

WSA 2019:

DATABASE MANUAL



To participate in WSA 2019, you are required to submit your application in the WSA Database.

This manual will give you a complete guide on how to submit your application for WSA 2019.

To explain the application process, we have used the country "Samoa" as an example, "Test" as name, "test" for all the information fields and "Testname" as a user name.

If you have further questions or if you experience problems submitting your application, please get in touch with WSA office: office@worldsummitawards.org

APPLICATION THROUGH WSA DATABASE

PLEASE NOTE: only apply through the national contest webpage, if your national WSA organizer requests it!

1: Check your email account

Please check also your spam folder, to make sure you don't miss the email.

If you did not receive an email, get in touch with WSA Office:
office@worldsummitawards.org

WSA (your country) 2019: Your login data

Thank you for...

...

Login page: [https://db.icnm.net/Signup/WSA/2019/\(your country\)](https://db.icnm.net/Signup/WSA/2019/(your country))

Your Username: test@test.org

Your Password: - auto-generated by the database -

Kind regards,
Your WSA Team

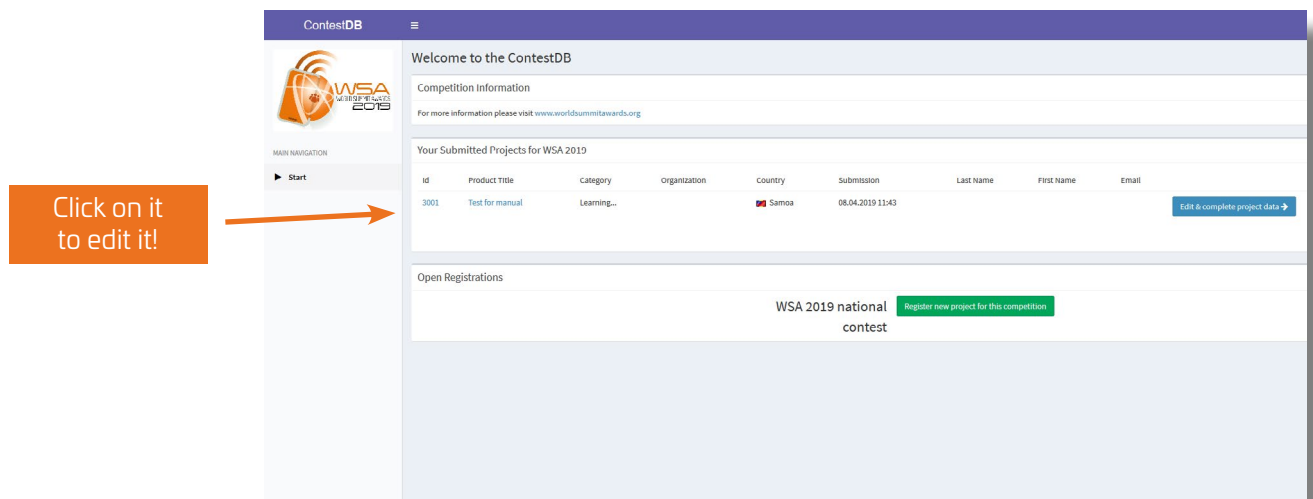
2: Sign in

Go to: [https://db.icnm.net/Signup/WSA/2019/\(your country\)](https://db.icnm.net/Signup/WSA/2019/(your country)).

Enter the username and the password you received on the email and click the blue button "Sign in".

