

# WSA 2019:

## NATIONAL CONTEST MANUAL



To participate in WSA 2019, you are required to submit your application in the WSA Database.

**PLEASE NOTE:** Applying through the **WSA national database** means you are applying for the **national pre-selection** for your country for WSA.

This manual will give you a complete guide on how to submit your application for WSA 2019.

**PLEASE NOTE:** Applying for through the WSA national contest database **will not automatically qualify you** for the WSA global. Participation for the global WSA is **only possible through your WSA national 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 if you experience problems submitting your application, please get in touch with WSA office: [office@worldsummitawards.org](mailto:office@worldsummitawards.org)

## APPLICATION THROUGH THE NATIONAL CONTEST WEBPAGE

**PLEASE NOTE:** **only apply through the national contest webpage**, if your national WSA organizer requests it!

### 1: Select your country

## 2: Register

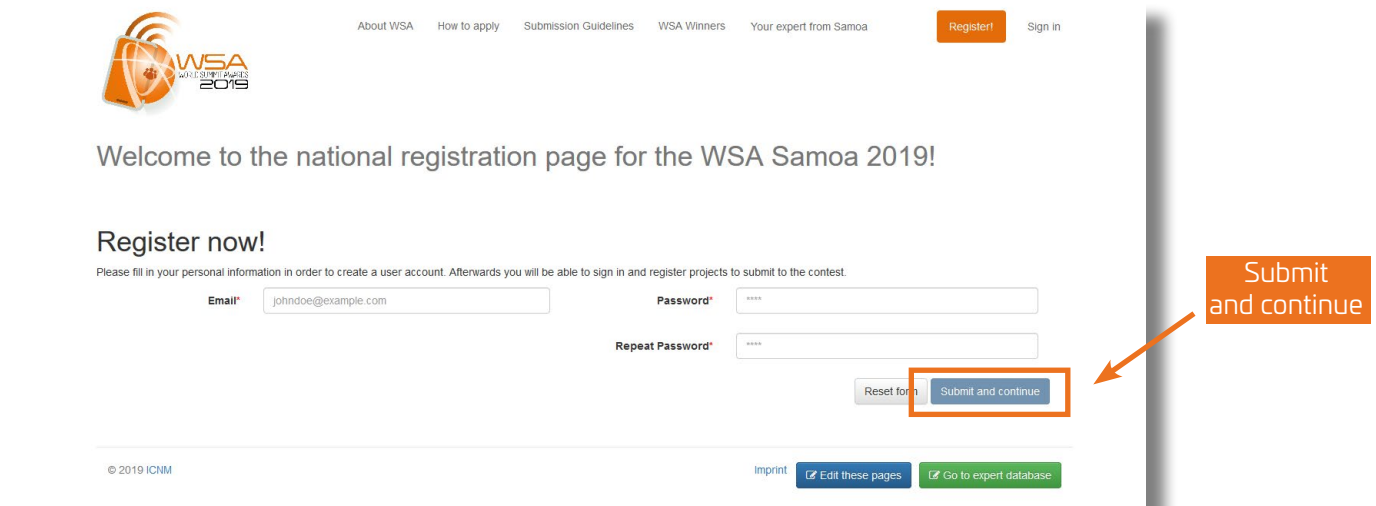
After you selected your country, you are redirected to your countries “National registration page”.

Click on the orange button “Register”.



