

# Make UK Manufacturing Awards

## ONLINE PORTAL HELP SHEET

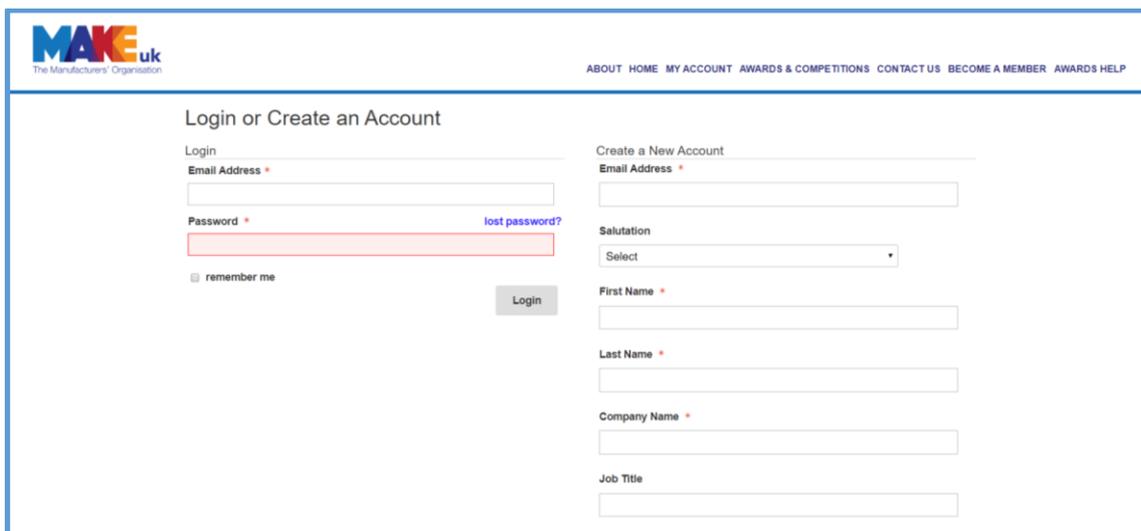
### LOGIN PAGE

Before you start using the system you will need to create an account. **Please note, this is a separate login to the Make UK Member login details on the main website.**

If you entered the awards between 2017 - 2021 you will already have an existing account and can simply log on.

Can't remember your password? Click forgot password and an email will be sent to you.

Please ensure your contact details and especially your email address is correct as this is our way of contacting you regarding your entry.



The screenshot shows the 'Login or Create an Account' page. On the left, under 'Login', there are fields for 'Email Address' and 'Password', a 'remember me' checkbox, and a 'Login' button. A 'lost password?' link is next to the password field. On the right, under 'Create a New Account', there are fields for 'Email Address', 'Salutation' (a dropdown menu), 'First Name', 'Last Name', 'Company Name', and 'Job Title'. The top navigation bar includes links for 'ABOUT', 'HOME', 'MY ACCOUNT', 'AWARDS & COMPETITIONS', 'CONTACT US', 'BECOME A MEMBER', and 'AWARDS HELP'.

# ENTRY HOME PAGE

This is where you can start your first entry. Select the category you wish to enter from the drop down menu.

Your category description and entry guidance will appear. Please ensure you click through to your entry guidance and use this to assist you in completing your entry.

The left hand navigation allows you to move within the entry portal.

The screenshot shows the 'Make UK Manufacturing Awards' entry portal. At the top left is the 'MAKEuk' logo with the tagline 'The Manufacturers' Organisation'. To the right is a navigation menu with links: 'ABOUT', 'HOME', 'MY ACCOUNT', 'AWARDS & COMPETITIONS', 'CONTACT US', 'BECOME A MEMBER', and 'AWARDS HELP'. Below the logo is a 'Welcome Grace Millar' sidebar with a list of navigation options: Home, My Entries, In Progress (1), Expired (0), My Judging Assignments, Judge Team Manager Panel, My Profile, Change Password, Admin Panel, and Log Out. The main content area has a breadcrumb trail: 'Home / My Entries / Entry'. The title is 'Make UK Manufacturing Awards'. Below the title is a breadcrumb trail for the entry process: 'Category → Entry Information → Contact Information → Question 1: What did you set out to do and why? → Question 2: Project in Action → Question 3: Objectives and Results → Apprentice Educational Information → Supporting Documents'. A 'Category' dropdown menu is set to 'Business Growth and Strategy'. Below this is the 'Category Description' which states: 'This award has been developed to recognise the most dynamic business growth based on an actively managed and consistently delivered growth strategy. This could include business expansion, product diversification or the implementation of a new international trade strategy.' Underneath is a section titled 'Examples include:' followed by a bulleted list: 'Demonstrated market share growth in a new industry segment or overseas market', 'Investment made in technology/factory/staff to support industry beating growth objectives', 'Developed new products/service which led to significant business secured from new customers', and 'Overcame challenges to enter new markets locally or globally'.

