

# HOW TO APPLY FOR THE WSA:

## DATABASE & NATIONAL CONTEST MANUAL

To apply for WSA 2017 in your country you can use our Database and National Contest tool. Please follow below steps to apply for your country.

**PLEASE NOTE:** The decision if you are nominated for the global WSA will stay in the hands of your local expert: <https://www.worldsummitawards.org/network/experts/national-experts/>.

To explain the process, we have used the country “Spain” as an example, “Test” as name, “text” for all the information fields and “Carlos” as user name.

If you have questions or encounter problems, please get in touch: [office@worldsummitawards.org](mailto:office@worldsummitawards.org)

GOOD LUCK!

### APPLY AT THE NATIONAL CONTEST WEBPAGE

**PLEASE NOTE:** only apply through the national contest webpage, if your WSA national expert instructs you to do so. If your WSA national expert enters your product himself into the WSA database, you do not need to register separately!!!

To apply for your country for your countries national WSA pre-selection, please use the following link to get to the WSA National Call webpage: <https://db.icnm.net/Signup/WSA/2017/>

### STEP 1: Select your country



Welcome to the national registration page for the WSA 2017!

Here you can submit you mobile innovation with high impact on society to be reviewed by your [national expert](#). Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? Contact us!

**Sign in**

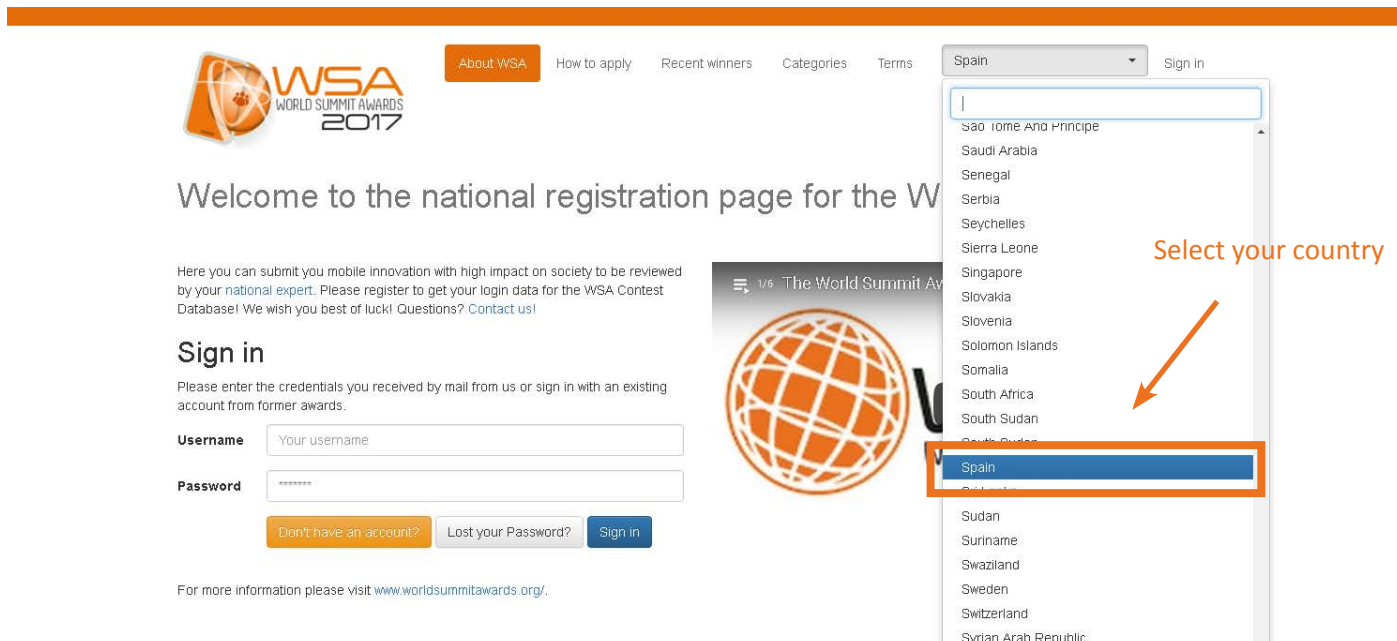
Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

Username

Password

[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)

For more information please visit [www.worldsummitawards.org/](http://www.worldsummitawards.org/).



Welcome to the national registration page for the WSA 2017

Here you can submit your mobile innovation with high impact on society to be reviewed by your national expert. Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? Contact us!

**Sign in**

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

**Username**

**Password**

[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)

For more information please visit [www.worldsummitawards.org/](http://www.worldsummitawards.org/).

Spain

Sao Tome And Principe

Saudi Arabia

Senegal

Serbia

Seychelles

Sierra Leone

Singapore

Slovakia

Slovenia

Solomon Islands

Somalia

South Africa

South Sudan

Spain

Sudan

Suriname

Swaziland

Sweden

Switzerland

Syrian Arab Republic

Select your country

## STEP 2: Click register

After you selected your country, you are directed to your countries "National registration page".

Click on the orange button "Register".



Welcome to the national registration page for the WSA Spain 2017!

Here you can submit your mobile innovation with high impact on society to be reviewed by your national expert. Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? Contact us!

**Sign in**

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

**Username**

**Password**

[Don't have an account?](#) [Lost your Password?](#) [Sign in](#)

For more information please visit [www.worldsummitawards.org/](http://www.worldsummitawards.org/).

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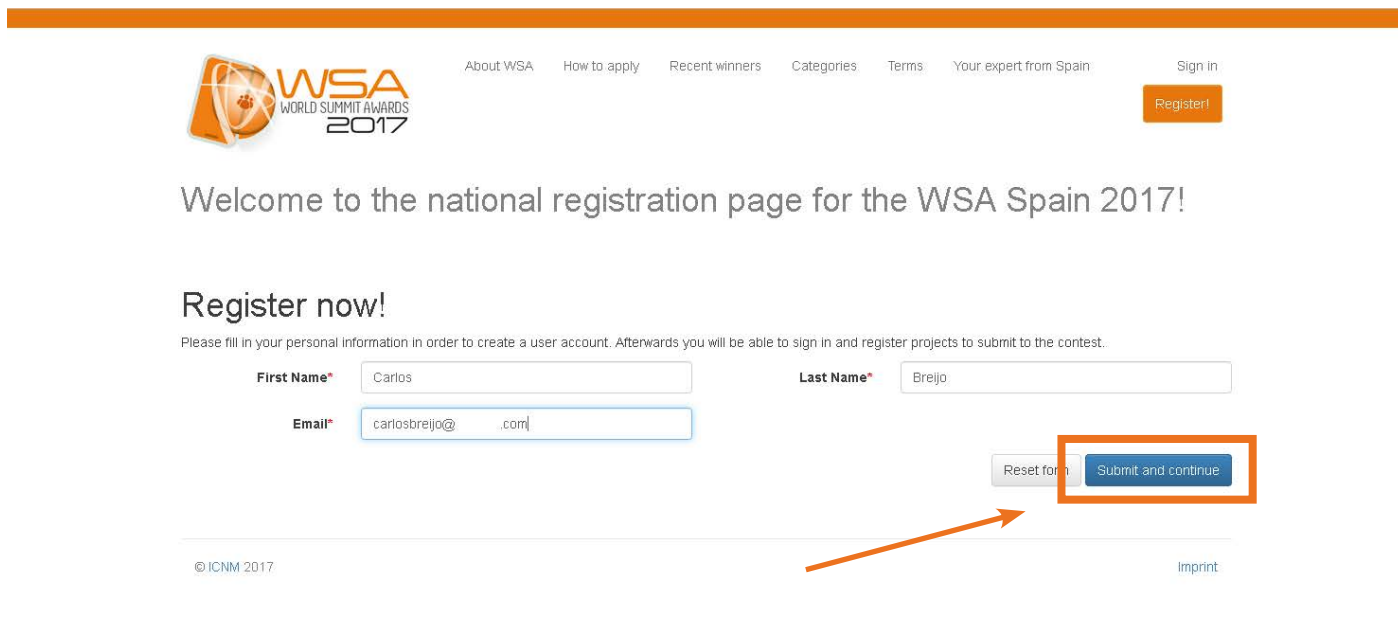
Imprint

Register!

Click to register

### STEP 3: Complete the registration form

Complete all the fields and click the blue button “Submit and Continue” when the data is correct.



WSA WORLD SUMMIT AWARDS 2017

About WSA | How to apply | Recent winners | Categories | Terms | Your expert from Spain | Sign in | Register!

Welcome to the national registration page for the WSA Spain 2017!

