

# How-to for online submission

The submitter/contact person will be informed in due time with all important information about the award as well as about dates, deadlines and events.

## Create Submission

In the following you will find a how-to for online submission in the personal log-in area »My Design Council«.

1

### Award

Please select the award. The project type remains with »Project«.

2

### Project

If you have already created the project for another award of the German Design Council, you can select and edit it in the **drop-down menu under »Project«**. Otherwise, create a new project with the basic information, please select **»Create New Project«**.

3

### Main Category

Please choose the appropriate contest class:

- » #W1 Excellence in Business to Consumer
- » #W2 Excellence in Business to Business

4

### Project-Detail

At this point you fill in the basic information about the project:

- » Project name
- » Project specification (German and English)
- » Description texts (max. 800 characters incl. blanks, German and English)
- » Website
- » Rollout Date
- » Rollout Area

In your description, you should give a brief, incisive summary of the special features of your project. Please do not list any headwords, but continuous texts.

5

### Manufacturer/ Builder/ Client/ Customer

Details of the manufacturer, builder, client or customer describe the companies that commissioned the project/product. For adding an additional company name, please select »Create New Company« in the drop-down to add a new company or person with the basic information.

**Important:** Please make sure everything is written correctly, because the information you give here may be used in our publications.



6

### Designer/ Architect/ Developer/ Agency

This is where you enter the details of the companies or individuals who have been principally involved in the development of the project. For adding additional company names (max. two extra), please select »Create New Company« in the drop-down to add a new company or person with the basic information.

**Important:** Please make sure everything is written correctly, because the information you give here may be used in our publications.

7

### Category

Following is the selection of the appropriate category in the respective contest class. Registration is possible in **up to three categories and the additional category »Design Thinking«**.

8

### Billing Address

Please provide us with the correct address for sending of the invoice as well as the VAT Number. Please find the costs and fees in the Fact Sheet of the awards.

9

### Nominee Package

By booking the Nominee Package, you will receive the **»Nominee« label as well as text modules** to use for your communication measures. Furthermore, you will receive **two »Nominee« documents** for the nominated project as well as the opportunity to order further **Marketing Services**. In addition, Nominees will be named and tagged in a **social media post**.

10

### Upload Images

This is where you upload high quality images of your project (**max. 5 images**). If your project has already been nominated, the images help the jury to visually classify the submissions. If you are submitting your project to be considered for nomination, the images are crucial for the committee making this decision. Please be aware that the images you submit may also be used in publications.

**Format:** JPG, 300 dpi, 2480 x 1748 px , DIN A5, CMYK

**File size:** max. 10MB

Submit  
Submission

### Overview

Please check all the data you have entered. In the overview, the registration fee is listed, then please select the payment option (**Online Payment or Invoice**).

After providing all necessary information, please read the **General Terms and Conditions of the German Innovation Awards**, accept them and click on the button **»Submit«** to bindingly release the submission for the awards.

**Important:** If you choose »Online Payment«, you must select the »Pay« button before submitting to make the credit card payment.