

HOW TO SUBMIT A 2020 HELPMANN AWARDS ENTRY



Season

1 March 2019
to
30 April 2020



Entries open

Monday 16 March



Entries close

Thursday 9 April 5pm AEST
No late entries can be
considered.



Award categories

A full list of categories can
be found [here](#).

Unsure which category to
enter?

Contact the Helpmann
Awards Administrator.



Cost

\$55 (incl. GST) per entry.



Support

Contact the Helpmann Awards
Administrator on:
03 8614 2000 or
admin@helpmannawards.com.au

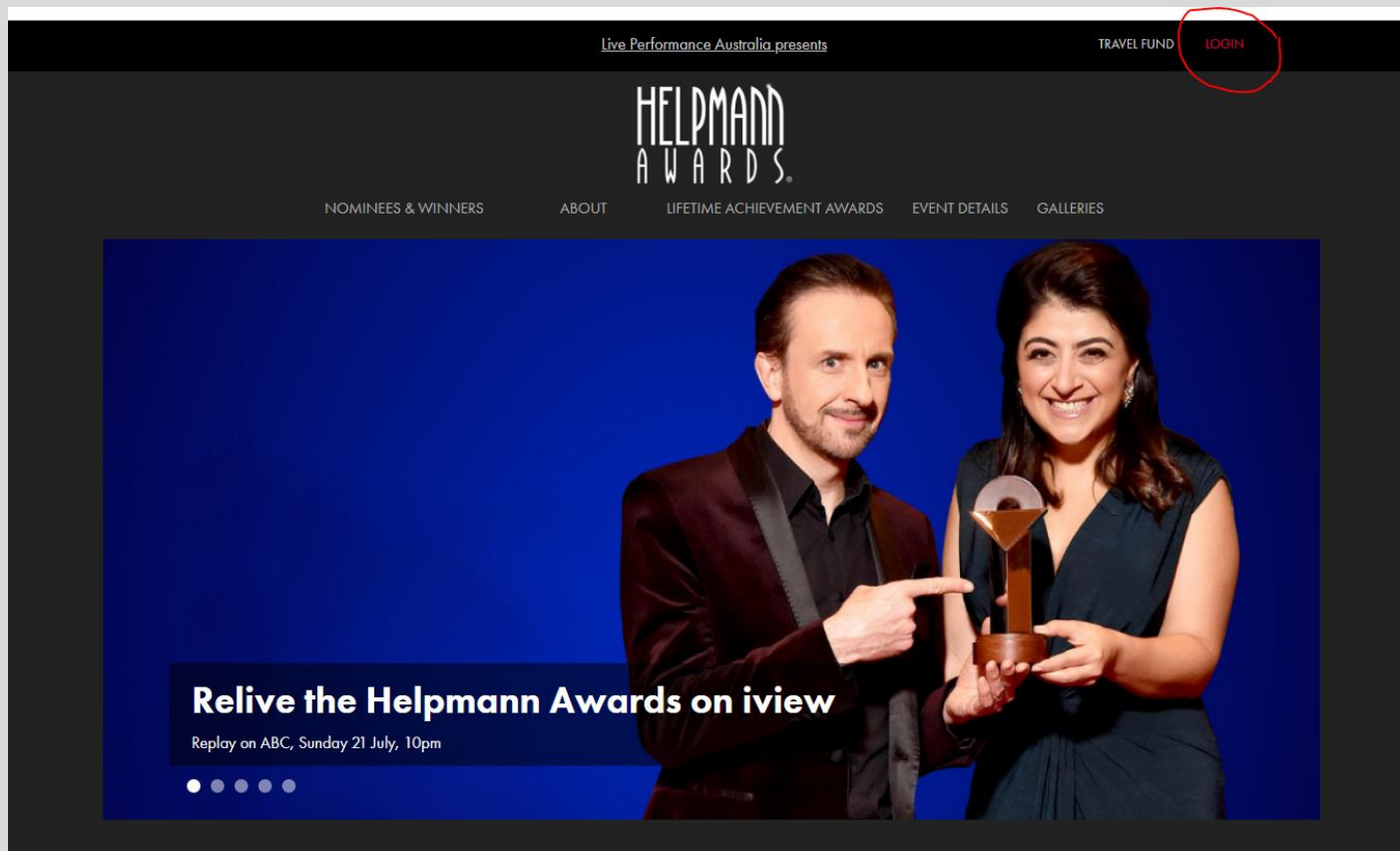
Entry checklist

To submit your entry, you will need:

Your organisation's Helpmann Awards login details	<ul style="list-style-type: none">• Entries can only be submitted via your organisation account, not a personal account.• Forgot your password? Click here to reset.• If you have forgotten or need to change your organisational username (which is an email address) call the Helpmann Awards Administrator.
Production details	<ul style="list-style-type: none">• Producer(s)• Presenter (if applicable)• Production synopsis (1500 characters maximum)• Nominee biography (1500 characters maximum)• All performance dates and venues, including any past tours or plans to tour in the future.• Additional details may be required depending on the award category.
Up to three images	<ul style="list-style-type: none">• Resolution – 300dpi, dimensions – at least 400 pixels wide.• For individuals we recommend a good quality headshot plus a portrait and a landscape performance image.• For productions we recommend a portrait and landscape performance image.
Video links (optional)	<ul style="list-style-type: none">• Format – YouTube or Vimeo URLs.• Can be full performance, a highlight reel, or both.
Audio files (optional)	<ul style="list-style-type: none">• Format – AIFF, WAV, FLAC, OGG, MP2, MP3, AAC, AMR or WMA.
Up to three reviews (optional)	<ul style="list-style-type: none">• Format – URL links and extract (maximum 350 characters).
Contact details for who to notify if the entry is nominated	<ul style="list-style-type: none">• This person needs to be contactable in the month leading up to the Helpmann Awards events as they will receive information regarding the nomination and the award ceremony.
Credit card details	<ul style="list-style-type: none">• Payment is processed online by eWay over a secure server.

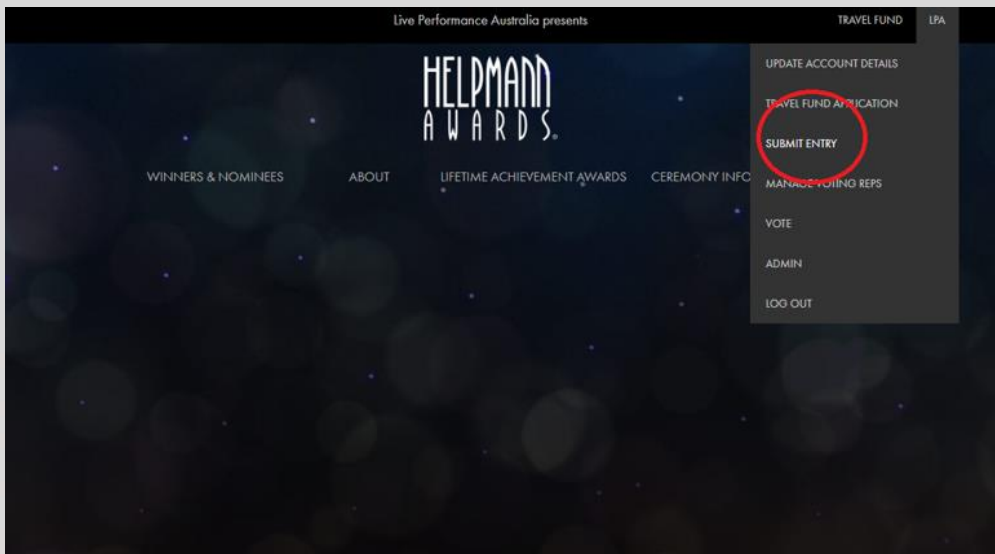
Step 1. Login

Go to www.helpmannawards.com.au and select login.