Sign In

3: Click on the product entry created by your expert



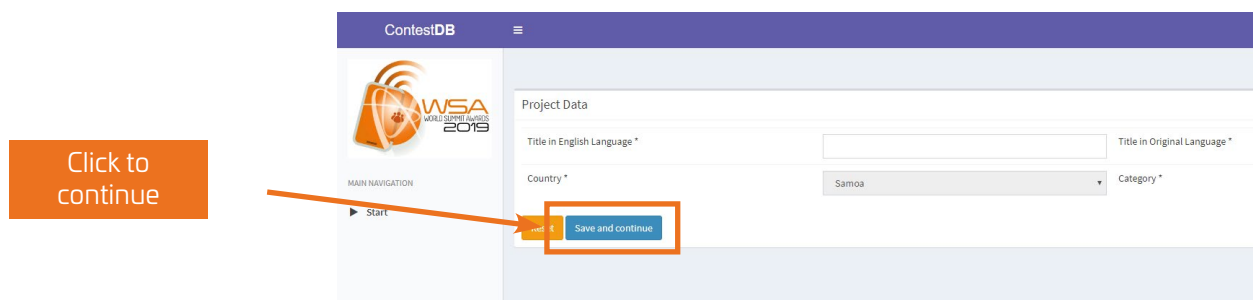
Click on it to edit it!

Id	Product Title	Category	Organization	Country	Submission	Last Name	First Name	Email
3001	Text for manual	Learning...		Samoa	08.04.2019 11:43			

4: Project data (1/2)

(all fields marked with * are obligatory)

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



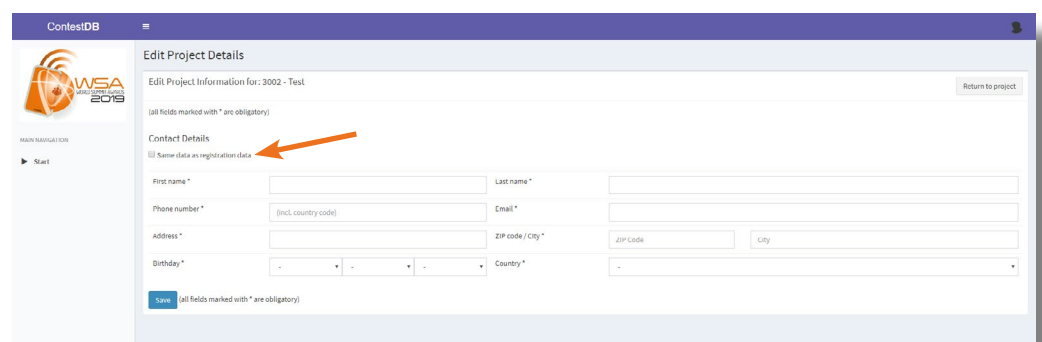
Click to continue

Save and continue

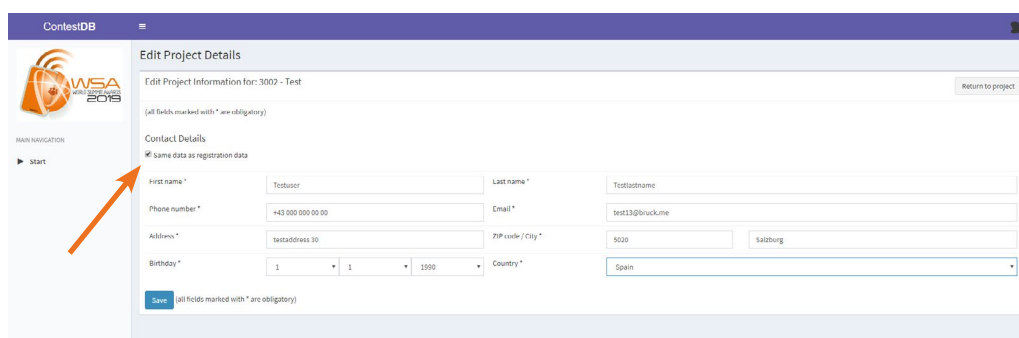
5: Contact data

(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.



