To apply for WSA 2023 in your country, you have to fill your application on the WSA Contest Database and National Contest Webpage. WSA is a nomination-based award, and the National Expert is responsible for the pre-selection process in your country. Only apply through the National Contest Webpage, if your WSA National Expert has instructed you to do so! The final decision about nomination will stay in the hands of the National Expert of your country: WSA National Experts.

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

To explain the application process, we have used the country “Samoa” as an example.

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

Follow these steps to apply through the WSA National Contest Webpage

To apply for your country’s national WSA pre-selection, please use this link to get to the WSA National Call Webpage: https://db.icnm.net/Signup/WSA/2023/

If you have been nominated by your WSA National Expert, you do not need to register separately. Please continue reading the manual from “Step 5”!

1. Select your country and register

Select your country from the upper right corner. After that you are redirected to your country’s “National registration page”. Click on the red button “Register!”.
Fill out your information to complete the registration form. WSA Office will use this email address for all further communications, make sure to provide an active and a regularly checked one. Make sure to **change it**, if WSA should contact you using a different email address. Once the data is correct click “Submit and continue”.

### 2. Check your email account

As soon as you register your solution (or your National Expert registers it) on the WSA Contest Database, you will receive an email with your login data for the WSA Contest Database.

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

**PLEASE NOTE:** check also your spam folder to make sure you don’t miss the email.

### 3. Complete your Profile

After a successful sign in you can enter your profile information into the database. Please **double check your email address** or the email address provided by your National Expert. Click "Save" to continue.
4. Register your solution

Click the "Register new solution..." button and fill in your Solution Data, OR click on the entry created by your National Expert!

If your National Expert has already created the entry for your solution, it should appear here

Click to register a new solution

5. Fill in your Solution Data

If your solution was nominated by the National Expert, he/she has already chosen the category for you!

PLEASE NOTE: the category & title you choose on this step cannot be modified later on the next steps!

6. Fill in Solution Details

Contact Details

PLEASE NOTE: 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.
On this step you can provide more detailed information about your solution.

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 there are working and who have an important role in the project: Co-Producers, founders, CEO, designers, developers, marketing...

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

Avoid just copy-pasting texts.
7. Upload files

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

WSA highly recommends producing/uploading/linking a short video to demonstrate the look & feel of your solution and the uniqueness of it. It can be simple and self-made.

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!
8. Submit 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. The database will tell you if something’s missing from the application to make sure all important fields are filled in.

You can save and continue later, and then complete or edit your application as many times as you want. After submitting you cannot edit your application anymore.

As soon as you have inspected all data and information, you can submit your application. Before submitting you have to confirm that you understand and agree with the Terms and Conditions of WSA.

9. Confirmation

Once you submit your application, you will see the confirmation of participation in WSA 2023 and you have the option to return to the WSA Contest Database start page. You will receive an email, once WSA office has approved your application as complete.

As soon as you submit your solution, your part is done!

**GOOD LUCK!**

Please note: only submitted solutions will be considered for the WSA!

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

office@wsa-global.org

Follow us on social media!

www.wsa-global.org

Your WSA TEAM