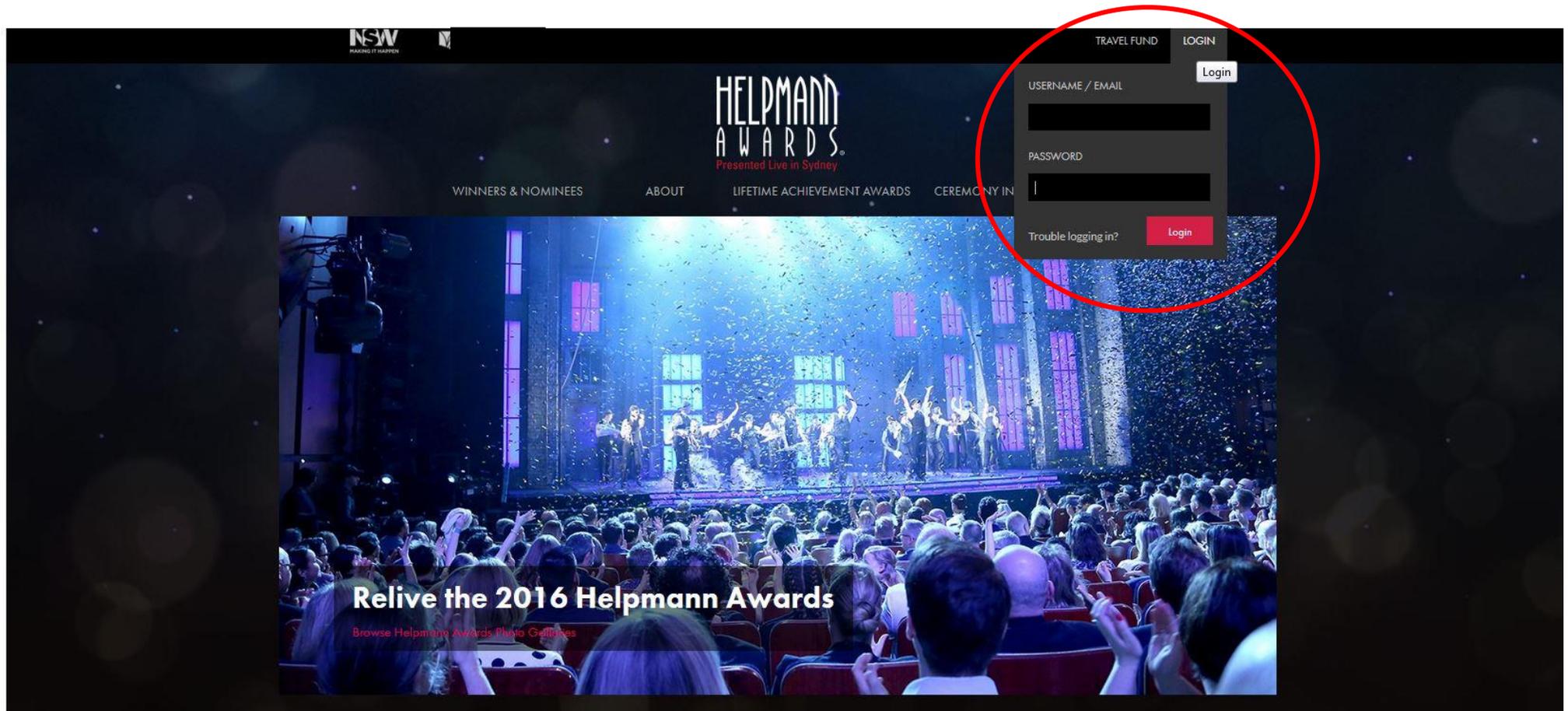




How to register your 5 Voter Representatives for the 2017 Helpmann Awards

- All LPA Member Organisations are entitled to register up to 5 Voter Representatives to cast their votes in the 2017 Helpmann Awards.
- Voting Representatives have been rolled over from the 2016 season. Voter Representatives are listed under the 'Manage Voting Representatives' (see Step 2). You can delete old Voting Representatives on that page and follow these instructions to add new ones.
- To register Voting 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 the Helpmann Awards Administrator 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 2017 Voting officially opens.
- You can track which of your Voter Representatives have accepted the invitation and registered their Voting account via your website account. You can re-send invitations at any time.
- **You must register your 5 Voter Representatives no later than COB Monday 19 June.**

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 the Helpmann Awards Administrator on (03) 8614 2000.



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

The screenshot displays the Helpmann Awards website interface. At the top left, there are logos for NSW (MAKING IT HAPPEN) and Destination NSW. The main header features the 'HELPMANN AWARDS' logo with the tagline 'Presented Live in Sydney'. Below the logo, a navigation bar contains links for 'WINNERS & NOMINEES', 'ABOUT', 'LIFETIME ACHIEVEMENT AWARDS', and 'CEREMONY INFO'. On the right side, there is a user account menu with options: 'TRAVEL FUND', 'LPA', 'UPDATE ACCOUNT DETAILS', 'TRAVEL FUND APPLICATION', 'SUBMIT ENTRY', 'MANAGE VOTING REPS' (circled in red), 'VOTE', 'ADMIN', and 'LOG OUT'. The background of the page shows a large audience at an awards ceremony, with the text 'Relive the 2016 Helpmann Awards' and a link 'Browse Helpmann Awards Photo Galleries' overlaid on the image.

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

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

Step 4: 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. The navigation bar includes links for 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 message box states '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 with their email addresses, status, and options to 'Re-send invite' or 'Delete'. A new 'Add Representative' form is shown with the email 'dioni@liveperformance.com.au' entered. A red circle highlights the error message and the form area.

HELPMANN AWARDS
PRESENTED LIVE IN SYDNEY

2013 WINNERS ABOUT HISTORY JC WILLIAMSON AWARD HELPMANN HQ GALLERIES

Manage Voting Representatives

Oops!

- Please fix the errors in the form below

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

- Sorry - this account is already a voting representative

Add Representative *

Add

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

The screenshot shows a Gmail interface. At the top, there is a Google search bar and navigation icons. Below that, the Gmail header includes a 'COMPOSE' button and navigation icons. The left sidebar shows the 'Inbox' and other folders. The main content area displays an email from 'Helpmann Awards' with the subject 'Become a Voting Representative'. The email body contains the following text:

Helpmann Awards

Congratulations! You have been invited to become a Voting Representative for the Helpmann Awards.

Click on the link below to continue:

<http://helpmann.testme.co/voting-representative/email-confirm/?id=2600&token=07ee7c7814af173e798164246ea01470>

Below the email body, there is a 'Click here to Reply or Forward' button. At the bottom of the email, there is a 'CreditCardOffer - Westpac Credit Cards' advertisement with the text 'Why pay credit card Fees when you can have 0% on balance transfers or \$0 Annual Fee for life'. 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.
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

Registration for LPA Member Voting Representatives will close at COB on Monday 19 June 2017

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