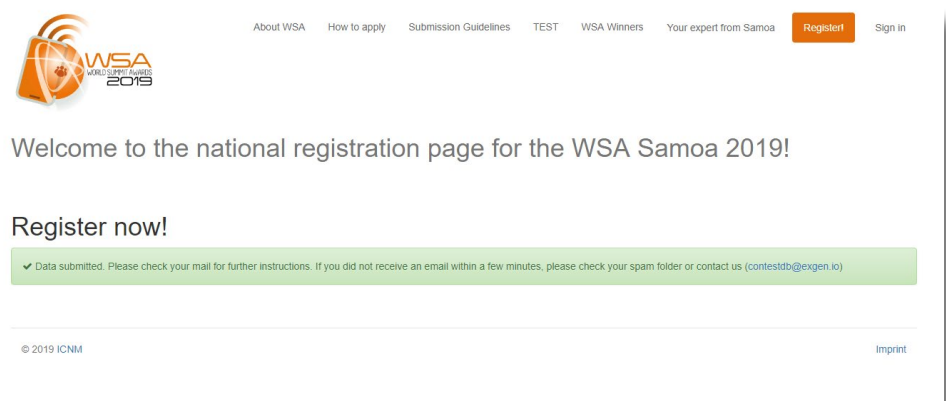
## 3: Complete the registration form

**PLEASE NOTE**, by default, this email address will be used for all further communications. Please make sure is an **active** and a **regularly checked** email address. Once the data is correct click “Submit and Continue”.



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

Please check your email for further instructions.



## 4: Check your email account

As soon as you register your product 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](mailto:office@worldsummitawards.org)

### WSA (your country) 2019: Your login data

Thank you for...

...

**Login page:** [https://db.icnm.net/Signup/WSA/2019/\(your country\)](https://db.icnm.net/Signup/WSA/2019/(your country))

**Your Username:** [test@test.org](mailto: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/2019/\(your country\)](https://db.icnm.net/Signup/WSA/2019/(your country)).

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

Sign In

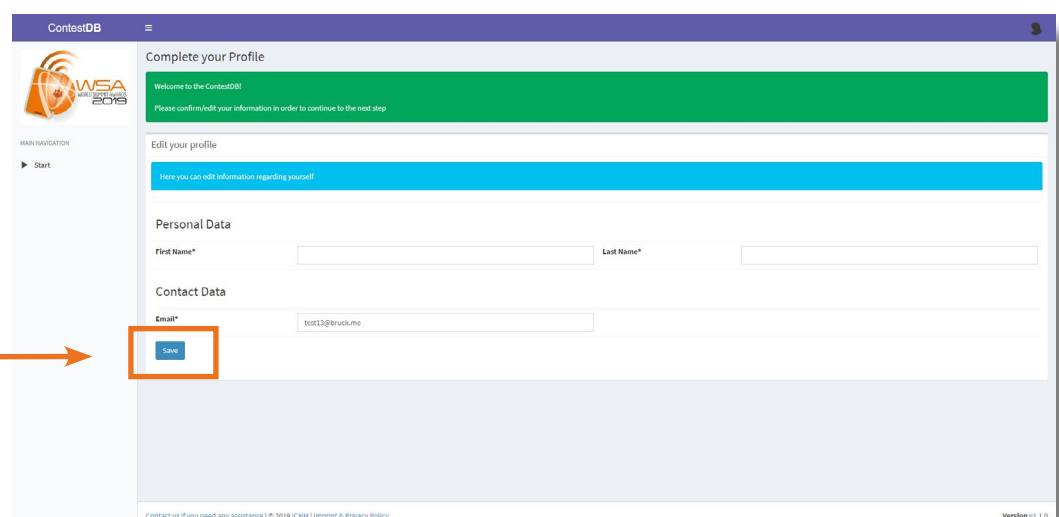
## 6: Complete the form with your personal data

Please double check your email address .