Same data as registration data



Same data as registration data

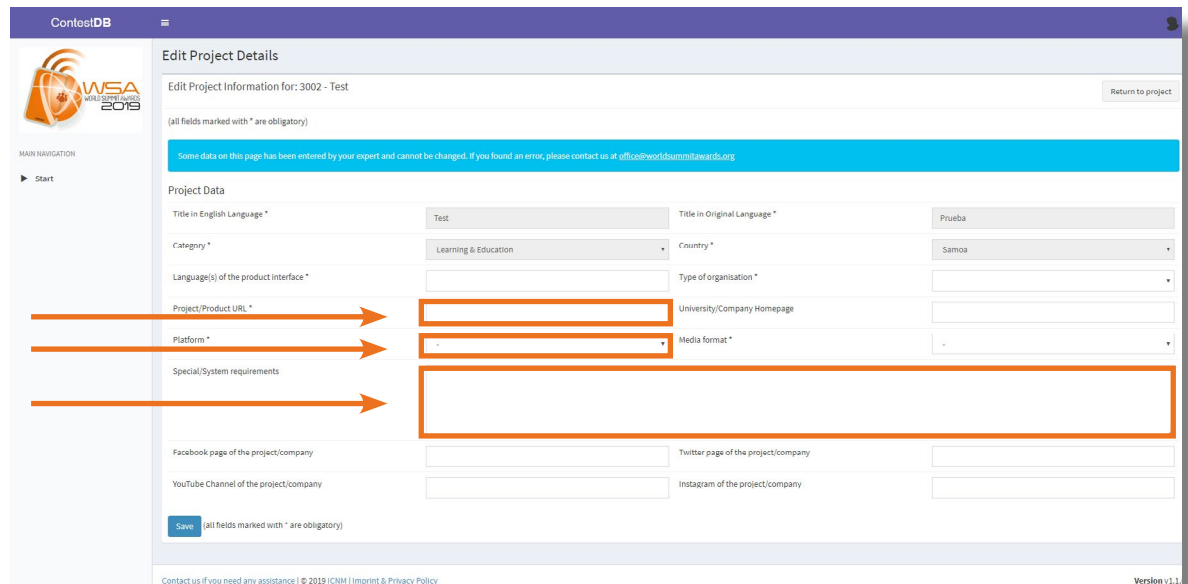
6: Project data (2/2)

(all fields marked with * are obligatory)

On this 2/2 step of the project data, you can provide more detailed technical information.

- Language of the interface *
- Type of organization *
- Product URL * (please make sure the URL is active and fully functional)
- University/Company homepage
- Platform *
- Media format *

Please use the field “Special requirements” if you need to make clarifications on any of the above fields.