**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.

First Name\* Carlos

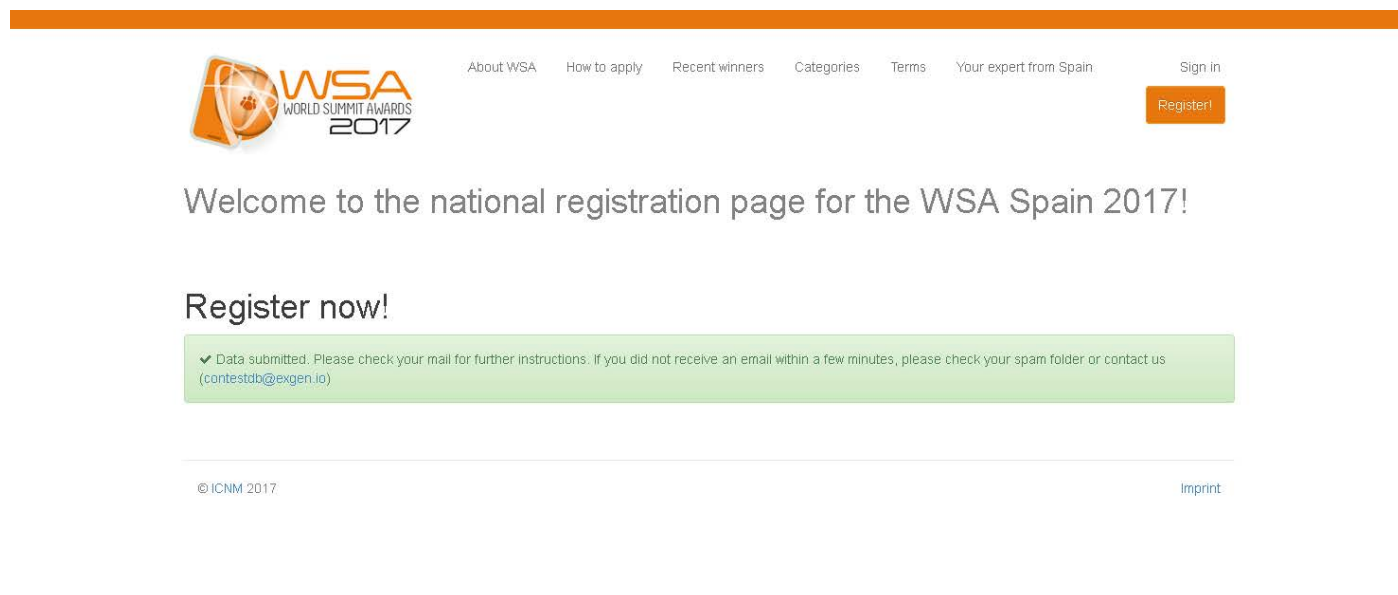
Last Name\* Breijo

Email\* cariosbreijo@.com

Reset form | **Submit and continue**

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After submitting your registration, a new page should confirm you that a mail has been sent to you with the instructions of the next steps.



WSA WORLD SUMMIT AWARDS 2017

About WSA | How to apply | Recent winners | Categories | Terms | Your expert from Spain | Sign in | Register!

Welcome to the national registration page for the WSA Spain 2017!

**Register now!**

✓ Data submitted. Please check your mail for further instructions. If you did not receive an email within a few minutes, please check your spam folder or contact us (contestdb@exgen.io)

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## STEP 4: Check your email account

As soon as you registered (or your national expert submitted your project to the database), you will receive an email with your login data for the database. **Please check also your spam folder**, to make sure you don't miss the mail. If you did not receive an email, get in touch with WSA Office: [office@worldsummitawards.org](mailto:office@worldsummitawards.org)

WSA Spain 2017: Your login data

WSA Office <[office@worldsummitawards.org](mailto:office@worldsummitawards.org)>

Responder

Dear Carlos,

thank you for participating in WSA Spain 2017, the official pre-selection for the World Summit Award. Please login to the database and fill in all data related to your project:

Login Page: <https://db.icnm.net/Signup/WSA/2017/Spain/#page-signin>  
 Your Username: BreijoCarlos **← USERNAME**  
 Your Password: **← PASSWORD**

In case you forgot your password you have the possibility to create a new one from the login page using your user name and e-mail address. We are looking forward to receiving your submission and wish you success!

Please get in touch with your national WSA expert for further information, timeline etc.

Kind regards  
 Your WSA Team Nora and Manuela

[office@worldsummitawards.org](mailto:office@worldsummitawards.org)  
[www.worldsummitawards.org](http://www.worldsummitawards.org)  
[www.facebook.com/worldsummitawards](https://www.facebook.com/worldsummitawards)  
[#WSA17](https://www.twitter.com/WSAOffice)

## STEP 5: Sign in

Go to: <https://db.icnm.net/Signup/WSA/2017/>. Enter the username and the password you received on the mail and click the blue button "Sign in".



WSA WORLD SUMMIT AWARDS 2017

About WSA How to apply Recent winners Categories Terms Your expert from Spain Sign in Register

### Welcome to the national registration page for the WSA Spain 2017!

Here you can submit you mobile innovation with high impact on society to be reviewed by your national expert. Please register to get your login data for the WSA Contest Database! We wish you best of luck! Questions? [Contact us!](#)

### Sign in

Please enter the credentials you received by mail from us or sign in with an existing account from former awards.

Username:

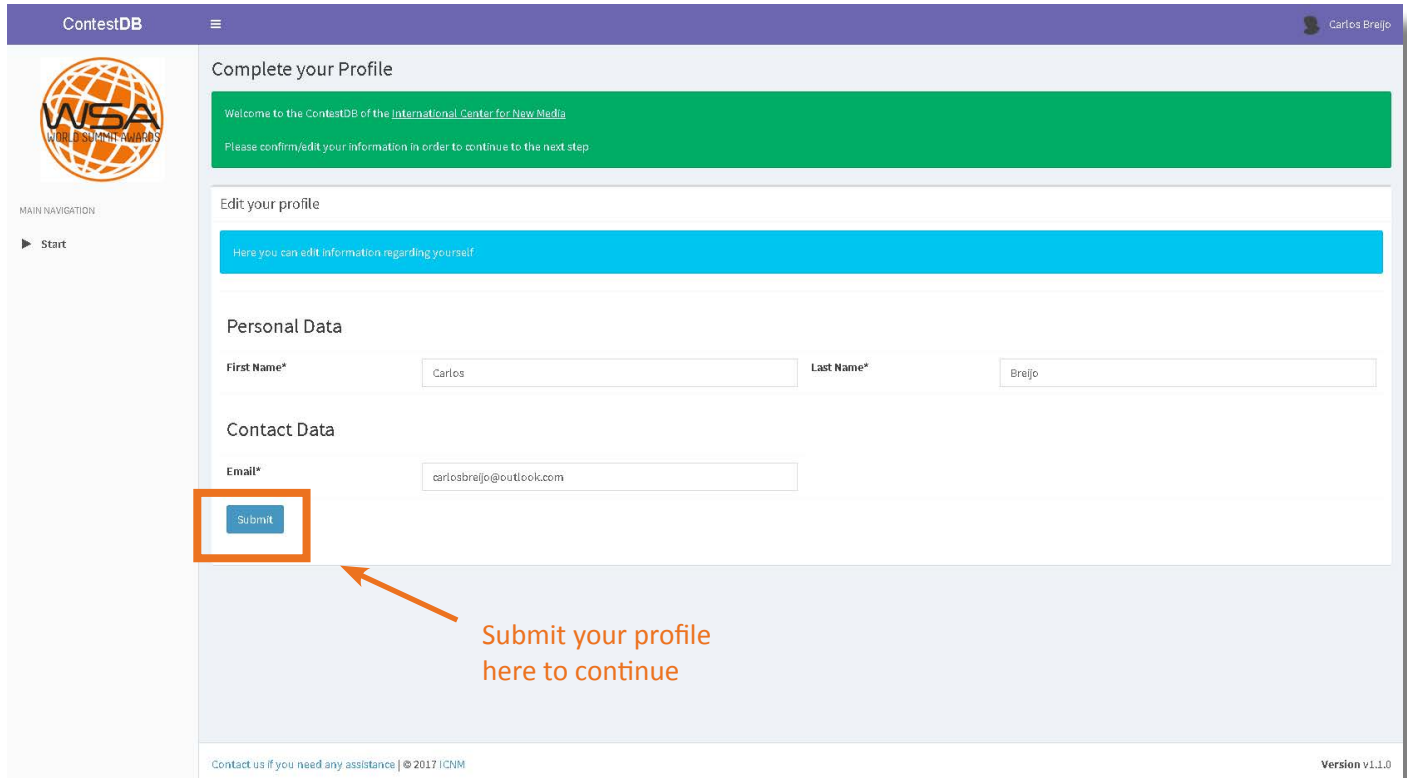
Password:

For more information please visit: [www.worldsummitawards.org/](http://www.worldsummitawards.org/).

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## STEP 6: Complete the form with your personal data

Please check your email address **or the email address provided by your national expert**. Please make sure to edit if we should use a different address. We will inform you on the next steps so it is crucial that we have a valid mail address.