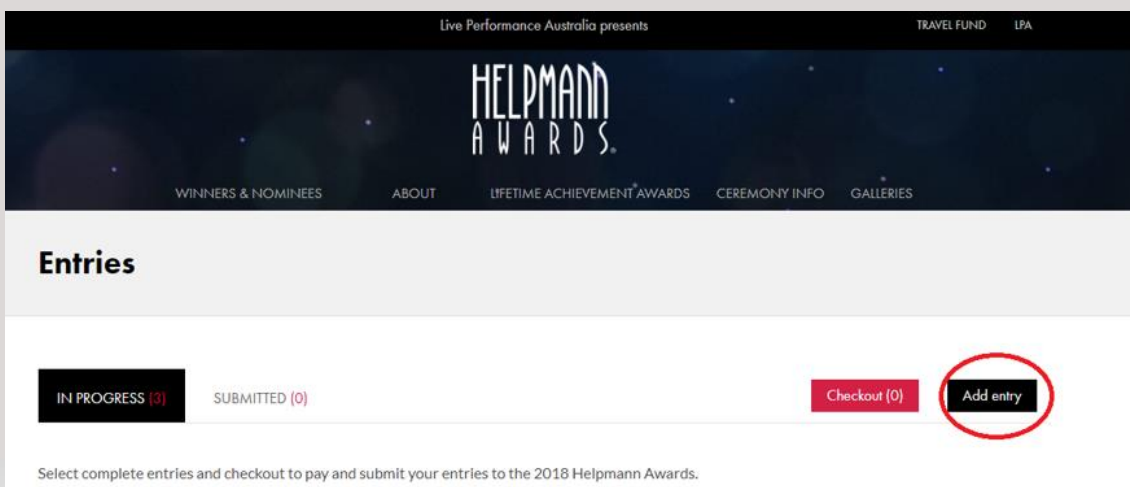


Step 2. Create Entry

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



Select 'Add Entry'



Step 3. Submission Details

Complete each of the following fields:


Genre, Category, Nominee Name, Production Name, Producer/Presenter, Length of Work, Phonetic Pronunciation, Synopses, Biographies, Performance Dates and Venues, Nominee Contact Details, Attendee Contact Details and Key Creative Credits.


There will be prompts to assist you to identify who the intended Nominee is in each category. There may be extra fields for you to credit others.


If you need help with who should be listed, contact the Helpmann Awards Administrator.


Make sure you click 'Save and Continue' at the bottom of this screen once you are finished.


Live Performance Australia

 SUBMISSION DETAILS

 IMAGES (1)

 VIDEOS (0)

 AUDIO (0)

 REVIEWS (0)

[« Back to Entries](#)

Genre*

Ballet, Dance & Physical Theatre ▼

Category*

Best Ballet ▼

Best Ballet

Please note, the Nominee for this Award is the PRODUCER.

Nominee name (Producer / Presenter)*

Live Performance Australia

Production name*

LPA: A Ballet in 3 Acts

Presenters

LPA

Step 4. Upload Images


Click on the 'Images' button to add your entry images.


Please ensure they are the requested resolution or higher. You may upload up to 3 images. If you are uploading more than one image, you will need to select a primary image.


If the entry becomes a 2020 Nominee, the primary image will be used in all related Helpmann Awards marketing collateral including website, souvenir program, social media, during the broadcast as well as other promotional materials.


Recommendations


- We recommend your primary image be in colour
- For individuals we recommend providing a good quality headshot as the primary image, plus a portrait and a landscape performance image
- For productions we recommend providing a portrait and landscape performance image

 SUBMISSION DETAILS

 IMAGES (0)

 VIDEOS (0)

 AUDIO (0)

 REVIEWS (0)

[« Back to Entries](#)

You can upload up to 3 images per entry. Images should be at least 400 pixels wide, and high resolution (at least 300dpi).

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

All entries must include a primary image with given permission to use collateral. The image marked as primary will be used on the website.

By ticking the 'Permission to Use Collateral' box below, you grant permission to the Helpmann Awards to use your uploaded entry images in digital, printed and video media to promote the Helpmann Awards and the arts more broadly in Australia.

Add a new image

Choose File

No file chosen

☒ Permission to use collateral

Add

If you are uploading images in portrait format you may need to crop or adjust 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.

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](#)

