

To apply for WSA 2024 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](mailto:office@wsa-global.org).

## Follow these steps to apply through the WSA National Contest Webpage

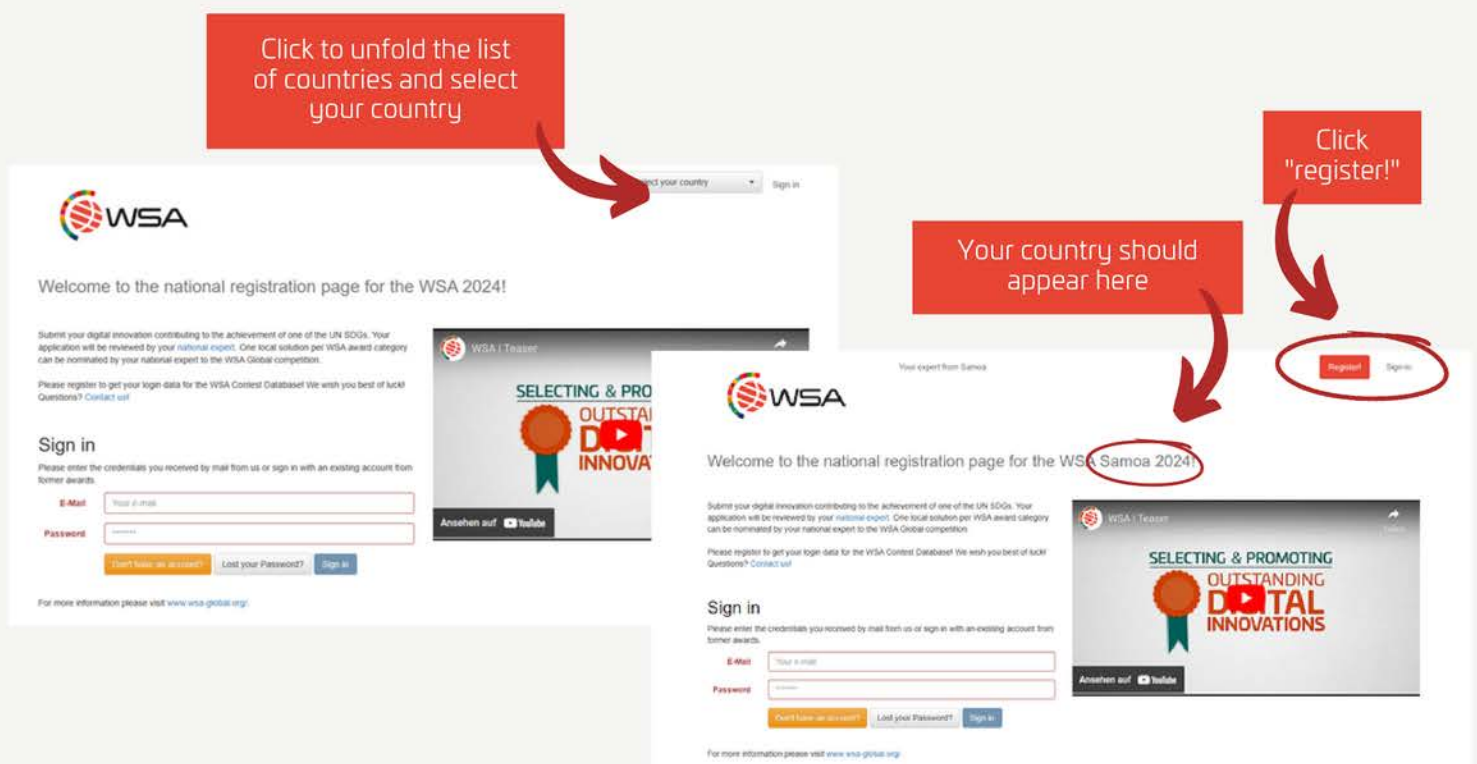
To apply for your country's national WSA pre-selection, please use this link to get to the WSA National Call Webpage: <https://db.icnm.net/Signup/WSA/2024/>

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"!

