

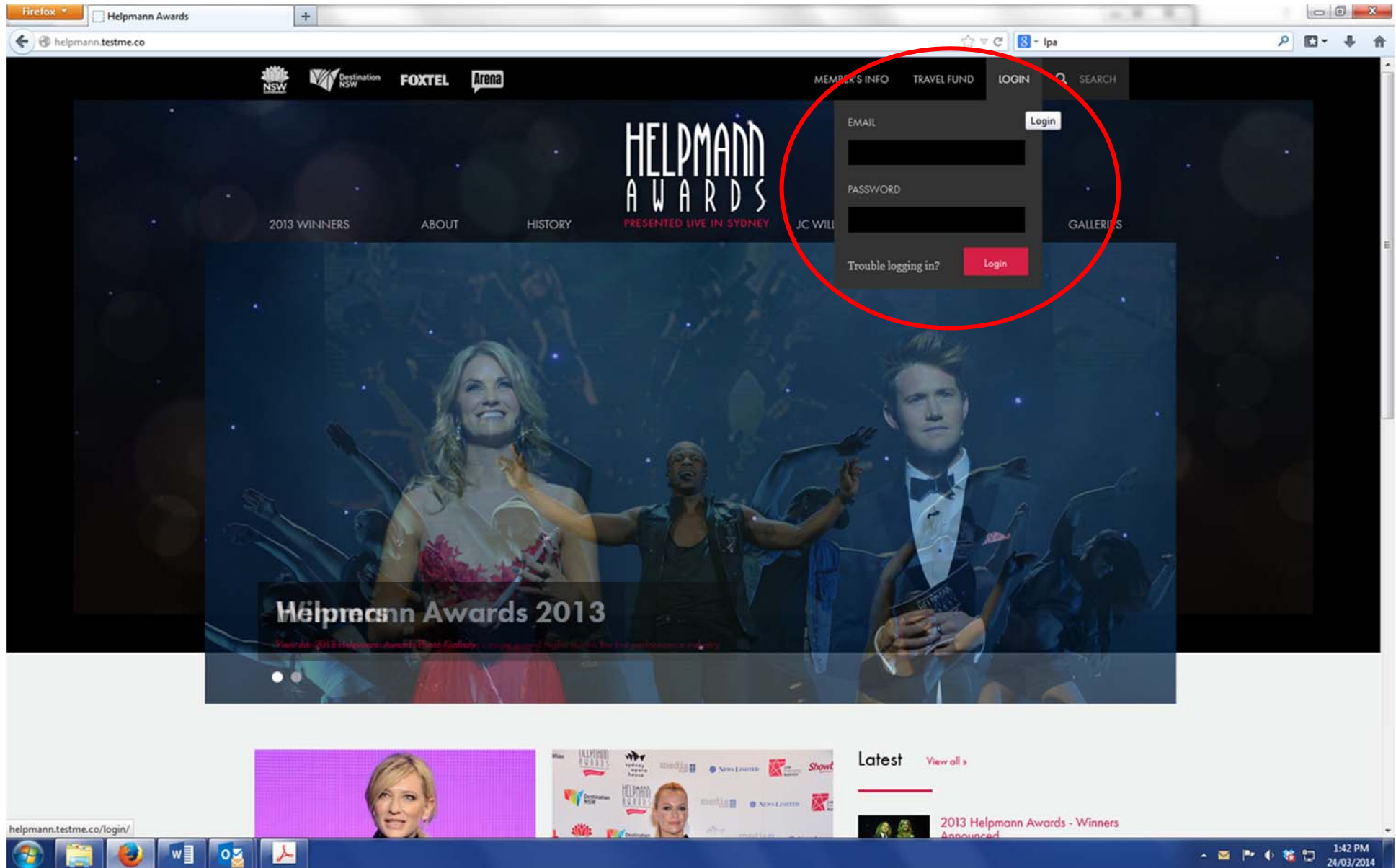


Helpmann Awards 2015

How to Submit an Entry

- If you are planning to submit an entry for the 2015 Helpmann Awards you must log in at www.helpmannawards.com.au using your organisation's Helpmann Awards website log-in.
- Please note, this log-in is the same as the log-in your organisation uses to access the LPA website.
- If you are having trouble logging in, please call the LPA office on 03 8614 2000.
- The Helpmann Awards website now offers a higher level of functionality so that all entry sessions can be saved and returned to at a later date. What's more, the new online entry process will not time-out or lock users out mid-session.
- Entrants can also checkout and pay for entries in stages too. There is no need to process or submit all entries at once. In fact, all you need to do is checkout entries that are ready to be submitted and keep working on those still in progress.
- Payment is also now fully processed online. Payment is 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.
- Entrants can no longer email in support material separately or pay at a later date. Any entries not completely submitted and paid in full via the website by the close of entry period (**Friday 1 May 2015, 5pm**) cannot be considered for the 2015 Helpmann Awards.

