

# CCNZ Otago Awards – help sheet

## Award Category Registration

1. Go to [www.civilcontractors.co.nz](http://www.civilcontractors.co.nz)
2. Click on Events (top navigation bar), then select CCNZ Awards.
3. Click on Canterbury Westland Awards tile – this will take you to the landing page for all the Canterbury Westland award categories.
4. Click the category that you would like to enter, scroll down to click the Register button, then click OK.
5. If you can't see the Register button, you will be prompted to log in or create an account to begin your entry process. If you have any difficulties, please don't hesitate in contacting Anna (CCNZ Otago Branch Chair) on [otagochair@civilcontractors.co.nz](mailto:otagochair@civilcontractors.co.nz). Your account must be associated with a member company to be able to progress further.
6. Once you have clicked Register button and OK you will be redirected to your membership portal showing the awards that you have entered.
7. Click the award entry name that you wish to progress with:

LOGIN NOW →

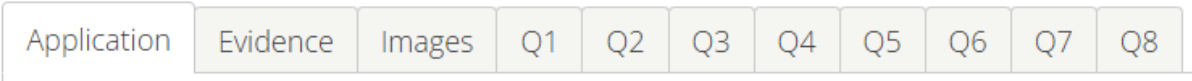
CREATE NEW ACCOUNT +

Register

## Award Applications

Award	Project Name	Entries Close	Status
Category A - Canterbury Awards 2025		29 Aug 2025	Preparing Entry

### Project Details

1. **Application tab:** please completed all the fields on this first tab which relates to the applicant information, the project information and who the judges should contact for a site visit. Then click Save button.
  - a. Once you have completed this first step, you will notice that all the other tabs are now available to start entering your information.
  - b. You can save and exit at any time; your progress will be saved if you press the 'save' button on each question.
2. **Evidence tab:** Please upload the below and click Save button at any time to save and or continue to the next step.
  - Certificate of practical completion
  - Evidence of client satisfaction
  - Evidence of customer satisfaction
    - i. Click the Browse button to navigate to your document/s on your computer to upload them.

ii. Allowed Extensions: DOC, DOCX, PDF, ZIP, XLS, XLSX, TXT, JPG, JPEG; Max File Size: 8MB

- Provide video links (optional)

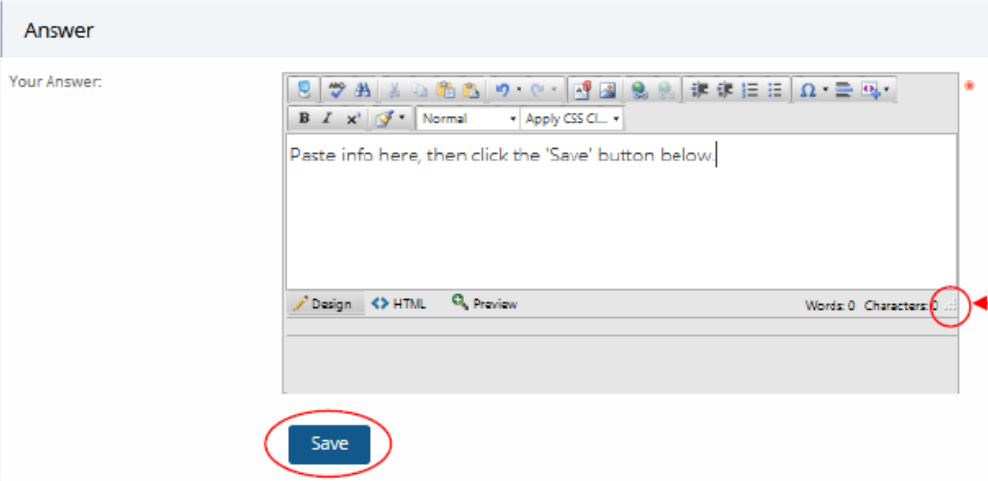
3. **Images tab:** Please upload at **least 5 high resolution images** to support your entry, these images are used to populate the awards presentation at the dinner. Click Save button at any time to save and or continue to the next step.

- File Desc: add in a very short title for the photo
- Click the Browse button to navigate to your photo saved on your computer
- Ensure that there are no special characters when naming imagery or diagrams for upload
- Allowed Extensions: JPEG, JPG, GIF, PNG
- Max File Size: 8MB

2. **Q1 to Q8 tabs:** Please add in the information requested on these 8 tabs, keep your answers straight to the point and mention anything of great importance such new initiatives/ideas etc...

If you find it easier you may compose your answers in a word document and past the text into the answer boxes for Q1 to Q8.

The Answer text box can be made larger by hovering over the right-bottom corner and dragging the box to a size that is better for you.



The screenshot shows a web form titled "Answer" with a text area for "Your Answer:". The text area is styled as a rich text editor with a toolbar at the top containing icons for bold, italic, underline, and other text formatting options. Below the toolbar, the text "Paste info here, then click the 'Save' button below" is visible. At the bottom of the text area, there is a status bar with "Design", "HTML", and "Preview" tabs, and a word/character count showing "Words: 0 Characters: 0". A red circle highlights the bottom-right corner of the text area, and a red arrow points to it with the text "Click here to expand the answer box". Below the text area, a blue "Save" button is highlighted with a red circle.

If you have saved your progress and wish to continue, log back into the CCNZ members portal and click on Award Applications on the lefthand navigation bar.

Click Submit Application button when your submission is ready to be submitted.

[Submit Application](#)

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