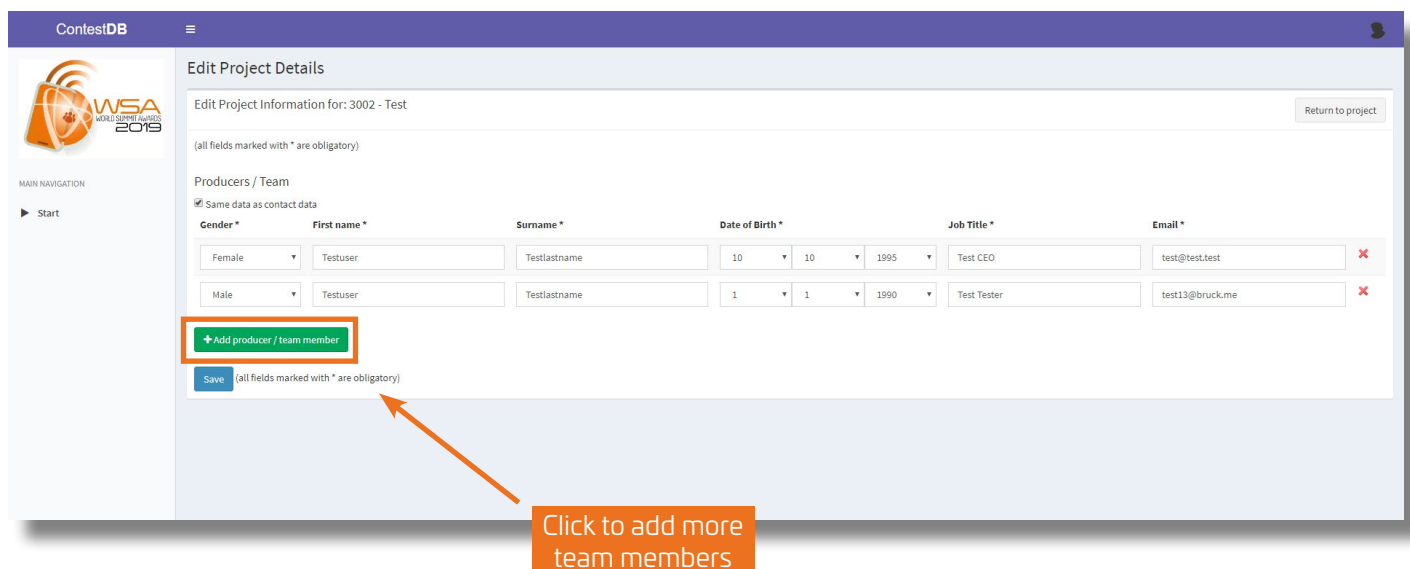


7: Team data

(all fields marked with * are obligatory)

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 it's working and have an important role in the project: Co-Producers, designers, developers, marketing, founders, CEO...



8: Project information

Please complete all the fields with all **relevant details** of your product. Please be **precise** and **on the point**. Focus on how your product is unique, which issue it addresses 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 that are not really relevant.

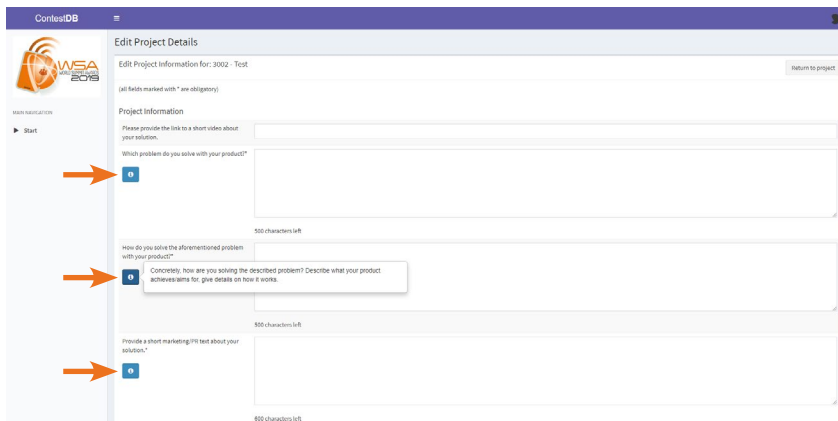
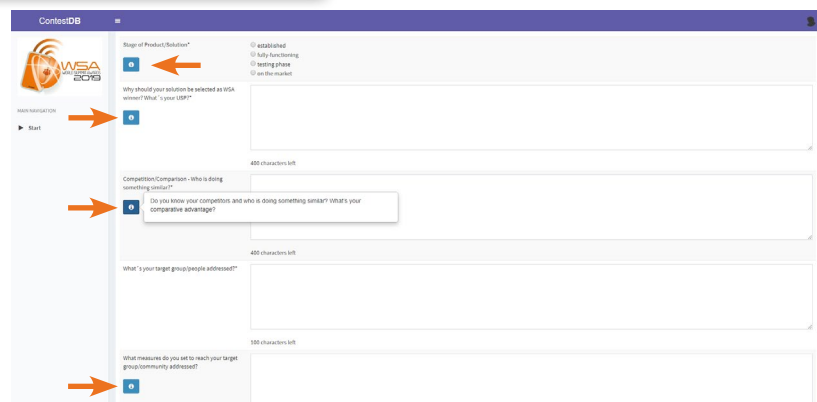
Fields to complete

