

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

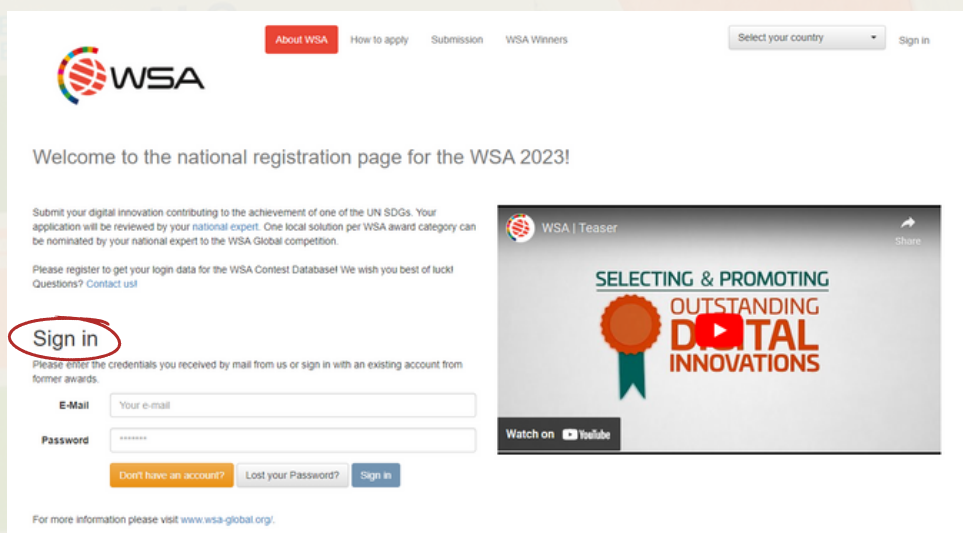
WSA implemented a webpage for every WSA National Expert to use in his/her national call. Please feel free to use this webpage to share an open call for applications in your country.

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.**

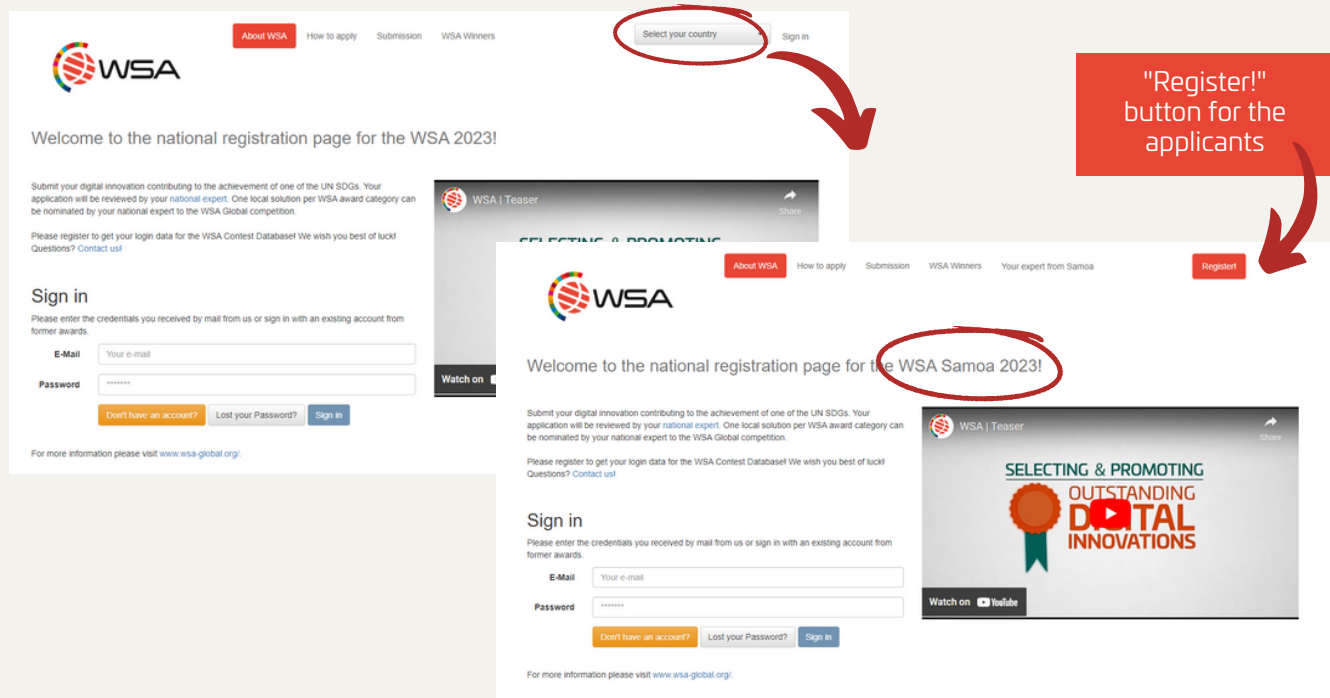
If you cannot find them or have issues with signing in, please contact the WSA office.



