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 2020 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 applicants 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@wsa-global.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 applicants submit for your national open call.

Follow the following link to get to the WSA National Call webpage:
https://db.icnm.net/Signup/WSA/2021/

STEP 2 – NATIONAL CONTEST APPLY FORM FOR APPLICANTS

Please sign in in the upper right corner to access your WSA National Contest webpage.
Applicants 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 you, 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.

Page

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

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!

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**

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!
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!

**Option 1** Nominate new Product

Make sure WSA 2020 is selected here
**Option 2**: Select from national contest
Once you nominate the product, you can see it on the tab **Nomination**

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

You have various search functions for selecting the products. Please note also the export function, which will export product data as excel file.
By clicking on the titles of the products or the product ID you can get all information provided by the applicants.

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Your WSA TEAM!