(all fields marked with * are obligatory)

- Please provide the link to a short video about your solution.
- Which problem do you solve with your product? *
- How do you solve the problem with your product? *
- Provide a short marketing/PR text about your solution. *
- Stage of Product/Solution *
- Why should your solution be selected as WSA winner? What's your USP? *
- Competition/Comparison - Who is doing something similar? *
- What's your target group/people addressed? *
- What measures do you set to reach your target group/community addressed?
- Tell us more about your team! *
- When was your company/organisation founded? *
- Metrics of achievement.
- Tell us more about the local context of your solution. *
- Which key technologies are you using? *
- Sustainability/ Business Model. *
- Please share some information if and how the jury members can test your solution.
- Has your product already won other awards or recognitions?
- What's next? What are your next plans and steps?

***Please note there is a limitation of characters on each field

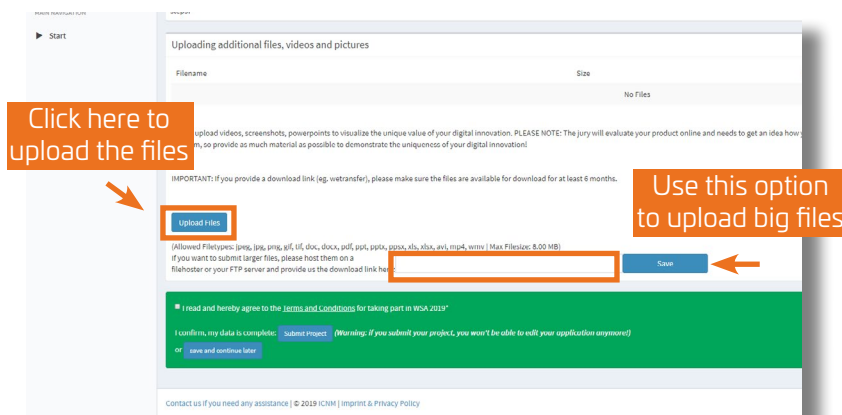
You can find clarifications to each field clicking on , please also find the WSA submission guide here: <https://www.worldsummitawards.org/wsa-awards/contest/submission-guide/>

You can complete the product information uploading files (screenshots, presentations, etc.) to visualize the unique value of your digital innovation.

WSA highly recommends to produce/upload/link a short video to demonstrate the look & feel of your app, and the uniqueness of it.

PLEASE NOTE the WSA Jury will evaluate your product online and needs to get an idea how your product works and looks. Please make sure to demonstrate the uniqueness of your digital innovation!



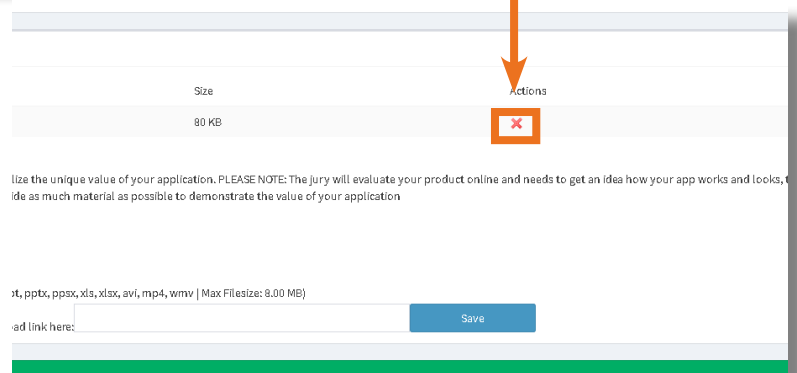
Click here to upload the files

Use this option to upload big files

IMPORTANT:

If you provide a download link (eg. WeTransfer), please make sure the files are available for download for at least 6 months.

