



## CCNZ Online Award Submission

To enter a CCNZ Awards programme, go to [www.civilcontractors.co.nz](http://www.civilcontractors.co.nz) and hover over the Events tab and select CCNZ Awards.

Select National or Branch awards to find out more and select the category and subcategory you wish to enter by clicking on the award image.

### Award category selection

Once you have selected which category to enter, scroll down to find out more info such as:

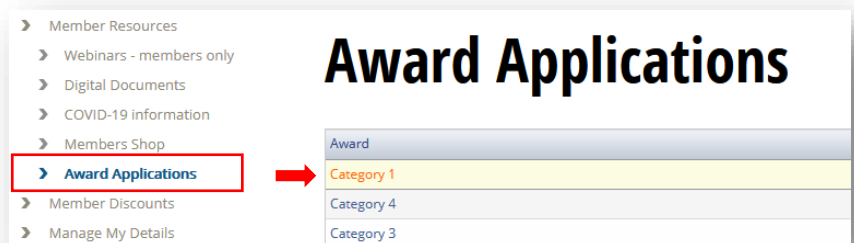
- Closing date
- Entry fee (if any)
- Key dates
- Eligibility
- Questions, showing all the questions for the award you have clicked on

To register you will need to be logged in – 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 Eve who will sort this out promptly for you, [eve@civilcontractors.co.nz](mailto:eve@civilcontractors.co.nz) or 021 906 481.

- If you have forgotten your password, simply click the ‘Forgot your password’ link to be emailed a prompt to reset your password.

Once logged in, click the ‘Register’ button.

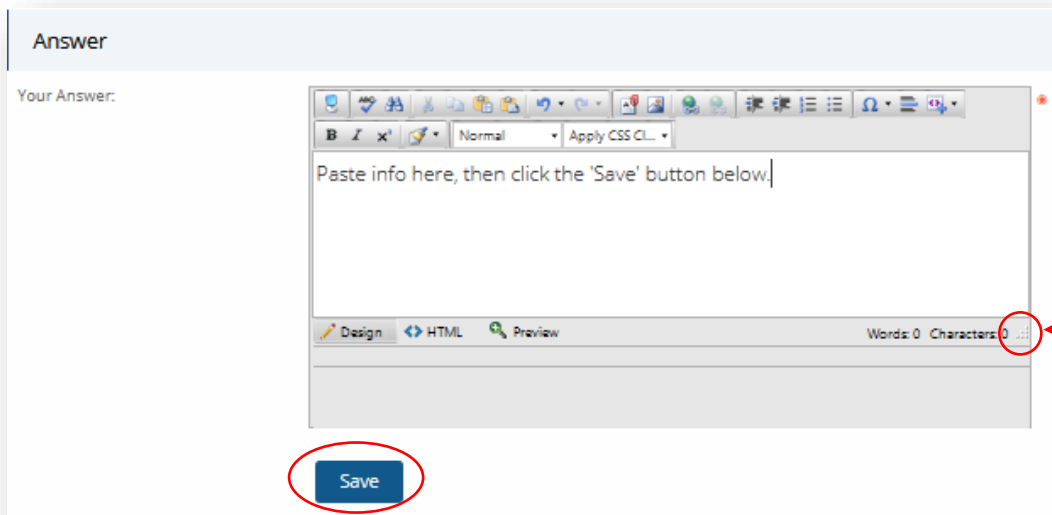
- You will then be taken to the CCNZ members only area, showing your Award Application/s and status.
- Select the category that you have just registered for and begin the entry submission.



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 info 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, simply click on your name to be taken to the member’s dashboard, then click Member Resources (left hand navigation) and then Award Applications, as shown above.

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.



Click here to expand the answer box

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.

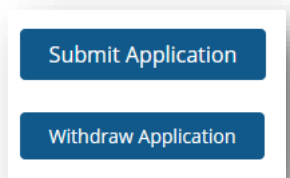
## Images

You can upload up to 5 images that relate to the particular question, to help the judges, ensure you add a title and a description to each image you upload. Click the 'Upload' button.

Your image will be displayed below the image upload box.

## Award submission

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



## Payment

Click 'Continue' to go the billing page where you can select if a person is paying or the company.

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 have a purchase order to be added to your invoice, please email [eve@civilcontractors.co.nz](mailto:eve@civilcontractors.co.nz) with your PO to be added to your invoice.

*If you need any help, please contact Eve on [eve@civilcontractors.co.nz](mailto:eve@civilcontractors.co.nz) or 021 906 481.*