

RACV 2011 VICTORIAN TOURISM AWARDS SUBMISSION INSTRUCTIONS

1. Log into the Nominations Home page with your **User Log-In** details.
2. Once you are logged in, and your submission is ready to be uploaded, click on the **'Submit Entry'** button on the right hand side of the page alongside your nomination.
3. Check that your details are correct.
4. To upload your **'Submission'**, click the **'Browse...'** button and select the file from your computer. It is essential to upload your submission as an **'Adobe Acrobat – PDF'** file, as a Word document or other types of files will **not** be accepted.

To convert your file to an 'Adobe Acrobat – PDF file' visit

www.freepdfconvert.com

This service is free and easy to use.

If you are still having trouble, please telephone the Victorian Tourism Awards Unit

Nicole McLean

Manager, Tourism Awards

Phone: (03) 9653 9789

or **Kerry McClure**

Senior Coordinator Tourism Awards

Phone: (03) 9653 9796

5. After you have uploaded your **'Submission'**, upload **10 digital images (high resolution)**.
Upload your images by clicking the **'Browse...'** button beside each white box, and select the desired image on your computer.
You will need to do this 10 times, once for each image.
6. Lastly, you are required to read the **'Entry Disclaimer'** and the **'Statutory Declaration'**. To continue, you must tick the boxes provided. This acknowledges that you have understood and agreed to the information provided. Once you have ticked the boxes, click on the **'Submit Entry'** button at the bottom of the page. Your **Entry** will then upload onto the E-Awards system, it will take a few minutes. Do not close your browser.
7. To confirm a successful upload, you will receive an on-screen message stating "You have successfully uploaded your submission." Congratulations!
8. At any time you can return to the Home page to view your submission by clicking on the **'View'** button alongside your nomination.

Late entries will not be accepted. Please plan to get your submission in early.