with the selected area then click the 'Save Crop' button.

Submit entry

Live Performance Australia



SUBMISSION DETAILS



IMAGES (2)



VIDEOS (0)



REVIEWS (0)


[« Back to Entries](#)

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The image marked as primary will be used on the website.




★ **Primary Image** (Click to Undo)

Permission to use collateral

Adjust Cropping

Delete this Image



Cancel

Add a new image

No file selected.

Permission to use collateral

You will then be able to see how your image will display on the website should it go on to become a 2016 Nominee. If you wish to adjust the crop further, simply click the 'Adjust Crop' button again and re-position.

Great!

- Image cropped

Live Performance Australia



SUBMISSION DETAILS



IMAGES (2)



VIDEOS (0)



REVIEWS (0)

[← Back to Entries](#)

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Uploaded images will be automatically cropped. You can adjust the cropping if required.

The image marked as primary will be used on the website.



★ Primary Image (Click to Undo)

Permission to use collateral

Adjust Cropping

Delete this Image



★ Select As Primary

Permission to use collateral

Adjust Cropping

Delete this Image

Add a new image

No file selected.

Permission to use collateral

Step 6: If you would like to include a YouTube or Vimeo link, click the 'Videos' button. Simply copy and paste in your video URL into the box provided. If your videos are password protected you can include the password below the URL.



Test



SUBMISSION DETAILS



IMAGES (0)



VIDEOS (0)



AUDIO (0)



REVIEWS (0)

[« Back to Entries](#)

Video uploads are limited to Youtube and Vimeo URLs only.

By ticking the Permission to Use Collateral box below, you grant permission to the Helpmann Awards to use your uploaded Videos on the Helpmann Awards website, in the Helpmann Awards Program and during the broadcast of the Helpmann Awards.

A red circle highlights the 'Add a new video' form. The form contains a text input field with 'http://' pre-filled, a 'Password' input field, a checked checkbox for 'Permission to use collateral', and a red 'Add' button at the bottom right.

Step 7: If you would like to include audio files, click the 'Audio' icon. Simply select your audio files and click the 'Add' button. Your audio files should be in AIFF, WAV, FLAC, OGG, MP2, MP3, AAC, AMR or WMA format. The files will be uploaded directly to the Helpmann Awards private SoundCloud account and can only be accessed by the Panel Members for review.

Submit entry

Test Test



SUBMISSION DETAILS



IMAGES (0)



VIDEOS (0)



AUDIO (0)



REVIEWS (0)

[« Back to Entries](#)

Audio files can be in AIFF, WAV, FLAC, OGG, MP2, MP3, AAC, AMR or WMA format and are uploaded directly to a Helpmann Awards private SoundCloud account. Audio files can not be accessed publicly, and a direct link to play the audio file will be provided to Panel Members for review.

By ticking the Permission to Use Collateral box below, you grant permission to the Helpmann Awards to use your uploaded audio file on the Helpmann Awards website, in the Helpmann Awards Program and during the broadcast of the Helpmann Awards.

Add a new audio file

No file selected.



Permission to use collateral

Step 8: Next, add your reviews by clicking the 'Reviews' icon. Copy and paste the URL for your review. Please note, you also need to add a pull-quote, a small 'teaser' of text from the review. You may add up to 3 reviews.

2013 WINNERS ABOUT HISTORY PRESENTED LIVE IN SYDNEY JC WILLIAMSON AWARD HELPMANN HQ GALLERIES

Submit entry

Live Performance Australia

SUBMISSION DETAILS IMAGES (1) VIDEOS (0) **REVIEWS (0)** [← Back to Entries](#)

You may only add 3 reviews.

Review title
Sydney Morning Herald

Review URL Review date *dd/mm/yy*
www.smh.com.au/lpa-ballet-terrible 12/12/13

Review text* 175 characters
The groundbreaking new nine hour dance piece from the LPA Ballet Company takes the audience on a thrilling, sometimes emotional journey through the Live Performance Award.....

Single line only: 300 characters maximum.

Add

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

Step 9: Once you are finished adding your reviews, click 'Back to Entries'. This will return you to the overview screen of all your entries. When you are happy with an entry, click the 'Add to Cart' button on the entry that you are ready to checkout and complete payment for. If you would like to edit any of the entries at this stage, click the 'Edit Entry' button below the relevant entry. Once you have selected which entries to checkout, click the 'Checkout' button. Please note, it is not necessary to checkout and pay for all entries at the same time, you may do this in stages if you wish.



Entries

Great!

- Entry added to cart

IN PROGRESS (2) SUBMITTED (6) Checkout (1) **Add entry**

Select complete entries and checkout to pay and submit your entries to the 2013 Helpmann Awards.

\$ ADD TO CART	\$ REMOVE FROM CART
 Live Performance Australia	 Example Productions
<small>BEST BALLET OR DANCE WORK</small> Live Performance Australia LPA: A Ballet in 3 Acts Live Performance Australia	<small>BEST PLAY</small> Example Productions The Crucible Exexample Productions
1 0 0	1 0 0
Edit entry	Edit entry
Delete this entry	Delete this entry

helpmann.testme.co/entries-checkout | [Admin](#) | [Refresh page](#) | [Clear browser cache](#) | [Logout](#) | [Close](#)

Step 10: Complete the checkout and payment process.

Payment is handled over a secure server by eWay and a receipt will be emailed to the email address registered to your Helpmann Awards Website Account.

Please ensure that your entry material is correct before you complete the checkout and submission process as any changes to an entry once submitted are not possible.

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