

WSA 2020:



DATABASE & NATIONAL CONTEST MANUAL

To apply for WSA 2020 in your country, you have to fill your application on the WSA database and National Contest tool.

This manual will provide you with a complete guide to submit your application.

PLEASE NOTE if you have been nominated by your WSA national expert, you do not need to register separately. Please continue reading the manual from "Step 7".

The final decision if you are nominated for the global WSA will stay in the hands of your local expert: <https://www.worldsummitawards.org/network/experts/national-experts/>.

To explain the application process, we have used the country "Samoa" as an example, "Test" as name, "test" for all the information fields and "Testname" as a user name.

If you have further questions or you experience problems submitting your application, please get in touch with WSA office: office@worldsummitawards.org

APPLY AT THE NATIONAL CONTEST WEBPAGE

PLEASE NOTE: only apply through the national contest webpage, if your WSA national expert instructs you to do so.

To apply for your country's national WSA pre-selection, please use the link in the mail to get to the WSA National Call webpage.

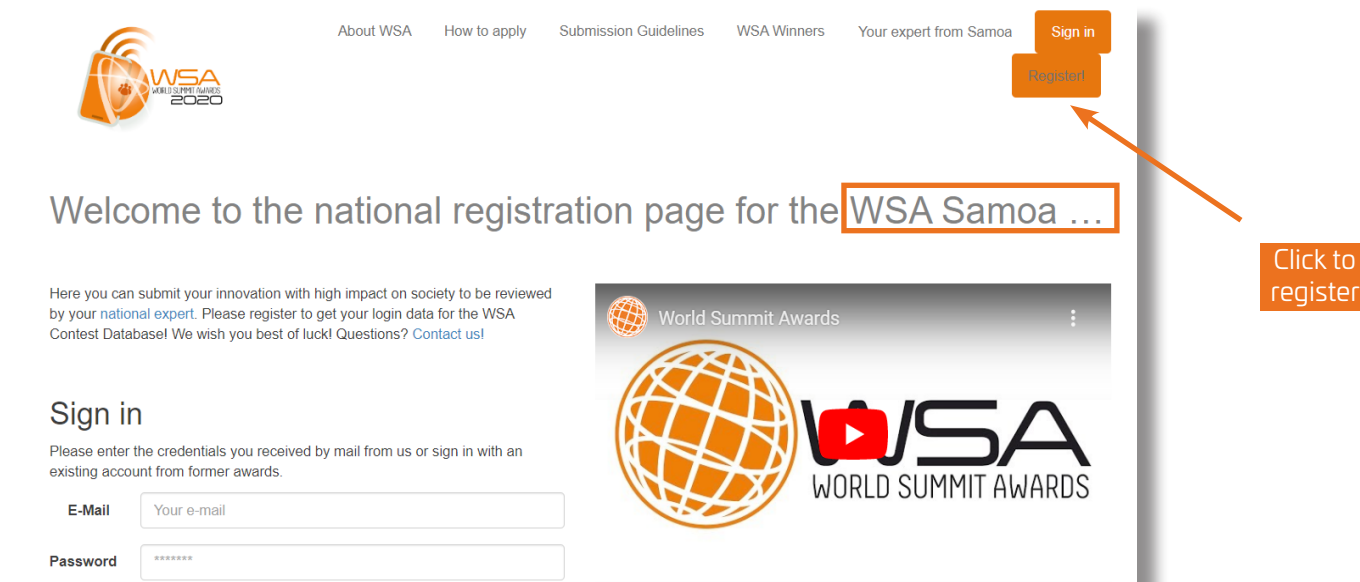
1: Select your country

The image shows two screenshots of the WSA 2020 national registration page. The top screenshot shows the page with a dropdown menu labeled "Select your country" highlighted by an orange box and an arrow pointing to it with the text "Click to unfold the country list". The bottom screenshot shows the same page with the dropdown menu expanded, displaying a list of countries. An orange box labeled "Select your country" with an arrow points to the dropdown menu. The list of countries includes: Saint Lucia, Saint Vincent And The Grenadines, Samoa, San Marino, Sao Tome And Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, Solomon Islands, Somalia, South Africa, and South Sudan. The "Samoa" option is highlighted in the list.