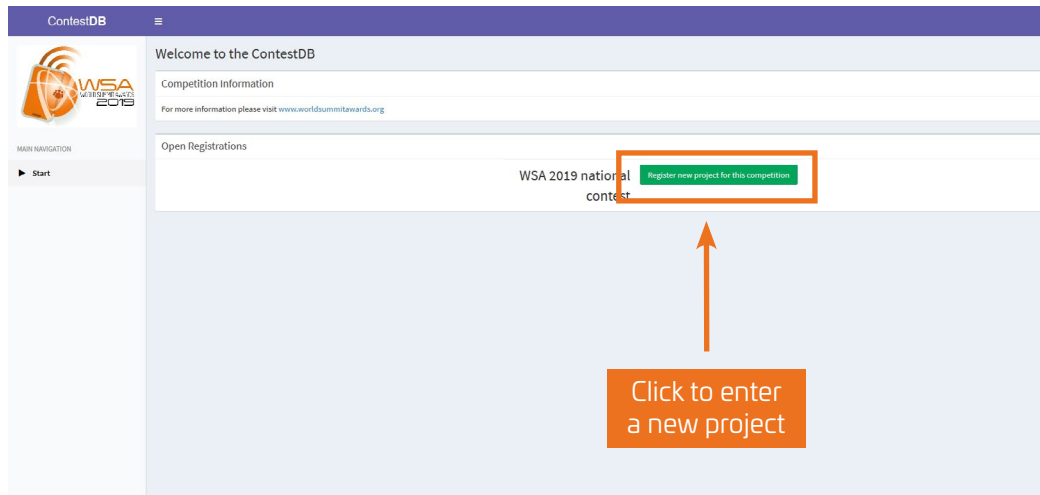
WSA Office will use the email address provided for all further communications, please make sure to provide an active and a regularly checked email address.

\*\*\*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



Welcome to the ContestDB

Competition information

For more information please visit [www.worldsummitawards.org](http://www.worldsummitawards.org)

Open Registrations

WSA 2019 national contest

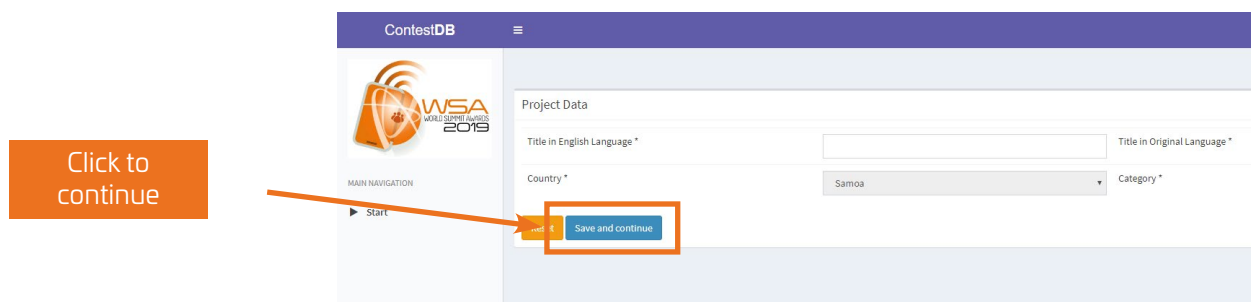
[Register new project for this competition](#)

Click to enter 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 product was nominated by an expert, he has already chosen the category for you!



Click to continue

Project Data

Title in English Language \*

Title in Original Language \*

Country \*

Samoa

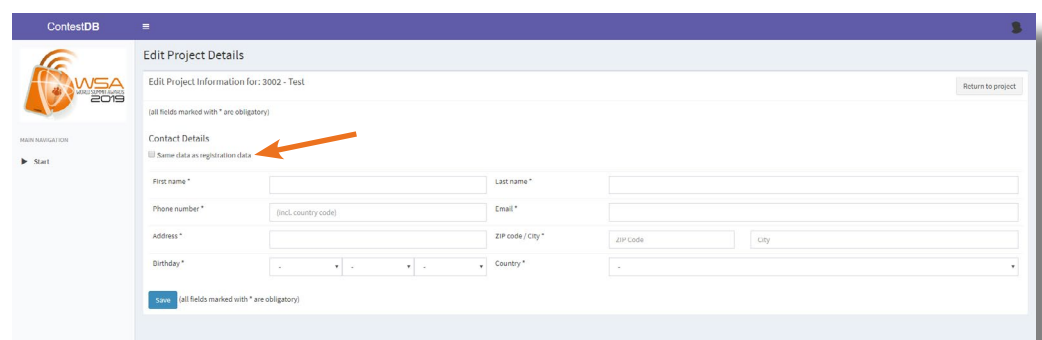
Category \*

[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.