Clicking "Save and Next" allows you to move to the next questions. You can also use the top menu to navigate back and forth through the form

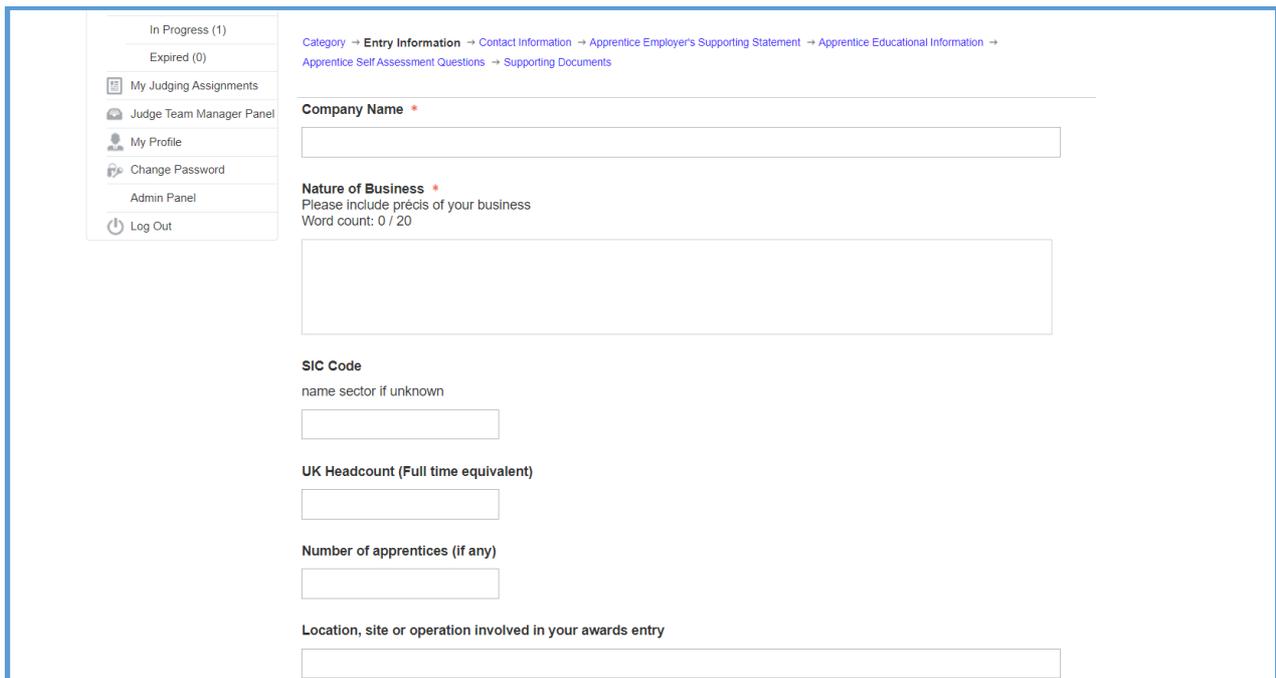
The screenshot shows a breadcrumb trail for the entry process, enclosed in a blue border. The text reads: 'Category → Entry Information → Contact Information → Question 1: What did you set out to do and why? → Question 2: Project in Action → Question 3: Objectives and Results → Supporting Documents'.

This is in order of questions you will answer during your entry. You can move around your entry using these links, just don't forget to answer all the questions on all of the pages. If you are using the menu to navigate your form, do not forget to click save regularly to ensure you don't lose any work.

## THE QUESTIONS

Entrant and company information questions marked with an \* are compulsory, so you must answer them. If you forget, you will be able to move around the entry, but you will be prompted to go back and answer the questions if you try to submit. Ensure you complete every question to maximise your chance of winning.

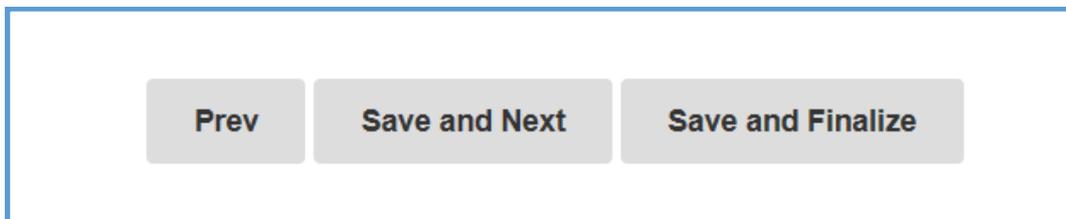
Word count is important. You will be able to surpass the word count as you're entering the information, however when you try and submit your entry, it will prompt you to go back and adhere to the word count.



