

WSA offers, exclusive for WSA National Experts, the WSA Contest Database and National Contest Webpage for your national call. Please follow the following steps to either submit new solutions or select from your national contest submissions, if you chose to organise a national contest.

If you have any questions, please do not hesitate to contact us:
caroline@wsa-global.org or office@wsa-global.org

The WSA Contest Database & National Contest Webpage enable you to:

- Edit your National Expert's profile and publish it online
- Integrate your own content on your WSA National Contest Webpage in your local language and edit the pages yourself
- Get more recognition for your national WSA contest
- Offer a local application for WSA in your country, where interested applicants can submit their digital solutions
- You can screen all submitted solutions from your country and nominate them directly to the global WSA contest

WSA National Contest Webpage

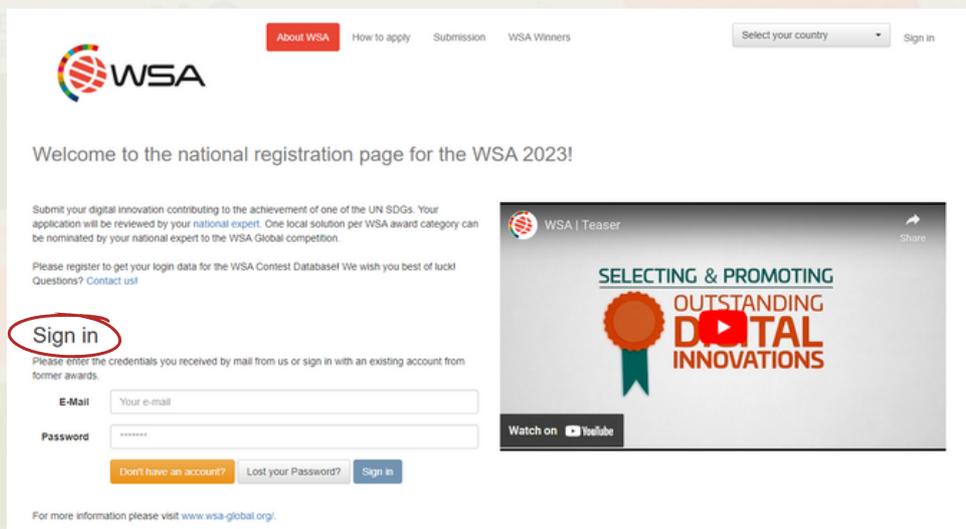
WSA implemented a webpage for every WSA National Expert to use in his/her national call. Please feel free to use this webpage to share an open call for applications in your country.

Follow the link to get to the WSA National Contest Webpage: <https://db.icnm.net/Signup/WSA/2023>

Sign in

Please sign in to access and edit your WSA National Contest Webpage. **The username and password have been sent to you by WSA via email.**

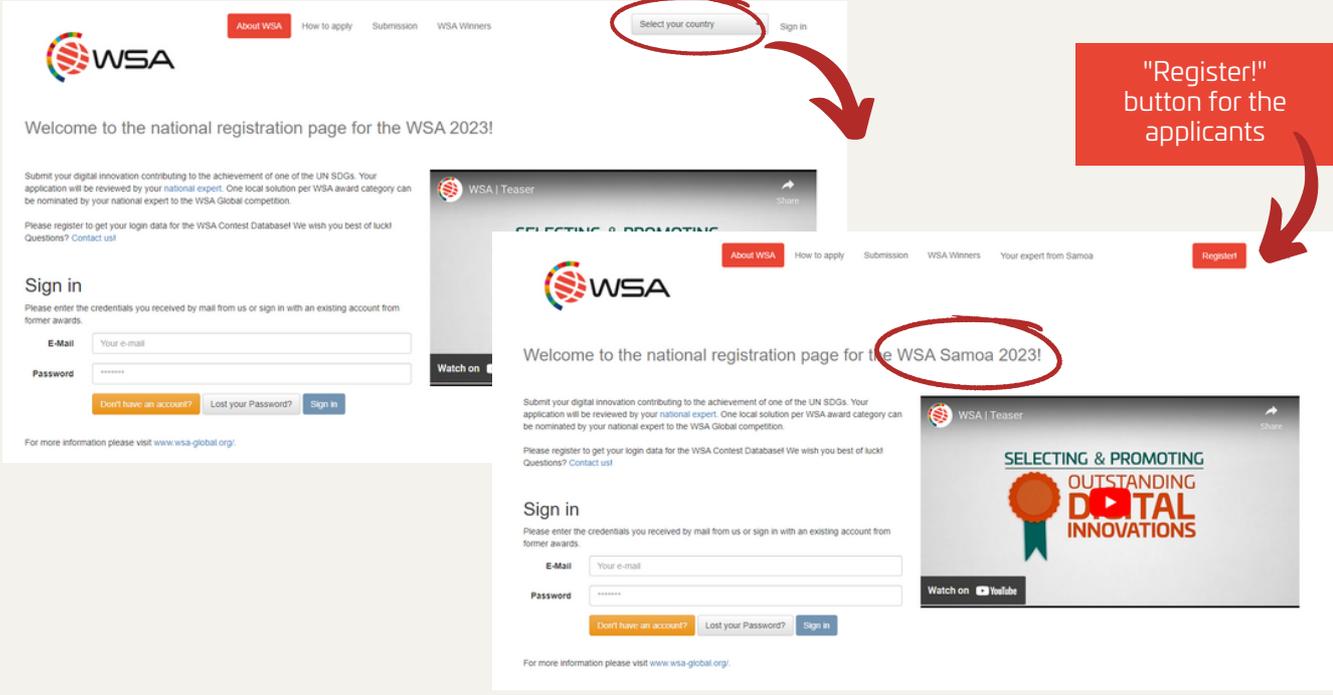
If you cannot find them or have issues with signing in, please contact the WSA office.



