



Entry Platform Guide

To Register



Visit our website <http://www.digitalmediaawards-china.com/> and click on the 'ENTER NOW' link or click [HERE](#) to register.

A screenshot of the Digital Media Awards China 2022 website. The header is dark blue with the event name in white. On the right, there are input fields for 'Email:' and 'Password:', a 'Login' button, and a red-bordered button labeled 'Register new user'. A red arrow points from the 'Register new user' button to the text 'Click on 'Register New User'' on the right. The main content area is light gray and contains the event logo, the title 'Digital Media Awards 2022', and several paragraphs of text in English and Chinese. At the bottom, there are sections for 'Useful Link' and 'CONTACT US'.


Click on
'Register New User'

- The registrant will be considered as Primary Entrant, and no changes can be made after successful registration.
- Fill in all the information and you will receive a verification email. (Please remember to check your spam/junk mail.)
- Should you have any trouble registering, please contact the team DMACHina@haymarket.asia for assistance.

To Create Entrant's Profile



- After successful log in, you are required to create an entrant profile.
- A secondary contact must be different to the primary contact. Please provide work email only.
- All fields are **mandatory and in ENGLISH ONLY**.

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ENTRANT'S CONTACT DETAILS

All the fields below are mandatory and in ENGLISH only. unless where specify.

The entrant's contact information provided below should be of the primary contact person for all awards-related matters including entry eligibility, submission checks, jury queries (if any), and results.

First Name	Mary
Last Name	Chan
Country	Hong Kong SAR
Company Name	ABC Agency
Job Title	
Work Email Address	mary.chan@abcagency.com

Entrant's information will be default and this will be the same as registered

Main Dashboard Page

Your Dashboard will provide you an overview of all your entries' status.



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Profile | Change Password | Logout

DMA

DIGITAL MEDIA AWARDS

中国数字媒体大奖

campaign

IMPORTANT NOTES:

Eligibility: All entries must relate to achievements ONLY during the period 1 January 2021 – 24 February 2022.

SAVE AS DRAFT

- Data will not be saved automatically. Please be reminded to 'Save' your progress until you are ready to submit.
- Do not proceed to click on 'Submit' unless you are ready to confirm, and no changes can be made once submitted.
- Any draft entry(ies) saved in the system beyond 72 hours will be deleted without any notification.

- 您可以随时点击页面上方或下方的 '仅保存' 按钮, 保存您的参赛作品草稿。
- 您的参赛作品草稿将随之保存于主界面中。您可随时返回主界面修改您的参赛作品草稿。
- 当您完成参赛表, 准备提交时, 请点击该页面上方或下方的 '确认' 按钮。当您点击确认按钮后, 您将无法重新登录此参赛表或作任何更改。
- 如果参赛作品草稿未能在72小时内提交, 系统将自动删除草稿。

PAYMENT

- Once entry has been submitted, please proceed to dashboard to continue with payment.
- Entry fees are due upon submission of your written submission.
- Entry submission which are not paid for will NOT proceed to judging and Haymarket Media Limited will retain the right to claim for unpaid entry fees.

*All entries will only be considered complete upon receipt of payment.

- 一旦您确认了所有的参赛表, 请前往付款页面以确认订单以及完成所有支付流程。
- 在系统显示为 '已完成' 后, 将不接受取消。
- 所有参赛表必须在各参赛截止日期前付款, 才能获得评判资格。Haymarket Media Ltd. 将保留要求支付未付费用的权利。

*所有参赛表必须完成所有支付流程并以收到付款才被视为完整。

Please refer to entry kit or visit the website www.digitalmediaawards-china.com for further details. For further queries, please contact organiser at dmachina@haymarket.asia.
欲进一步查询, 请联系活动团队 dmachina@haymarket.asia.

USEFUL LINKS:

- Entry Pack: [Download Here](#)
- Entry Platform Guide:

Final Submission Deadline: 24 Feb 2022 15:00 +0800 (128 days left)

Create a new entry

Your Entries

ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status
Entries Ordered					
\$01.365547	\$01. Beauty Products, Cosmetics & Toiletries	"Credited Campaign Title"; "Credited Campaign Brand Name"	21 Oct 2021 14:29	Payment Pending OrderID: 48790348	Pending

Profile | Change Password
Edit your profile or changing password

Create a new entry
Click this button to create a new entry

Your Entries
Overview of all entries submitted or pending, paid or yet to confirm payment order etc.

