

## Using the Online Awards Entry System – Instructions for Members

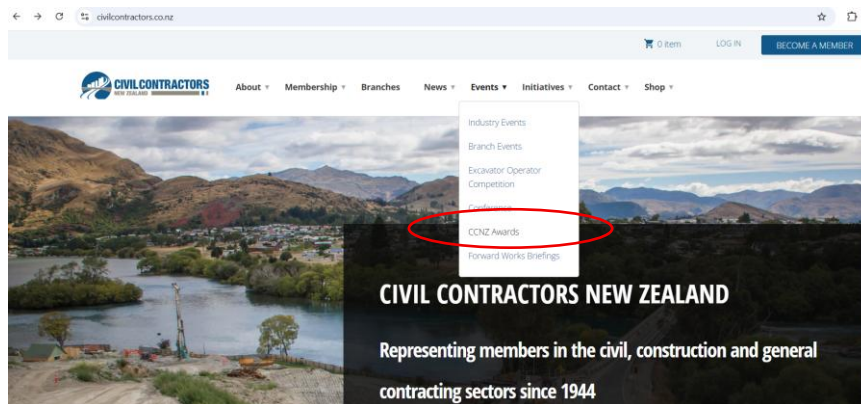
### 1. Go to the Online Award Entry System

- Go to (<http://www.ccnzhyndsconstructionawards.co.nz>)

You can enter via the Home page, the Awards page, or specific Awards Categories (these will redirect you to the Auckland CCNZ Hynds Construction Awards page on the Civil Contractors New Zealand website).



- Or go to [www.civilcontractors.co.nz](http://www.civilcontractors.co.nz)  
Hover over the 'Events' tab, Select 'CCNZ Awards'



- Select the **Auckland CCNZ Hynds Construction Awards 2026** image to find out more (see below)

### CCNZ National & Branch Awards

Below are the rounds of the regional and national CCNZ Awards that are currently open. Select the awards programme you wish to enter. Good luck to all!

Any CCNZ member may enter the CCNZ National Awards, which will be held at this year's Civil Contractors Conference in Wellington on 14 August.

Read about the 2025 national award winners in this year's Awards Book click to download >>



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### 2. Enter an Award Category

There are 12 award categories available for entry. You can enter more than one award category. The award categories that are available to enter will be shown on screen (see an example below).

2026 Auckland CCNZ Hynds Construction Awards

Entrants must be **Contractor** members of Civil Contractors New Zealand.

Please scroll down and click on the award category below to enter, you will need to register/login to proceed with the award, if you have any difficulties please contact Kimora at [aucklandevents@civilcontractors.co.nz](mailto:aucklandevents@civilcontractors.co.nz)



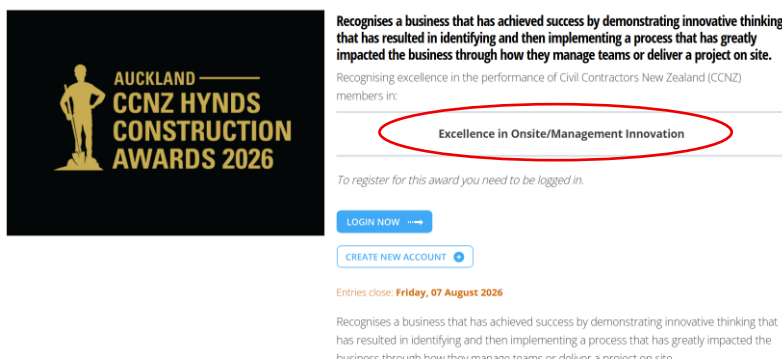
You can click on each Award Category image to find out:

- Description of the Award Category
- Entry Closing Date
- Terms and Conditions which define the entry conditions including eligibility, clarifications, judging and awards process
- Award Application Questions (showing all the questions for the Award Category that you have selected)

This information is also available on the Auckland CCNZ Hynds Construction Awards website (<http://www.ccnzhynsconstructionawards.co.nz>).

### Steps to enter an Award Category

- Click on the Award Category image (as per above) to select the Award Category that you wish to enter.
  - A screen similar to the below will appear. The Award Category you have selected is shown.



- To register you will need to be logged in to the Civil Contractors New Zealand website. Click either **'Login Now'** or **'Create New Account'** button.
  - If you are having difficulties, it is most likely because you are not linked to a member company within our system, please contact Nicola who will resolve this for you ([nicola@civilcontractors.co.nz](mailto:nicola@civilcontractors.co.nz) or 027 248 8972).
  - If you have forgotten your password, click the **'Forgot your password'** link to be emailed a prompt to reset your password.
  - When you are logged in, a screen similar to the below will appear

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### Excellence in Onsite/Management Innovation



Recognises a business that has achieved success by demonstrating innovative thinking that has resulted in identifying and then implementing a process that has greatly impacted the business through how they manage teams or deliver a project on site.

