



## How to Submit an Entry for the 2017 Helpmann Awards

Welcome to the Helpmann Awards 2017! Entries open on Monday 27 March and close on Friday 28 April at COB.

To submit an entry please login at [www.helpmannawards.com.au](http://www.helpmannawards.com.au) using your organisation's Helpmann Awards website login. Your login details are the same as you used for the 2016 Helpmann Awards, if you have misplaced your details please [click here](#). If you are having trouble logging in, please call the Helpmann Awards Administrator via the LPA office on 03 8614 2000.

A full list of award categories can be found [here](#). If you are unsure which category you should enter, call the Helpmann Awards Administrator on 03 8614 2000.

The Helpmann website allows all entry sessions to be saved and returned to at a later date, and will not time-out or lock users out mid-session.

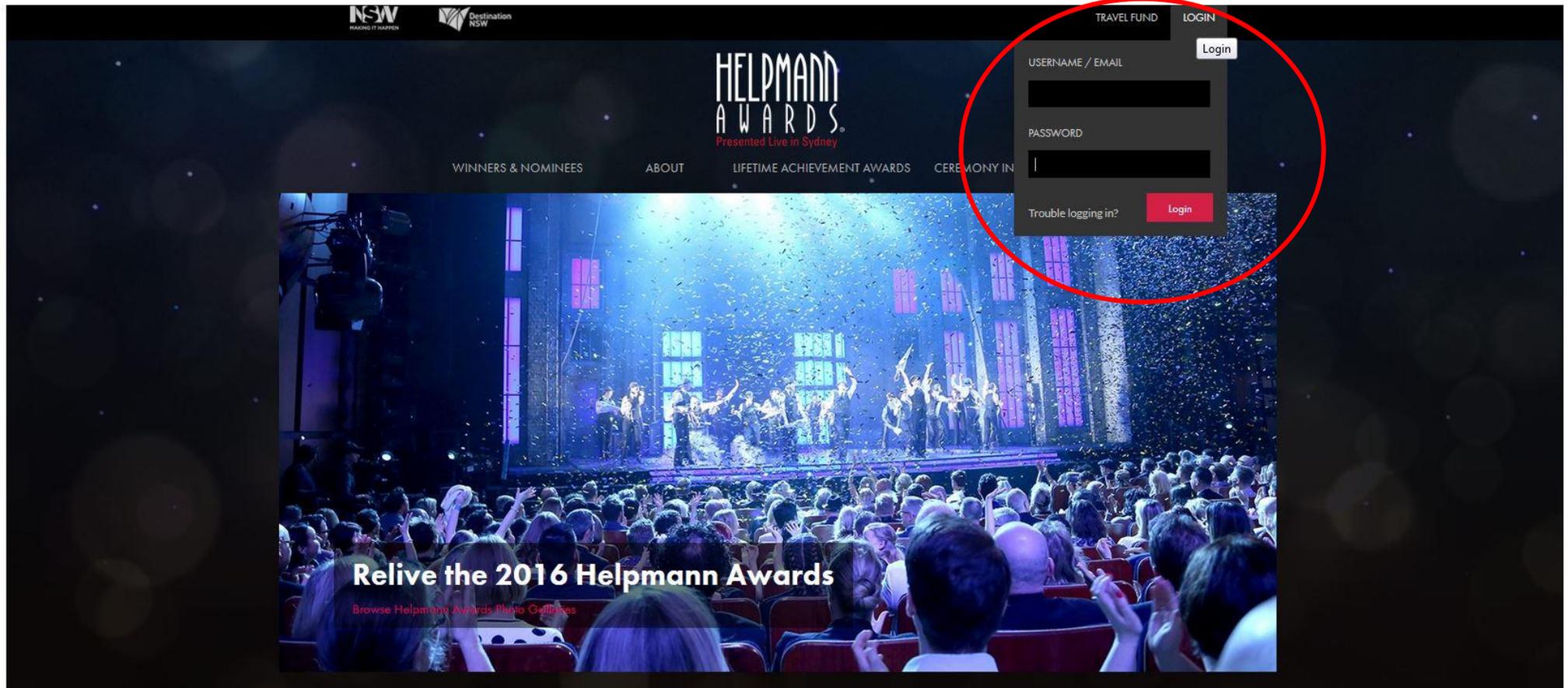
### Before you start your entry you will need:

- **Production details for your entry.** This includes the producer billing, production title and synopsis (700 characters maximum); nominee name and biography (700 characters maximum); and 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.
- **Your Helpmann Awards login details.** Entries can only be submitted via your **organisation account**. If you cannot remember your login details, call the Helpmann Awards Administrator on 03 8614 2000.
- **Up to three (3) images.** The images must be at least 400 pixels wide and high-resolution (300dpi). We recommend a headshot for individuals, plus a portrait and landscape performance image.
- **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]
- **Contact details** for the person to be notified if the entry is nominated. This person will receive information regarding the nomination and the award ceremony.
- Credit card details.