2: Register

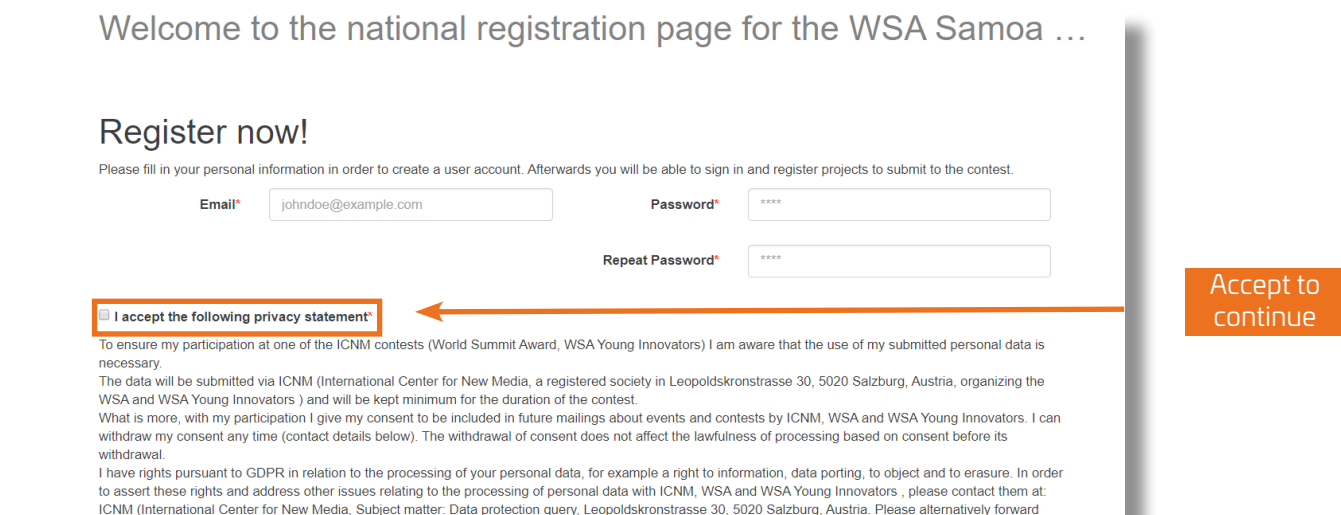
After you selected your country, you are redirected to your countries "National registration page".

Click on the orange button "Register".



3: Complete the registration form

PLEASE NOTE, by default, this email address will be used for all further communication through WSA office. Please make sure it is an **active** and **a regularly checked** email address. Once the data is correct click "Submit".



Register now!

Please fill in your personal information in order to create a user account. Afterwards you will be able to sign in and register projects to submit to the contest.

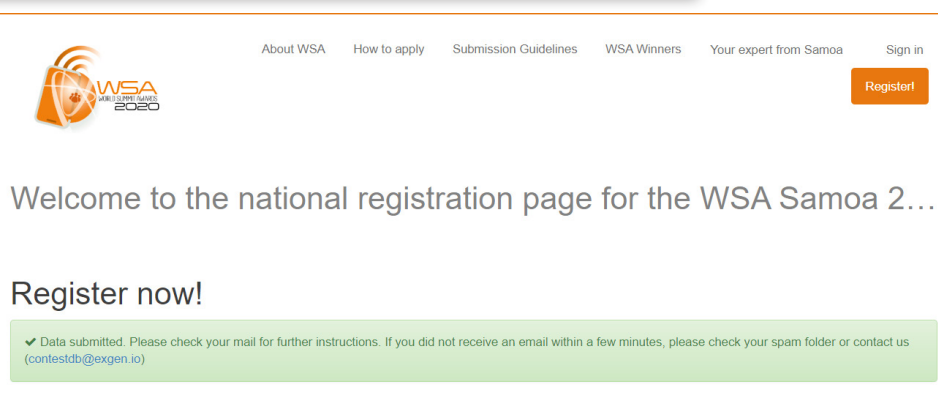
Email* johndoe@example.com Password* **** Repeat Password* ****

☒ I accept the following privacy statement*

To ensure my participation at one of the ICNM contests (World Summit Award, WSA Young Innovators) I am aware that the use of my submitted personal data is necessary. The data will be submitted via ICNM (International Center for New Media, a registered society in Leopoldskronstrasse 30, 5020 Salzburg, Austria, organizing the WSA and WSA Young Innovators) and will be kept minimum for the duration of the contest. What is more, with my participation I give my consent to be included in future mailings about events and contests by ICNM, WSA and WSA Young Innovators. I can withdraw my consent any time (contact details below). The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. I have rights pursuant to GDPR in relation to the processing of your personal data, for example a right to information, data porting, to object and to erasure. In order to assert these rights and address other issues relating to the processing of personal data with ICNM, WSA and WSA Young Innovators , please contact them at: ICNM (International Center for New Media, Subject matter: Data protection query, Leopoldskronstrasse 30, 5020 Salzburg, Austria. Please alternatively forward

After submitting, you will see the confirmation of the registration.

Please check your email for further instructions.



Register now!

✓ Data submitted. Please check your mail for further instructions. If you did not receive an email within a few minutes, please check your spam folder or contact us (contestdb@exgen.io)

4: Check your email account

As soon as you register your product (or your national expert registered your product entry on the WSA database), you will receive an email with your login data for the WSA database.