ContestDB

Carlos Breijo

**Complete your Profile**

Welcome to the ContestDB of the [International Center for New Media](#)

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\* Carlos Last Name\* Breijo

**Contact Data**

Email\* carlosbreijo@outlook.com

**Submit**

Submit your profile here to continue

Contact us if you need any assistance | © 2017 /ICNM Version v1.1.0

## STEP 7: Register new project for this competition **or click on the product submitted by your expert!**

www.worldsummitawards.org'." data-bbox="57 605 943 901"/>

ContestDB

Carlos Breijo

**Welcome to the ContestDB**

Your Submitted Projects for WSA 2017

Id	Product Title	Category	Company	Country	Submission	Surname	First Name	Email
No Products								

**Open Registrations**

WSA 2017 national contest **Register new project for this competition**

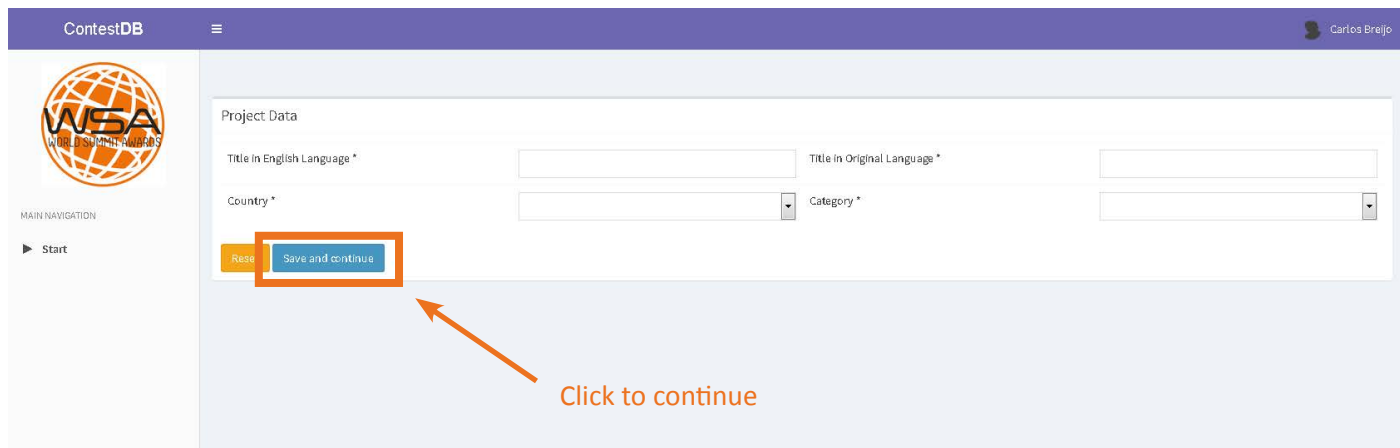
**Competition Information**

For more information please visit [www.worldsummitawards.org](http://www.worldsummitawards.org)

Click to enter a new project

## STEP 8: Project data

**PLEASE NOTE** that the category you choose on this step, **CANNOT** be modified later on the next steps.  
 If your project was nominated by an expert, he has already chosen the category for you!



ContestDB

Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

► Start

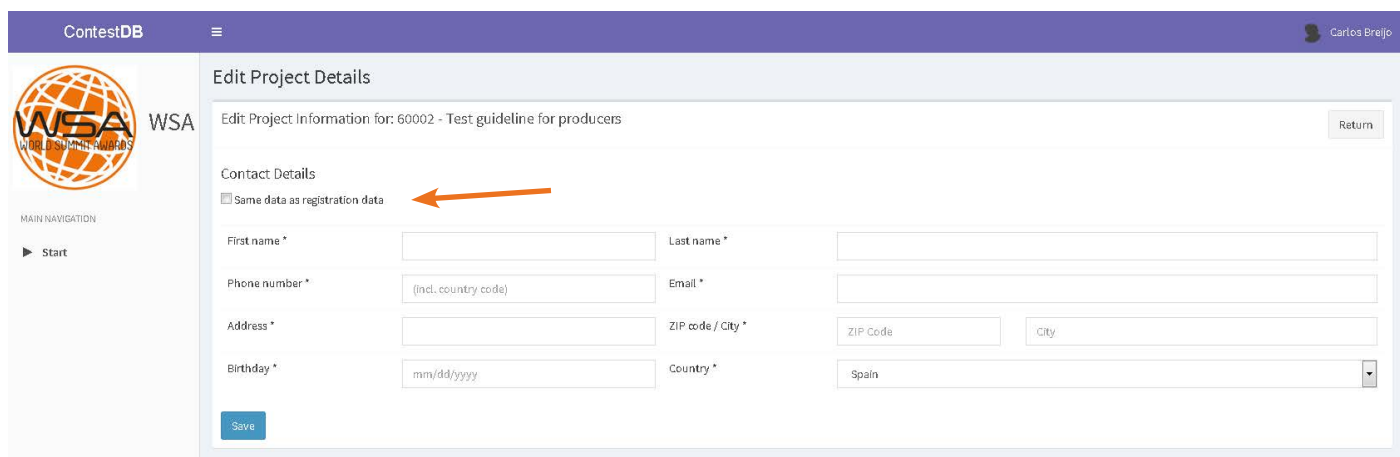
Project Data

Title in English Language \*  Title in Original Language \*

Country \*  Category \*

Click to continue

## STEP 9: Contact data



ContestDB

Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

► Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Contact Details

☐ Same data as registration data

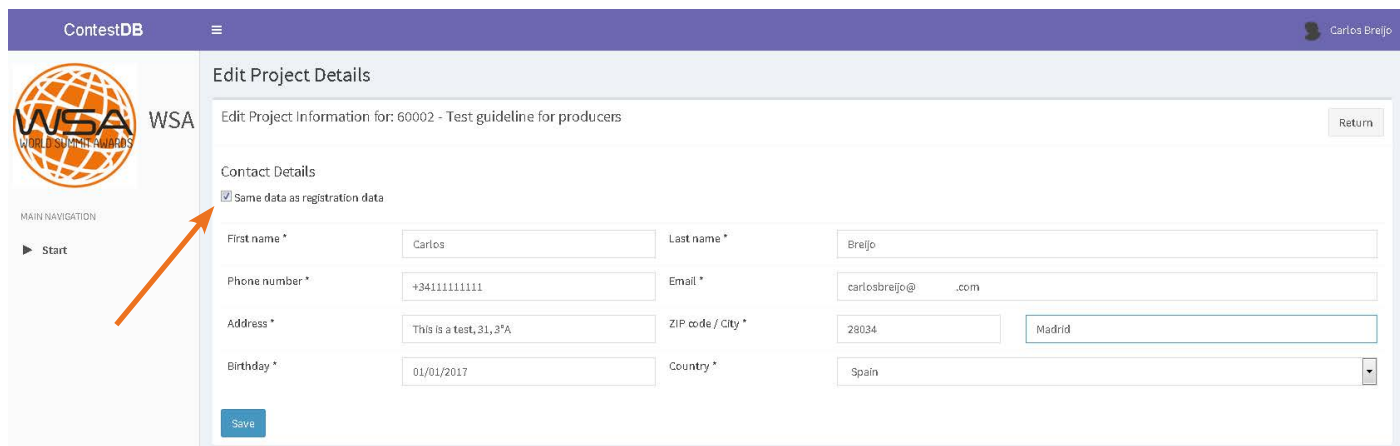
First name \*  Last name \*

Phone number \*  (incl. country code) Email \*

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

Birthday \*  mm/dd/yyyy Country \*  Spain

Please click the box to avoid mistakes, if the registered data and your contact details are the same.