Recognising excellence in the performance of Civil Contractors New Zealand (CCNZ) members in:

#### Excellence in Onsite/Management Innovation

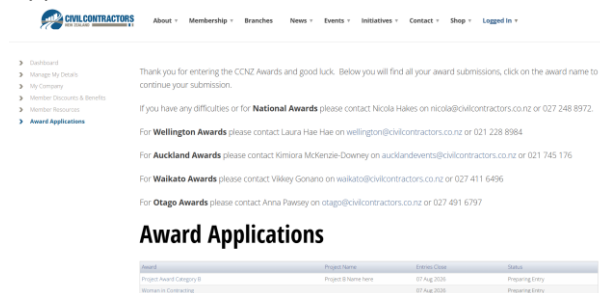
Register

\$100.00 Standard Price

Entries close: **Friday, 07 August 2026**

Recognises a business that has achieved success by demonstrating innovative thinking that has resulted in identifying and then implementing a process that has greatly impacted the

- Click the **'Register'** button.
  - You will then be taken to the CCNZ members only area, showing your Award Application/s and status.



### 3. Complete the Entry Submission

Refer to the Auckland CCNZ Hynds Construction Awards website (<http://www.ccnzhyndsconstructionawards.co.nz>) for a full list of all information that is required for each submission including application information, questions, and supporting images / files.

- Select the award category that you have just registered for (from Award Applications dashboard) and begin the entry submission. It will look similar to the below:

### Excellence in Onsite/Management Innovation

Ensure you complete all sections on all tabs below before you submit your applications.  
Applications cannot be modified after submission.  
For ease of submission, we recommend composing your answers in a word document and pasting the text into the answer boxes below.  
You can save and exit at any time, your progress will be saved if you press the 'save' button on each question.

Submit Application

Withdraw Application

Application Evidence Images Q1 Q2 Q3 Q4 Q5

#### Your Details

Company Name: Branch - Auckland

Contact Person: Kimiora McKenzie-Downey

Email: aucklandevents@civilcontractors.co.nz

Phone: 64 (NZL) 021 745176

#### Nominee Details

Provide the company details you wish to nominate for this award

- Enter the information required in the **'Application'** tab and click **'Save'** when complete.
- Complete the remaining sections of the Entry Submission (in any order). Click **'Save'** to save

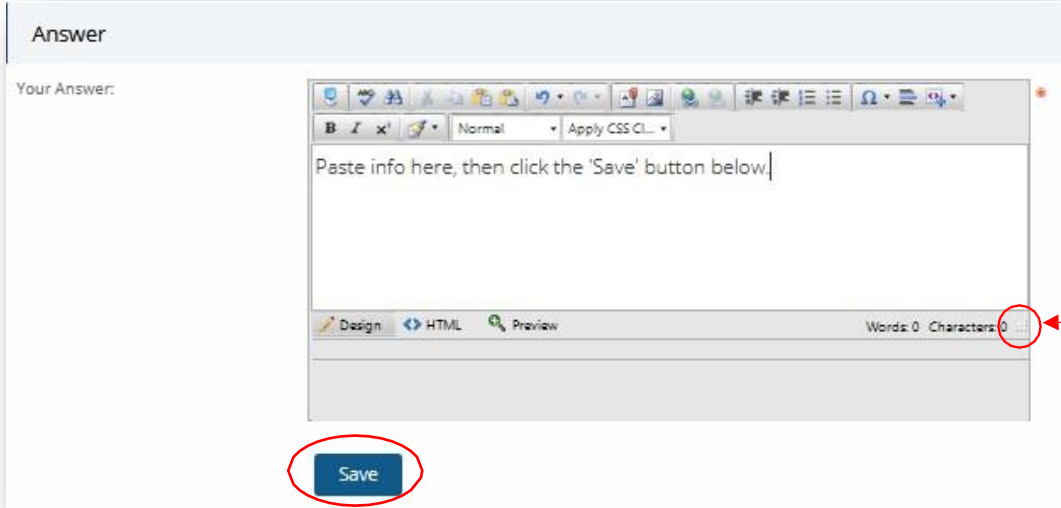
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your work as you go.