Please check also your spam folder, to make sure you don't miss the email.

If you did not receive an email, get in touch with WSA Office:
office@worldsummitawards.org

WSA (your country) 2020: Your login data

Thank you for...

...

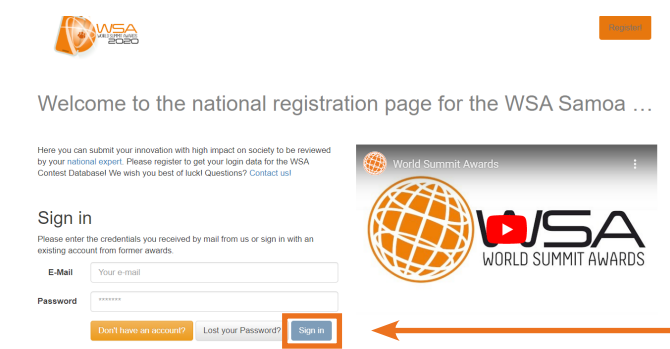
Login page: [https://db.icnm.net/Signup/WSA/2020/\(your country\)](https://db.icnm.net/Signup/WSA/2020/(your country))

Your Username: test@test.org

Your Password: - as chosen by you -

Kind regards,
 Your WSA Team

5: Sign in



Go to: [https://db.icnm.net/Signup/WSA/2020/\(your country\)](https://db.icnm.net/Signup/WSA/2020/(your country)).

Enter the username and the password you received on the email and click the blue button "Sign in".

Sign In

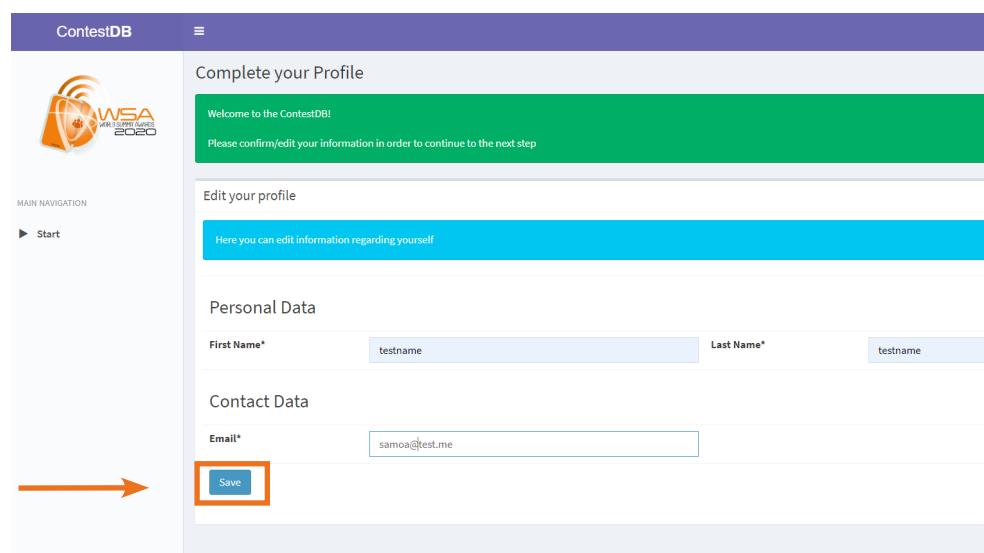
6: Complete the form with your personal data

Please double check your email address or the email address provided by your national expert.

WSA Office will use the email address provided for all further communications, please make sure to provide an active and a regularly checked email address.

***Please make sure to edit it if WSA should contact you using a different email address

Save your profile here and continue

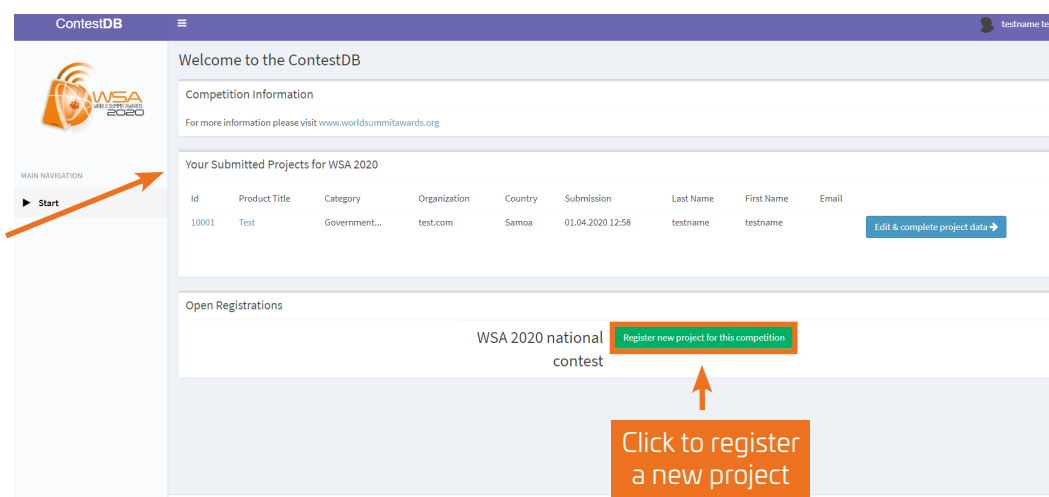


7: Register your product for this competition or click on the product entry created by your expert!