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



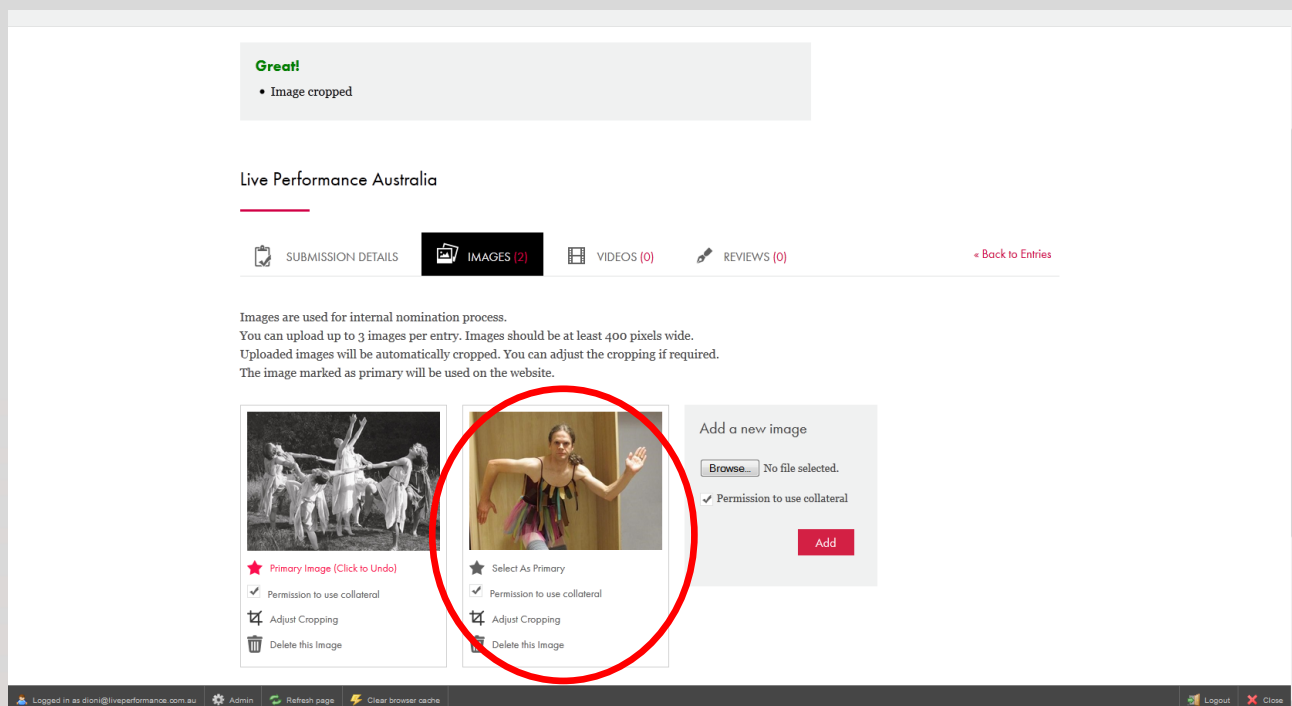
Cancel

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 2020 Nominee. If you wish to adjust the crop further, simply click the 'Adjust Crop' button again and re-position.

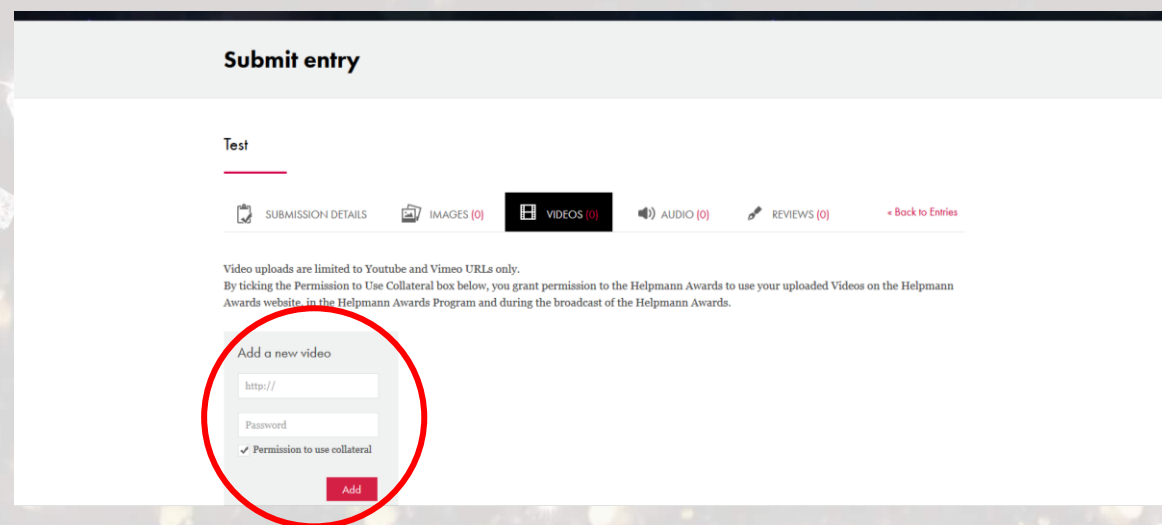


Step 5. Add video links (optional)

If you would like to include a YouTube or Vimeo link, click the 'Videos' button.

