

WSA DATABASE & NATIONAL PAGE MANUAL

WSA offers, exclusive for WSA experts, the WSA Database and national contest page for your national call.

Please follow the following steps to either submit new projects or select from the National Contest submissions.

For this manual we will use WSA Samoa as an example.

THE WSA DATABASE & NATIONAL CONTEST PAGE ENABLES YOU TO:

- ☐ EDIT your experts' profile and publish it online.
- ☐ Integrate your own content on your national WSA contest pages in your local language and edit the pages yourself.
- ☐ Get more recognition for your national WSA Contest.
- ☐ Offer an open call system in your country to pre-select products.
- ☐ Have producers sign up directly via the National Contest Page and submit their product data into the WSA Database with one click.
- ☐ You can nominate directly via the WSA Database
- ☐ WSA office already provides international content about the WSA in English

If you have any questions, please do not hesitate to contact us:

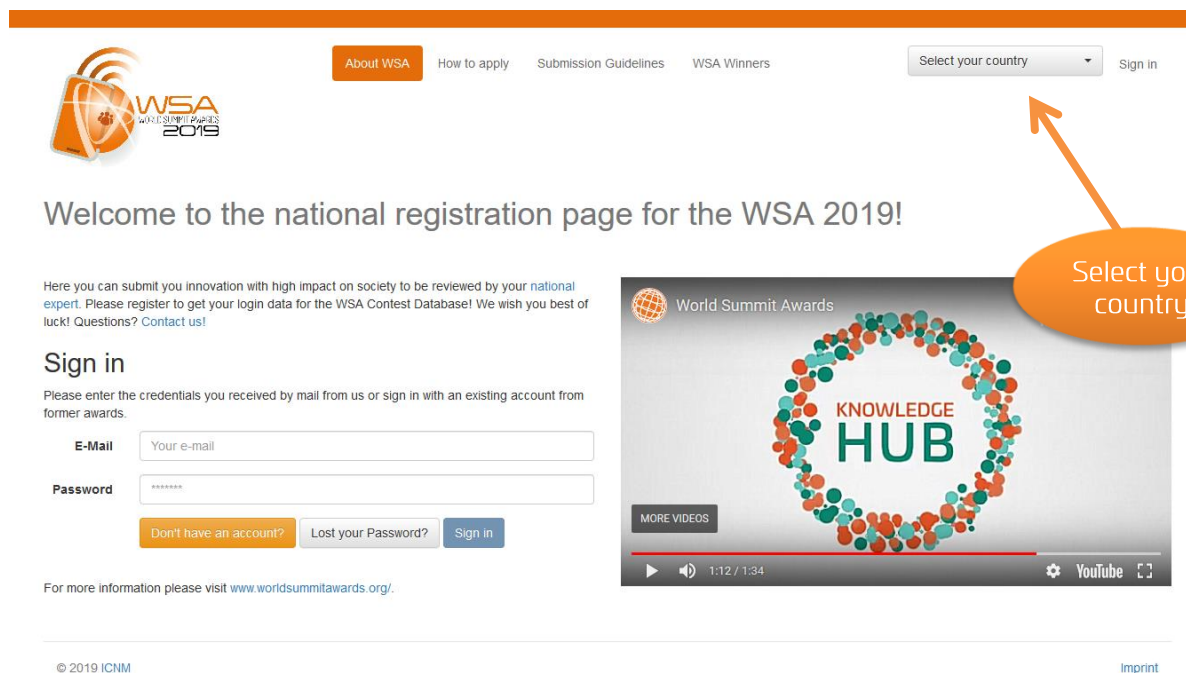
manuela@worldsummitawards.org

STEP 1 – WSA NATIONAL CONTEST WEBPAGE

For your WSA national call we have implemented a webpage for every WSA expert to use in his/her national call. Please feel free to use this webpage to have producers submit for your national open call.

Follow the following link to get to the WSA National Call webpage:

<https://db.icnm.net/Signup/WSA/2019/>



Welcome to the national registration page for the WSA 2019!

Here you can submit your innovation with high impact on society to be reviewed by your **national expert**. Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? [Contact us!](#)

Sign in

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

E-Mail

Password

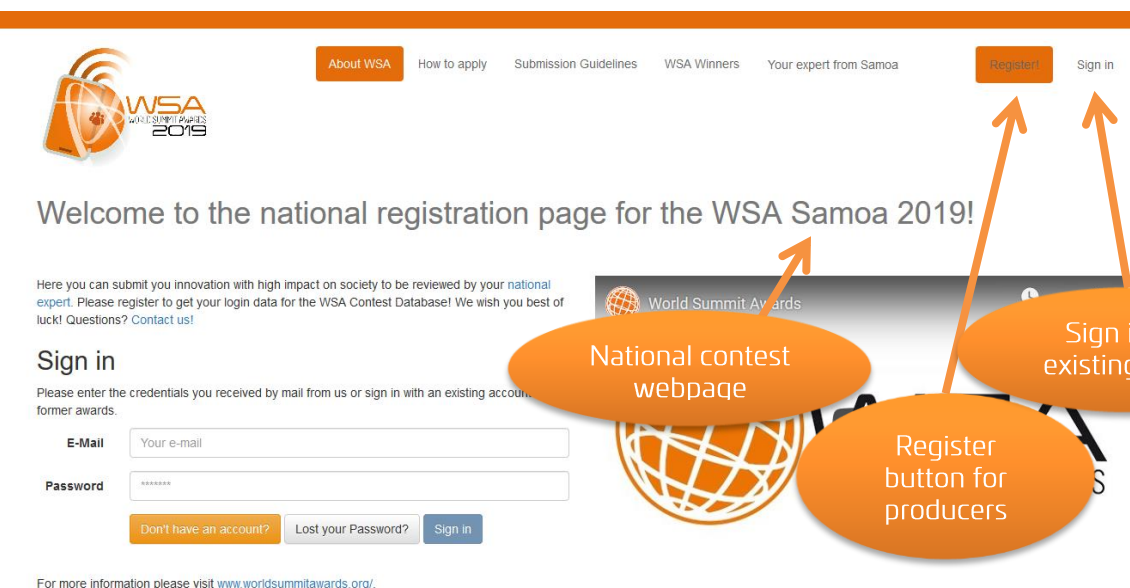
[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)

For more information please visit www.worldsummitawards.org/.