PLEASE NOTE:

If your **national expert** has already created the entry for your product, it should be listed here.

Click on it to edit it!



ContestDB

Welcome to the ContestDB

Competition Information

For more information please visit www.worldsummitawards.org

Your Submitted Projects for WSA 2020

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
10001	Test	Government...	test.com	Samoa	01.04.2020 12:58	testname	testname	

Edit & complete project data

Open Registrations

WSA 2020 national contest

Register new project for this competition

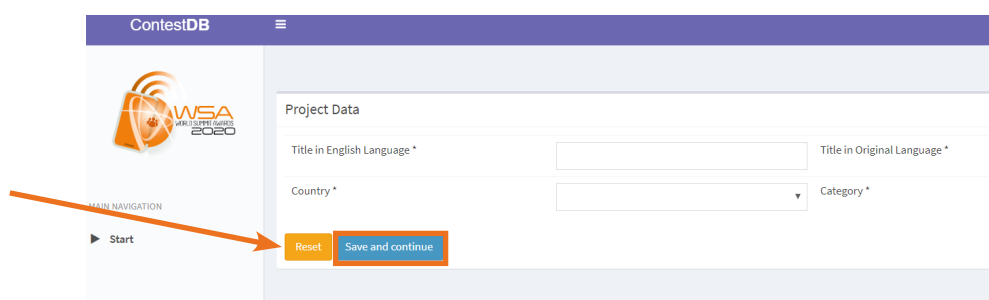
Click to register a new project

8: Project data (1/2)

(all fields marked with * are obligatory)

PLEASE NOTE the category & title you choose on this step **CANNOT** be modified later on the next steps.
If your project was nominated by an expert, he has already chosen the category for you!

Click to continue



ContestDB

Project Data

Title in English Language *

Title in Original Language *

Country *

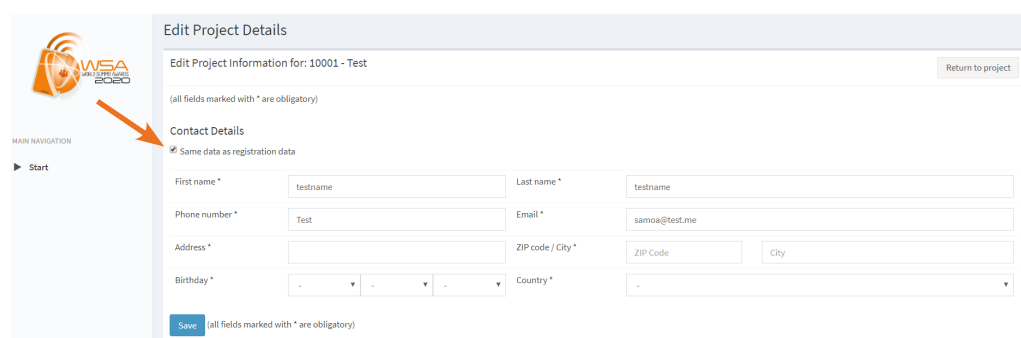
Category *

Reset Save and continue

9: Contact data

(all fields marked with * are obligatory)

Please click "Same data as registration data" to avoid mistakes if the registered data and your contact details are the same.



WSA

Edit Project Details

Edit Project Information for: 10001 - Test

(all fields marked with * are obligatory)

Contact Details

☒ Same data as registration data

First name * Last name *

Phone number * Email *

Address * ZIP code / City * City

Birthday * Country *

Save (all fields marked with * are obligatory)