Simply copy and paste your video URL into the box provided. If your videos are password-protected please include the password below the URL.

Videos can include a highlight reel or the full performance.

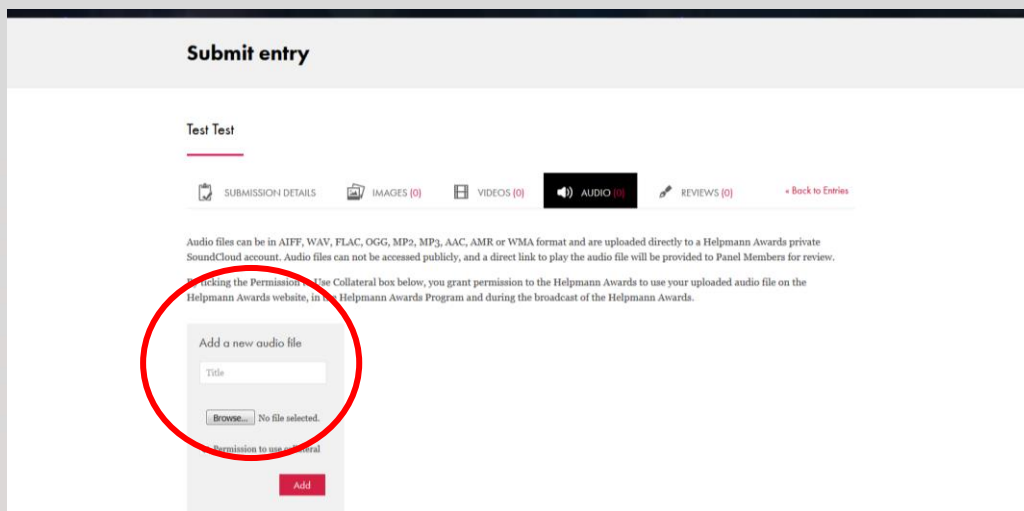


Step 6. Add audio files (optional)

If you would like to include audio files, click the 'Audio' icon.

Choose your audio file 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. The files will be deleted once the season is over.



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 clicking 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

Title

No file selected.

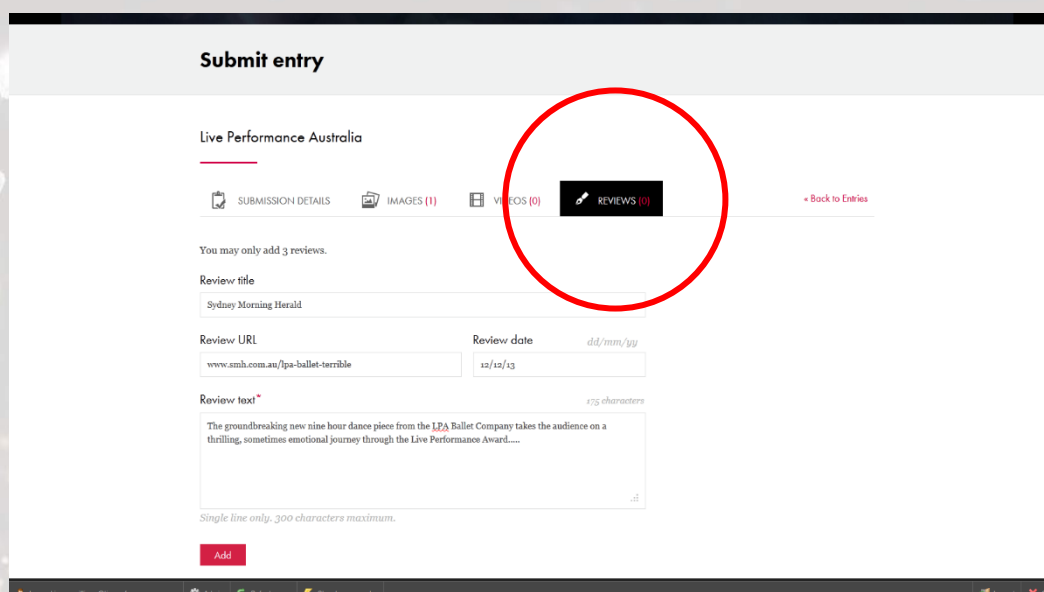
☐ Permission to use collateral

Step 7. Add reviews (optional)

Next, add your reviews by clicking the 'Reviews' icon.