Main Dashboard Page



Your Entries						
ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
M03.365445	Best Use of Website & APPS	From Packaging to Pop Culture: ; test	28 Oct 2020 10:49	Payment Pending OrderID: 46777292	Pending	Edit

Your Orders						
Ref No	Total Amount	Payment Method	Payment Status	Creation Time	Payment Received at	Entry IDs
46777292	HKD 3050	Bank Transfer 银行转账	Pending	21 Oct 2021 14:29		M03.365445 Edit



Your Entries

Entries Ordered: This section shows completed entries.


If you selected to pay via Bank Transfer, your entries are not confirmed until bank proof has been submitted.

Entry Status

Payment Completed: Entries submitted successfully and payment received.

Pending Entries							
<input type="checkbox"/>	M01.365499	M01. Best Digital Media Innovation	Credited Campaign Title Credited Campaign Title Credited ; Credited Campaign's Brand Name	21 Oct 2021 14:29	Pending for order	Pending 	 Edit
	M02.365553	M02. Best E-Commerce Campaign	Credited Campaign Title;	11 Nov 2021 13:12	Draft		 Edit

 Proceed to pay all unpaid entries

 Proceed to pay for selected entries

Pending Entries

This section provides overview on entries which are submitted.

Pending Order: Entry not proceeded to payment.

Draft: Entry which is not submitted.

Edit

For entries in 'Draft' mode, you may click on 'Edit' any time to continue editing the submission.

For entries which are submitted but not proceeded to payment, you can click 'Edit' to change method of payment.

To Create Your Entry



- Complete all the information on the online entry form.
- Choose your category and proceed to fill in the information. All credits will be published as per online form.
- **NOTES: Once entry is submitted all information CANNOT be changed.**

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Please note that the selected category cannot be changed once the entry has been submitted.

Category Type 参赛类别范围

Category 参赛类别

I confirm that this is the category I would like to enter for. 我确认这是我想要提交的类别 ☐ Yes
Please note that the selected category cannot be changed once the entry has been submitted.
请注意一旦参赛表提交之后，已选类别将无法修改

CREDITS SECTION
提交详情 (参赛表)

IMPORTANT:

- All information below are mandatory and in English only (except where indicated as "[中]").
- Credits cannot be changed once submitted; please refer to Entry Kit page xx for further details.
- 以下所有参赛资料均为必填信息，且需英文提供（除非注明为“[中]”），提交后，资料将无法更改。
- 任何修改请求都需要获得组委会的审查和事先批准，如有任何更改请求，每次更改将收取费用。

Credited Agency / Company Name

Credited Market

ADDITIONAL INFORMATION

代理商/客户公司名称 (中)

Did the campaign start and end during the eligibility period (1 January 2020 to 2 February 2021)?

☐ I confirm that the work and results in the written entry focuses within the eligibility period (1 January 2021 to 24 February 2022), and understand that the submission will be disqualified if the achievements are outside the review period.
我确认参赛作品取得的相关成果仅限于2021年1月1日至2022年2月24日，且了解如参赛作品获得的成绩不在评审期内将失去参赛资格。

WINNER REPRESENTATIVE
获奖代表

- Should your entry win, we will use the below winner representative to go on stage to collect the trophy at awards night. For the People categories, the representative must be the nominee.
- NOTE: Should there be no representative provided, the Organiser will use 'The Team' to address the representative to go on stage.
- In the case where no event is held, the Winner Representative will receive notification email should the entry win.
- 请提供一位来自贵公司的人，如果您的参赛作品（入围）获奖，他将在颁奖典礼上领取奖杯。

Name (EN)

Job Title (EN)

Company Name (EN)

代表姓名 (中)

代表职称 (中)

公司名称 (中)

Email Address 电邮地址

CORE SUBMISSION MATERIALS
参赛资料

Written entry paper is the key part of the submission and you are required to use entry template and mandatory to keep all section headers.

