

Instruction manual for Application submission on PRO PR GLOBE AWARDS

Notices before filling the form:

- The total size of all uploaded files **cannot exceed 800MB**.
- If your **media or clipping files are larger than 800MB**, you can provide **download/streaming links in the form** (YouTube, Vimeo, portal link, radio channel, WeTransfer, etc.). If you use services like WeTransfer, please make sure to consider their expiration policy.
- When you submit the form, **processing may take a few minutes depending on the size of the uploaded files**. Please be patient. After successful submission, you will see a notification.
- Once successfully submitted, your application **will be added to the cart**. You can then go to the checkout page to complete your application. Coupon codes can also be applied there.
- If, for any reason, you **cannot submit the form**, please contact us at **info@aprioriworld.com**. Attach all related files and application content in your email, and we will assist you with the submission.
- Below each textarea you have a **word counter** so please make sure that **content length meets application requirements**

How to fill the form:

1. In the first section select your submission category, it will be selected automatically based on form landing page but you can change category
2. Fill Entry title, name of organization, organization type, official website of the project (not required), overview
3. Fill Problem or Opportunity form group through textual fields
4. Fill Research form group through textual fields
5. Fill Planning form group through textual fields and PDF vector logo of project holder
6. Fill Execution form group through textual fields
7. Fill Outcomes form group through textual fields
8. Fill Clipping repeater fields (5 times minimum)
 - a. Each repeater field contains Article name and file upload field
 - b. Make sure your files meet requirements in Notice section of this document, if not place link in name section like it is mentioned in Notice section
 - c. To add new repeater field press link in bottom right corner of form group „Add article“

Clipping

Add 5 key articles that you estimated had the greatest reach *

1

Article name *

File

Odabir datoteke Niste odabrali nijednu datoteku

ADD ARTICLE

9. Fill text field about Estimate of free publicity in euros

10. Fill Media repeater fields (5 times minimum)

- a. Each repeater field contains Name/link and file upload field

- b. Make sure your files meet requirements in Notice section of this document, if not place link in name / link section like it is mentioned in Notice section
- c. To add new repeater field press link in bottom right corner of form group „Add media“

Names of the media that achieved primary publicity, top 5 links *

You can put links, scan the article, put a link to a YouTube video, a link to a digital portal, you can put a link to radio

Name / link *

1

File

Odabir datoteke Niste odabrali nijednu datoteku

ADD MEDIA

11.Fill Key stakeholders textual field

12.Fill Communication messages repeater field

- a. Input your message in textarea field
- b. For next message press „Add message“ in bottom right corner of form group

Key communication messages

Messages *

Communication message *

1

ADD MESSAGE

13.Fill all fields in Contact section

14.Upload file of certificate that must be stamped

15.Agree to terms in certificate form group section

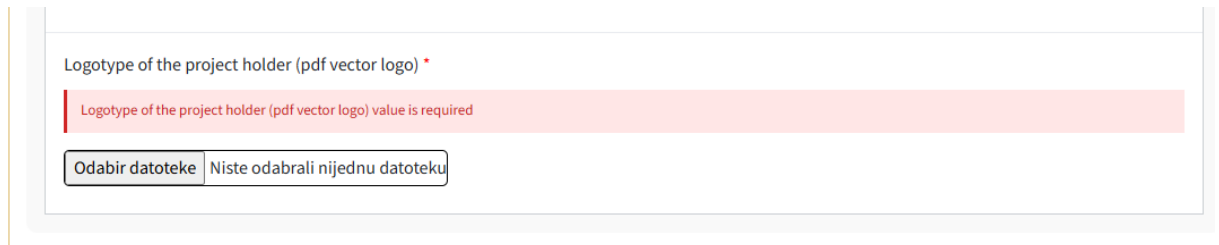
16.Fill all fields in Personal Data Protection Form

17.Agree to consent

18.Press the „SUBMIT NOW“ button

Form submission and form fill error notices

- If the submission is successful you will be redirected to Thank you page with instructions how to finish checkout process
- If form is filled wrong you will get messages like this beneath fields that contain error, just correct your input and press „Submit now“ button again:



The screenshot shows a form field with the label "Logotype of the project holder (pdf vector logo) *". Below the input area, a red error message states: "Logotype of the project holder (pdf vector logo) value is required". At the bottom of the field, there is a button labeled "Odabir datoteke" and a message "Niste odabrali nijednu datoteku".