- **Step 1.** Go to www.helpmannawards.com.au and log in to your account. Please note, your log-in details for the Helpmann Awards Website is the same as your LPA Website log-in.



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

The screenshot shows a web browser window displaying the Helpmann Awards website. The browser's address bar shows the URL `helpmann.testme.co`. The website header includes logos for NSW, Destination NSW, FOXTEL, and Arena. Navigation links include 'MEMBER'S INFO', 'TRAVEL FUND', 'N.WILLIAMS@LIVEPERFORMANCE.COM.AU', and 'SEARCH'. A dropdown menu is open, listing several options: 'UPDATE PERSONAL DETAILS', 'TRAVEL FUND APPLICATION', 'TRAVEL FUND REPORTS', 'SUBMIT ENTRY' (highlighted with a red circle), 'MANAGE VOTING REPS', 'PANEL PACKS', 'ADMIN', and 'LOG OUT'. The main content area features a large image of performers on stage with the text 'Winners' and a sub-headline 'Find out who the winners were in one of Australia's major award nights across the live performance industry'. The footer contains a 'Latest' section with a 'View all >' link and a taskbar at the bottom showing the system time as 12:24 PM on 21/03/2014.

Step 3: Select 'Add Entry'

The screenshot shows a web browser window with the URL `helpmann.testme.co/submit-entries/in-progress`. The page header includes logos for NSW, Destination NSW, FOXTEL, and Arena, along with navigation links for MEMBER'S INFO, TRAVEL FUND, and an email address. The main navigation menu features links for 2013 WINNERS, ABOUT, HISTORY, HELPMANN AWARDS (highlighted in red), JC WILLIAMSON AWARD, HELPMANN HQ, and GALLERIES. The main content area is titled 'Entries' and contains a summary bar with buttons for 'IN PROGRESS (0)', 'SUBMITTED (6)', 'Checkout (1)', and 'Add entry' (circled in red). Below this bar, a message states 'You have no entries in progress.' The footer contains logos for Live Performance Australia, NSW Government, Destination NSW, Sydney Opera House, ticketmaster, media, Showbiz, FOXTEL, Arena, and NEWS LIMITED. It also includes social media icons, copyright information for 2014, and a list of links: About, History, JC Williamson Award, Helpmann HQ, Galleries, 2012 Awards gallery, and 2011 Awards gallery. The browser's status bar shows the user is logged in as `nwilliams@liveperformance.com.au` and the Windows taskbar at the bottom displays the time as 12:28 PM on 21/03/2014.

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. Then, click on the 'Images' button to add your entry images.

Firefox Submit entry | Helpmann Awards helpmann.testme.co/entries/4900/manage

LPA: A Ballet in 3 Acts

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

Genre* Category*

Production name*

Nominee name*

Synopsis* 88 characters

700 characters maximum

Biography

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

2:01 PM 24/03/2014

Step 5: Upload your 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 2015 Nominee, this primary image will be used on the Helpmann Awards website, in the Awards program and during the Ceremony broadcast.

The screenshot shows a web browser window with the URL `helpmann.testme.co/entries/4961/manage/images`. The page header features the 'HELPMANN AWARDS' logo and navigation links: '2013 WINNERS', 'ABOUT', 'HISTORY', 'PRESENTED LIVE IN SYDNEY', 'JC WILLIAMSON AWARD', 'HELPMANN HQ', and 'GALLERIES'. The main heading is 'Submit entry'. Below this, the entry title 'Live Performance Australia' is displayed. A navigation bar contains icons and labels for 'SUBMISSION DETAILS', 'IMAGES (1)', 'VIDEOS (0)', and 'REVIEWS (0)', along with a '< Back to Entries' link. A text block explains: 'Images are used for internal nomination process. Image sizes should be 400 x 400 pixels. You may select one image as the 'primary image'. This image will be used on the website.' To the left is a red logo for 'Live Performance Australia'. A modal dialog box titled 'Add a new image' is open, containing a 'Browse...' button, a 'No file selected.' message, a checked checkbox for 'Permission to use collateral', and an 'Add' button. The dialog is circled in red. At the bottom, a status bar shows 'Logged in as nwilliams@liveperformance.com.au' and system tray icons for 'Admin', 'Refresh page', 'Clear browser cache', 'Logout', and 'Close'. The taskbar at the very bottom shows various application icons and the system clock at 1:35 PM on 24/03/2014.