Return to project

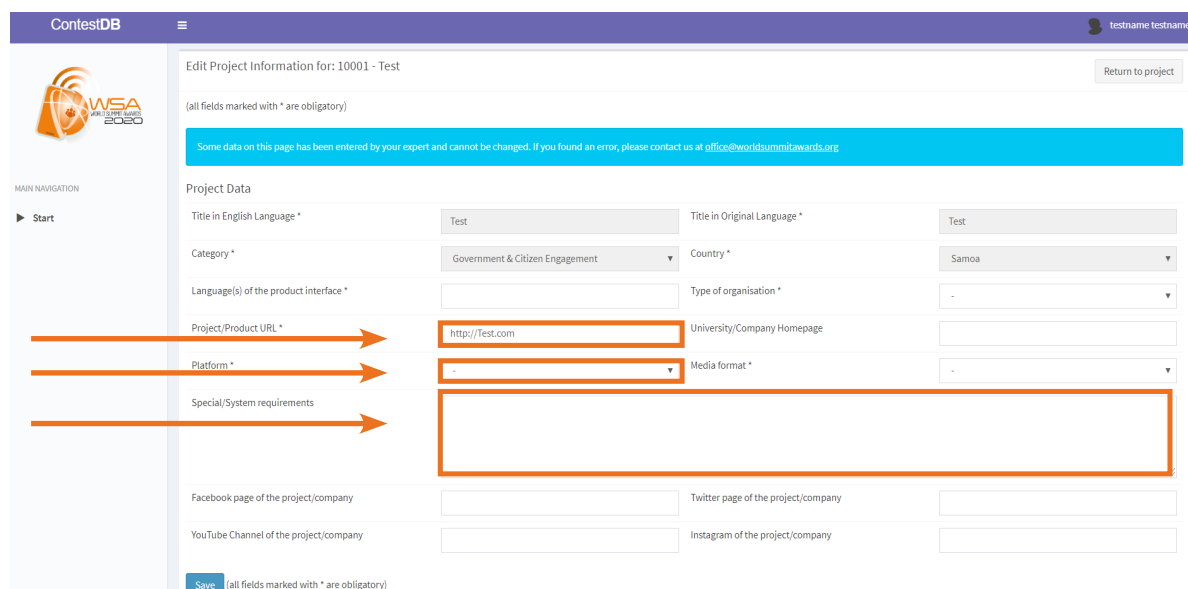
10: Project data (2/2)

(all fields marked with * are obligatory)

On this 2/2 step of the project data, you can provide more detailed technical information.

- Language of the product interface *
- Type of organization *
- Product URL * (please make sure is active and fully functional)
- University/Company homepage
- Platform *
- Media format *

Please use the field “Special requirements” if you need to make clarifications on any of the above fields.

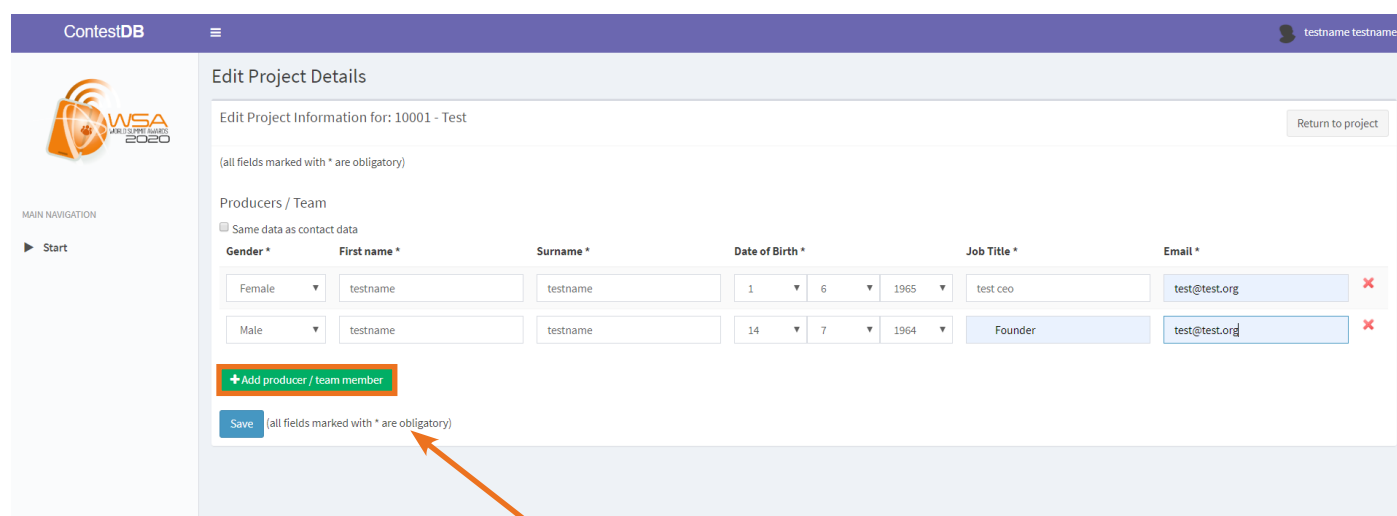


11: Team data

(all fields marked with * are obligatory)

WSA is not only about content and innovation, but it is also about the innovators standing behind their unique solutions.

Please add as many people as it's working and have an important role in the project: Co-Producers, designers, developers, marketing, founders, CEO...



12: Project information

Please complete all the fields with all the **relevant details** of your project as you can. Please be **precise** and **on the point**. Focus on how your product is unique, which issue it is addressed at and how it makes its impact.