Jump to "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!".



Click to unfold the list of countries and select your country

Click "register!"

Your country should appear here

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".

PLEASE NOTE:  
Make sure the email address is an **active and a regularly checked one!**

### Register now!

Please fill in your personal information in order to create a user account. Afterwards you will be able to sign in and register projects to submit to the contest.

**Email\***

**Password\***

**Repeat Password\***

I accept the following privacy statement\*

To ensure my participation at one of the ICNM contests (World Summit Award, WSA Young Innovators) I am aware that the use of my submitted personal data is necessary. The data will be submitted via ICNM (International Center for New Media, a registered society in Leopoldskronstrasse 30, 5020 Salzburg, Austria, organizing the WSA and WSA Young Innovators) and will be kept minimum for the duration of the contest.

What is more, with my participation I give my consent to be included in future mailings about events and contests by ICNM, WSA and WSA Young Innovators. I can withdraw my consent any time (contact details below). The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

I have rights pursuant to GDPR in relation to the processing of your personal data, for example a right to information, data porting, to object and to erasure. In order to assert these rights and address other issues relating to the processing of personal data with ICNM, WSA and WSA Young Innovators, please contact them at: ICNM (International Center for New Media, Subject matter: Data protection query, Leopoldskronstrasse 30, 5020 Salzburg, Austria. Please alternatively forward your queries on the subject of data protection to: [office@icnm.net](mailto:office@icnm.net).

I also have a right of appeal to the data protection authority of Austria on matters relating to data protection: [www.dsb.gv.at](http://www.dsb.gv.at).

## 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](mailto:office@wsa-global.org)

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

**WSA 2024: Your login data**

Thank you for registering for WSA (country) 2024! ...

Please login to the database and fill in all information related to your project:

**Login page:**

**Your Username:**

**Your Password:**

[https://db.icnm.net/Signup/WSA/2024/\(your country\)](https://db.icnm.net/Signup/WSA/2024/(your country))

test@test.org

- as chosen by you -

Kind regards,  
Your WSA Team

## 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.

**Complete your Profile**

Welcome to the contest database!

Please confirm/edit your information in order to continue to the next step.

Edit your profile

Here you can edit information regarding yourself

**Personal Data**

First Name\*

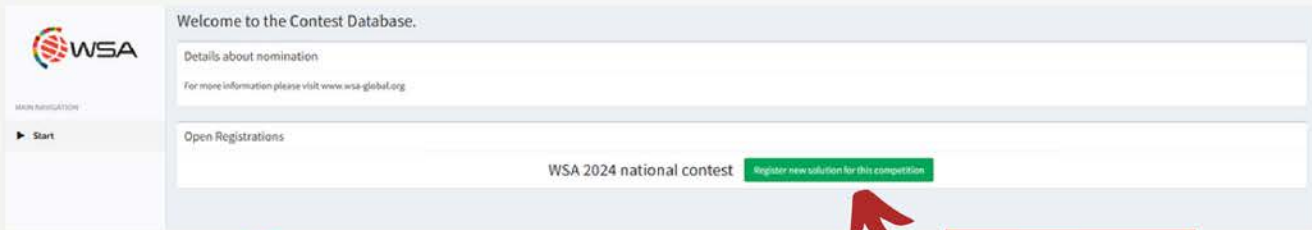
Last Name\*

**Contact Data**

Email\*

## 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!



Welcome to the Contest Database.