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

Select As Primary
 Permission to use collateral
 Adjust Cropping

Add a new image
 No file selected.
 Permission to use collateral

Logged in as dioni@liveperformance.com.au Admin Refresh page Clear browser cache Logout Close
1:54 PM 8/04/2014

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

Add a new image
 No file selected.
 Permission to use collateral

Cancel Save Crop

Logged in as dioni@liveperformance.com.au Admin Refresh page Clear browser cache Logout Close
1:55 PM 8/04/2014

You will then be able to see how your image will display on the website should it go on to become a 2015 Nominee. If you wish to adjust the crop further, simply click the 'Adjust Crop' button again and re-position.

Firefox Helpmann Awards LPA Submit entry | Helpmann Awards

helpmann.testme.co/entries/4901/manage/images

submit entry

Great!

- Image cropped

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

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

1:56 PM 8/04/2014

Step 6: If you would like to include a YouTube or Vimeo link, click the 'Videos' icon. From here, simply copy and paste in your video URL.

Firefox Submit entry | Helpmann Awards
helpmann.testme.co/entries/4961/manage/videos

NSW Destination NSW FOXTEL Arena MEMBER'S INFO TRAVEL FUND N.WILLIAMS@LIVEPERFORMANCE.COM.AU SEARCH

HELPMANN AWARDS PRESENTED LIVE IN SYDNEY

2013 WINNERS ABOUT HISTORY JC WILLIAMSON AWARD HELPMANN HQ GALLERIES

Submit entry

Live Performance Australia

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

Video uploads are limited to Youtube and Vimeo URLs only.

Add a new video

Permission to use collateral

Add

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

1:34 PM 24/03/2014

Step 7: 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 small 'teaser' of text from the review. You may add up to 3 reviews.

The screenshot shows a web browser window displaying the 'Submit entry' page for 'Live Performance Australia' on the Helpmann Awards website. The browser's address bar shows the URL 'helpmann.testme.co/entries/4961/manage/reviews'. The page features a navigation menu with links for '2013 WINNERS', 'ABOUT', 'HISTORY', 'PRESENTED LIVE IN SYDNEY', 'JC WILLIAMSON AWARD', 'HELPMANN HQ', and 'GALLERIES'. The main heading is 'Submit entry'. Below this, the entry title 'Live Performance Australia' is displayed. A horizontal menu contains icons and labels for 'SUBMISSION DETAILS', 'IMAGES (1)', 'VIDEOS (0)', and 'REVIEWS (0)'. The 'REVIEWS (0)' button is circled in red. To the right of this menu is a link labeled '« Back to Entries'. Below the menu, a message states 'You may only add 3 reviews.' The 'Review title' field contains 'Sydney Morning Herald'. The 'Review URL' field contains 'www.smh.com.au/lpa-ballet-terrible'. The 'Review date' field contains '12/12/13'. The 'Review text' field contains '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.....'. A note below the text field reads 'Single line only. 300 characters maximum.' At the bottom of the form is a red 'Add' button. The browser's status bar at the bottom shows 'Logged in as williams@liveperformance.com.au' and a system tray with the date '24/03/2014' and time '1:39 PM'.

Step 8: 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 each entry, click the 'Add to Cart' button on each 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 entries at the same time, you may do this in stages if you wish.

Firefox | Entries | Helpmann Awards
helpmann.testme.co/submit-entries/in-progress

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
LPA: A Ballet in 3 Acts
Live Performance Australia

BEST BALLET OR DANCE WORK

1 0 0

Edit entry
Delete this entry

Example Productions
The Crucible
Example Productions

BEST PLAY

1 0 0

Edit entry
Delete this entry

helpmann.testme.co/entries-checkout | Admin | Refresh page | Clear browser cache | Logout | Close
1:40 PM 24/03/2014

Step 9: 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 Live Performance Australia on 03 8614 2000.