

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:
michaela@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

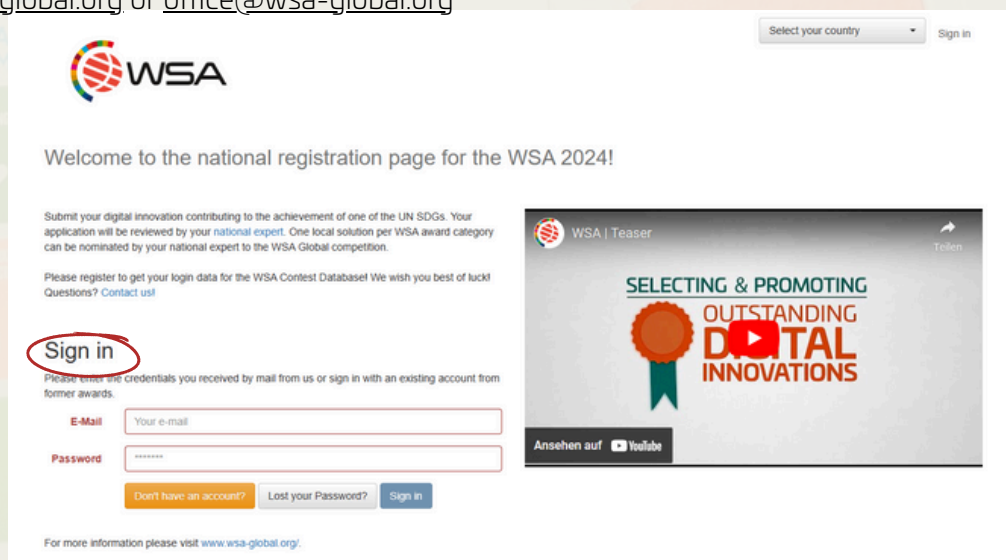
WSA implemented a webpage for every WSA National Expert to use in his/her national call. Please feel free to use this webpage to share an open call for applications in your country.

Follow the link to get to the WSA National Contest Webpage: <https://db.icnm.net/Signup/WSA/2024>

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 us michaela@wsa-global.org or office@wsa-global.org



The screenshot shows the WSA National Contest Webpage sign-in interface. At the top left is the WSA logo. Below it, a welcome message reads: "Welcome to the