Edit Project Details

Edit Project Information for: 3002 - Test

[Return to project](#)

(all fields marked with \* are obligatory)

Contact Details

☒ Same data as registration data

First name \*

Last name \*

Phone number \*

(incl. country code)

Email \*

Address \*

ZIP code / City \*

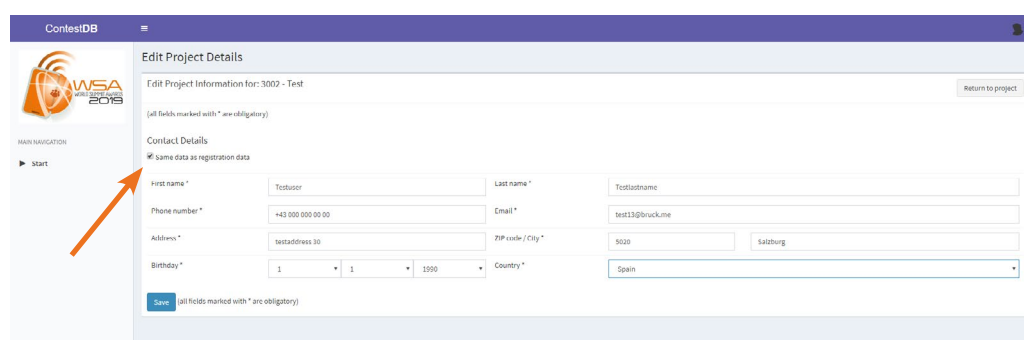
ZIP Code

City

Birthday \*

Country \*

[Save](#) (all fields marked with \* are obligatory)



Edit Project Details

Edit Project Information for: 3002 - Test

[Return to project](#)

(all fields marked with \* are obligatory)

Contact Details

☒ Same data as registration data

First name \*

Testuser

Last name \*

Testlastname

Phone number \*

+43 000 000 00 00

Email \*

test13@bruckme

Address \*

testadress 30

ZIP code / City \*

5020

Salzburg

Birthday \*

1

1

1990

Country \*

Spain

[Save](#) (all fields marked with \* are obligatory)

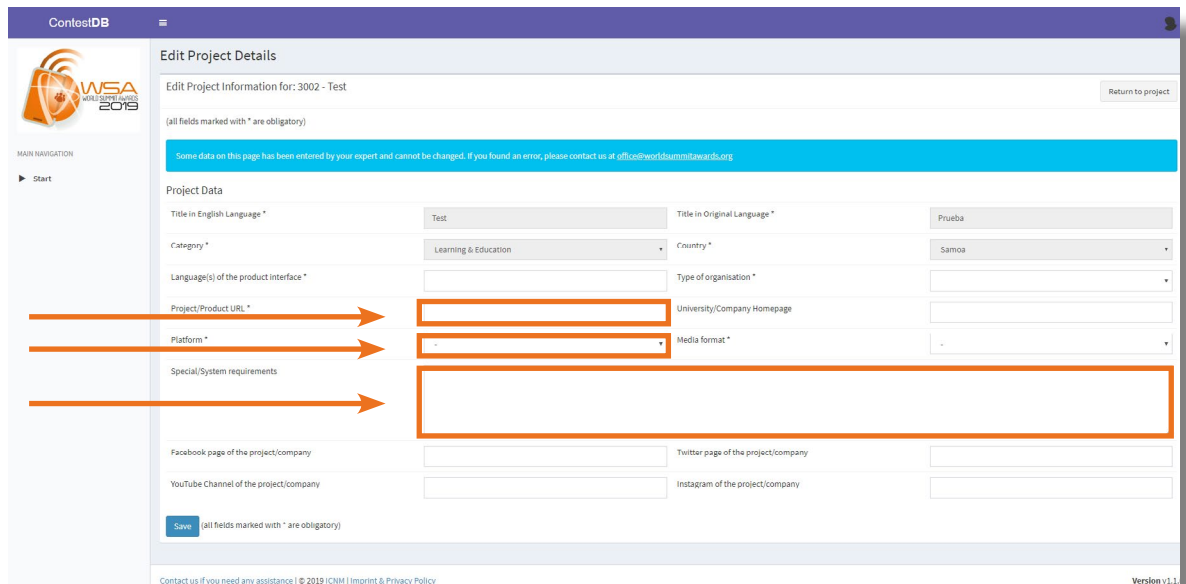
## 10: Project data (2/2)

(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 interface \*
- Type of organization \*
- Product URL \* (please make sure the URL 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.