ContestDB

Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

► Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Contact Details

☒ Same data as registration data

First name \*  Carlos Last name \*  Breijo

Phone number \*  +34111111111 Email \*  carlosbreijo@.com

Address \*  This is a test, 31, 3ªA ZIP code / City \*  28034  Madrid

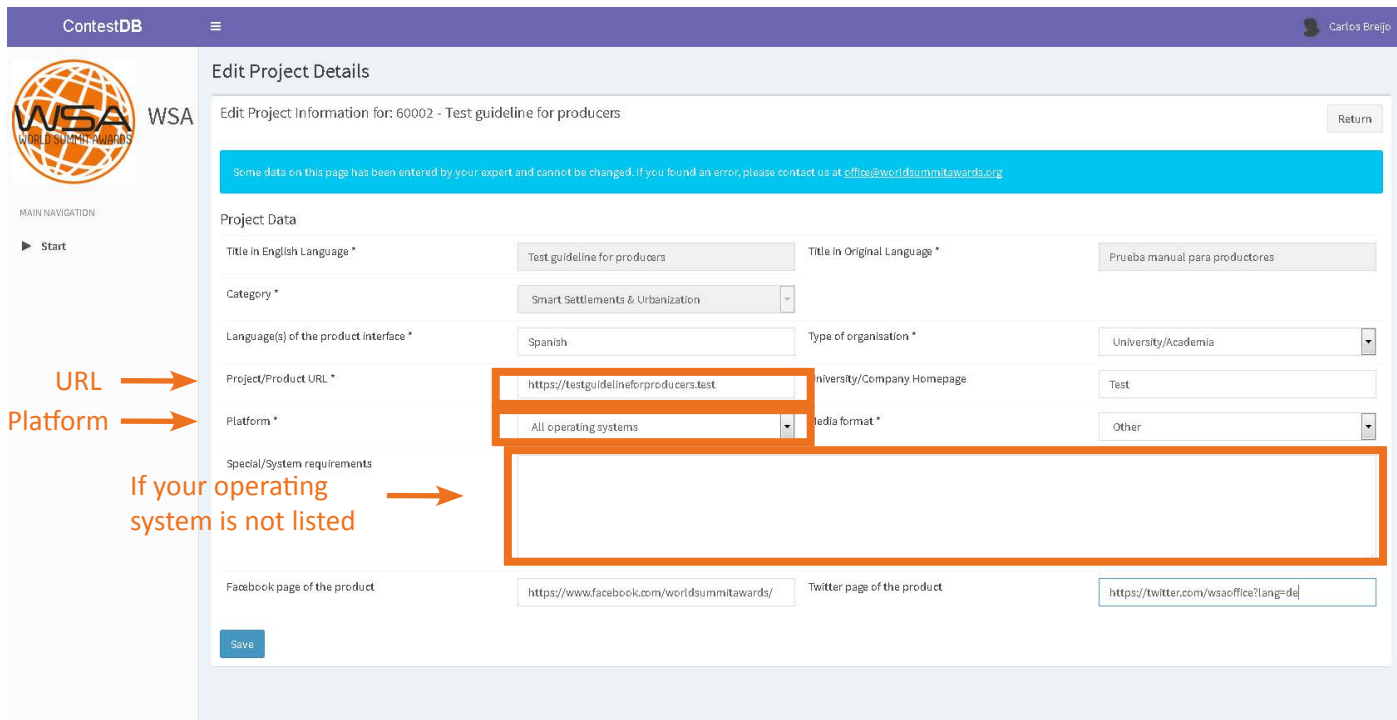
Birthday \*  01/01/2017 Country \*  Spain



## STEP 10: Project data

Please use this example as a guide to complete all the fields. On the “Platform\*” box, select the operating system of your app. If you use an operating system that is not listed, chose “other” and mention your system under “Special requirements”.

Please be sure that the “Project/Product URL” is functional in the moment that you do this process and after submitting the application.



ContestDB

Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

► Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Return

Some data on this page has been entered by your expert and cannot be changed. If you found an error, please contact us at [office@worldsummitawards.org](mailto:office@worldsummitawards.org)

Project Data

Title in English Language \* Test guideline for producers Title in Original Language \* Prueba manual para productores

Category \* Smart Settlements & Urbanization

Language(s) of the product interface \* Spanish Type of organisation \* University/Academia

Project/Product URL \* <https://testguidelineforproducers.test> University/Company Homepage Test

Platform \* All operating systems Media format \* Other

Special/System requirements

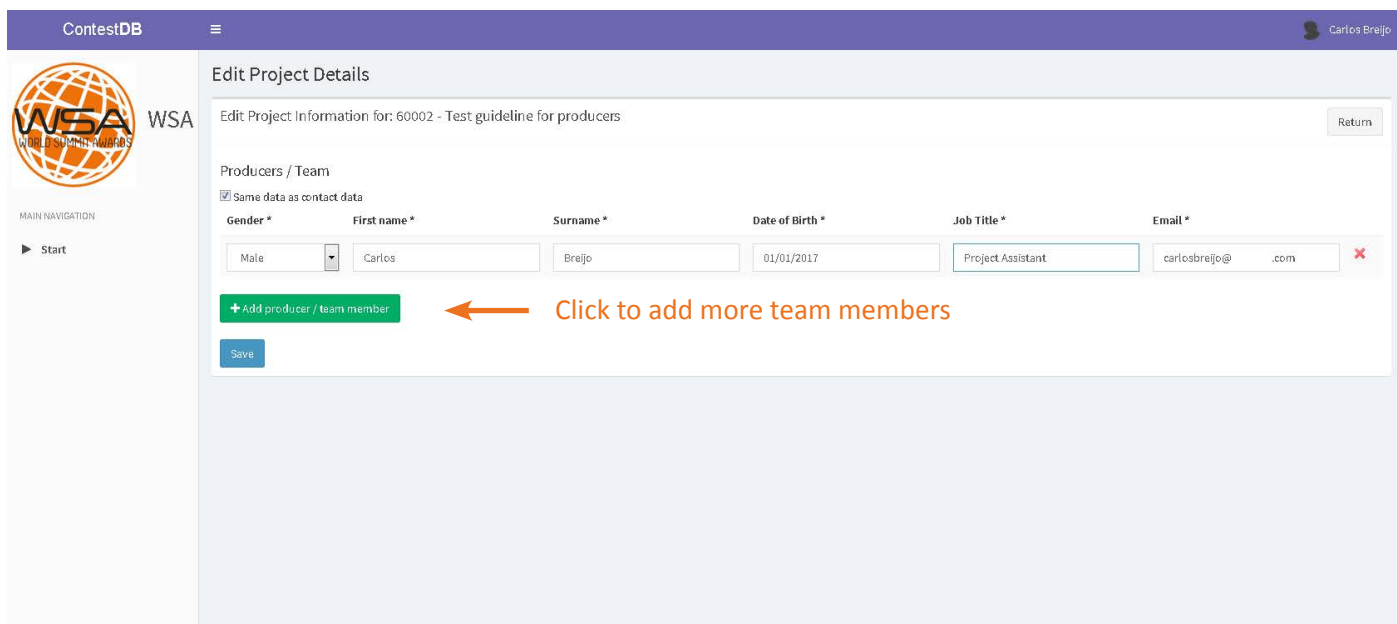
If your operating system is not listed

Facebook page of the product <https://www.facebook.com/worldsummitawards/> Twitter page of the product <https://twitter.com/wsaooffice?lang=de>

Save

## STEP 11: Team data

Add as many people as work and have an important role on the project: Co-Producers, designers, developers, marketing, CEO...



ContestDB

Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

► Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Return

Producers / Team

☒ Same data as contact data

Gender *	First name *	Surname *	Date of Birth *	Job Title *	Email *
Male	Carlos	Breijo	01/01/2017	Project Assistant	carlosbreijo@.com