© 2019 ICNM [Imprint](#)

STEP 2 – NATIONAL CONTEST APPLY FORM FOR PRODUCERS

Please **sign in** in the upper right corner to access your WSA National Contest webpage.



Welcome to the national registration page for the WSA Samoa 2019!

Here you can submit your innovation with high impact on society to be reviewed by your **national expert**. Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? [Contact us!](#)

Sign in

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

E-Mail

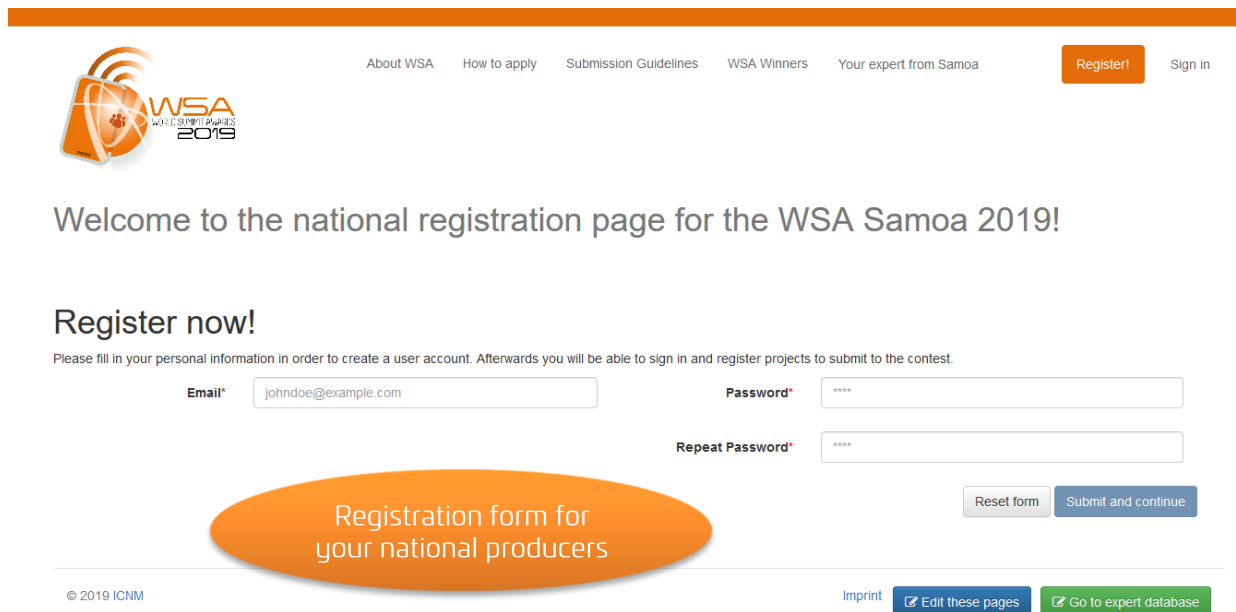
Password

[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)

For more information please visit www.worldsummitawards.org/.

Producers can click “Register!” to get to the open national content submission form and submit directly into your National Contest Database for your national contest. This application entails already some content.

Please note: The last **decision to nominate a product** to the global WSA stays always with the **WSA expert**.



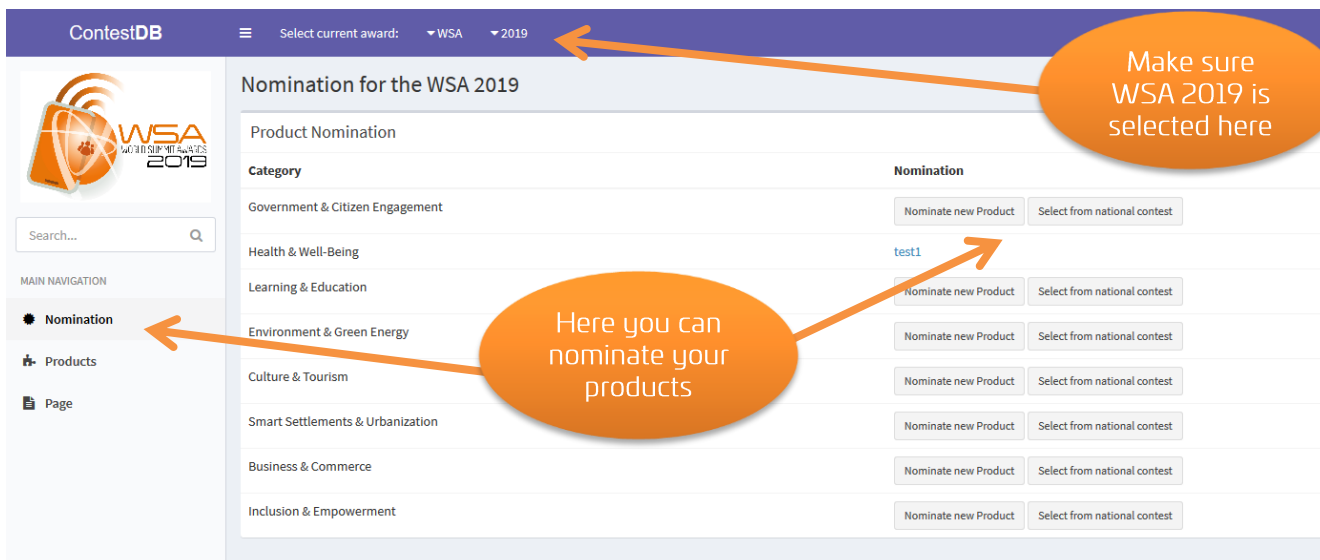
STEP 3 – SIGN IN & EDIT YOUR NATIONAL CONTEST WEBPAGE

To edit your national contest page, you have to sign in with the Username and Password we have sent you via mail.

On the menu on the left there are 3 sections: **Nomination**, **Products**, **Page**.