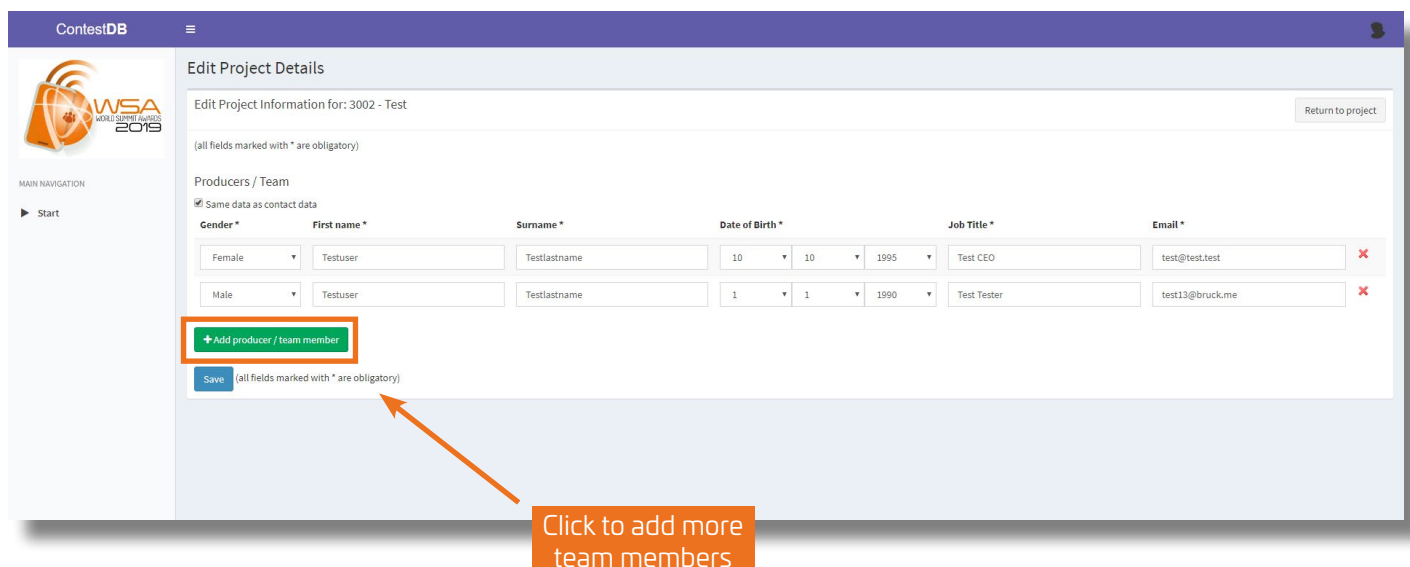


## 11: Team data

(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 **relevant details** of your product. Please be **precise** and **on the point**. Focus on how your product is unique, which issue it addresses 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 relevant.