It is very useful for the **WSA Jury** to have this information from your side as **accurate** and precise as possible. Avoid just copy-pasting texts that are not really

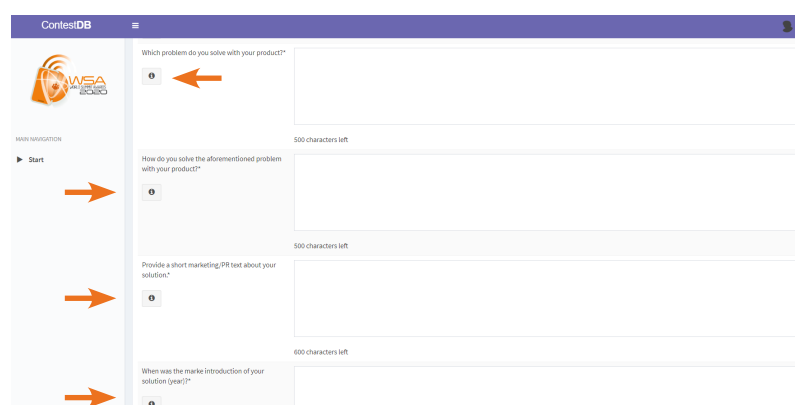
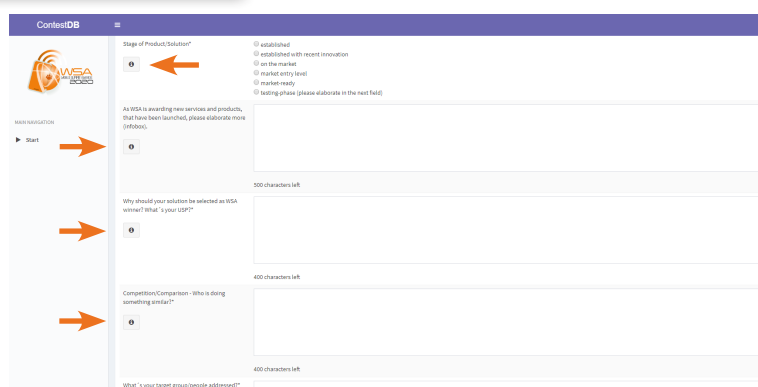
Fields to complete

(all fields marked with * are obligatory)

- Please provide the link to a short video about your solution.
- Which problem do you solve with your product? *
- How do you solve the problem with your product? *
- Provide a short marketing/PR text about your solution. *
- When was the market introduction of your solution (year)?*
- Stage of Product/Solution *
- Why should your solution be selected as WSA winner? What's your USP? *
- Competition/Comparison - Who is doing something similar? *
- What measures do you set to reach your target group/community addressed? *
- Tell us more about your team! *
- When was your company/organisation founded? *
- Metrics of achievement / success.
- Tell us some impact numbers, users / downloads, etc
- Tell us more about the local context of your solution. *
- Which key technologies are you using? *
- Is your technical solution open source?*
- Resilience/ Business Model. *
- Sustainability and Diversity! What is your contribution in terms of sustainability - climate change and diversity.
- Please share some information if and how the jury members can test your solution.
- Has your product already won other awards or recognitions?
- What's next? What are your next plans and steps?

***Please note there is a limitation of characters on each field

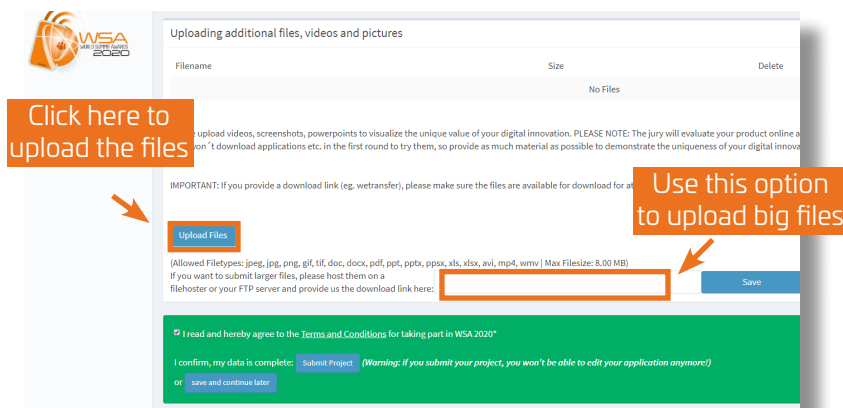
You can find clarifications to each field clicking on  , please also find the WSA submission guide here: <https://www.worldsummitawards.org/wsa-awards/contest/submission-guide/>

You can complete the project information uploading files (screenshots, presentations, etc.) to have a main overview about the unique value of your digital innovation.