national registration page for the WSA 2024!". A paragraph explains the purpose: "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." Below this, it says: "Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? [Contact us!](#)".

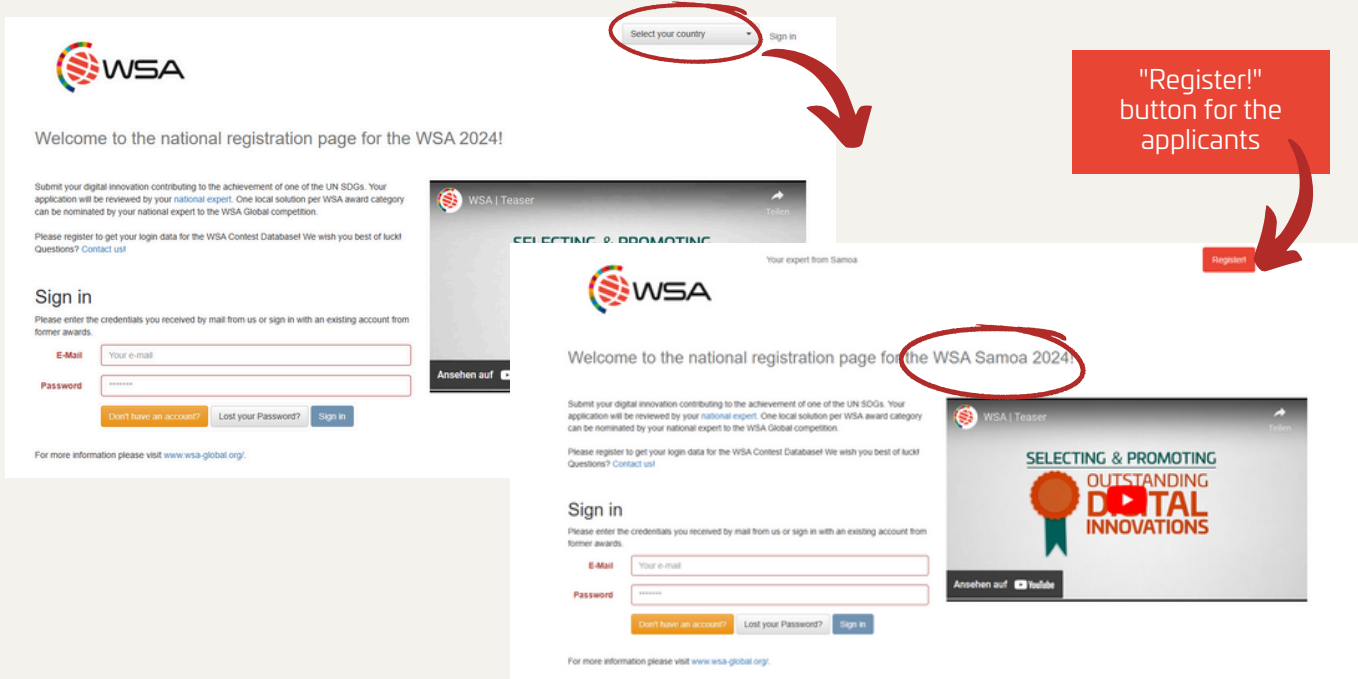
The sign-in section is highlighted with a red circle around the "Sign in" text. It includes the text: "Please enter the credentials you received by mail from us or sign in with an existing account from former awards." Below this are two input fields: "E-Mail" with the placeholder "Your e-mail" and "Password" with a masked field. At the bottom of the form are three buttons: "Don't have an account?", "Lost your Password?", and "Sign in".