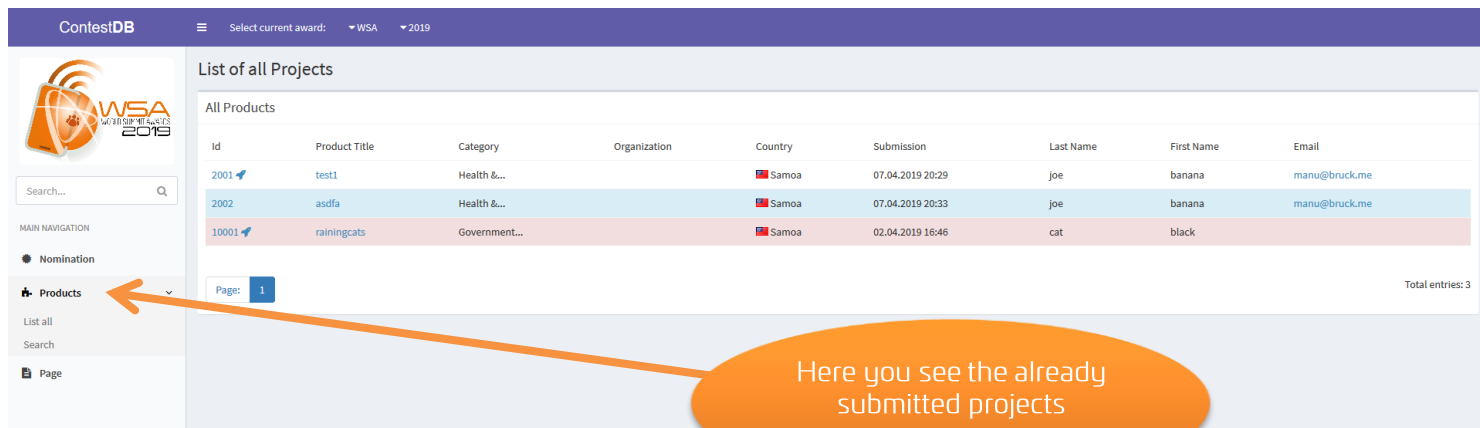
Nomination

With the **Nomination** you can see all the categories to nominate the products.



Products

With the **Products** you can see all the products already registered.



ContestDB Select current award: ▼ WSA ▼ 2019

WSA WORLD SUMMIT AWARDS 2019

Search...

MAIN NAVIGATION

- Nomination
- **Products**
 - List all
 - Search
 - Page

List of all Projects

All Products

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
2001	test1	Health &...		Samoa	07.04.2019 20:29	joe	banana	manu@bruck.me
2002	asdfa	Health &...		Samoa	07.04.2019 20:33	joe	banana	manu@bruck.me
10001	rainingcats	Government...		Samoa	02.04.2019 16:46	cat	black	

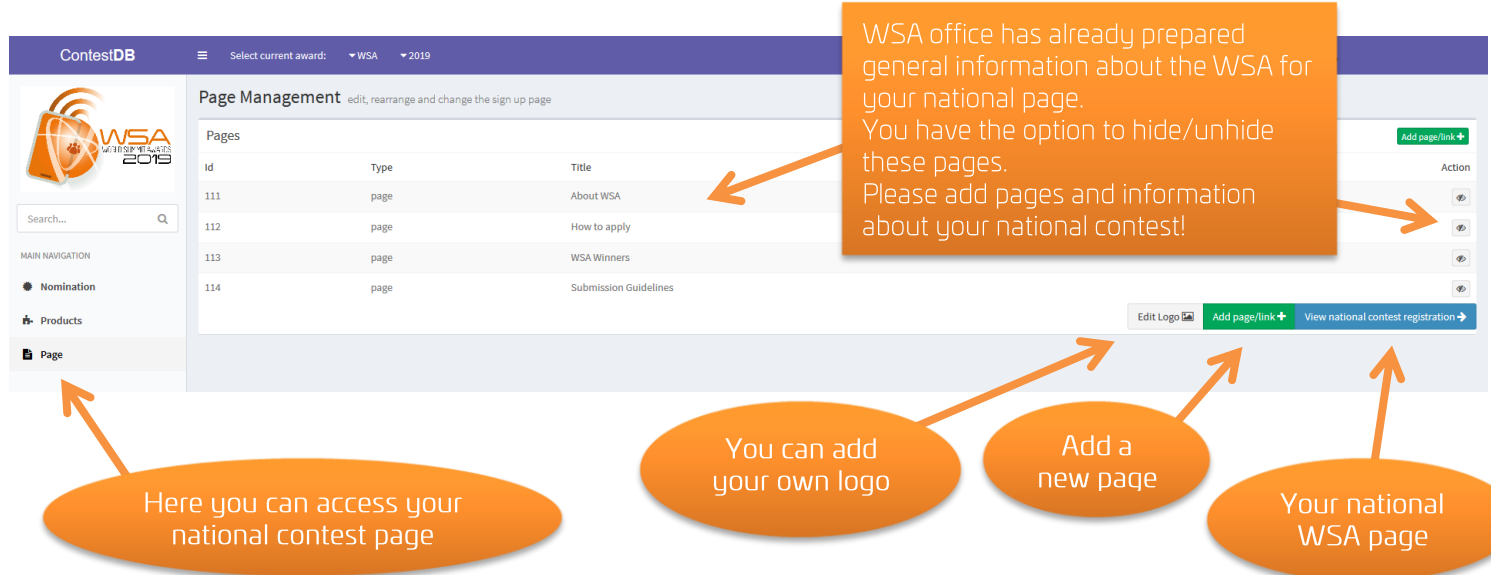
Page: 1

Total entries: 3

Here you see the already submitted projects

Page

With the **Page** button you can access the administration part of the webpage.



ContestDB Select current award: ▼ WSA ▼ 2019

WSA WORLD SUMMIT AWARDS 2019

Search...

MAIN NAVIGATION

- Nomination
- Products
- **Page**

Page Management edit, rearrange and change the sign up page

Pages

Id	Type	Title	Action
111	page	About WSA	
112	page	How to apply	
113	page	WSA Winners	
114	page	Submission Guidelines	

WSA office has already prepared general information about the WSA for your national page. You have the option to hide/unhide these pages. Please add pages and information about your national contest!