Details about nomination  
For more information please visit [www.wsa-global.org](http://www.wsa-global.org)

Open Registrations

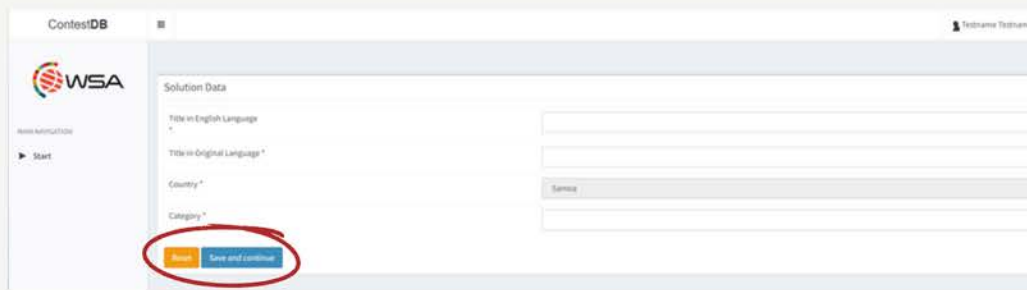
WSA 2024 national contest [Register new solution for this competition](#)

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!



Solution Data

Title in English Language \*

Title in Original Language \*

Country \* Same

Category \*

[Save and continue](#)

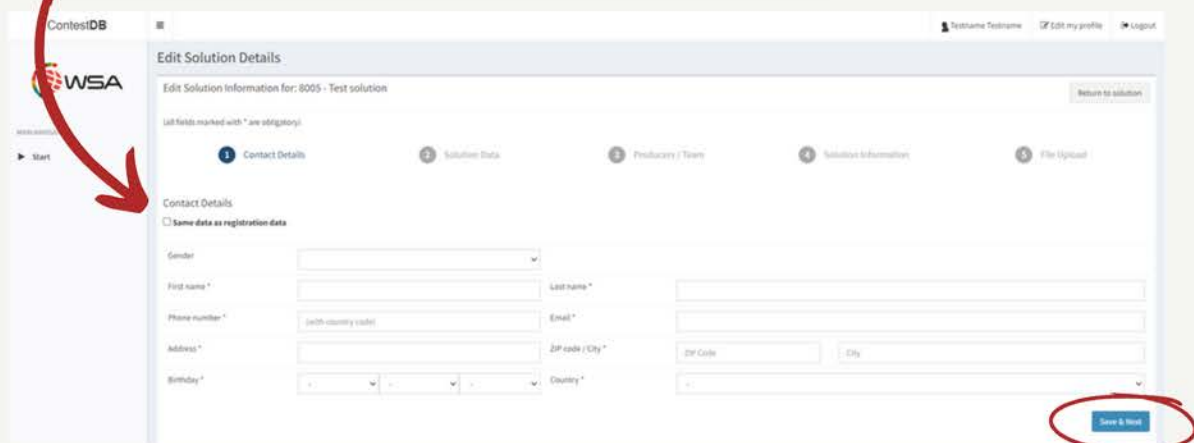
**PLEASE NOTE:**  
the category & title you choose on this step **cannot** be modified later on the next steps!

## 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.



Edit Solution Details

Edit Solution Information for: 8005 - Test solution

List fields marked with \* are obligatory.

1 Contact Details 2 Solution Data 3 Producers / Team 4 Solution Information 5 File Upload

Same data as registration data

Gender \*

First name \* Last name \*

Phone number \* (with country code) EMail \*

Address \* ZIP code / City \* ZIP Code City

Birthday \* Country \*

[Save & Next](#)

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

## Producers / Team

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...

## Solution Information

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.

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.

- Provide a link to a video with your solution.
- What societal/local issue/problem does your solution address? Who benefits?\*
- Specify exactly how your solution hacks the societal or local problem.\*
- Please highlight the local, regional, or national contexts of the target market for your solution, including their unique social, cultural, economic and/or political circumstances. How does your solution hack the problem in what unique market circumstances?\*
- When was the most recent release / major revision of your solution?\*
- In what stage of implementation is your solution?\*
- Are you in the testing phase? If so, when do you expect to launch the solution targeting what user groups and market?
- Describe your market competition: who is offering or doing something similar, locally or globally? What is their level of product development/growth in the target market?\*
- Impact measurement: how do you measure how much the solution improves the situation for your target group? Can you provide here the specific results of your impact measurement?\*
- Who is the team behind your solution?\*
- Please provide quantifiable success measurements and numbers of users/downloads for your solution here.\*
- Which key technologies make your solution most innovative?\*
- If none of the above applies, please specify the digital component of your solution?
- What UN Sustainable Development Goals are you addressing with your solution?\*
- If applicable – please provide a functional test user account for Jury members.\*
- What are the biggest risks to sustaining or growing your solution?\*