WSA highly recommend to produce/upload/link a short video. It can be simple and self-made, to demonstrate the look & feel of your app, and the uniqueness of it.

PLEASE NOTE the WSA Jury will evaluate your product online and needs to get an idea how your project works and looks. They won't download applications etc. in the first round to try them, so provide as much material as possible to demonstrate the uniqueness of your digital innovation!

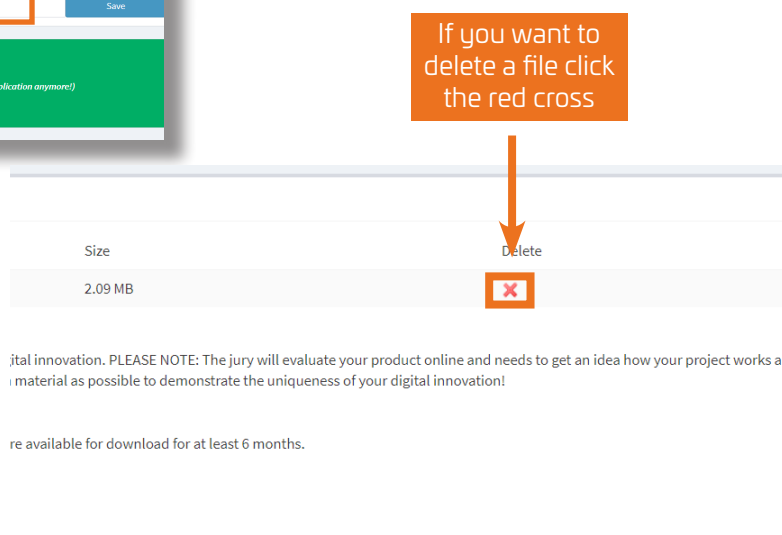


Click here to upload the files

Use this option to upload big files

IMPORTANT:

If you provide a download link (eg. WeTransfer), please make sure the files are available for download for at least 6 months.

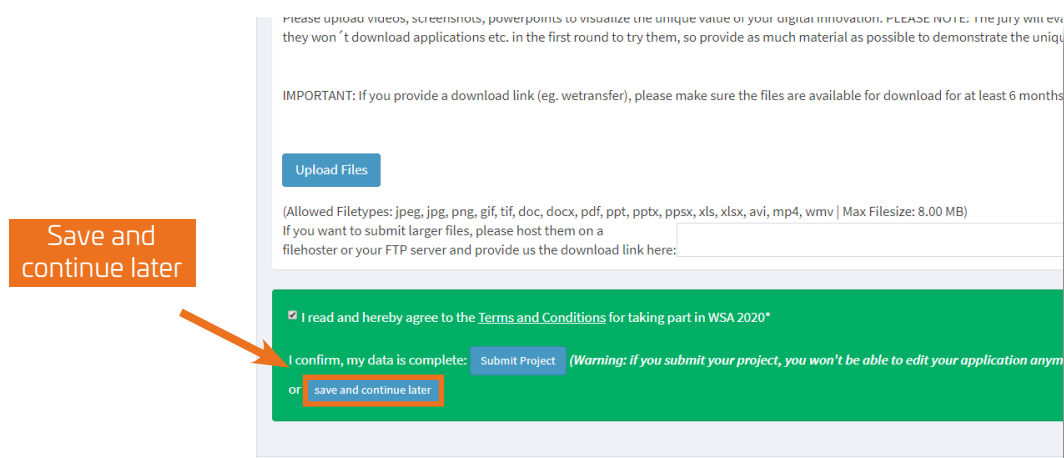


If you want to delete a file click the red cross

13: Check your application

Double check your application and that you have completed all the fields with the correct data and the best information for the Jury about your project.

PLEASE NOTE you can save and continue later, and then complete or edit your application as many times as you want **BUT** you should know that this is the last step in which you can edit your data and information.