On the right side of the page, there is a video player titled "WSA | Teaser" with a "Tellen" button. The video content shows a graphic that says "SELECTING & PROMOTING OUTSTANDING DIGITAL INNOVATIONS" with a red ribbon award icon. Below the video player is a button that says "Ansehen auf YouTube".

At the bottom of the page, it says: "For more information please visit www.wsa-global.org/."

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.

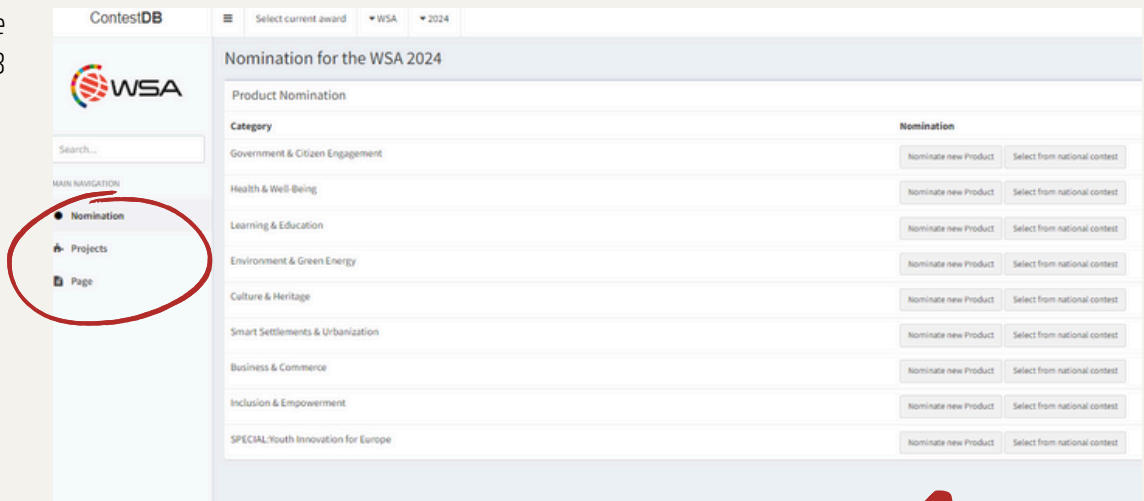


WSA Contest Database

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

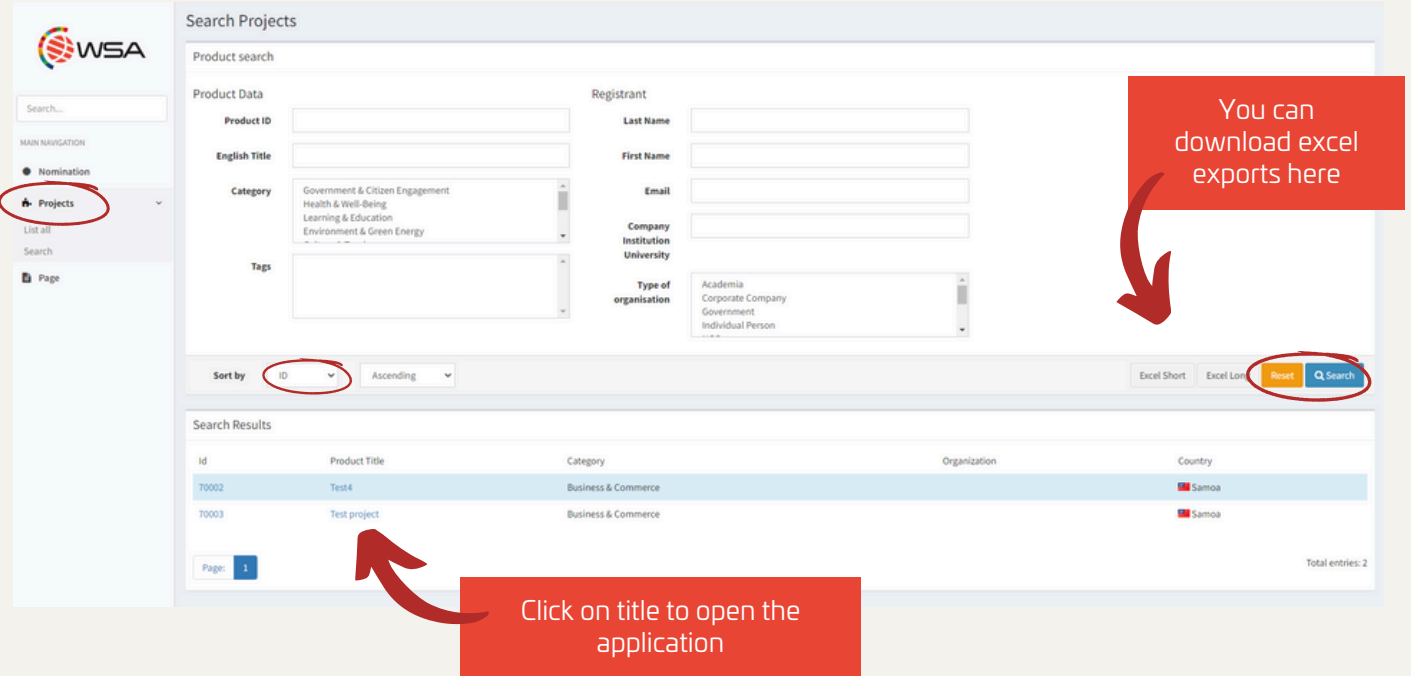
On the "Nomination" page you can see all the WSA categories for your national nominations, and the **two nominating options** for nominating your local candidates to the global WSA contest.

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.



Search Projects

Product search

Product Data

Product ID:

English Title:

Category:

Tags:

Registrant

Last Name:

First Name:

Email:

Company:

Institution:

University:

Type of organisation:

Sort by: **ID** Ascending

Excel Short Excel Long **Reset** **Search**

Search Results

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

Page: 1 Total entries: 2

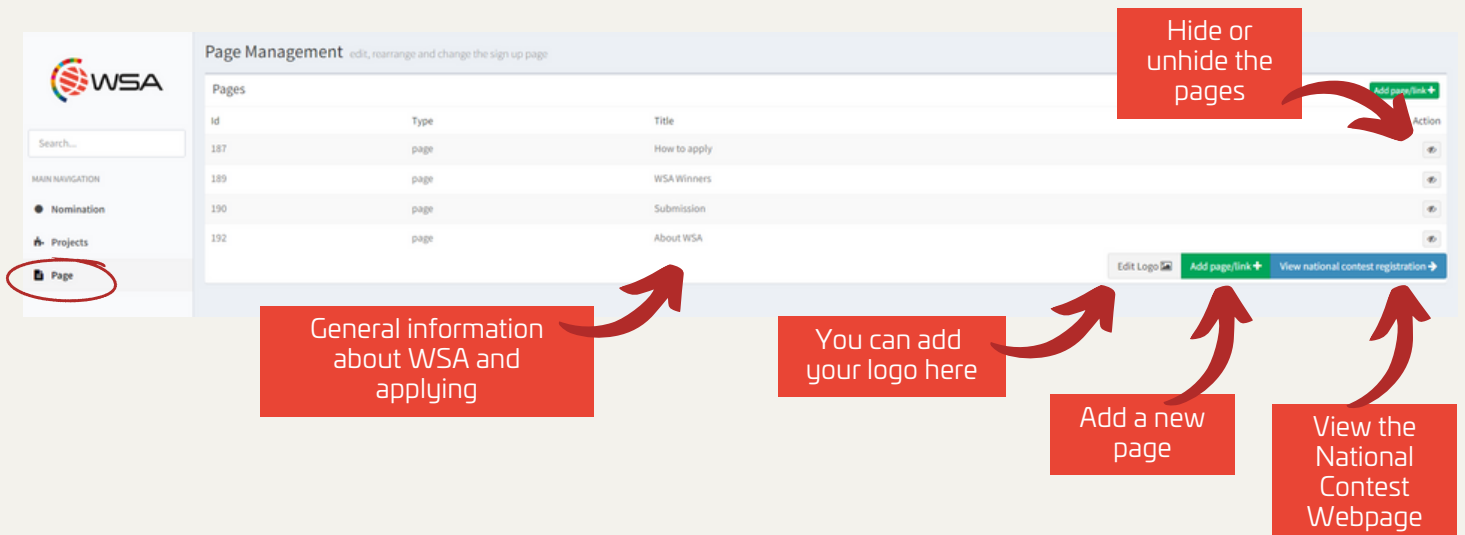
Page

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.



Page Management edit, rearrange and change the sign up page

Pages

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

Edit Logo **Add page/link** **View national contest registration**

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.