+ Add producer / team member

Click to add more team members

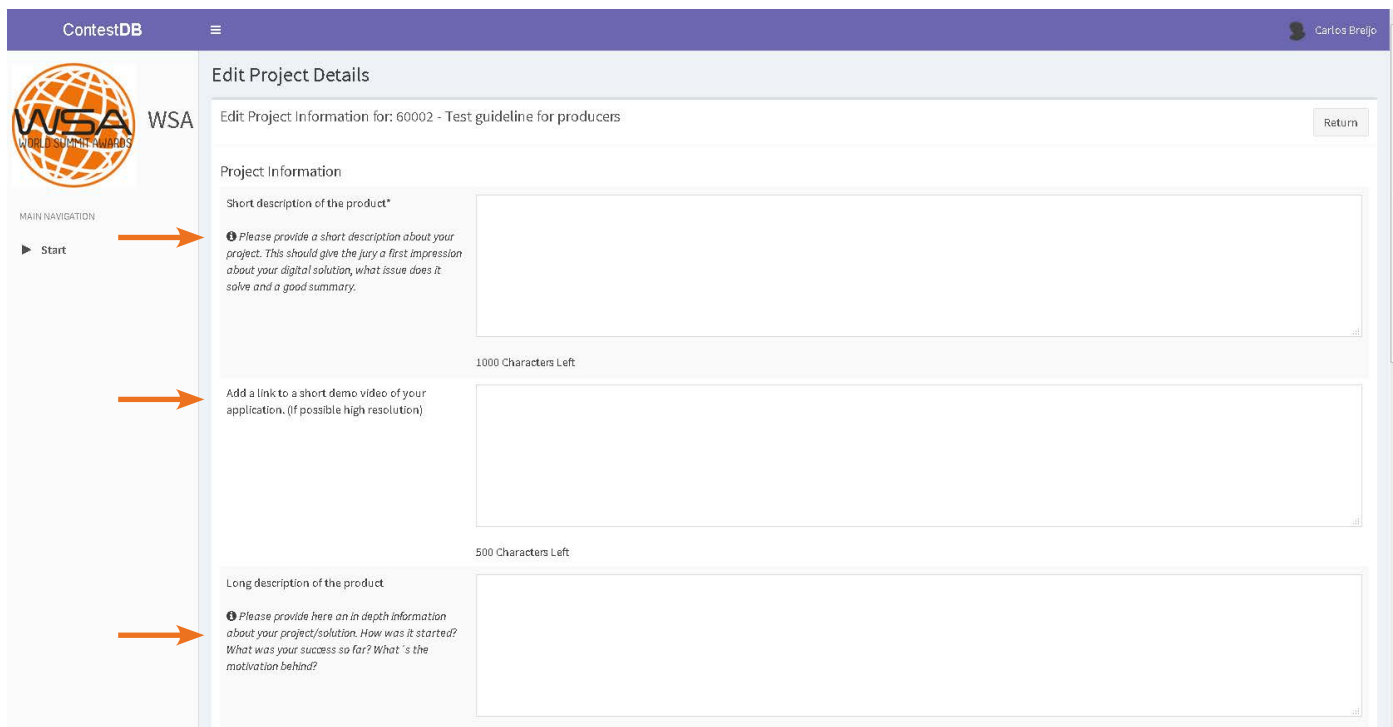
Save

## STEP 12: Project information

Please complete all the fields with all relevant details of your project as you can. Please be precise and on the point. Focus on how your product is unique, which issue it is addressed at and how it makes it's impact.

It is very useful for the Jury to have this information from your side as accurate and precise as possible. Avoid just copy pasting texts that are not really relevant for our Jury.

You can find a short guideline to complete every field on the left of the boxes, please also find our submission guide here: <https://www.worldsummitawards.org/wsa-awards/contest/submission-guide/>



ContestDB

Carlos Brailjo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Return

Project Information

Short description of the product\*

Please provide a short description about your project. This should give the jury a first impression about your digital solution, what issue does it solve and a good summary.

1000 Characters Left

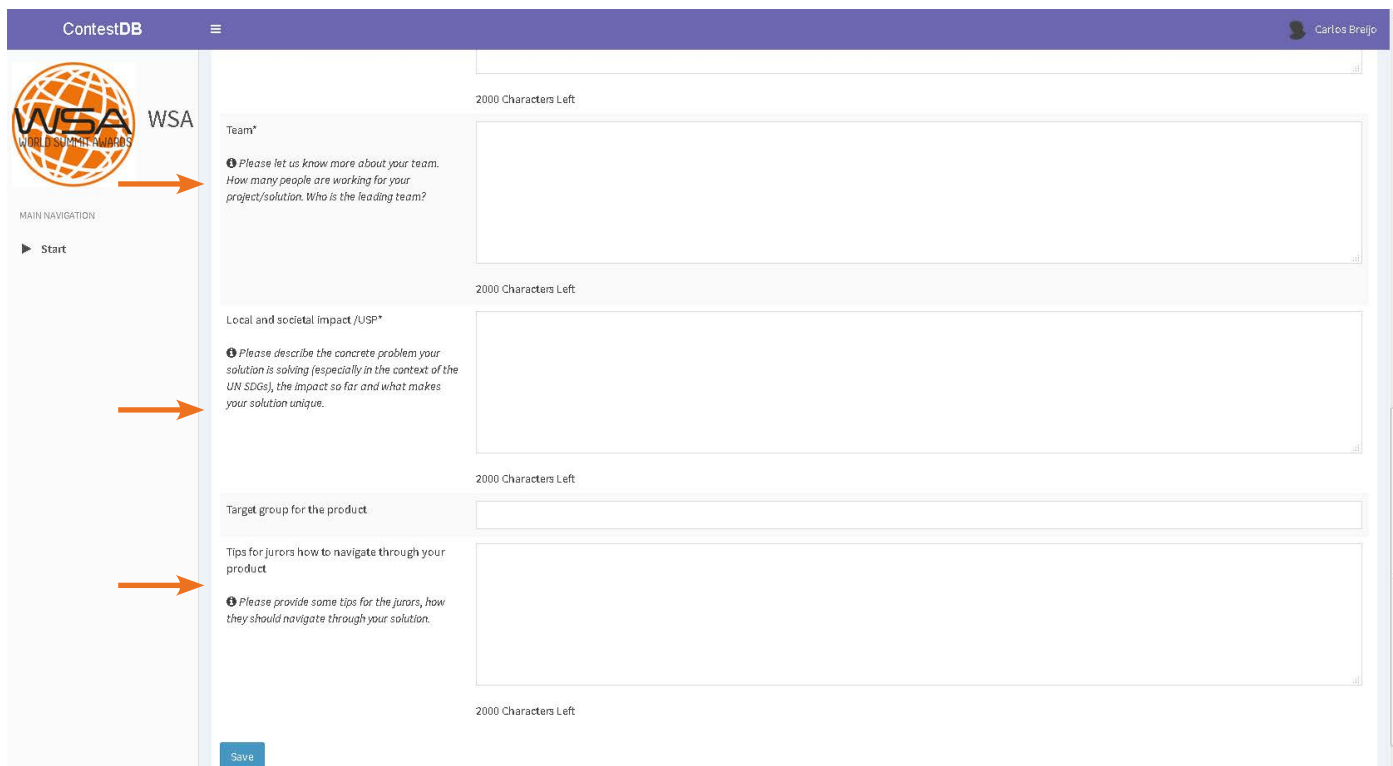
Add a link to a short demo video of your application. (if possible high resolution)

500 Characters Left

Long description of the product

Please provide here an in depth information about your project/solution. How was it started? What was your success so far? What's the motivation behind?

500 Characters Left



ContestDB

Carlos Brailjo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION

Start

Edit Project Details

Edit Project Information for: 60002 - Test guideline for producers

Return

Team\*

Please let us know more about your team. How many people are working for your project/solution. Who is the leading team?

2000 Characters Left

Local and societal impact /USP\*

Please describe the concrete problem your solution is solving (especially in the context of the UN SDGs), the impact so far and what makes your solution unique.

2000 Characters Left

Target group for the product

2000 Characters Left

Tips for jurors how to navigate through your product

Please provide some tips for the jurors, how they should navigate through your solution.

2000 Characters Left

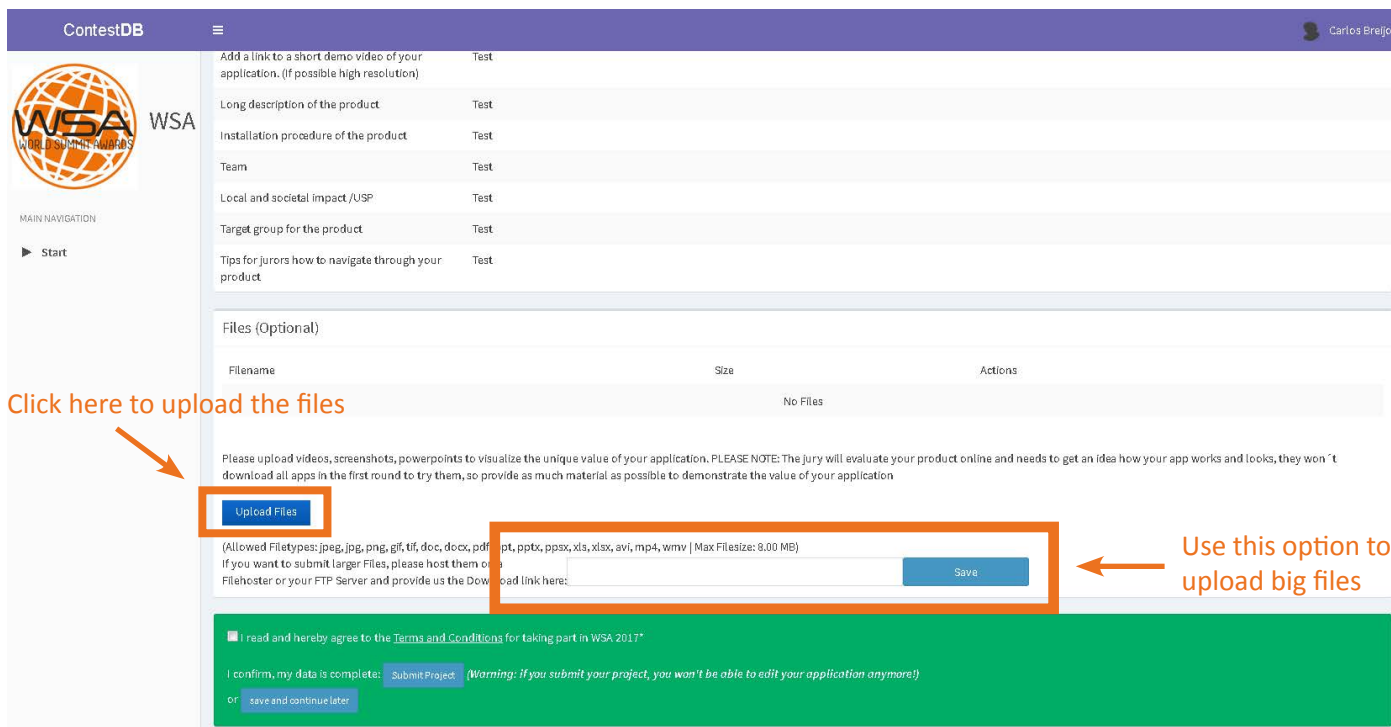
Save



You can complete the project information uploading files (screenshots, presentations, etc.) that demonstrate the real running of the project/app.