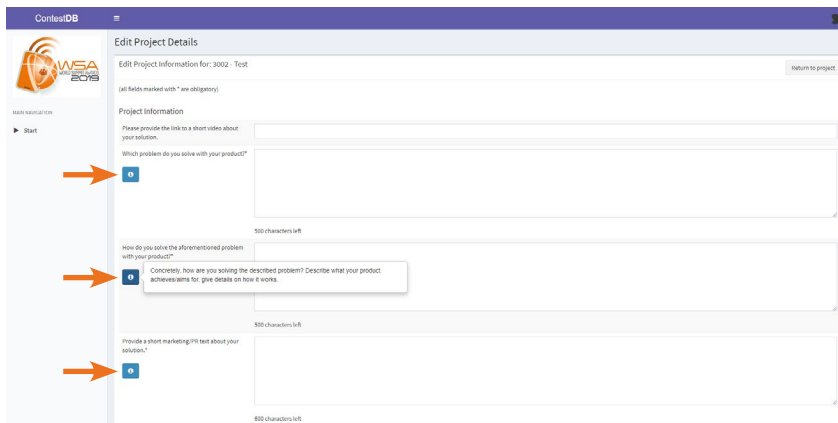
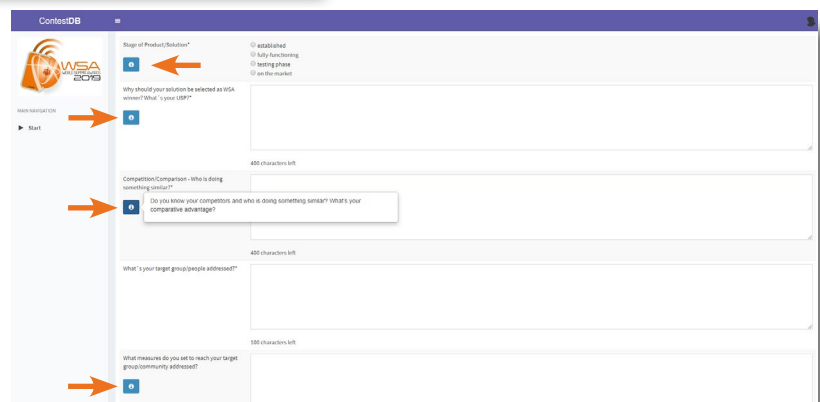
### Fields to complete

(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. \*
- 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's your target group/people addressed? \*
- 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.
- Tell us more about the local context of your solution. \*
- Which key technologies are you using? \*
- Sustainability/ Business Model. \*
- 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

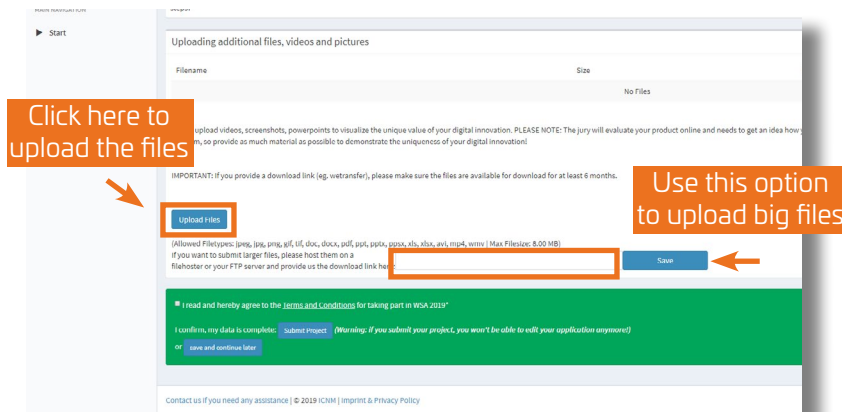
You can find clarifications to each field clicking on , please also find the WSA submission guide here: <https://www.worldsummitawards.org/wsa-awards/contest/submission-guide/>

You can complete the product information uploading files (screenshots, presentations, etc.) to visualize the unique value of your digital innovation.

WSA highly recommends to produce/upload/link a short video 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 product works and looks. Please make sure to demonstrate the uniqueness of your digital innovation!