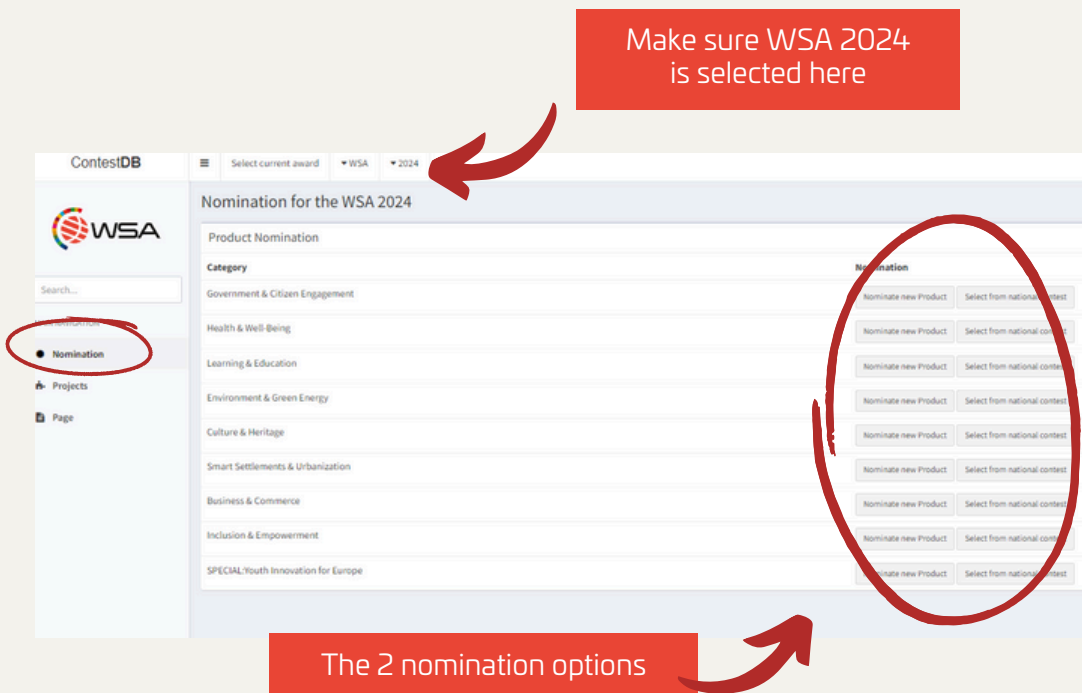


The screenshot shows the 'Add a new page' interface. A red box labeled 'Add the name of the tab here' points to the 'Title' field. Another red box labeled 'Write and edit text' points to the 'Content' editor. A third red box labeled 'View page' points to the 'Save and View' button, and a fourth red box labeled 'Save changes' points to the 'Save' button. The 'Type' dropdown is also highlighted with a red circle.

Nominate to global WSA contest

You can nominate the 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.

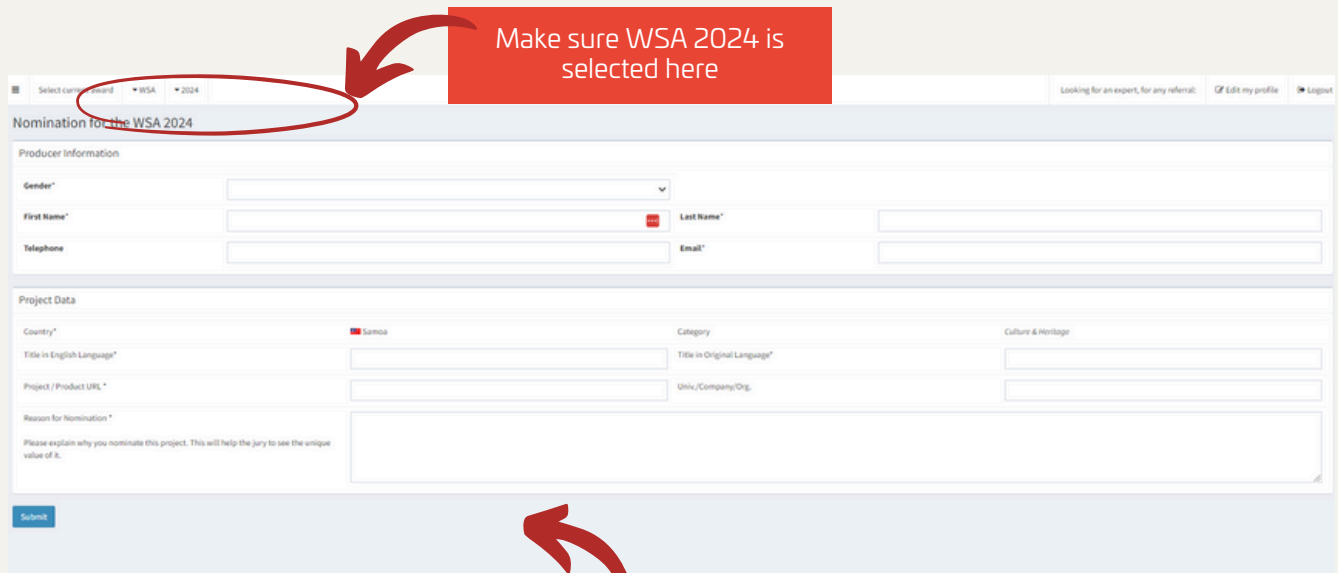


The screenshot shows the 'Nomination for the WSA 2024' page. A red box labeled 'Make sure WSA 2024 is selected here' points to the 'Select current award' dropdown menu. Another red box labeled 'The 2 nomination options' points to the 'Nominate new Product' and 'Select from national contest' buttons for each category. The 'Nomination' tab in the left sidebar is also highlighted with a red circle.

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.