We highly recommend to produce/upload/link a short video, it can be simple and self-made, to demonstrate the look & feel of your app, and the uniqueness of it.

**PLEASE NOTE:** The first round of the jury will be conducted online, so the jury members have to see how the app works, without downloading each of the hundreds submissions.



ContestDB

WSA

MAIN NAVIGATION

► Start

Add a link to a short demo video of your application. (If possible high resolution)	Test
Long description of the product	Test
Installation procedure of the product	Test
Team	Test
Local and societal impact /USP	Test
Target group for the product	Test
Tips for jurors how to navigate through your product	Test

Files (Optional)

Filename	Size	Actions
No Files		

Please upload videos, screenshots, powerpoints to visualize the unique value of your application. PLEASE NOTE: The jury will evaluate your product online and needs to get an idea how your app works and looks, they won't download all apps in the first round to try them, so provide as much material as possible to demonstrate the value of your application

[Upload Files](#)

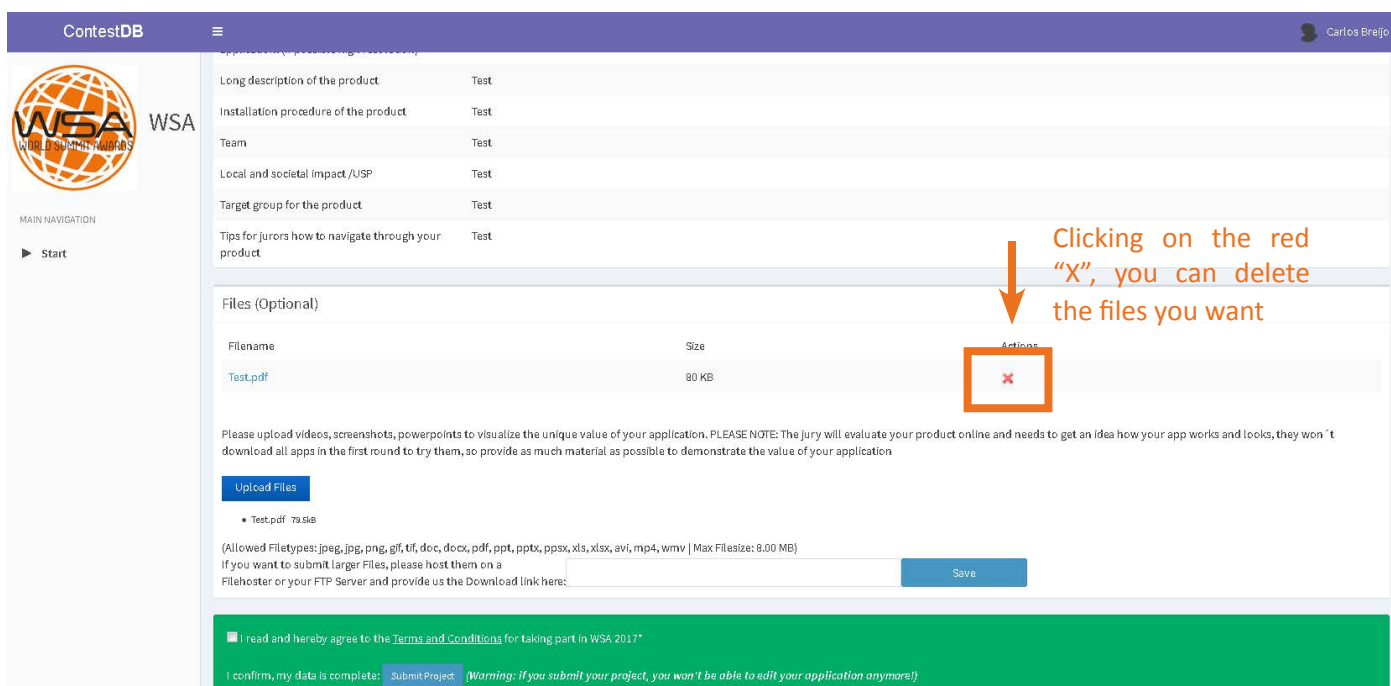
(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls, xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)

If you want to submit larger Files, please host them on a Filehoster or your FTP Server and provide us the Download link here:  [Save](#)

☒ I read and hereby agree to the [Terms and Conditions](#) for taking part in WSA 2017\*

I confirm, my data is complete: [Submit Project](#) (Warning: if you submit your project, you won't be able to edit your application anymore!)

or [save and continue later](#)



ContestDB


WSA

MAIN NAVIGATION

► Start

Long description of the product	Test
Installation procedure of the product	Test
Team	Test
Local and societal impact /USP	Test
Target group for the product	Test
Tips for jurors how to navigate through your product	Test

Files (Optional)

Filename	Size	Actions
Test.pdf	80 KB	

Please upload videos, screenshots, powerpoints to visualize the unique value of your application. PLEASE NOTE: The jury will evaluate your product online and needs to get an idea how your app works and looks, they won't download all apps in the first round to try them, so provide as much material as possible to demonstrate the value of your application

[Upload Files](#)

• Test.pdf 79.5 KB

(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls, xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)

If you want to submit larger Files, please host them on a Filehoster or your FTP Server and provide us the Download link here:  [Save](#)

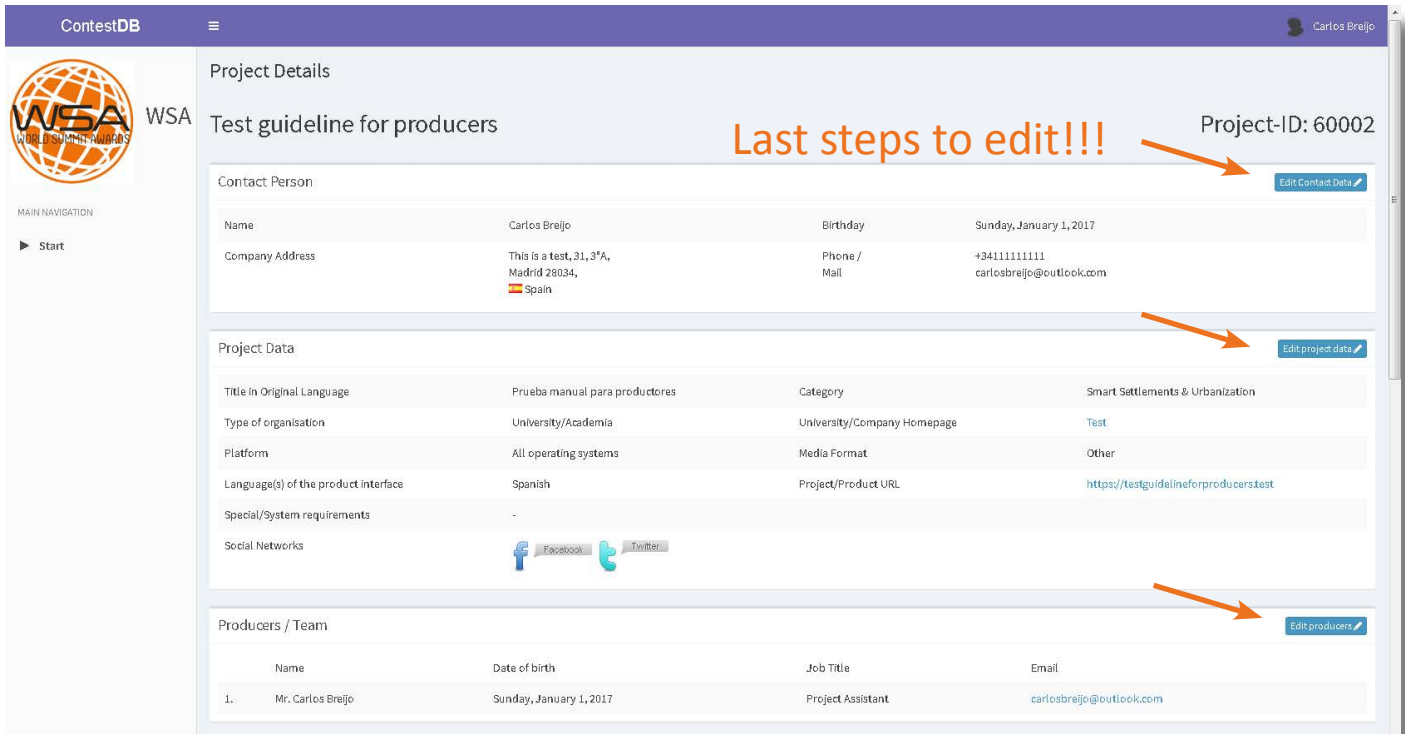
☒ I read and hereby agree to the [Terms and Conditions](#) for taking part in WSA 2017\*

I confirm, my data is complete: [Submit Project](#) (Warning: if you submit your project, you won't be able to edit your application anymore!)