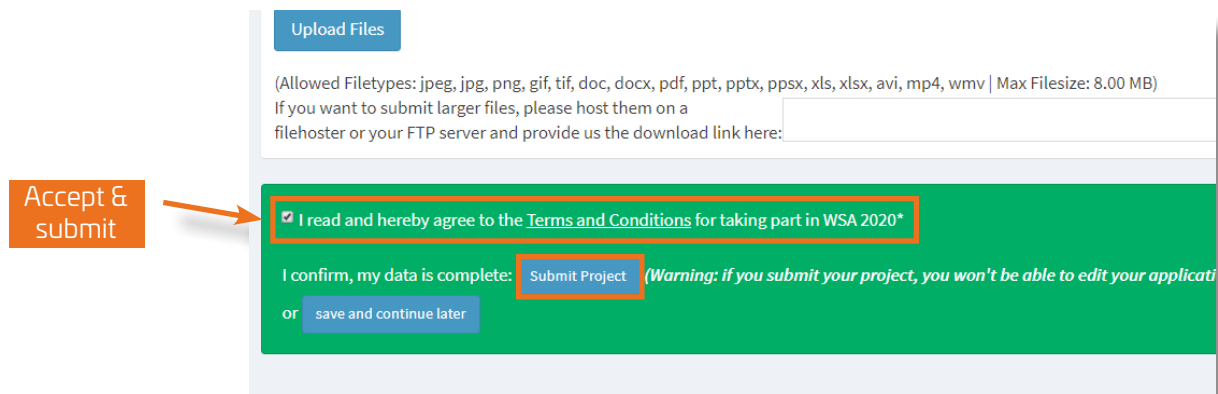


Save and continue later

14: Agree to Terms & Conditions and submit your application

As soon as you have inspected all data and information, you can submit your project.

Before submit your project, you have to **confirm** that you understand and **agree** with the Terms and Conditions of WSA.



Upload Files

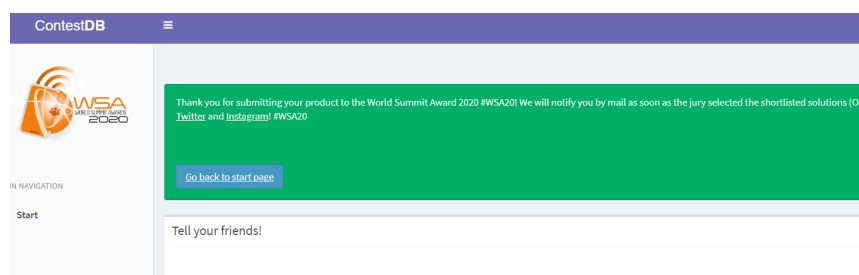
(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls,xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)
If you want to submit larger files, please host them on a filehoster or your FTP server and provide us the download link here:

☒ I read and hereby agree to the [Terms and Conditions](#) for taking part in WSA 2020*

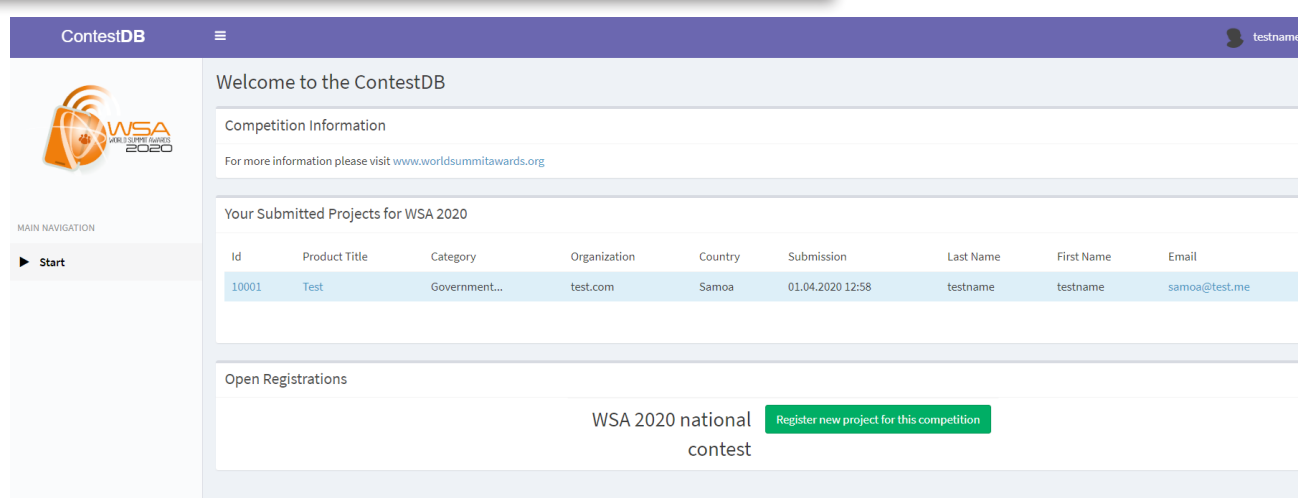
I confirm, my data is complete: [Submit Project](#) (Warning: if you submit your project, you won't be able to edit your application) or [save and continue later](#)

15: Confirmation and return to the main page of the database

Once you submit your application, you will see the confirmation of participation in WSA 2020 and you have the option to return to the WSA database home page.



PLEASE NOTE you will receive an email, once WSA office has approved your application as complete.



As soon as you submit your project your part is done!

Only projects submitted will be considered for the WSA.

GOOD LUCK!

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

office@worldsummitawards.org

DON'T MISS WSA...

and share with the world that you're taking part!



@WSAoffice



@worldsummitawards



@worldsummitawards



@worldsummitawards



@wsaTV



@worldsummitaward

www.worldsummitawards.org

Your WSA TEAM!