



# Map to your destination

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A step-by-step guide to submitting your NZSEA entry

# Welcome

We're excited to hear what you've been up to using geospatial technology.

The New Zealand Spatial Excellence Awards (NZSEA) uses the Asia-Pacific Spatial Excellence Awards' (APSEA) entry system. This enables the NZSEA to automatically enter winners into the regional awards.

To enter go to: [www.nzsea.org/enter](http://www.nzsea.org/enter) then click **Enter now** and follow the steps in this booklet.



**Log in**



**Start your  
entry**



**Details**



**Criteria**



**Attachments**



**Team**



**Submit**

**Important!** Remember to include the discount code: **APSEANZ** in the 'Cart' screen to make sure your entry is free.

If you have any questions or encounter any problems, please contact [team@nzsea.org](mailto:team@nzsea.org)

# 1

## Log in

If you have entered the NZSEA before

There are two methods to log in to the entry system for **existing users**.

1. Enter your username (Email or mobile) and password in the 'Log in' section and click **Log in**

**Note.** Mobile number must be in an international format, e.g. +6421... and must not contain any spaces.

If you have forgotten your password you can click "Reset password" underneath the "Log in" button and follow the on-screen prompts.

2. Log in with your Google, Facebook or Twitter account. Click the button beneath the 'Log in' section and follow the on-screen prompts.

You must use the log in method you specified when you registered.

# 1

## Log in

If you're entering the NZSEA for the first time

There are two methods for **new users** to register in the entry system.

1. Complete the details in the 'Register' section, including:

<b>First name</b>	Given Name
<b>Last name</b>	Surname
<b>Email</b>	name@company.nz
<b>Password</b>	*****
<b>Confirm Password</b>	*****

- Click to agree to Privacy policy, cookie policy and terms of service.
- Click to agree to receive communication from the Asia-Pacific Spatial Excellence Awards.  
You can withdraw this consent at any time.

2. Register with you Google, Facebook or Twitter account. Click the button beneath the 'Register' section and follow the on-screen prompts.

# 2

## Start your entry

Once you have logged in, under the heading 'My entries' click **Start new entry**

There are four tabs that you will go through in turn:

Details

Criteria

Attachments

Team

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# Details

If you're entering the NZSEA **organisational** categories

**Region:** Select

**Category:** Select

Another drop-down list will appear underneath. Select one of the following:

Award for Export

Award for Innovation and Commercialisation

Award for People and Community

Award for Spatial Enablement

Award for Technical Excellence

**Nominee/Company name:** Enter

**Important!** This will be the name on trophies and certificates.

**Project name:** Enter

Click **Save + next**

## 3

# Details

If you're entering the NZSEA **individual** categories

**Region:** Select

**Category:** Select

Another drop-down list will appear underneath. Select one of the following:

- Postgraduate Student Award
- Professional of the Year Award
- Undergraduate Student Award
- Women's Leadership Award
- Young Professional of the Year Award

**Nominee/Company name:** Enter

**Important!** This will be the name on trophies and certificates.

**Who are you nominating?** Select

**Is the nominee a SSSI member?** Select

**Note.** This field is for Australian entrants.

**Nominee's email address:** Enter

Click **Save + next**

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# Criteria

Refer to the templates for each award category to complete this section (linked below).

Organisational categories	Individual categories
<a href="#"><u>Award for Environment and Sustainability</u></a>	<a href="#"><u>Educational Development Award</u></a>
<a href="#"><u>Award for Export</u></a>	<a href="#"><u>Postgraduate Student Award</u></a>
<a href="#"><u>Award for Innovation and Commercialisation</u></a>	<a href="#"><u>Professional of the Year Award</u></a>
<a href="#"><u>Award for People and Community</u></a>	<a href="#"><u>Undergraduate Student Award</u></a>
<a href="#"><u>Award for Spatial Enablement</u></a>	<a href="#"><u>Women's Leadership Award</u></a>
<a href="#"><u>Award for Technical Excellence</u></a>	<a href="#"><u>Young Professional of the Year Award</u></a>

Click **Save + next**



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# Attachments

Please upload three photos relevant to the submission - in landscape format.

Provide a photo of the nominee (if available). Please ensure each of the images are at least 1MB in size or at least 300dpi and labelled appropriately.

Click the buttons to:

**Add attachments**

**Add link or video**

Click **Save + next**



# Team

Please credit all members of the team that contributed to your entry. Please be sure to spell names and titles correctly. You may also use this space to credit any contributing organisations.

Click **Add contributor** for each person or organisation you want to add.

Enter the following information (all fields are optional):

**Name**

**Company name**

**Email**

**To save and come back to your entry and to allow for peer review**

Click **Save + next**

**When you're ready to submit the entry**

Click **Submit entry** and you will be directed to the 'Cart' screen.

# 7

## Submit

Entering the NZSEA awards is free for everyone. **You must enter the discount code.**

In the 'Cart' screen, do the following:

Click **Apply discount code**

Enter

Then click **Update cart**

This makes sure your entry is free.

In the 'Entry fee' section, pick:

Nominee is NOT a SIBA or SSSI Member

Leave the billing address blank

Click **Process for free**

This will submit your entry. You can now log out or close the window.

**Note.** These fields are for Australian entrants.



The New Zealand Spatial Excellence Awards are proudly organised by our foundation partners.