## STEP 13: Check your application

Control that you have completed all the fields with the correct data and the best information for the Jury about your project.

**PLEASE NOTE.** You can save and continue later, then complete and edit of your application as many times as you want. **BUT** you should know that this is the last step in which you can edit your data and information.



ContestDB Carlos Breijo

Project Details

Test guideline for producers Project-ID: 60002

**Last steps to edit!!!**

Contact Person

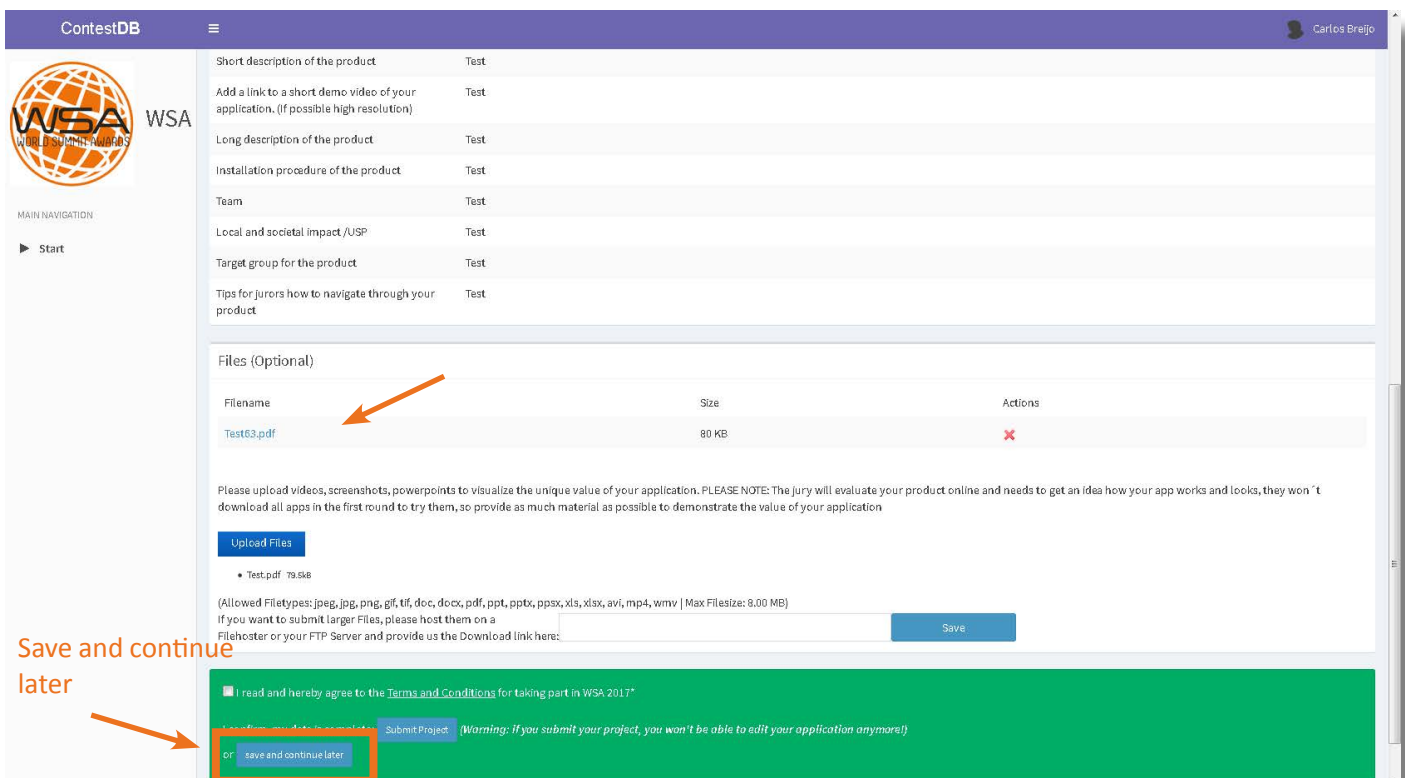
Name	Carlos Breijo	Birthday	Sunday, January 1, 2017
Company Address	This is a test, 31, 3ªA, Madrid 28034, Spain	Phone / Mail	+341111111111 carlosbreijo@outlook.com

Project Data

Title in Original Language	Prueba manual para productores	Category	Smart Settlements & Urbanization
Type of organisation	University/Academia	University/Company Homepage	Test
Platform	All operating systems	Media Format	Other
Language(s) of the product interface	Spanish	Project/Product URL	https://testguidelineforproducers.test
Special/System requirements	-		
Social Networks	Facebook Twitter		

Producers / Team

Name	Date of birth	Job Title	Email
1. Mr. Carlos Breijo	Sunday, January 1, 2017	Project Assistant	carlosbreijo@outlook.com



ContestDB Carlos Breijo

Short description of the product Test

Add a link to a short demo video of your application. (If possible high resolution) Test

Long description of the product Test

Installation procedure of the product Test

Team Test

Local and societal impact /USP Test

Target group for the product Test

Tips for jurors how to navigate through your product Test

Files (Optional)

Filename	Size	Actions
Test63.pdf	80 KB	X

Please upload videos, screenshots, powerpoints to visualize the unique value of your application. PLEASE NOTE: The jury will evaluate your product online and needs to get an idea how your app works and looks, they won't download all apps in the first round to try them, so provide as much material as possible to demonstrate the value of your application

Upload Files

- Test.pdf 79.5KB

(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls, xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)

If you want to submit larger Files, please host them on a Filehoster or your FTP Server and provide us the Download link here:

Save

**Save and continue later**

I read and hereby agree to the [Terms and Conditions](#) for taking part in WSA 2017\*

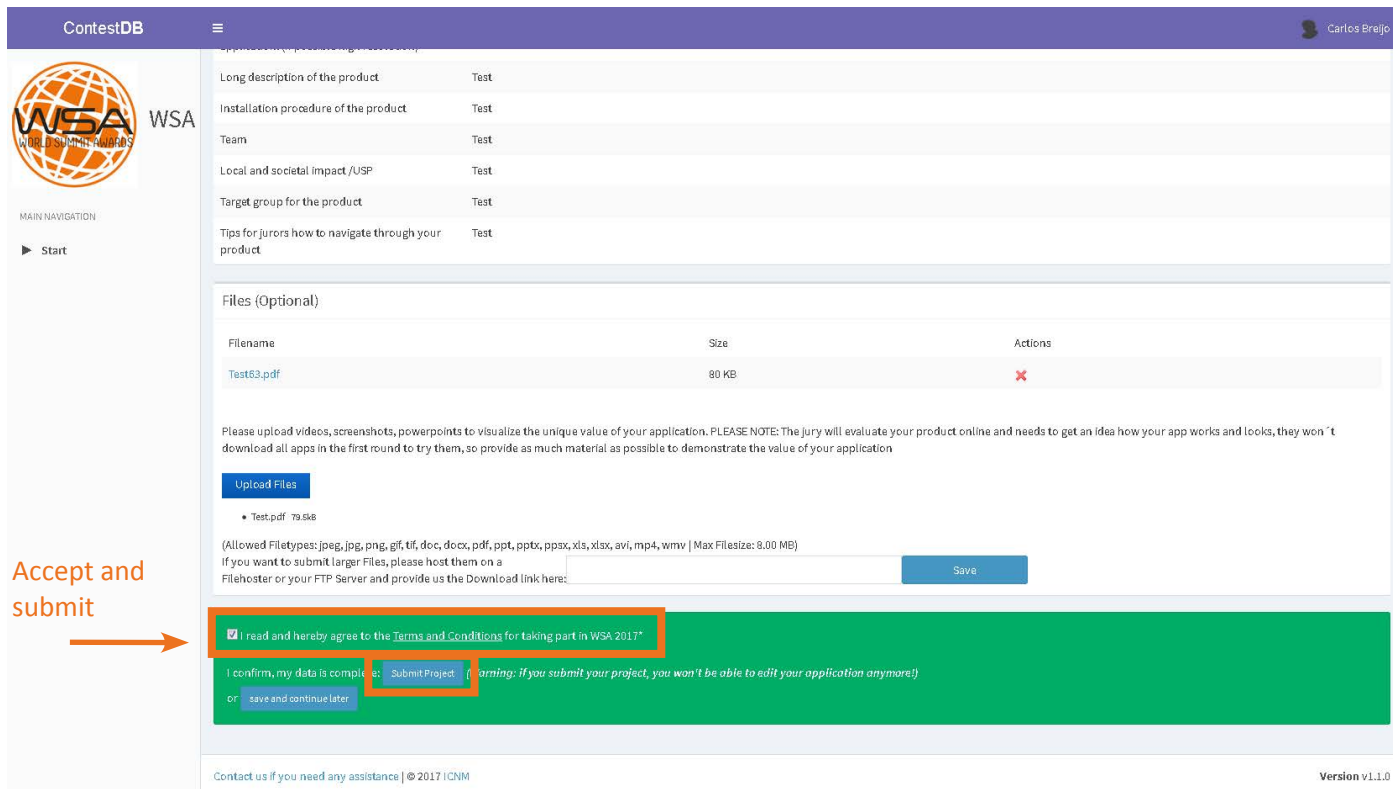
Submit Project (Warning: If you submit your project, you won't be able to edit your application anymore!)

or **save and continue later**

## STEP 14: Agree to Terms & Conditions and submit your application

As soon as you edited and inspected all data and information, you can submit your project.