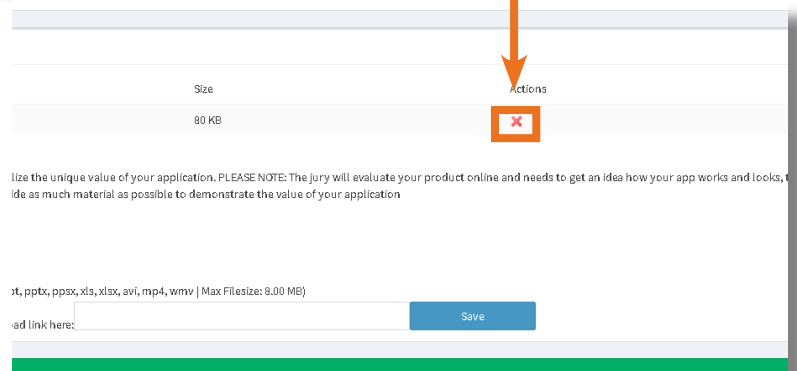
Click here to upload the files

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



Actions

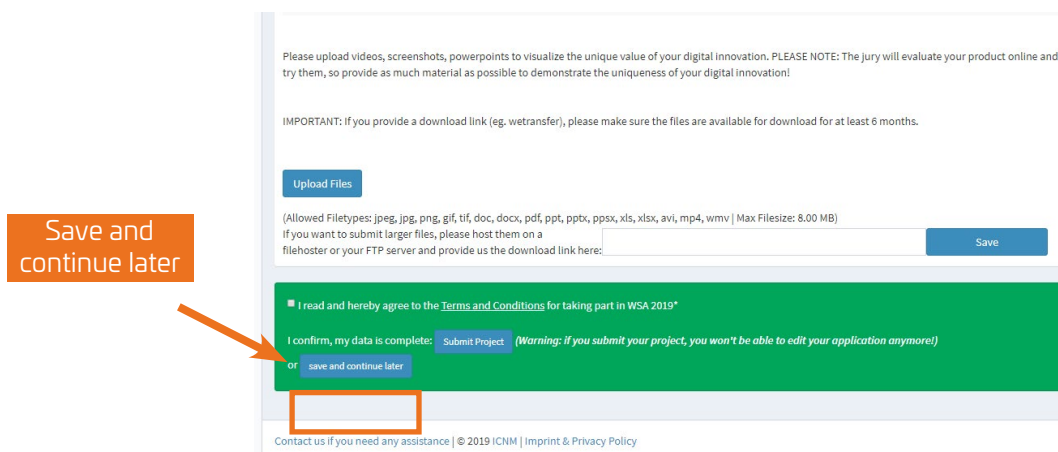
80 KB

✕

## 13: Check your application

Double check your application and that you have completed all the fields with the correct data.

**PLEASE NOTE** you can save and continue later, and then complete or edit your application as many times as you want.

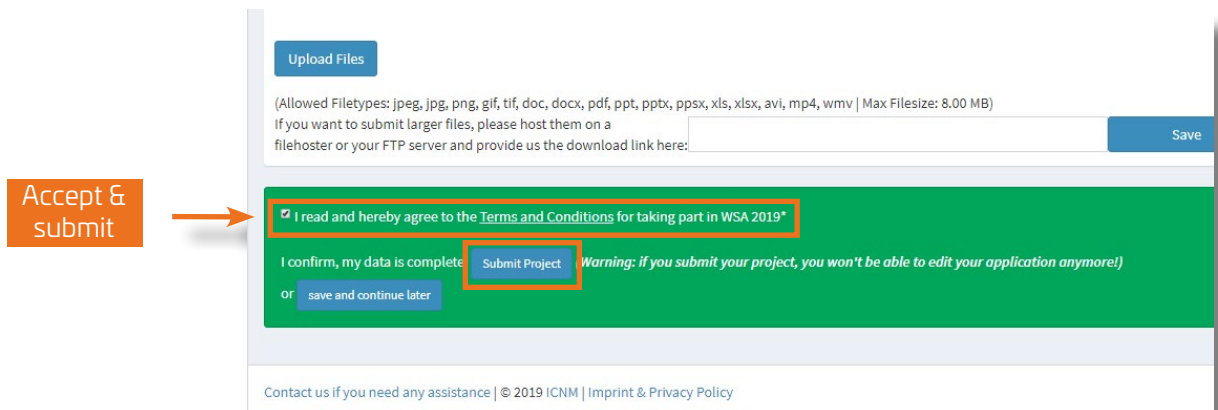


Save and continue later



## 14: Agree to Terms & Conditions and submit your application

Before submit your application, you have to **confirm** that you understand and **agree** with the Terms and Conditions of WSA 2019.