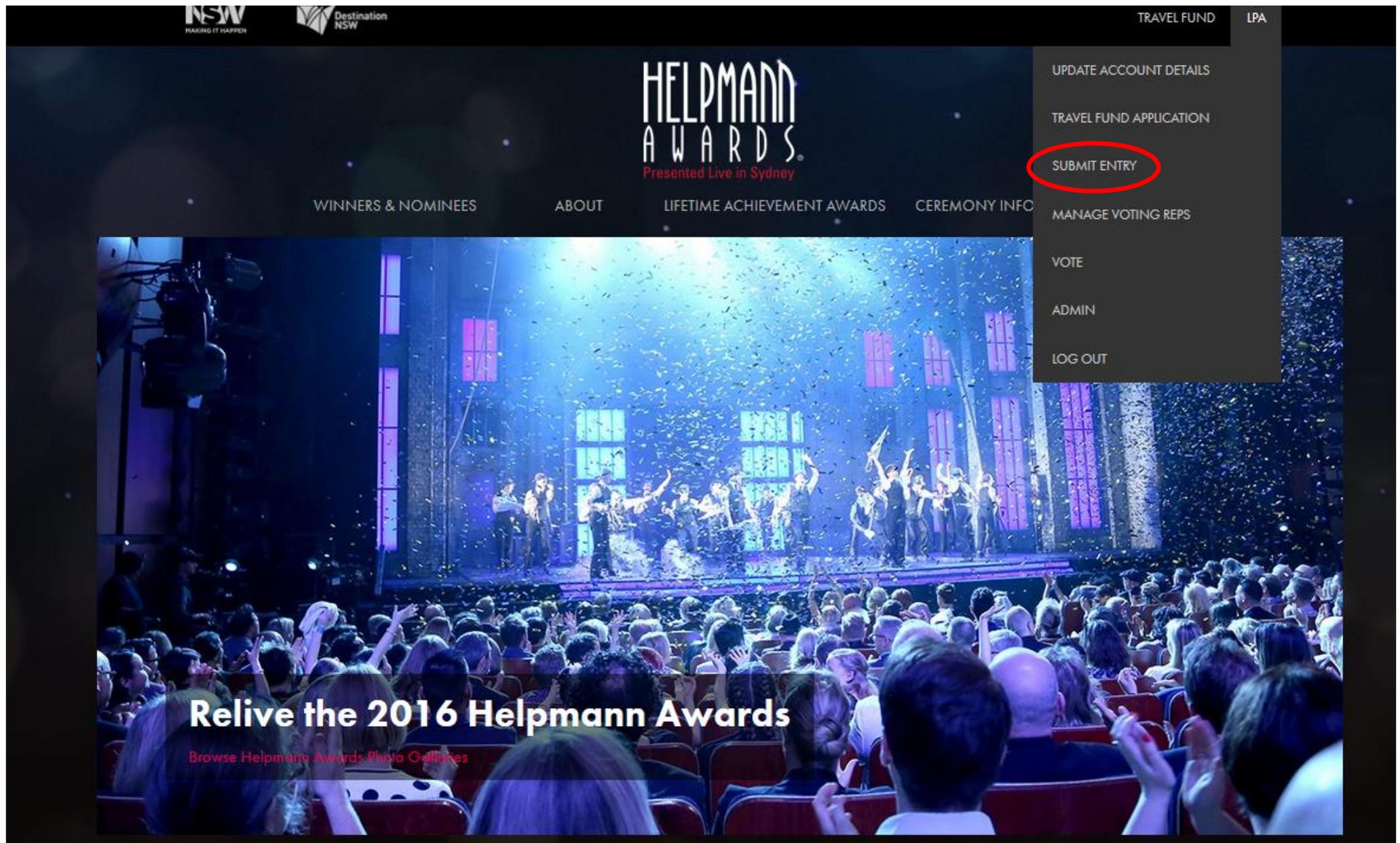
### Please Note:

- Each entry costs \$49.50 (incl. GST). Payment is online via credit card only and is processed by eWay over a secure server.
- You must upload and complete ALL entry material and pay online in order to fully submit your entry. Entries close at **COB on Friday 28 April**. No late entries can be considered.