Edit Logo Add page/link View national contest registration

Here you can access your national contest page

You can add your own logo

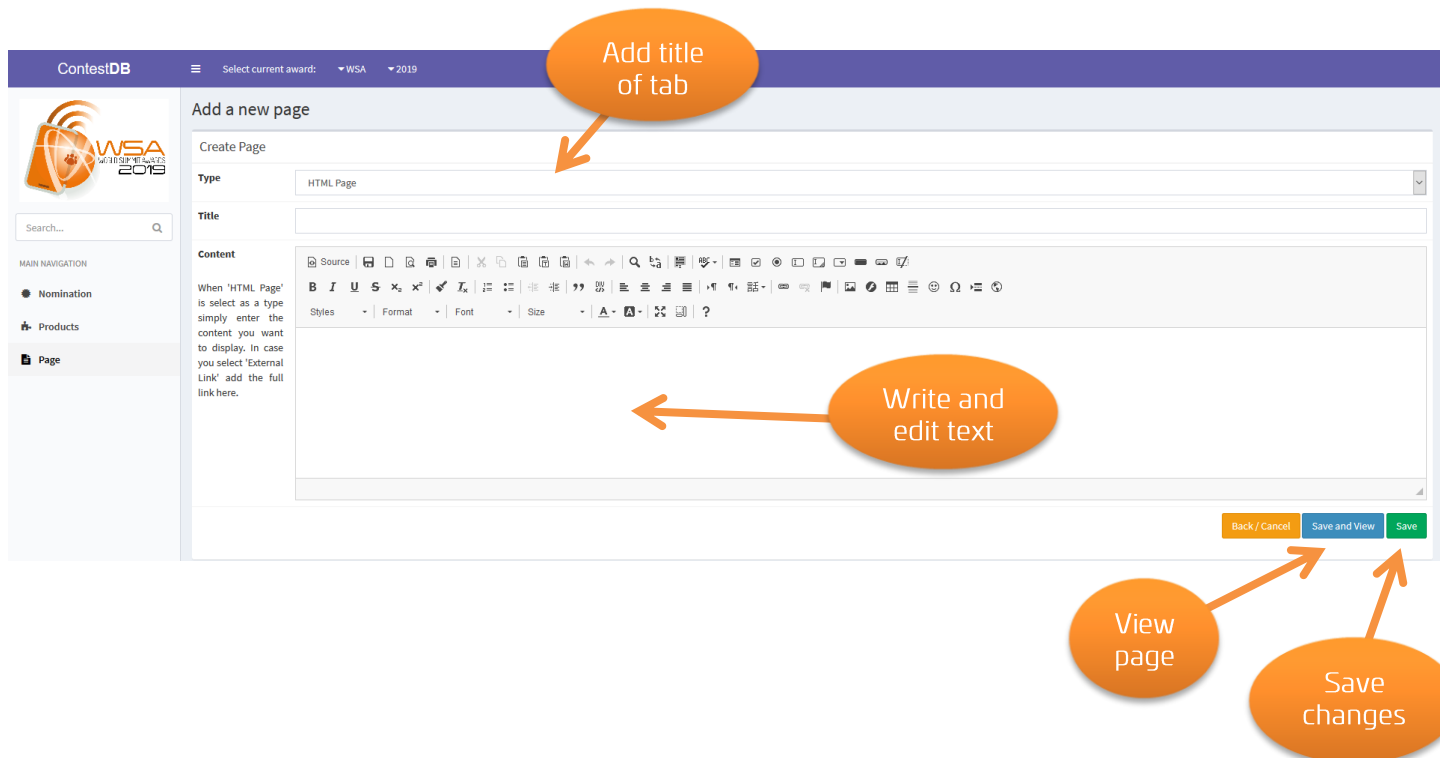
Add a new page

Your national WSA page

Click **Add Page** to add another Tab on your WSA National Contest Webpage.

Click **View national Contest registration** to return to your WSA National Contest Webpage.

***ADDING A NEW PAGE



ContestsDB

Select current award: WSA 2019

Add a new page

Create Page

Type: HTML Page

Title:

Content:

When 'HTML Page' is select as a type simply enter the content you want to display. In case you select 'External Link' add the full link here.

Back / Cancel Save and View Save

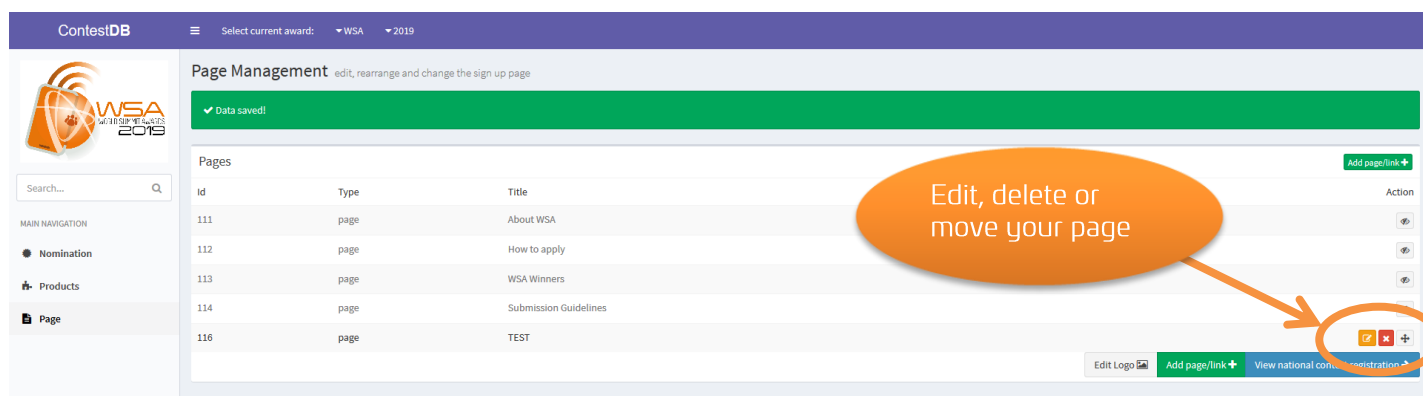
View page

Save changes

You can edit text, links etc. here. You can also use the HTML Editor.

If you would like to create a tab that is linked to another page, select *external link* at *type*. Then paste the full link into the text field and submit.

You can EDIT, DELETE and MOVE (change the order of tabs on webpage) pages you have added any time!



ContestsDB

Select current award: WSA 2019

Page Management edit, rearrange and change the sign up page

✓ Data saved!

