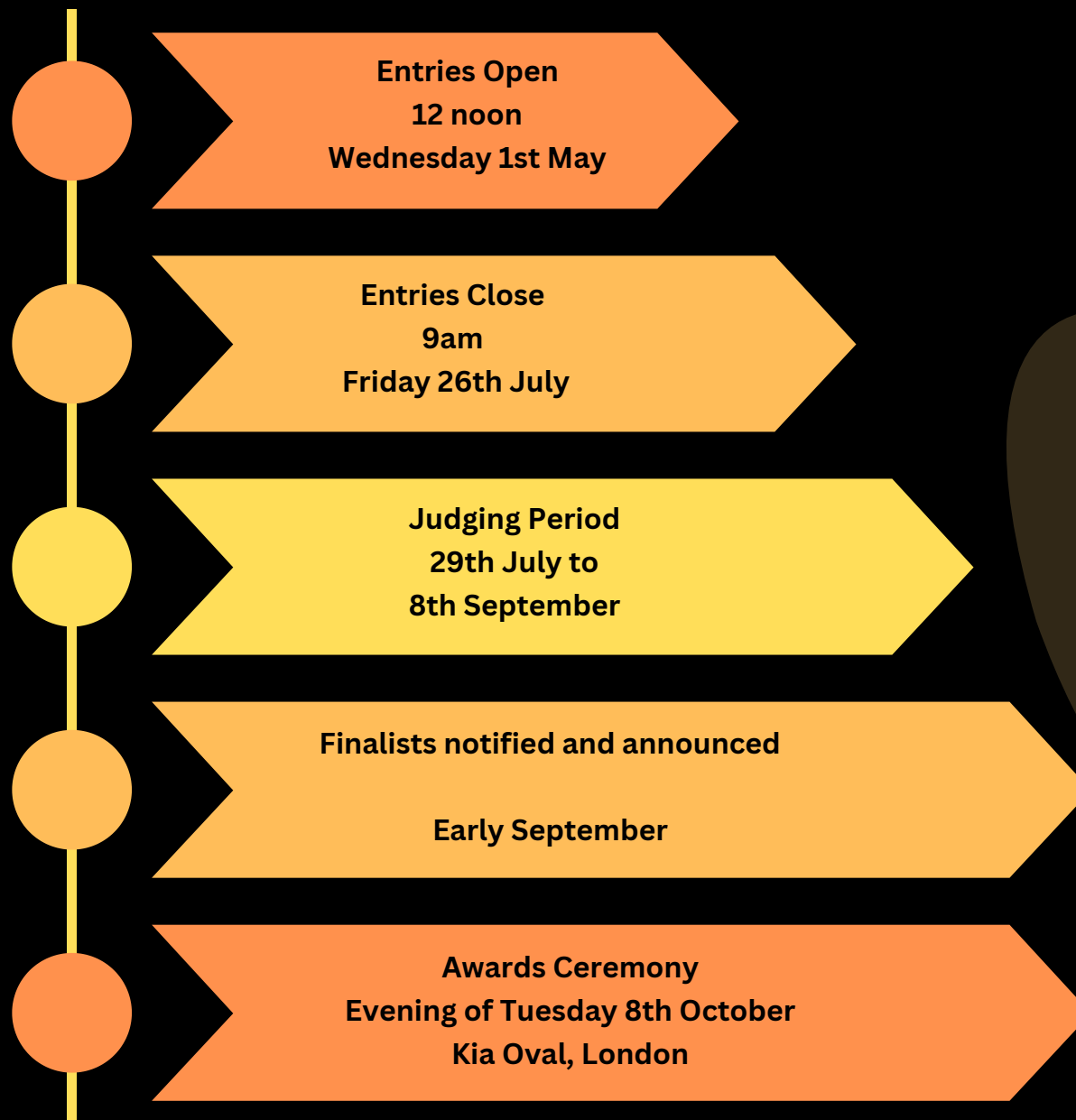




Entry Guide

TIMELINE



ENTRY CHECKLIST

- Select your category / categories**
- Check the full entry terms and tips**
- Read the category description, what the judges are looking for, each of the questions and specific criteria carefully**
- Gather your supporting evidence (documents, weblinks, images)**
- Write your answers in a separate document and check the word counts (each question is limited to a 300-word answer)**
- Write your 200-word summary and select a hero image or logo (max 2MB and sized 350 x 350)**
- Complete your submission in the online entry system**
- Upload supporting information (remember documents have a 10MB limit and website links need to be full links e.g. <https://awards.sportpositivesummit.com/>)**
- Submit your entry/entries and follow the link to the payment page to pay for your entry/entries, you can pay for upto four entries in one go**

GOOD LUCK!

TOP TIPS

- **Plan ahead and leave enough time to write your entry and gain the necessary approvals/sign-offs**
- **Get help with gathering the best supporting information that backs-up your entry**
- **Answer the questions fully covering all the criteria points and lead with the most important and impactful information**
- **Keep asking yourself ‘How is what we are doing/I am doing driving real change?’**
- **Put yourself in the judges shoes, make information easy to understand and share your passion**
- **Ask someone else to proofread before you submit**
- **You can start and save an entry to submit later, don’t forget to upload supporting information just before you submit**



NEED SUPPORT?

CONTACT THE TEAM

INFO@SPORTPOSITIVESUMMIT.COM