If you want to delete a file click the red cross

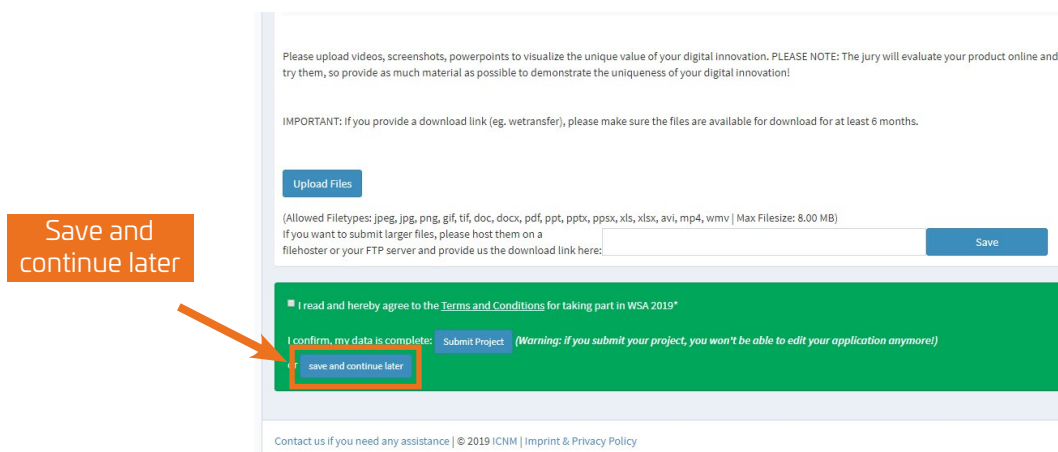


Filename	Size	Actions
	80 KB	

9: Check your application

Double check your application and that you have completed all the fields with the correct data.

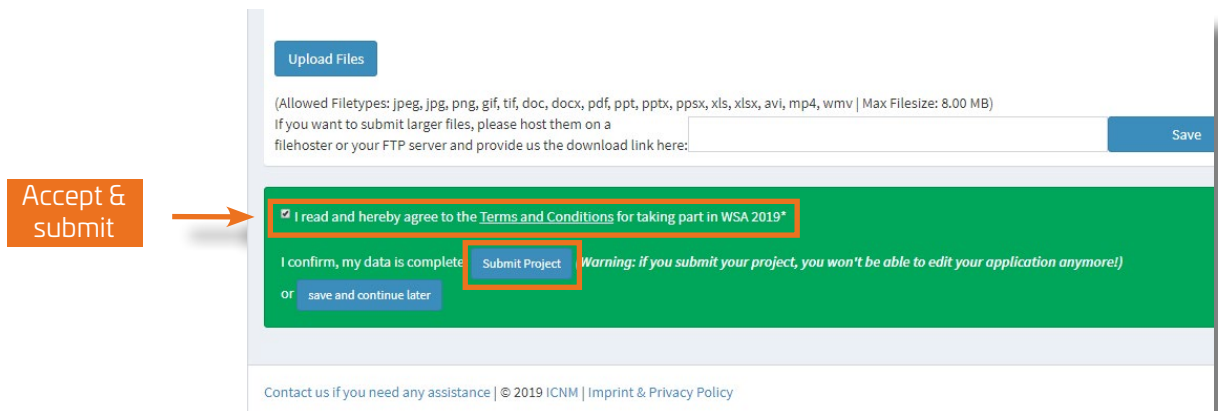
PLEASE NOTE you can save and continue later, and then complete or edit your application as many times as you want.



Save and continue later

10: Agree to Terms & Conditions and submit your application

Before submit your application, you have to **confirm** that you understand and **agree** with the Terms and Conditions of WSA 2019.



11: Confirmation and return to the main page of the database



PLEASE NOTE you will receive an email once WSA office has approved your application as complete.

Only projects submitted will be considered for the WSA.

GOOD LUCK!

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

office@worldsummitawards.org

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Your WSA TEAM!