To apply for WSA 2020 in your country, you have to fill your application on the WSA database and National Contest tool.

This manual will provide you with a complete guide to submit your application.

**PLEASE NOTE** if you have been nominated by your WSA national expert, you do not need to register separately. Please continue reading the manual from “Step 7”.

The final 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/](https://www.worldsummitawards.org/network/experts/national-experts/).

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 you experience problems submitting your application, please get in touch with WSA office: office@worldsummitawards.org

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.

To apply for your country's national WSA pre-selection, please use the link in the mail to get to the WSA National Call webpage.

1: Select your country

![Select your country](image-url)
2: Register

After you selected your country, you are redirected to your countries “National registration page”.

Click on the orange button “Register”.

3: Complete the registration form

**PLEASE NOTE,** by default, this email address will be used for all further communication through WSA office. Please make sure it is an active and a regularly checked email address. Once the data is correct click “Submit”.

After submitting, you will see the confirmation of the registration.

Please check your email for further instructions.
4: Check your email account

As soon as you register your product (or your national expert registered your product entry on the WSA database), you will receive an email with your login data for the WSA database.

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) 2020: Your login data

Thank you for...
...

Login page: https://db.icnm.net/Signup/WSA/2020/(your country)
Your Username: test@test.org
Your Password: - as chosen by you -

Kind regards,
Your WSA Team

5: Sign in

Go to: https://db.icnm.net/Signup/WSA/2020/(your country).

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

6: Complete the form with your personal data

Please double check your email address or the email address provided by your national expert.

WSA Office will use the email address provided for all further communications, please make sure to provide an active and a regularly checked email address.

***Please make sure to edit it if WSA should contact you using a different email address

Save your profile here and continue
7: Register your product for this competition or click on the product entry created by your expert!

**PLEASE NOTE**
If your national expert has already created the entry for your product, it should be listed here.

Click on it to edit it!

8: Project data (1/2)

**PLEASE NOTE** the category & title 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!

9: Contact data

Please click “Same data as registration data” to avoid mistakes if the registered data and your contact details are the same.
10: Project data (2/2)

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

- Language of the product interface *
- Type of organization *
- Product URL * (please make sure is active and fully functional)

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

11: Team data

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...
12: Project information

Please complete all the fields with all the 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 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

**Fields to complete**

- 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. *
- When was the market introduction of your solution (year)?*
- 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 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 / success.
- Tell us some impact numbers, users / downloads, etc
- Tell us more about the local context of your solution. *
- Which key technologies are you using? *
- Is your technical solution open source?*
- Resilience/ Business Model. *
- Sustainability and Diversity! What is your contribution in terms of sustainability - climate change and diversity.
- 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/](https://www.worldsummitawards.org/wsa-awards/contest/submission-guide/)
You can complete the project information uploading files (screenshots, presentations, etc.) to have a main overview about the unique value of your digital innovation.

WSA 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 WSA Jury will evaluate your product online and needs to get an idea how your project works and looks. They won’t download applications etc. in the first round to try them, so provide as much material as possible to demonstrate the uniqueness of your digital innovation!

**IMPORTANT:**
If you provide a download link (e.g. WeTransfer), please make sure the files are available for download for at least 6 months.

**13:** Check your application

Double check your application and 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, and then complete or edit 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.

**Save and continue later**
14: Agree to Terms & Conditions and submit your application

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

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

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

Once you submit your application, you will see the confirmation of participation in WSA 2020 and you have the option to return to the WSA database home page.

Please note you will receive an email, once WSA office has approved your application as complete.

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

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

DON’T MISS WSA...

and share with the world that you’re taking part!

www.worldsummitawards.org

Your WSA TEAM!