You can find clarifications to each field clicking on



Please also find the WSA submission guide here:  
<https://wsa-global.org/contest/submission-guide/>

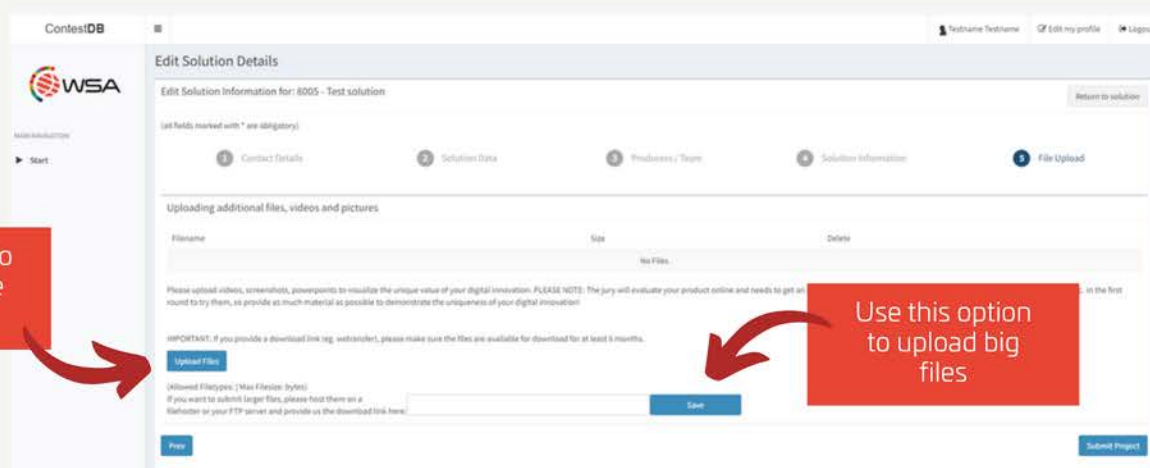
**PLEASE NOTE:**  
 there is a limitation of characters on each field

## 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!



If you want to delete a file click the red cross

**PLEASE NOTE:**  
 If you provide a download link (e. g. WeTransfer), please make sure the files are available for download for **at least 6 months.**

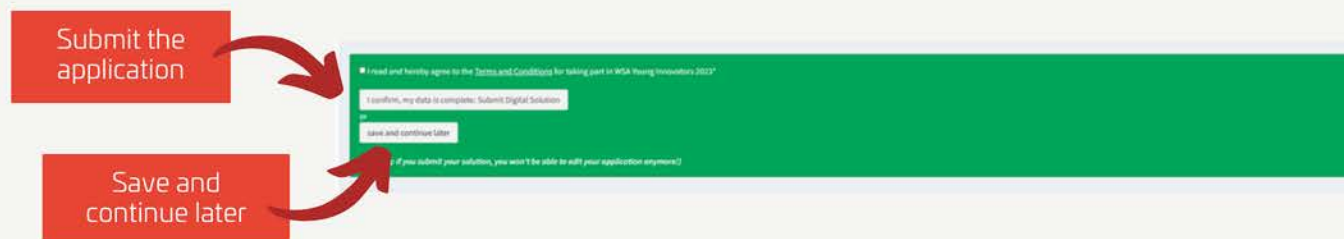


## 8. Submit your application

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 2024 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](mailto:office@wsa-global.org)

Follow us on social media!



[www.wsa-global.org](http://www.wsa-global.org)

Your WSA TEAM