Accept & submit

Upload Files

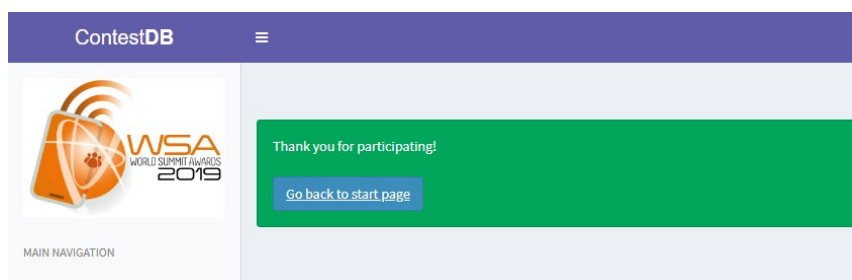
(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls, xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)  
If you want to submit larger files, please host them on a filehoster or your FTP server and provide us the download link here:

☒ I read and hereby agree to the Terms and Conditions for taking part in WSA 2019\*

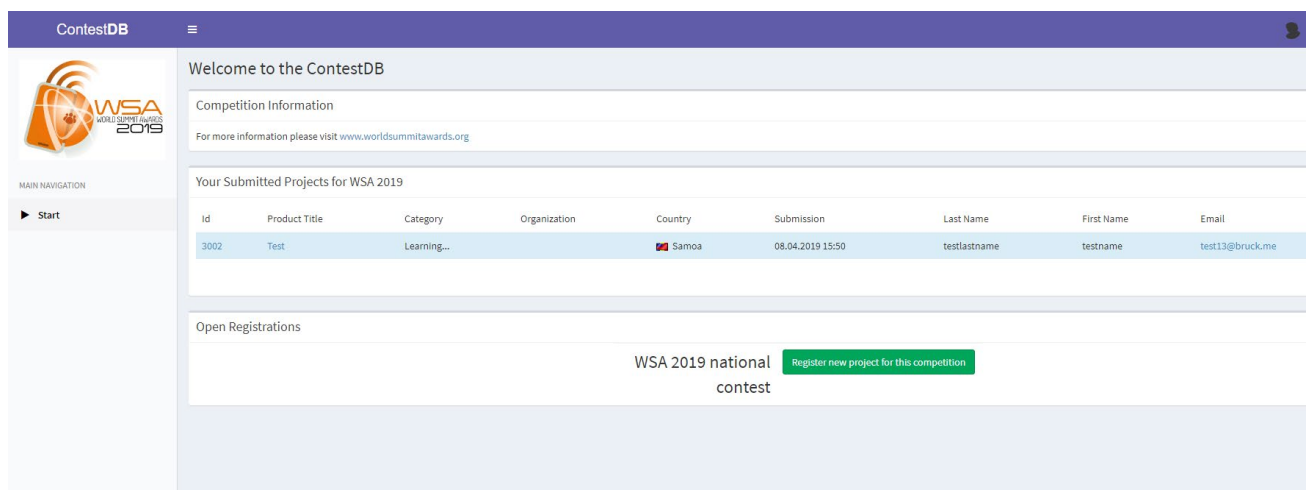
I confirm, my data is complete [Submit Project](#) **Warning: if you submit your project, you won't be able to edit your application anymore!**  
or [save and continue later](#)

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

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



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



Welcome to the ContestDB

Competition Information

For more information please visit [www.worldsummitawards.org](http://www.worldsummitawards.org)

Your Submitted Projects for WSA 2019

id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
3002	Test	Learning...		Samoa	08.04.2019 15:50	testlastname	testname	test13@bruck.me

Open Registrations

WSA 2019 national contest [Register new project for this competition](#)

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](mailto:office@worldsummitawards.org)

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## Your WSA TEAM!