Pages

Id	Type	Title	Action
111	page	About WSA	
112	page	How to apply	
113	page	WSA Winners	
114	page	Submission Guidelines	
116	page	TEST	

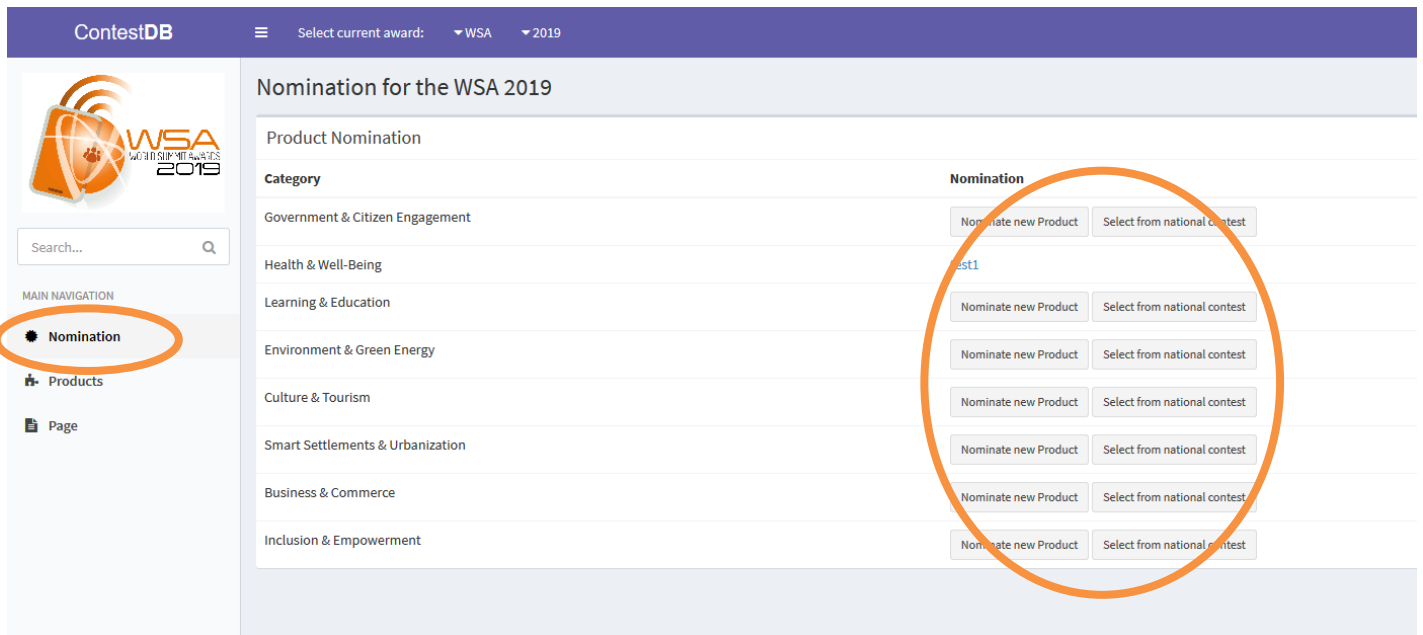
Edit, delete or move your page

Edit Logo Add page/link View national contest registration

STEP 4 – NOMINATE TO WSA GLOBAL OR VIEW NATIONAL CONTEST SUBMISSIONS

Click on the **Nomination** Tab to get to the nominations Page in the database.

As in recent years, **you can directly nominate products** you (and your committee) have selected to compete for the WSA Global. **BUT** you can **also choose** products that have applied **via your National Contest Webpage!**



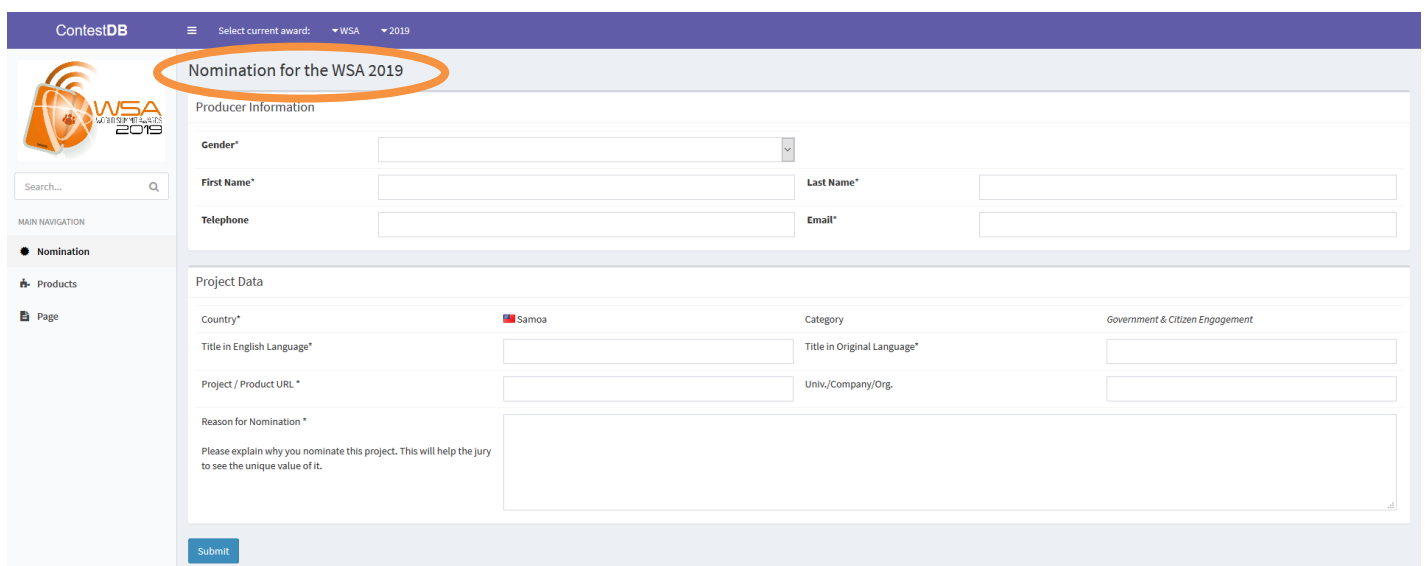
ContestDB Select current award: ▼ WSA ▼ 2019