Copy and paste the URL for your review.

Please add a quote/highlight in text from the review. You may add up to three reviews.



Submit entry

Live Performance Australia

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

You may only add 3 reviews.

Review title

Review URL

Review date

Review text* 475 characters

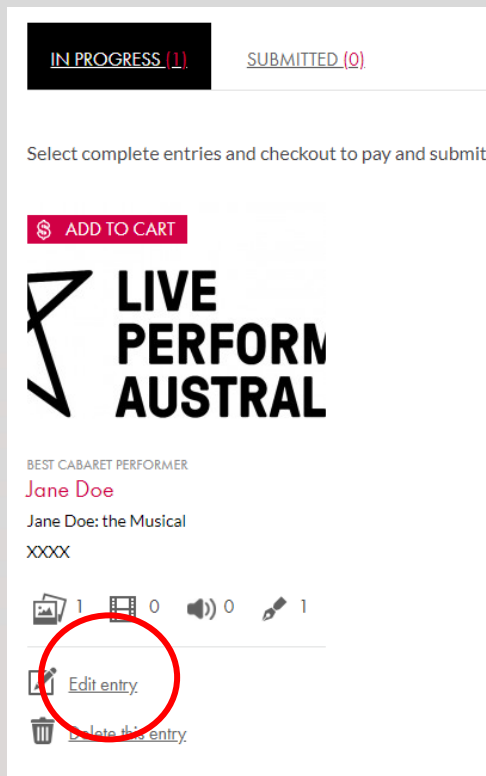
Single line only. 300 characters maximum.

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

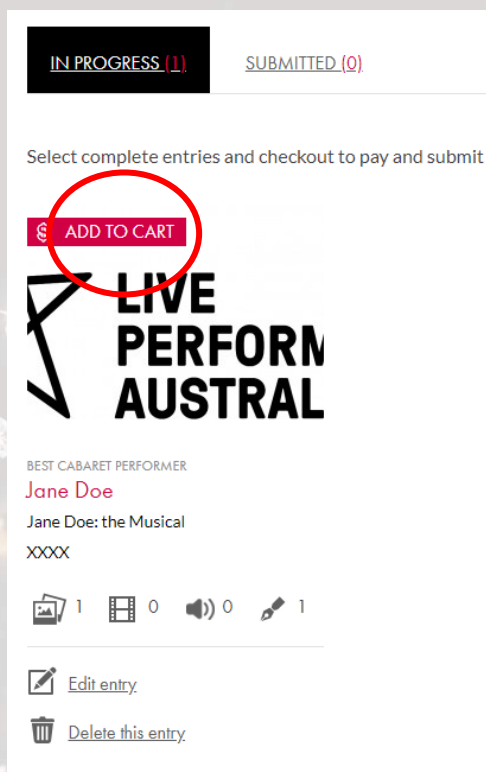
Step 8. Review entry & add to cart

Click 'Back to Entries' to review your entry.

To edit your entry click the 'Edit Entry' button.



When you are happy with an entry, click the 'Add to Cart' button on that entry.



Step 8a. Add a new entry

To add a new entry, click 'Add entry',

Entries

Great!

- Entry added to cart

IN PROGRESS (1)

SUBMITTED (0)

Checkout (1)

Add entry

Select complete entries and checkout to pay and submit your entries to the 2020 Helpmann Awards.

This will take you to a new 'Submission Details' screen. Repeat steps 3 – 8.

Step 9. Checkout and pay

Click the 'Checkout' button

Entries

Great!

- Entry added to cart

IN PROGRESS (1)

SUBMITTED (0)

Checkout (1)

Add entry

Select complete entries and checkout to pay and submit your entries to the 2020 Helpmann Awards.

Please ensure that your entry material is correct before you checkout as you cannot make changes to an entry once it has been submitted.

A receipt will be emailed to your Helpmann Awards organisation account (the same email account with which you logged in).

If you have any queries regarding the entries process, please do not hesitate to contact:

Helpmann Awards Administrator on **03 8614 2000** or **admin@helpmannawards.com.au**.