Main Written Submission 书面参赛资料 No file chosen

☐ I confirm the main written submission is a maximum of 2 single sided pages and in A4 size.
我确认书面提交材料篇幅不超过2页单面A4纸。

☐ I confirm only the confidential information is highlighted in yellow on the written entry.
我确认书面提交材料中仅保密信息以黄色标注。

Entry Online Form:

CREDITS SECTION

- All information provided on the online entry form will be used as credits on the trophy should you win, website and other marketing material.
- It is the responsibility of the entrant and their company to ensure the credit fields are correct.

Written Submission



- The written submission is your core entry.
- All written entry submission papers should be submitted using the entry template provided. You may remove the DMA logo and format or design your own entry but must include all required information, based on all sections. You must indicate clearly as per each section titles of which judges will score your entry based on such.
- Please ensure that your final document does not exceed 2 pages A4 single sided.
- Written submission must be in PDF format and must not exceed 5MB in size.

**For detailed requirement, please refer to Entry Kit.*

Endorsement



- Once you have clicked "CONFIRM SUBMISSION" via the online entry form, the system will generate an automated email to the endorser. This email will include the hyperlink to view the written submission and to confirm the endorsement.
- If the endorser failed to receive the email within 24 hours of submitting the entry, please ask the endorser to check SPAM/JUNK Mail. The sender and subject information is as follows:
 - Sender Email Address: " Digital Media Awards Team" <DMA@ijudge.mpplication.com>
 - Mail Subject: Digital Media Awards 2022 Endorsement Request (Entry No. [ENTRYID])

Digital Media Awards 2022 Endorsement Request (Entry No. M01.365499)



Digital Media Awards Team <DMA@ijudge.mpplication.com>

Wed 10/21/2021 2:44PM

To: Jess Mak

Cc: DMAendorse

- You may also re-trigger the endorsement email via the Main Dashboard.

ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
M03.365445	Best Use of Website & APPS	From Packaging to Pop Culture: ; test	21 Oct 2021 14:29	Payment Pending OrderID: 48777292	Pending	
Pending Entries						
<input type="checkbox"/> S01.365451	Beverages (Alcoholic)	Campaign Title ; Brand Name	21 Oct 2021 14:29	Pending for order	Pending	

Proceed to pay all unpaid entries

Proceed to pay for selected entries

Endorsement | Email Content




Digital Media Awards 2022 Endorsement Request (Entry No. M01.365499)



Digital Media Awards Team <DMA@ijudge.mpplication.com>

To  Mandy Ma

Cc  DMAendorse

 Reply

 Reply All



Urgent: Awards Submission Endorsement

Dear Endorser's First Name ,

Entry ID: S01.365873

“Credited Agency / Company Name” is participating in 2022 中国数字媒体大奖 Digital Media Awards and has submitted the campaign titled Test done for your company in the “S01. Beauty Products, Cosmetics & Toiletries” category.

The entry will only be accepted with your endorsement. Please click the below to view the entry submission and proceed to endorse the entry.

[CLICK TO ENDORSE /VIEW](#)

Best Regards,

Digital Media Awards Team

Click this link to View Submission and proceed with endorsing the entry

Endorsement | Endorsement Link



Urgent: Awards Submission Endorsement

Dear Endorser's First Name,

"Credited Agency / Company Name" is participating in 2022 中国数字媒体大奖 Digital Media Awards China, and has submitted the campaign titled **Test** done for your company in the "**S01. Beauty Products, Cosmetics & Toiletries**" category. The entry will only be accepted with your endorsement.

**** Please refer to Entry Kit for endorsement detailed requirement. Without completed endorsement, the entry may not proceed to judging and result to disqualification.**

Would you like to endorse this submission? [\[view submission\]](#)

Click this link to view the submission

Click on the "Yes" button below.
点击下面的"是"按钮。

If you do not agree, please click Decline.
如果您不同意，点击下面的"否"按钮。

Yes, I would like to endorse

Decline

If you wish to contact the organiser, please click Contact Organiser.