Nomination for the WSA 2019

Product Nomination

Category	Nomination
Government & Citizen Engagement	Nominate new Product Select from national contest
Health & Well-Being	Nominate new Product Select from national contest
Learning & Education	Nominate new Product Select from national contest
Environment & Green Energy	Nominate new Product Select from national contest
Culture & Tourism	Nominate new Product Select from national contest
Smart Settlements & Urbanization	Nominate new Product Select from national contest
Business & Commerce	Nominate new Product Select from national contest
Inclusion & Empowerment	Nominate new Product Select from national contest

Option 1: Nominate new Product



ContestDB Select current award: ▼ WSA ▼ 2019

Nomination for the WSA 2019


Producer Information

Gender* [Dropdown]

First Name* [Text Field] Last Name* [Text Field]

Telephone [Text Field] Email* [Text Field]

Project Data

Country*  Samoa Category Government & Citizen Engagement

Title in English Language* [Text Field] Title in Original Language* [Text Field]

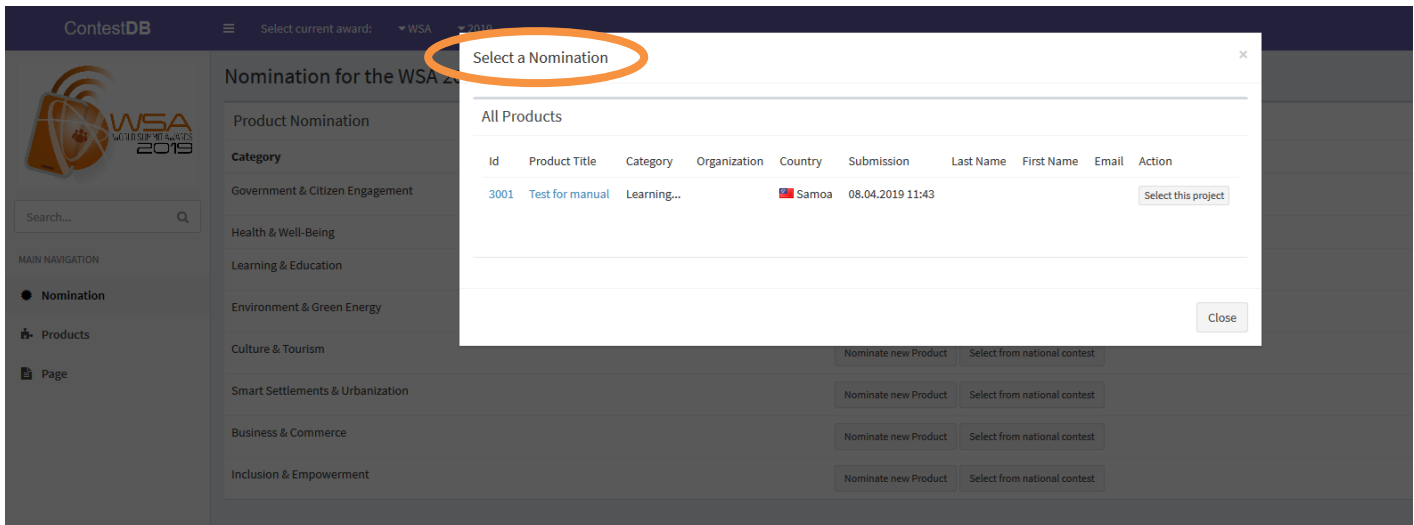
Project / Product URL * [Text Field] Univ./Company/Org. [Text Field]

Reason for Nomination *

Please explain why you nominate this project. This will help the jury to see the unique value of it.

Submit

Option 2: Select from national contest



ContestDB Select current award: WSA 2019

Select a Nomination

All Products

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email	Action
3001	Test for manual	Learning...		Samoa	08.04.2019 11:43				Select this project

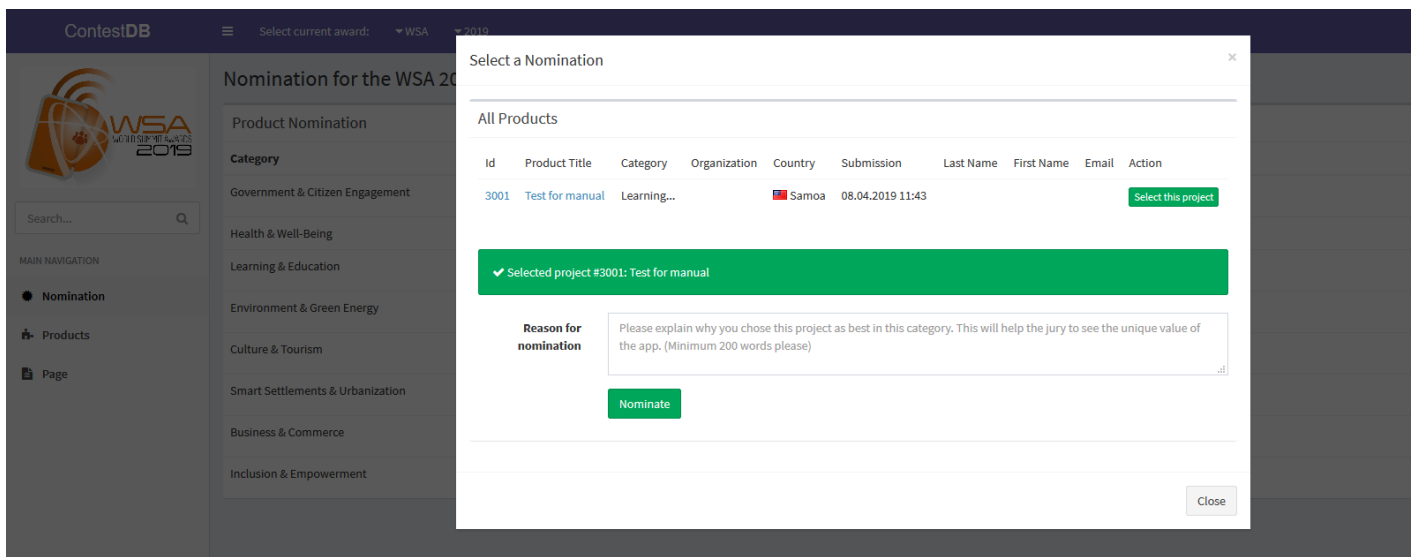
Close

Nominate new Product Select from national contest

Nominate new Product Select from national contest

Nominate new Product Select from national contest

Nominate new Product Select from national contest



ContestDB Select current award: WSA 2019

Select a Nomination

All Products

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email	Action
3001	Test for manual	Learning...		Samoa	08.04.2019 11:43				Select this project