The screenshot shows a web interface for entering company information. On the left is a navigation menu with items: In Progress (1), Expired (0), My Judging Assignments, Judge Team Manager Panel, My Profile, Change Password, Admin Panel, and Log Out. The main content area has a breadcrumb trail: Category → **Entry Information** → Contact Information → Apprentice Employer's Supporting Statement → Apprentice Educational Information → Apprentice Self Assessment Questions → Supporting Documents. Below this are several form fields: 'Company Name' with a red asterisk and an empty text box; 'Nature of Business' with a red asterisk, a sub-label 'Please include précis of your business', a word count 'Word count: 0 / 20', and a large empty text area; 'SIC Code' with a sub-label 'name sector if unknown' and an empty text box; 'UK Headcount (Full time equivalent)' with an empty text box; 'Number of apprentices (if any)' with an empty text box; and 'Location, site or operation involved in your awards entry' with an empty text box.

## SAVE YOUR WORK

At any time you can save your work and come back to it. By selecting “save and next” at any time during your submissions you can close down the page and your work will still be there.



The screenshot shows three buttons arranged horizontally: 'Prev', 'Save and Next', and 'Save and Finalize'. Each button is a light gray rectangle with dark text.

## COPY YOUR ENTRY FORM FOR ANOTHER ENTRY

At the end of the entry form you will find a check box to allow you to copy your entry for another category. Ensure you check this before submitting your entry to enable this feature. Alternatively you can copy entries from your entry dashboard.

**CONGRATULATIONS YOU HAVE FINISHED YOUR ENTRY!**

Don't forget to enter into other relevant categories.

I want to submit this Submission to another Category

## SUBMIT

When you have answered all the questions and you are ready to submit your entry you simply click “Save and Finalize”. You will be asked if you are sure, to combat any accidental clicking.

Please note, you will not be able to submit your entry if any of your answers exceed the word count.

Supporting Document



Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

ENTRY!

# FIND YOUR ACCOUNT

If you want to come back to your entries at any time, simply log into your account on the left hand side.

The screenshot shows the 'Welcome Grace Millar' page of the Make UK Manufacturing Awards entry portal. The header includes the Make UK logo and navigation links: ABOUT, HOME, MY ACCOUNT, AWARDS & COMPETITIONS, CONTACT US, BECOME A MEMBER, AWARDS HELP. The main content area features a left-hand navigation menu with options like Home, My Entries (Complete (1), Expired (0)), My Judging Assignments, Judge Team Manager Panel, My Profile, Change Password, Admin Panel, and Log Out. The main heading is 'Welcome to the Make UK Manufacturing Awards entry portal'. Below this, there is a congratulatory message and a section for 'Categories' with links for 'Apprentice Categories' and 'Business Categories'. There is also an 'Entry Guidance' section with a link to download entry guidance and a 'Using the Portal' section with a link to the awards help page.

# ENTRY DASHBOARD

This is your entry homepage, and you will see any entries you still have in progress and those that you have submitted. Click on the "In Progress" or the "Complete" link on the page or the left hand side navigation to see your entries in detail. Or start a new entry by clicking the blue "click here".

The screenshot shows the 'My Entries' dashboard for Grace Millar. The header is the same as the previous screenshot. The left-hand navigation menu is identical. The main content area shows a breadcrumb trail 'Home / My Entries'. Below this, there are two sections: 'Complete' with the text 'Entries that have been received for review.' and 'Expired' with the text 'Entries that were not submitted before the submission deadline.'

# IN PROGRESS

Here you can remove, edit or print your entries – these entries will not be considered until they have been submitted. Please ensure you remove any old entries that you are not submitting to help you navigate and see your dashboard clearly.

Welcome Grace Millar

**In Progress**  
These Entries must be finalized before they can be considered

Last Updated	Program	#	Category	Title	Action
27/3/2019 02:44 PM	Make UK Manufacturing Awards 2019 (Entry)	3144	Health and Safety	Make UK	<a href="#">Remove</a>   <a href="#">Edit</a>   <a href="#">Print</a>

Showing 1 to 1 of 1 entries

# COMPLETE

These entries have been submitted and can no longer be changed. If you have submitted this accidentally you can contact the Awards team for retrieval. From here you can view, print or copy your submitted entries

Welcome Grace Millar

**Complete**

Program	#	Category	Title	Date	Action
Make UK Manufacturing Awards 2019 (Entry)	3143	Apprentice Endeavour Award	Make UK	27/3/2019 02:06 PM	<a href="#">Print</a>   <a href="#">View</a>   <a href="#">Copy Entry</a>

Showing 1 to 1 of 1 entries

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