The screenshot shows the WSA National Contest Webpage sign-in page. At the top, there is a navigation bar with links for 'About WSA', 'How to apply', 'Submission', and 'WSA Winners'. A 'Select your country' dropdown menu and a 'Sign in' button are also visible. The main heading reads 'Welcome to the national registration page for the WSA 2023!'. Below this, there is a paragraph explaining the purpose of the page and a 'Sign in' button circled in red. The sign-in form includes fields for 'E-Mail' and 'Password', along with buttons for 'Don't have an account?', 'Lost your Password?', and 'Sign in'. A video player on the right side of the page shows a 'SELECTING & PROMOTING OUTSTANDING DIGITAL INNOVATIONS' video.

WSA National Contest Webpage for the applicants

If you are using the National Contest Webpage for your national call, your applicants will sign in via the same website. They select the country from the upper right corner, register and fill in their applications.

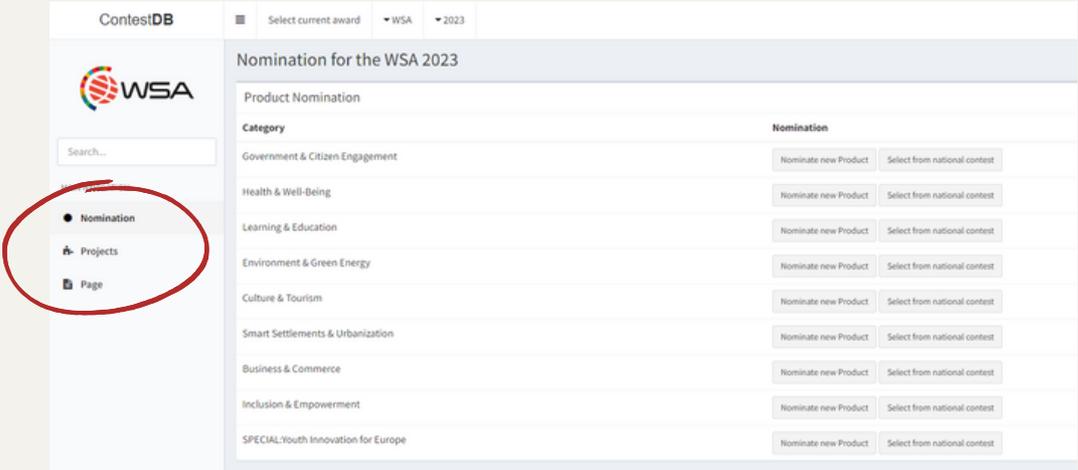


WSA Contest Database

After signing in you arrive at the "Nomination" page of the WSA Contest Database.

On the menu on the left there are 3 sections:

- Nomination
- Projects
- Page



Here you can nominate your solutions

Nomination

On the "Nomination" page you can see all the WSA categories for your national nominations, and the **two nominating options** for nominating your local candidates to the global WSA contest.

More about nomination [here](#).

Projects

Under "Projects" you will find all solutions that have been submitted for your national contest. "List all" shows all solutions, and with the "Search" function you can search to find specific ones using the various search functions.

Please note also the export function, which will export data as an excel file.

The screenshot shows the 'Search Projects' page. On the left, the 'Projects' menu item is circled in red. The main search area includes fields for Product ID, English Title, Category, and Tags, and fields for Registrant (Last Name, First Name, Email, Company/Institution/University, and Type of organisation). Below these are 'Sort by' (ID) and 'Ascending' dropdowns. At the bottom right, 'Excel Short' and 'Excel Long' buttons are circled in red, with a red arrow pointing to a callout box that says 'You can download excel exports here'. The search results table has columns for Id, Product Title, Category, Organization, and Country. The first row is highlighted in blue, with a red arrow pointing to a callout box that says 'Click on title to open the application'. The 'Search' button is also circled in red.

Id	Product Title	Category	Organization	Country
70002	Test4	Business & Commerce		Samoa
70003	Test project	Business & Commerce		Samoa

Page

With the "Page" button you can access the administration part of the National Contest Webpage and add pages and information about your national contest!

WSA office has already prepared general information about the WSA for your National Contest Webpage. You have the option to **hide/unhide** these pages.

You can **EDIT, DELETE** and **MOVE** (change the order of tabs on the National Contest Webpage) pages you have added any time!

You can click "Add Page" to add another tab on your WSA National Contest Webpage, and click "View national contest registration" to view your WSA National Contest Webpage.

