

## How to enter the AOP Student Awards 2017 – Step-by-Step

1. <http://entries.the-awards.com>
2. Select the AOP Student Awards gateway, this is the green coloured box.

### **AOP Student Members.**

3. As an AOP Student member, sign in with the personal login you use to get into the Member Dashboard on the AOP site. (If you have forgotten this information please contact the office at [awards@aophoto.co.uk](mailto:awards@aophoto.co.uk), and we can reset your password). You will then be asked to register your information, please ensure all boxes are filled.

**Continue to point 5.**

### **Non AOP Student Members**

4. As a non-member, please click on the 'non-member' arrow; this will take you to a log in screen. For those of you who have entered before you will not need to re-register, just enter your login details from previous years. For those who are new to the Awards please register by clicking '**Non-AOP Member and no log-in yet? Click here to Register**' and receive your log-in details'. You will then be asked to register your information, please complete all fields and submit. You will receive an email containing your login details and unique password.
5. Once you are logged in, be sure to read through the Category Descriptions & General Guidance Notes; Terms & Conditions; and FAQ's.
6. Click on 'Go to Category List'
7. Select which Category you are entering (you may enter more than one, and submit & pay at the end once all images are uploaded).
8. The next page outlines how to prepare and upload the images.
9. Click 'Go to Upload Images'
10. Click 'Choose File' on the Upload page and locate the image file on your computer
11. Choose correct file
12. Add a short description of the image in 'Description' box. (NB. This is purely for internal safety purposes; it will not be shown during judging).
13. Click 'Add Image' to send the image to the entry area. (NB. submission

may take several minutes depending on your connection speed).

14. Once an image is uploaded, it will be visible with all other images currently in your entry area. You can use the 'Delete' button under each image to remove any unwanted entries before submission. Review all entries by clicking 'My Entries'.
15. Once you are completely happy with your image selection, click on 'Pay & Submit', and fill in details for payment.
16. Receipt can be downloaded.