The screenshot shows the WSA National Contest Webpage sign-in interface. At the top, there is a navigation bar with links: "About WSA", "How to apply", "Submission", and "WSA Winners". A "Select your country" dropdown menu and a "Sign in" button are also present. The main heading reads "Welcome to the national registration page for the WSA 2023!". Below this, a paragraph explains the purpose of the page: "Submit your digital innovation contributing to the achievement of one of the UN SDGs. Your application will be reviewed by your national expert. One local solution per WSA award category can be nominated by your national expert to the WSA Global competition." It also mentions that users should register to get login data. A "Sign in" button is circled in red. Below the button, there are input fields for "E-Mail" and "Password", and a "Sign in" button. Links for "Don't have an account?" and "Lost your Password?" are also visible. On the right side, there is a video player titled "WSA | Teaser" showing a video about "SELECTING & PROMOTING OUTSTANDING DIGITAL INNOVATIONS".

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.

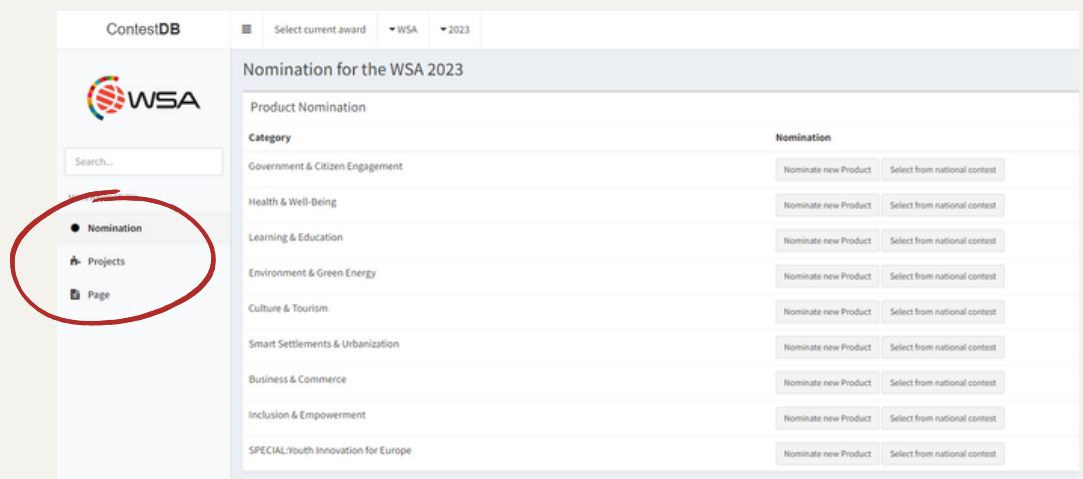


WSA Contest Database

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 'MAIN NAVIGATION' menu has 'Projects' circled in red. The main area contains search filters for Product Data and Registrant information. Below these, the 'Sort by' dropdown is set to 'ID' and circled in red. At the bottom right, the 'Excel Short' and 'Excel Long' buttons are circled in red, with a red arrow pointing to them from a text box that says 'You can download excel exports here'. The 'Search Results' table has two entries, with the first entry 'Test4' circled in red and a red arrow pointing to it from a text box that says 'Click on title to open the application'.

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 'MAIN NAVIGATION' menu has 'Page' circled in red. The main area contains a table of pages. At the top right, a red text box says 'Hide or unhide the pages' with an arrow pointing to the 'Action' column. At the bottom, there are four red text boxes with arrows pointing to specific buttons: 'General information about WSA and applying' points to the 'Add page/link+' button; 'You can add your logo here' points to the 'Edit Logo' button; 'Add a new page' points to the 'Add page/link+' button; and 'View the National Contest Webpage' points to the 'View national contest registration' button.

Id	Type	Title	Action
187	page	How to apply	
189	page	WSA Winners	
190	page	Submission	
192	page	About WSA	

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' text area. A third red box labeled 'View page' points to the 'Save and View' button. A fourth red box labeled 'Save changes' points to the 'Save' button. The 'Type' dropdown is set to 'HTML Page'. The 'Content' area contains a rich text editor with various formatting options.

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 'Select current award' dropdown menu. Another red box labeled 'The 2 nomination options' points to the 'Nominate new Product' and 'Select from national contest' buttons. The 'Nomination' tab is selected in the main navigation. The page lists various categories for nomination, including 'Product Nomination', 'Government & Citizen Engagement', 'Health & Well-Being', 'Learning & Education', 'Environment & Green Energy', 'Culture & Tourism', 'Smart Settlements & Urbanization', 'Business & Commerce', 'Inclusion & Empowerment', and 'SPECIAL: Youth Innovation for Europe'.

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 saying 'Make sure WSA 2023 is selected here'. The form is divided into 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 fields for Country (set to Samoa), Category (set to 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 saying 'Add your reason for nomination, elaborate on why you chose this solution'. A 'Submit' button is at the bottom left, with a callout box saying 'Click to nominate'. A red circle highlights the 'Reason for Nomination' text area. A red circle highlights the 'PLEASE NOTE: all fields marked with * are obligatory' text.

Make sure WSA 2023 is selected here

Click to nominate

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

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 the '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

A red circle highlights the 'Select this project' button for the first row. A 'Close' button is at the bottom right.

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