- **‘Evidence’** tab: this is where you upload additional files that are required for the submission. Depending on the entry this will be a reference from a nominator (for People Awards), other supporting information, or links to videos.
- **‘Images’** tab: this is where you upload photo images required for the submission. Depending on the entry this will include photos of the nominee (for People awards), company logo, and images to support the Project / Innovation entry.
- **‘Q1’, ‘Q2’, etc.** tabs: this is where you answer the questions relevant to the Award Category that you have entered.

### Tips for completing the entry submission

- For ease of answering the questions, we would recommend creating a word document and pasting the info into the applicable answer box. No formatting from your word document will be carried over once you have pasted the info into the awards text box, you will need to reformat the text.
- You can expand the text answer box by clicking on the small dots next to ‘Characters’ and dragging the box bigger to suit your needs (see below).



### Evidence – Uploading Files

- Only one file can be uploaded.
- Allowed Extensions: DOC, DOCX, JPEG, JPG, PDF, TXT, XLS, XLSX, ZIP
- Max File Size: 4MB
- Documents can be combined as a PDF and uploaded

### Images

- Allowed Extensions: JPEG, JPG, GIF, PNG
- Max File Size: single photo is 8MB, total 20MB
- Max 10 images
- Ensure that file names do not contain any special characters (such as ! @, #, %, &, \$ \*). File names should use the standard alphabet and numerical digits only.

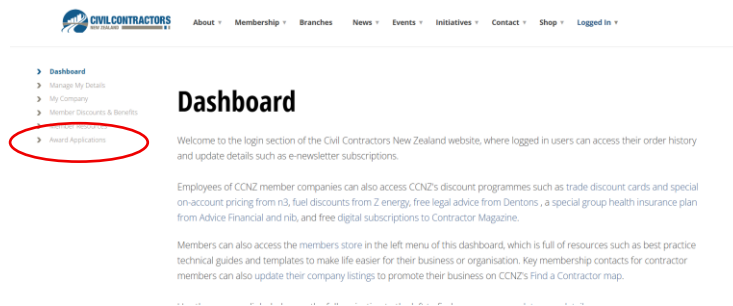
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### 4. Save the Entry Submission

- You can save and close your award entry at any time, simply click the **'Save'** button at the bottom of each question that you have answered once you have entered the information into it and your progress will be saved.

#### To access saved award entries

- Log back into the CCNZ member portal by going to [www.civilcontractors.co.nz](http://www.civilcontractors.co.nz) and clicking **'Registered users login'** (top right hand side of the screen), or if your name is visible you are already logged in
- Click on your name to be taken to the member's dashboard
- Click **'Award Applications'** (left hand navigation) as shown below:



### 5. Submit the Award Entry

- When you are ready to submit your entry click the **'Submit Application'** button found on the top right-hand side of the screen.

## Excellence in Onsite/Management Innovation

Ensure you complete all sections on all tabs below before you submit your applications.  
Applications cannot be modified after submission.

For ease of submission, we recommend composing your answers in a word document and pasting the text into the answer boxes below.  
You can save and exit at any time, your progress will be saved if you press the 'save' button on each question.

Application

Evidence

Images

Q1

Q2

Q3

Q4

Q5

Award Application Question

Question Heading:

5. Select one question from the attached list and explain it in the context of your innovation.

Question Description:

Select a question from this list: Innovation Awards Questions.pdf

Submit Application

Withdraw Application

- Message below will appear, click the **'OK'** button.

civilcontractors.co.nz says

Thank you for your entry submission and good luck. You will now be redirected to the payment page.

OK Cancel

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### 6. Payment

Once you click the 'ok' button on the screen above you will be taken to the payment screen (if there is an entry fee payable for the Award Category).

- Select if a person is paying or the company
- Enter your Purchase order number if you have one
- Click '**Continue to Payment**'
- In 'Order Summary and Payment', preview your order and billing details
- Under 'Payment', select your payment method. You can choose to pay online by credit card or 'In Account' which will email you an invoice.

*If you need any help, please contact Nicola on [nicola@civilcontractors.co.nz](mailto:nicola@civilcontractors.co.nz) or 027 248 8972*

### 7. Contacts

- For assistance / questions related to using the **online entry system or payments** please contact Nicola on [nicola@civilcontractors.co.nz](mailto:nicola@civilcontractors.co.nz) or 027 248 8972
- For assistance / questions related **specifically to the Auckland CCNZ Hynds Construction Awards** (e.g. dates, clarification of eligibility, questions, terms & conditions etc.) please contact Kimiora on [aucklandevents@civilcontractors.co.nz](mailto:aucklandevents@civilcontractors.co.nz) or 021 745 176