The screenshot shows the 'Page Management' page. On the left, the 'Page' menu item is circled in red. The main area contains a table of pages with columns for Id, Type, Title, and Action. The 'Action' column has icons for edit, delete, and move. A red callout box points to the 'Add page/link' button with the text 'Hide or unhide the pages'. Another red callout box points to the 'Add page/link' button with the text 'You can add your logo here'. A third red callout box points to the 'Add page/link' button with the text 'Add a new page'. A fourth red callout box points to the 'View national contest registration' button with the text 'View the National Contest Webpage'. A fifth red callout box points to the 'Add page/link' button with the text 'General information about WSA and applying'.

Id	Type	Title	Action
187	page	How to apply	[edit] [delete] [move]
189	page	WSA Winners	[edit] [delete] [move]
190	page	Submission	[edit] [delete] [move]
192	page	About WSA	[edit] [delete] [move]

Adding a new page:

Here you can write, edit and add the contents for the new tab.

If you would like to create a tab that is linked to another page, select "Type" and "external link". Then paste the full link into the text field and save.

The screenshot shows the 'Add a new page' form. A red box labeled 'Add the name of the tab here' points to the 'Title' field. Another red box labeled 'Write and edit text' points to the 'Content' editor. A red box labeled 'View page' points to the 'Save and View' button, and another red box labeled 'Save changes' points to the 'Save' button. The 'Type' dropdown is set to 'HTML Page'.

Nominate to global WSA contest

You can nominate your local candidates you (and your committee) have selected to compete in the global WSA contest **in two different ways**. You can either nominate them directly through the database **OR** if you used the database for an open call for your national contest, you can choose solutions that have already applied via your National Contest Webpage.

Click on the "Nomination" tab to get to the nominations page in the database.

The screenshot shows the 'Nomination for the WSA 2023' page. A red box labeled 'Make sure WSA 2023 is selected here' points to the '2023' dropdown in the top navigation. Another red box labeled 'The 2 nomination options' points to the 'Nominate new Product' and 'Select from national contest' options in the table. The 'Nomination' tab is highlighted in the left navigation menu.

Category	Nomination
Government & Citizen Engagement	Nominate new Product Select from national contest
Health & Well-Being	Nominate new Product Select from national contest
Learning & Education	Nominate new Product Select from national contest
Environment & Green Energy	Nominate new Product Select from national contest
Culture & Tourism	Nominate new Product Select from national contest
Smart Settlements & Urbanization	Nominate new Product Select from national contest
Business & Commerce	Nominate new Product Select from national contest
Inclusion & Empowerment	Nominate new Product Select from national contest
SPECIAL: Youth Innovation for Europe	Nominate new Product Select from national contest

Option 1: Nominate a new solution

Click the "Nominate new project" button with the category you want to choose, and fill out the application with the applicant's and solution's information. Click "Submit" when all required information has been added.

Add your expert's reason to nominate. **Please elaborate why you chose the nominated solution.** Don't write "won the local contest", but explain the local value, why you believe in the solution and the team, etc.

The screenshot shows the 'Nomination for the WSA 2023' form. A red circle highlights the title 'Nomination for the WSA 2023'. A red arrow points to the 'Select current award' dropdown menu, which is set to 'WSA 2023', with a callout box that says 'Make sure WSA 2023 is selected here'. The form has two main sections: 'Producer Information' and 'Project Data'. The 'Producer Information' section includes fields for Gender, First Name, Last Name, Telephone, and Email. The 'Project Data' section includes Country (set to Samoa), Category (Government & Citizen Engagement), Title in English Language, Title in Original Language, Project / Product URL, and Univ./Company/Org. A large text area for 'Reason for Nomination' is present, with a callout box that says 'Add your reason for nomination, elaborate on why you chose this solution'. A 'Submit' button is at the bottom left, with a callout box that says 'Click to nominate'.

PLEASE NOTE:
all fields marked with * are obligatory

Option 2: Select from the National Contest

Click the "Select from national contest" button with the category you want to choose, and select the solution you wish to nominate.

The screenshot shows a 'Select a Nomination' dialog box. It contains a table with the following data:

id	Product Title	Category	Organization	Country	Action
70002	Test4	Business & Commerce		Samoa	Select this project
70003	Test project	Business & Commerce		Samoa	Select this project

The 'Select this project' button for the first row is circled in red. A 'Close' button is located at the bottom right of the dialog box.

Add your expert's reason to nominate. **Please elaborate why you chose the nominated solution.** Don't write "won the local contest", but explain the local value, why you believe in the solution and the team, etc.

Selected project #70002: Test4

Reason for nomination

Please explain why you chose this project as best in this category. This will help the jury to see the unique value of the app. (Minimum 200 words please)

Nominate

Add your reason for nomination, elaborate on why you chose this solution

Click to nominate

Nomination complete!

You can see your nominated solutions on the Nomination tab.

PLEASE NOTE:
The last decision to nominate a solutions to the global WSA *stays always with you*, the WSA National Expert.

PLEASE NOTE:
Let your nominees know they have been nominated!

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