

## **Step-By-Step Order for Entering the MAGGIES**

*Following the order given below will help lessen your time spent in entering the MAGGIES.*

1. Read the Call4Entries rules, eligibility and upload requirements before you begin selecting your entries and categories.
2. Determine whether your pubs are Trade or Consumer. You can't enter the same pub into both groups.
3. Download the judging criteria on the WPA website to help guide your entry choices.
4. Use the Call4Entries to select your Initial Category before you select any other categories.
5. Use the Call4Entries to choose the rest of your categories prior to registering on the MAGGIE website.
6. Make sure your article, cover, photo and/or illustration images match the upload requirements, in particular the file size.
7. Log on to the MAGGIE website and register. (Everyone must register, even though you may have entered the last competition.) Complete your Entrant Profile, making sure to indicate your correct payment type (check or credit card).

### **These next steps will guide you thru adding your first entry.**

1. Click 'Add Entry' tab on left side of screen.
2. Indicate name of publication.
3. Use first drop-down menu to select your category division (look for your category number within the groups provided).
4. Use second drop-down menu to select specific category number.
5. Check balance of fields, complete any missing information, and save.
6. Click second tab (Entry Description), and complete the information requested, and save.
7. Click third tab (File Uploads) and follow directions. **IF NOTHING APPEARS, YOU ARE NOT REQUIRED TO UPLOAD.** Complete and save.
8. Click fourth tab and complete, if applicable. **IF NOTHING APPEARS, YOU ARE NOT REQUIRED TO UPLOAD.** Save.
9. Click fifth tab and complete, if applicable. **IF NOTHING APPEARS, YOU ARE NOT REQUIRED TO UPLOAD.** Save.

Click 'Add Entry' and follow the above steps. Follow this procedure for every entry.

*Remember, so long as you save your work, you can exit and return at any time.*

*To view a list of your entries, click on 'View Entries' tab on the left.*

### **Follow these steps once you have completed all your entries.**

1. Click on 'View Entries' tab, on the left.
2. Click on 'Incomplete' status.
3. Read entry checklist to be sure you have completed this entry. (There will be a message indicating what's missing.)
4. If everything is complete, scroll down and click 'Submit Now'. **(YOUR ENTRY IS NOT COMPLETE UNTIL YOU HAVE TAKEN THIS STEP.)**
5. Go back to 'View entries' tab and repeat this process for each entry.  
*TIP: ONCE YOU SUBMIT YOUR ENTRIES, NO CHANGES CAN BE MADE, SO WE ADVISE YOU TO MAKE THIS YOUR LAST STEP, BEFORE PAYMENT.*

### **Once you have submitted your entries, print the following forms:**

1. Click on 'View Entries' tab, on the left.  
**FOR PRINT PUBS ONLY**
2. Print a copy of the screen and include it in your print pub package. **DO NOT ATTACH IT TO ANYTHING.**

3. Scroll right and click 'Print'. (Print 2 entry forms and attach one to the back of each publication shipping to WPA office.)

*TIP: YOU CAN USE THE VIEW ENTRIES TAB TO DELETE ENTRIES, BY SCROLLING RIGHT AND CLICKING ON THE 'X'.*

**Follow these steps to make your payment**

Click 'Pay Now' tab on the left.

**PAYMENT BY CREDIT CARD**

Scroll right and click 'Pay Now'

Complete the information requested and click 'Pay Now' at bottom of screen.

You will receive an email receipt.

**PAYMENT BY CHECK**

Print a copy of the Invoice list, located on the 'Pay Now' tab.

Include a check for the amount indicated and mail with invoice list. (If you are submitting print materials, please include it in your package.)

QUESTIONS/ Please contact the WPA office at 805-495-1863.

*I hope this helps you through your entry process, and thank you for participating. Good luck and I hope to see you in May 2016 at the 65<sup>th</sup> Annual MAGGIE Banquet!*

*Best,*

*Jane Silbering*

*Executive Director*

*Western Publishing Association*