Contact Organiser

Click the Green Button to endorse the Entry

Best Regards,

Digital Media Awards Team

Endorsement | Reject of Endorsement



Urgent: Awards Submission Endorsement

Dear Endorser's First Name,

"Credited Agency / Company Name" is participating in 2022 中国数字媒体大奖 Digital Media Awards China, and has submitted the campaign titled **Test** done for your company in the "S01. Beauty Products, Cosmetics & Toiletries" category. The entry will only be accepted with your endorsement.

Would you like to endorse this submission? [[view submission](#)].

Click on the "Yes" button below.
点击下面的“是”按钮。

Yes, I would like to endorse

If you do not agree, please click Decline.
如果您不同意，点击下面的“否”按钮。

Decline

If you wish to contact the organiser, please click Contact Organiser.

Contact Organiser

Best Regards,

Digital Media Awards Team

Shall the endorser click “Decline” button, entrant will be receiving a notification email.

Please take action immediately and contact your endorser and the organiser to clarify the endorsement status. Shall you wish to resend the endorsement request, please contact us directly.

****Per T&C, in the event of disqualification, entry withdrawal, duplicate submissions or non-endorsement, fee paid will be non-refundable.**

Compulsory Images



- Upload 3 different photos on the online entry form.
- These photos must be in high-resolution format and will be used to showcase your entry should you win.

Acceptable Photo/format

Media & Sector Categories

- ✓ Campaign photos

People/ Team/Company Categories

- ✓ Team/ Nominee's photo

File Format

- ✓ JPG, PNG
- ✓ Maximum 2MB
- ✓ 300 dpi
- ✓ Landscape version

Please do not upload:

- ✗ Company/ Agency Logos
- ✗ Media Clippings
- ✗ Screen Shot

Supporting Material



- Upload any supporting materials or files to accompany your written submission paper.
- A maximum of five (5) items of supporting materials can be provided to support your case to show evidence of the success of your campaign or agency / personal contribution.
- These can be microsites/Video links, videos, case studies, media clippings etc.
- Supporting materials are not compulsory though we will encourage you to provide them to help support the submission.
- **DO NOT** include agency names, logos in any of the supporting material, microsite, video links or file names **for Media and Sector categories.**

**For detailed requirement, please refer to Entry Kit.*

Draft Entry



- Should you wish to save and complete the online form at later stage, you may click on 'Save as Draft' button.
- For any Draft entries you do NOT wish to proceed further with, please inform the organiser. Once you confirmed to SUBMIT ENTRY, your entry will be processed and from this point forward the entrant will be liable for all entry fees including any duplication of entry

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Profile | Change Password | Logout

Save as Draft

Preview / Proceed to Submit

Back to Dashboard

BASIC INFORMATION

CATEGORY

IMPORTANT:

Please note that the selected category cannot be changed once the entry has been submitted.

Category Type 参赛类别范畴

Category 参赛类别

I confirm that this is the category I would like to enter for. 我确认这是我想输入的类别

☐ Yes

Please note that the selected category cannot be changed once the entry has been submitted.
请注意一旦参赛表提交之后, 已选类别将无法修改

CREDITS SECTION

提交详情 (参赛表)

IMPORTANT:

All information below are mandatory and in English only (except where indicated as "(中)").

Credits cannot be changed once submitted, please refer to Entry Kit page xx for further details.

以下所有参赛资料均为必填信息, 並需要提供英文 (除非註明为“(中)”)。提交後, 资料將無法更改。

任何修改请求都需要获得組織者的審查和事先批准。如有任何更改获批准, 每次更改將收取費用。

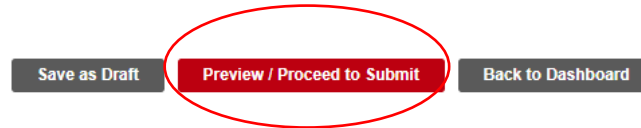
Credited Agency / Company Name

Credited Market

Preview Entry



You may select **“Preview Entry/Proceed to Submit”** to preview the submission before confirming your entry.