To submit your project you have to confirm that you understand and agree with the Terms and Conditions of WSA 2017.



ContestDB Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION  
► Start

Field	Action
Long description of the product	Test
Installation procedure of the product	Test
Team	Test
Local and societal impact /USP	Test
Target group for the product	Test
Tips for jurors how to navigate through your product	Test

Files (Optional)

Filename	Size	Actions
Test63.pdf	80 KB	✖

Please upload videos, screenshots, powerpoints to visualize the unique value of your application. PLEASE NOTE: The jury will evaluate your product online and needs to get an idea how your app works and looks, they won't download all apps in the first round to try them, so provide as much material as possible to demonstrate the value of your application

Upload Files

• Test.pdf 79.5kB

(Allowed Filetypes: jpeg, jpg, png, gif, tif, doc, docx, pdf, ppt, pptx, ppsx, xls,xlsx, avi, mp4, wmv | Max Filesize: 8.00 MB)

If you want to submit larger Files, please host them on a Filehoster or your FTP Server and provide us the Download link here:  Save

☒ I read and hereby agree to the Terms and Conditions for taking part in WSA 2017\*

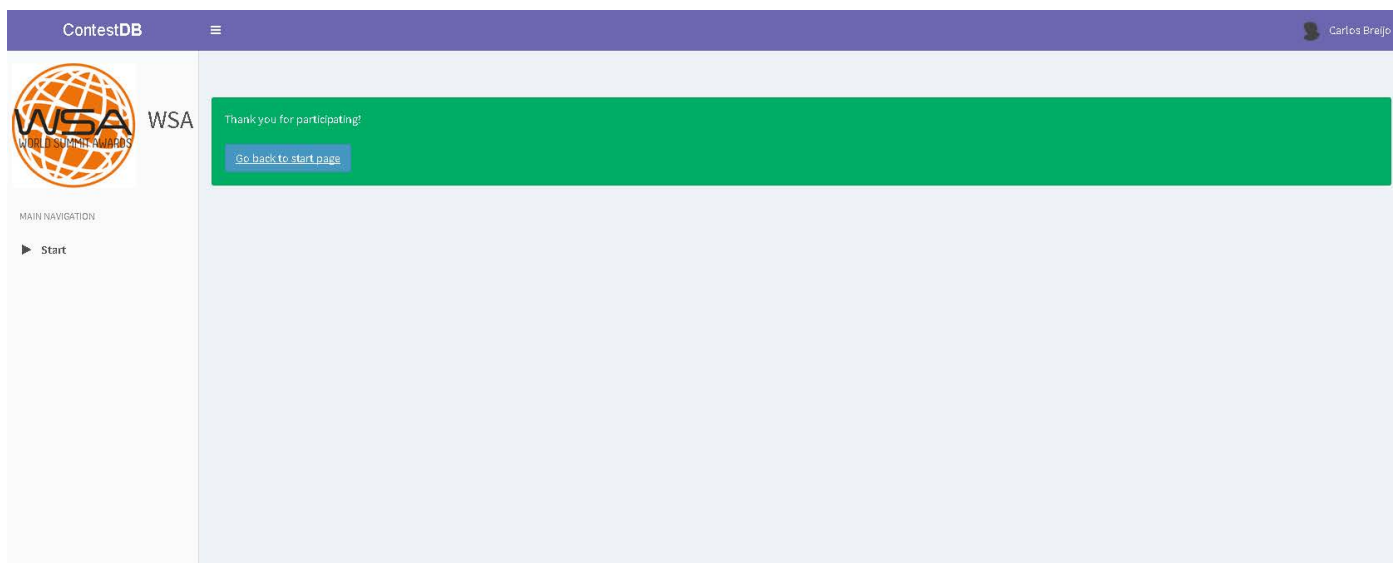
I confirm, my data is complete:  (Warning: if you submit your project, you won't be able to edit your application anymore!)

or

Contact us if you need any assistance | © 2017 ICNM Version v1.1.0

## STEP 15: Confirmation and return to the main page of the database

Once you submit your application, you should see the confirmation of participation in WSA 2017 and have the option to return to the home page. Once WSA office has approved your application as complete, you will receive a mail.

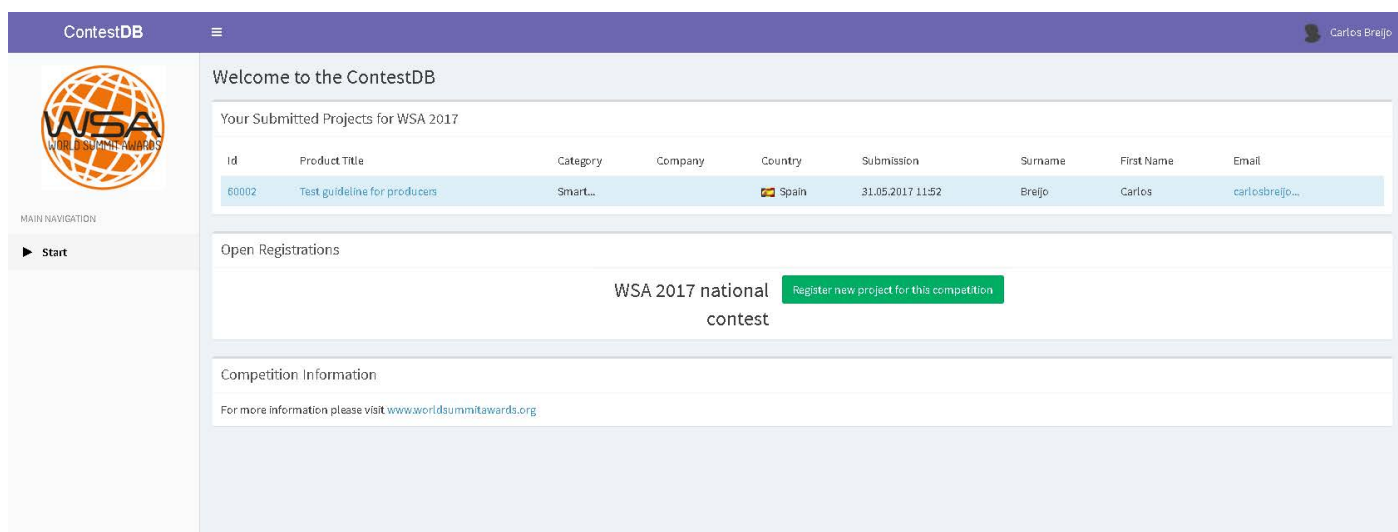


ContestDB Carlos Breijo

WSA WORLD SUMMIT AWARDS

MAIN NAVIGATION  
► Start

Thank you for participating!



The screenshot shows the 'ContestDB' web application. At the top, there's a purple header with 'ContestDB' and a user profile 'Carlos Breijo'. The main content area is divided into sections: 'Welcome to the ContestDB', 'Your Submitted Projects for WSA 2017' (containing a table with one project), 'Open Registrations' (with a button to 'Register new project for this competition'), and 'Competition Information' (with a link to the WSA website).

Id	Product Title	Category	Company	Country	Submission	Surname	First Name	Email
60002	Test guideline for producers	Smart...		Spain	31.05.2017 11:52	Breijo	Carlos	carlosbreijo...

As soon as you submit your project your part is done!

Only projects submitted will be considered for the WSA.

**GOOD LUCK!**

Meanwhile, stay in touch with us via [Facebook](#) and [Twitter](#) and share with your friends that you're taking part in the WSA!

If you have any questions, please do not hesitate to contact us:

[office@worldsummitawards.org](mailto:office@worldsummitawards.org)

**Your WSA TEAM!**