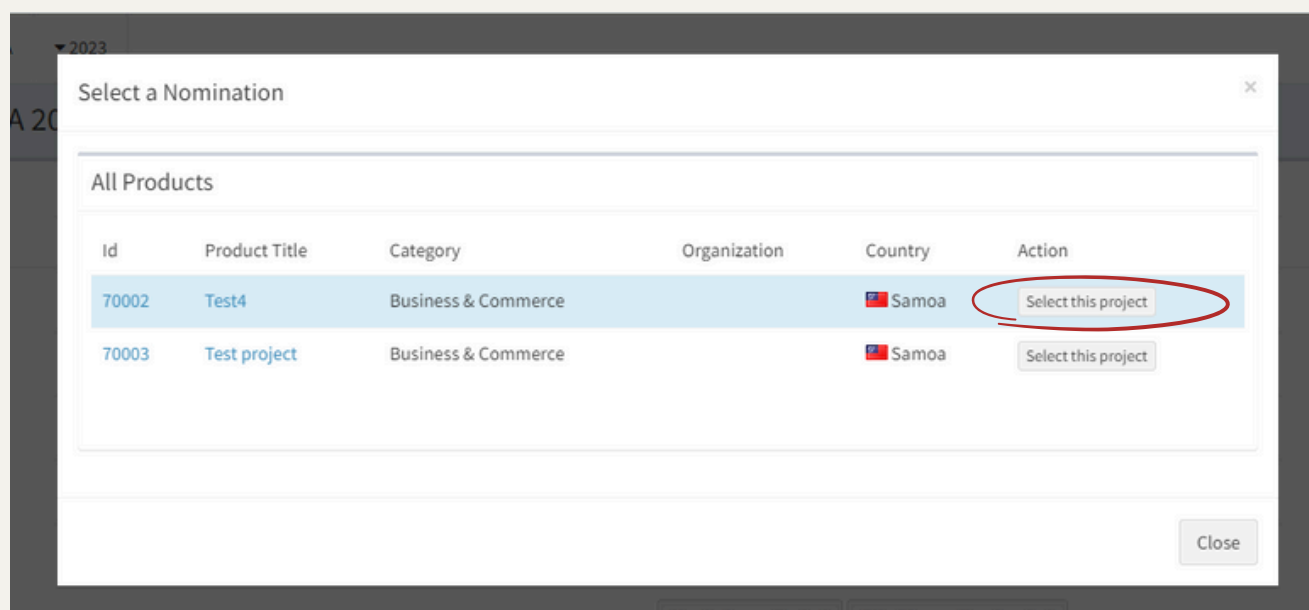
Click to nominate

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

PLEASE NOTE:
all fields marked with * are obligatory

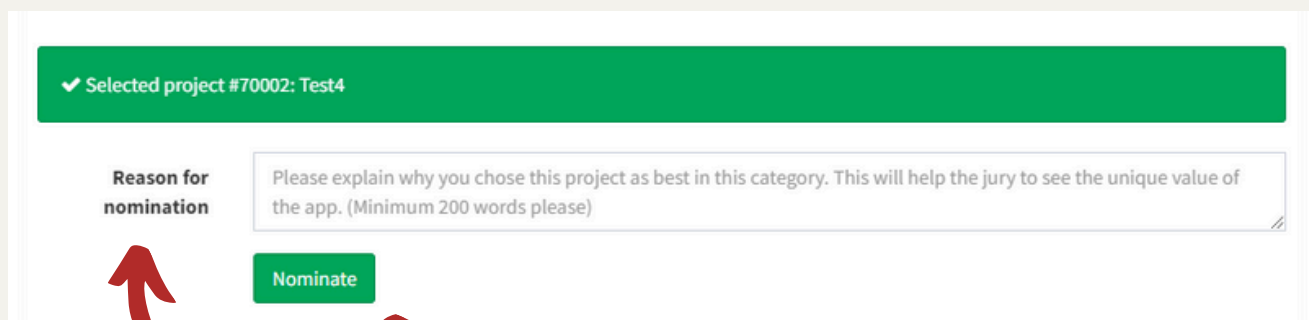
Option 2: Select from the National Contest

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



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

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 a nomination form for a selected project. At the top, a green bar indicates the selected project: "Selected project #70002: Test4". Below this, there is a section titled "Reason for nomination" with a text input field. The input field contains the instruction: "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)". To the right of the input field is a green "Nominate" button.

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