BASIC INFORMATION

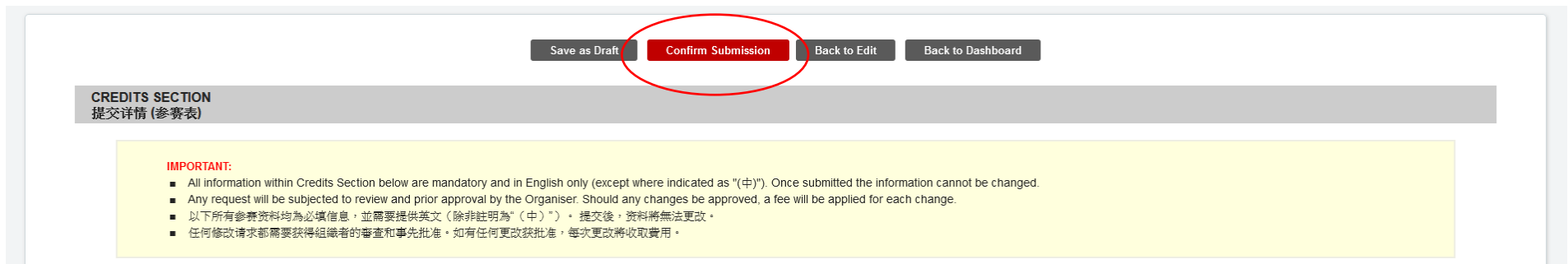
CATEGORY

IMPORTANT:

- Please note that the selected category cannot be changed once the entry has been submitted.

Once you are in preview page, you may proceed with **“Save as Draft”** , **“Back to Edit”** or **“Confirm Submission”**

****** Once you **“CONFIRM SUBMISSION”**, you are unable to make changes and entry fee is immediately due.



Payment Overview Page



Once you have submitted and confirmed your entry, you will be directed to an overview payment page. This will show the entries which have been submitted but NOT proceeded to payment.

(NOTE: Entries which have not proceeded to payment are not considered to be successful and may not proceed to judging).

To proceed with payment you may select the entries you wish to pay for. For any entries which you do NOT wish to proceed with, please contact the organiser.

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Profile | Change Password | Logout

Your Entries

ID	Category	Credited Agency/ Nominee/ Brand	Creation Time	Entry Status	Endorsement Status	
Entries Ordered						
M03.365445	Best Use of Website & APPS	From Packaging to Pop Culture: ; test	21 Oct 2021 14:29	Payment Pending OrderID: 46777292	Pending	Edit
Pending Entries						
<input type="checkbox"/> S01.365451	Beverages (Alcoholic)	Campaign Title ; Brand Name	21 Oct 2021 14:29	Pending for order	Pending	Edit

Proceed to pay all unpaid entries

Proceed to pay for selected entries

Proceed to payment page

Payment Method



Credit Card online:

- You can select credit card via the secured online system, you can select VISA, MASTERCARD or AMEX.
- A 3.5% charge by the bank as handling fee will be added.
- If you encounter any technical problem, please do not repeat the payment process and contact the Organiser immediately for assistance. No refund can be made.
- You can also request from the Organiser for a direct credit card payment link if you do not wish to proceed via the secured online system.

Alipay

- If you select Alipay to settle the fee, you will be directed to the Alipay site for payment. Please refer to the screen shot for reference.



Bank Transfer

- Please request directly via email to Finance_events@haymarket.asia or contact Organiser for assistance.
- Should you require to make changes of payment method, please go back to main dashboard, under the section 'Your Order' please go to the 'Edit' button for the entry you wish to pay and you can proceed to change method i.e. from Bank Transfer to Credit Card.

Payment Method / Invoice & Receipt



Change of Payment Method

Upon processing your entry fees on the payment page, if you require to change the payment method please click edit button.

Invoice/Receipt

- Invoice or receipt can be provided upon confirmation of your entry.
- Once your online credit card payment is accepted, you will receive a 'Payment Received' email confirmation with a standard payment receipt from the system.
- Official receipt: If you wish to request an official invoice or receipt, please forward your Payment Order email confirmation to Finance_events@haymarket.asia (cc DMACHina@haymarket.asia). Invoice or receipt will only be provided upon complete of your entry submission together with payment order confirmation.

Technical Support



Technical Support Help

- If you encounter any technical difficulties during online payment process, please reach out to the organiser immediately and do not repeat online payment for the same entry to avoid duplicate payment.
- Should you encounter issues during submission process, please contact the DMA Awards Team for assistance at DMACHina@haymarket.asia.