Selected project #3001: Test for manual

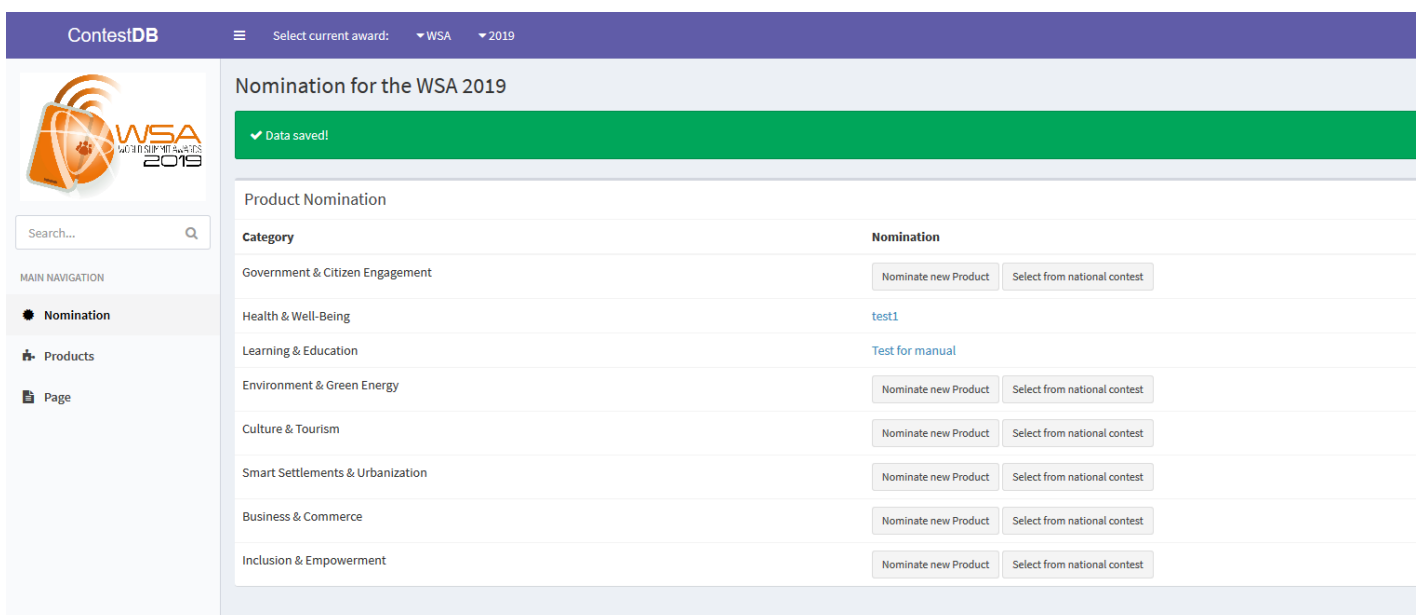
Reason for nomination

Please explain why you chose this project as best in this category. This will help the jury to see the unique value of the app. (Minimum 200 words please)

Nominate

Close

Once you nominate the product, you can see it on the tab **Nomination**.



ContestDB Select current award: WSA 2019

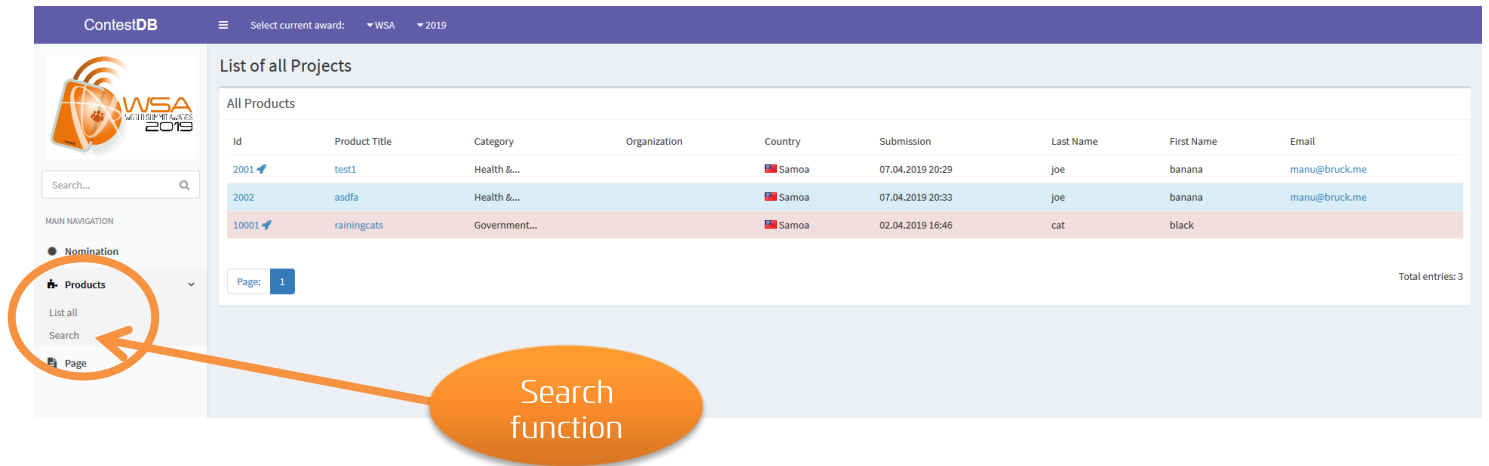
Nomination for the WSA 2019

Data saved!

Product Nomination

Category	Nomination
Government & Citizen Engagement	Nominate new Product Select from national contest
Health & Well-Being	test1
Learning & Education	Test for manual
Environment & Green Energy	Nominate new Product Select from national contest
Culture & Tourism	Nominate new Product Select from national contest
Smart Settlements & Urbanization	Nominate new Product Select from national contest
Business & Commerce	Nominate new Product Select from national contest
Inclusion & Empowerment	Nominate new Product Select from national contest

And you can search and export all projects submitted into your National Database!