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

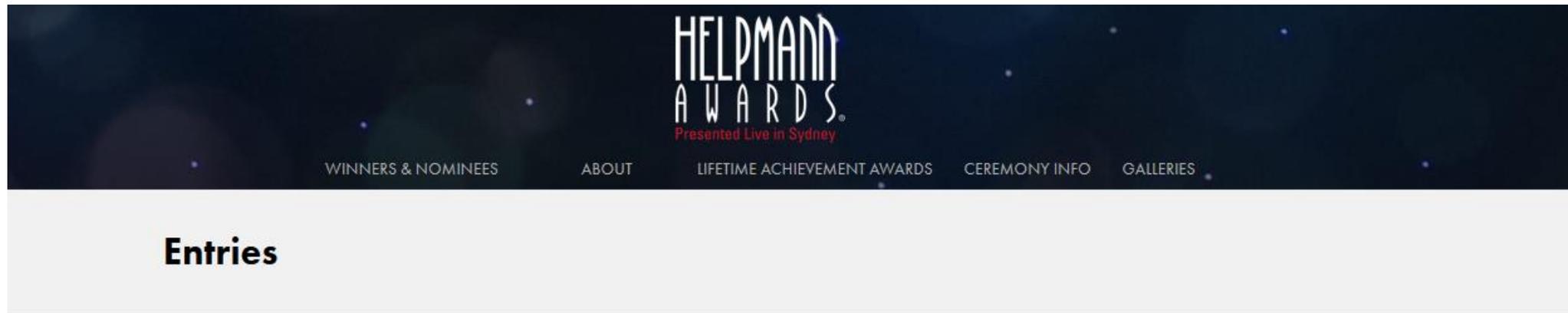


**Step 2.** From the same drop down menu, select 'Submit Entry'.

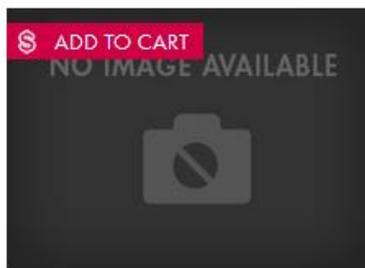


The screenshot displays the Helpmann Awards website interface. At the top left, there are logos for 'NSW MAKING IT HAPPEN' and 'Destination NSW'. The main header features the 'HELPMANN AWARDS' logo in a stylized font, with the tagline 'Presented Live in Sydney' below it. A navigation bar contains links for 'WINNERS & NOMINEES', 'ABOUT', 'LIFETIME ACHIEVEMENT AWARDS', and 'CEREMONY INFO'. On the right side, there is a dropdown menu with the following options: 'UPDATE ACCOUNT DETAILS', 'TRAVEL FUND APPLICATION', 'SUBMIT ENTRY' (circled in red), 'MANAGE VOTING REPS', 'VOTE', 'ADMIN', and 'LOG OUT'. The background of the page shows a large audience in a theater, with confetti falling on a stage where several people are celebrating. A text overlay at the bottom of the image reads 'Relive the 2016 Helpmann Awards' with a link 'Browse Helpmann Awards Photo Galleries' below it.

## Step 3: Select 'Add Entry'



Select complete entries and checkout to pay and submit your entries to the 2017 Helpmann Awards.



test



 Edit entry

 Delete this entry

# 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:** Click on the 'Images' button to add your entry images. Please note, images must be hi-res (300dpi) 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 2017 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 as well as other promotional materials. 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.

## Submit entry

Live Performance Australia



SUBMISSION DETAILS



IMAGES (1)



VIDEOS (0)



REVIEWS (0)

[← Back to Entries](#)

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.



Add a new image

No file selected.

Permission to use collateral

Permission to use collateral

Logged in as nwilliams@liveperformance.com.au

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.

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

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

The screenshot shows the image upload interface. On the left, there is a list of images. The first image is marked as the 'Primary Image' with a red star icon and a '(Click to Undo)' link. Below it are three options: 'Permission to use collateral' (checked), 'Adjust Cropping' (with a crop icon), and 'Delete this Image' (with a trash icon). The second image is currently being cropped, indicated by a red circle around it and a red arrow pointing to the 'Save Crop' button. The 'Add a new image' panel on the right contains a 'Browse...' button, the text 'No file selected.', a checked 'Permission to use collateral' checkbox, and an 'Add' button. The 'Save Crop' button is highlighted with a red arrow.

You will then be able to see how your image will display on the website should it go on to become a 2017 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 your video URL into the box provided. If your videos are password protected you can include the password below the URL. Please submit videos of the full performance, or a highlight reel if you have one.

## Submit entry

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.

Add a new video

Permission to use collateral

Add

**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. 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 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 add a quote, a small 'teaser' of text from the review. You may add up to 3 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

Sydney Morning Herald

Review URL

www.smh.com.au/lpa-ballet-terrible

Review date

dd/mm/yy

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

**Step 9:** Once you are finished adding your reviews, click 'Back to Entries'. This will take you to an overview of all your entries. If you would like to edit any of the entries at this stage, click the 'Edit Entry' button below the relevant entry. When you are happy with an entry, click the 'Add to Cart' button on that entry. Once you have selected the entries you would like to submit, 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



BEST BALLET OR DANCE WORK

Live Performance Australia

LPA: A Ballet in 3 Acts

Live Performance Australia



Edit entry

Delete this entry

BEST PLAY

Example Productions

The Crucible

Example Productions



Edit entry

Delete this entry

**Step 10:** Complete the checkout and payment process.

Payment is handled over a secure server by eWay and a receipt will be emailed to your Helpmann Awards account.

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

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