ContestDB

Select current award: ▼ WSA ▼ 2019

List of all Projects

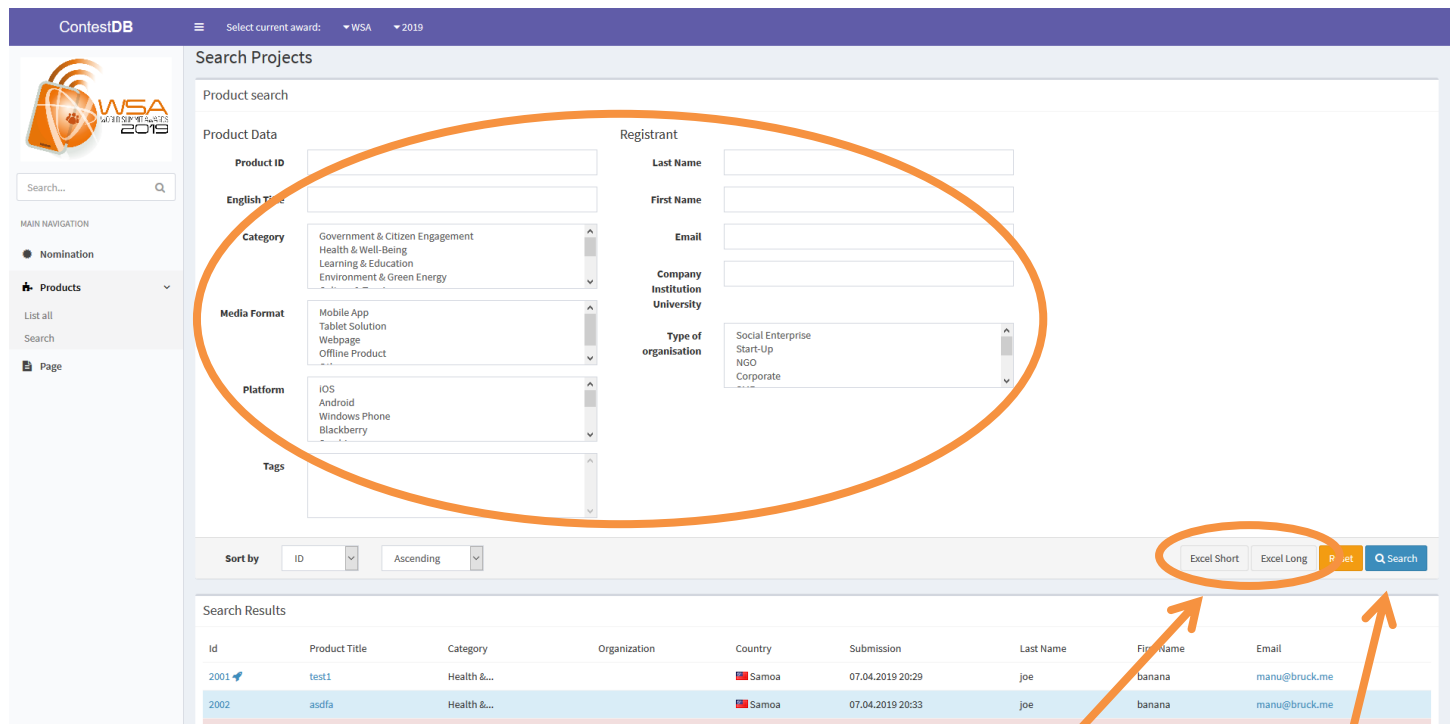
All Products

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
2001	test1	Health &...		Samoa	07.04.2019 20:29	joe	banana	manu@bruck.me
2002	asdfa	Health &...		Samoa	07.04.2019 20:33	joe	banana	manu@bruck.me
10001	rainingcats	Government...		Samoa	02.04.2019 16:46	cat	black	

Page: 1

Total entries: 3

Search function



ContestDB

Select current award: ▼ WSA ▼ 2019

Search Projects

Product search

Product Data

Product ID:

English Title:

Category:
 Government & Citizen Engagement
 Health & Well-Being
 Learning & Education
 Environment & Green Energy

Media Format:
 Mobile App
 Tablet Solution
 Webpage
 Offline Product

Platform:
 IOS
 Android
 Windows Phone
 Blackberry

Tags:

Registrant

Last Name:

First Name:

Email:

Company
Institution
University

Type of organisation:
 Social Enterprise
 Start-Up
 NGO
 Corporate

Sort by: ID Ascending

Excel Short Excel Long Print Search

Search Results

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
2001	test1	Health &...		Samoa	07.04.2019 20:29	joe	banana	manu@bruck.me
2002	asdfa	Health &...		Samoa	07.04.2019 20:33	joe	banana	manu@bruck.me

Excel export

Search button

You have various search functions for selecting the products. Please note also the export function, which will export product data as excel file.

ContestDB

Select current award: WSA 2019

Category
 Government & Citizen Engagement
 Health & Well-Being
 Learning & Education
 Environment & Green Energy

Media Format
 Mobile App
 Tablet Solution
 Webpage
 Offline Product

Platform
 iOS
 Android
 Windows Phone
 Blackberry

Tags

Email

Company
 Institution
 University

Type of organisation
 Corporate
 SME
 Individual
 University/Academia
 Other

Search...

MAIN NAVIGATION

- Nomination
- Products
- List all
- Search
- Page

Sort by ID Ascending

Excel Short Excel Long Reset Search

Search Results

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
2001	test1	Health &...		Samoa	07.04.2019 20:29	joe	banana	manu@bruck.me
2002	Test for manual	Health &...		Samoa	07.04.2019 20:33	joe	banana	manu@bruck.me
3001	Test for manual	Learning...		Samoa	08.04.2019 11:43			test12@bruck...
10001	Training...	Government...		Samoa	02.04.2019 16:46	cat	black	meow@bruck.me

Page: 1

Total entries: 4

Contact us if you need any assistance | © 2019 ICNM | Imprint & Privacy Policy

Version v1.1.0

Search results

Click on product title to get more details

By clicking on the titles of the products or the product ID you can get all information provided by the producers.

If you have any questions, please do not hesitate to contact us:

manuela@worldsummitawards.org

Your WSA TEAM!