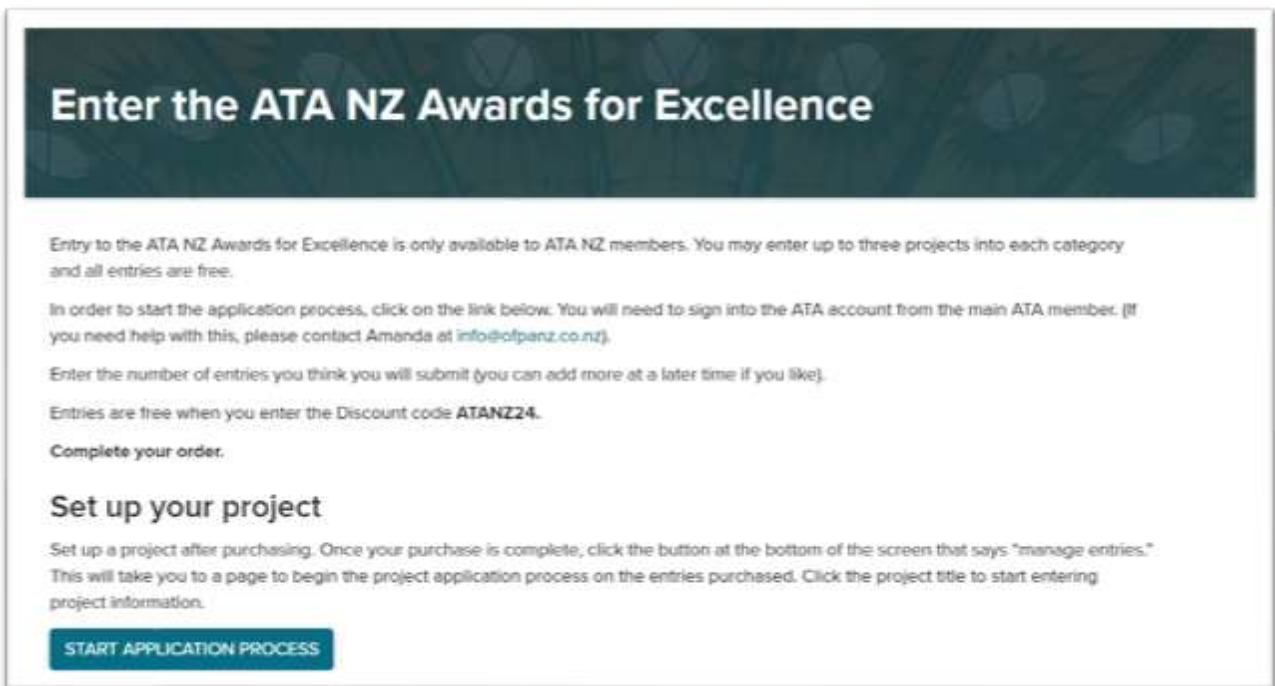


# ATA NZ Awards for Excellence Fabrication Excellence Award

## How-To-Enter Awards

1. Please visit <https://iaa.textiles.org/ata-nz-award-application/>



**Enter the ATA NZ Awards for Excellence**

Entry to the ATA NZ Awards for Excellence is only available to ATA NZ members. You may enter up to three projects into each category and all entries are free.

In order to start the application process, click on the link below. You will need to sign into the ATA account from the main ATA member. (If you need help with this, please contact Amanda at [info@ofpanz.co.nz](mailto:info@ofpanz.co.nz)).

Enter the number of entries you think you will submit (you can add more at a later time if you like).

Entries are free when you enter the Discount code **ATANZ24**.

**Complete your order.**

**Set up your project**

Set up a project after purchasing. Once your purchase is complete, click the button at the bottom of the screen that says "manage entries." This will take you to a page to begin the project application process on the entries purchased. Click the project title to start entering project information.

**START APPLICATION PROCESS**

2. Click **Start Application Process**
3. Log in using your Advanced Textiles Association (ATA) email address and log in password. (If you cannot remember your password, you can use Forgot Password to reset.) The email will be the main person registered with ATA NZ.

The screenshot shows a shopping cart interface. At the top, there is a 'Line Items' section with a table containing one item: '2024 ATA New Zealand Award Entry'. The quantity is set to 5.0000. Below the table is a 'Cart Total' section showing a subtotal of 225.00, total discount of 225.00, and a balance due of 0.00. At the bottom, there is a 'Discounts' section with a text input field containing 'ATANZ24' and an 'apply' button. Two blue arrows point to the quantity field and the 'apply' button.

Item	Quantity	Price	Tax	Shipping	Discount	Net total	Paid Amount	Balance Due
2024 ATA New Zealand Award Entry	5.0000	\$45.00	\$0.00	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00

**Cart Total**

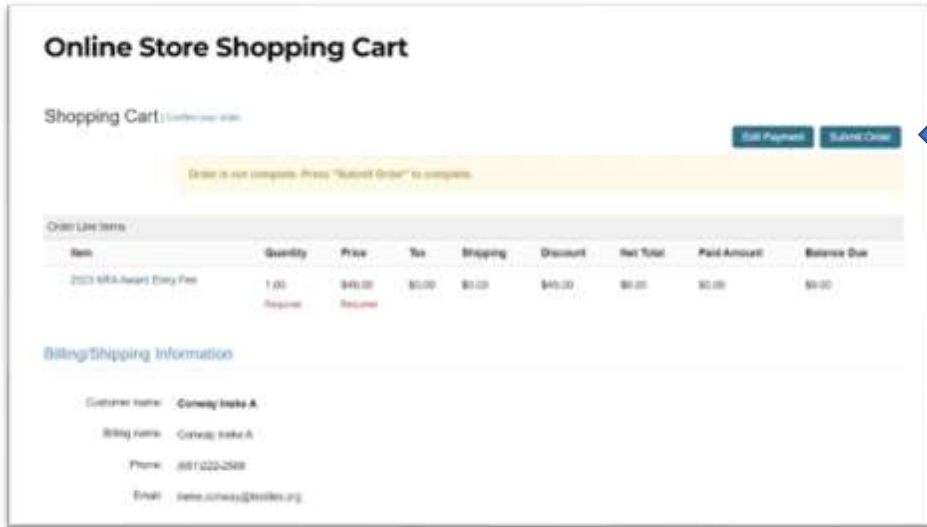
Subtotal: 225.00  
Total discount: 225.00  
Total tax: 0.00  
Total shipping: 0.00  
Net Total: 0.00  
Total Paid: 0.00  
Balance Due: 0.00

**Discounts**

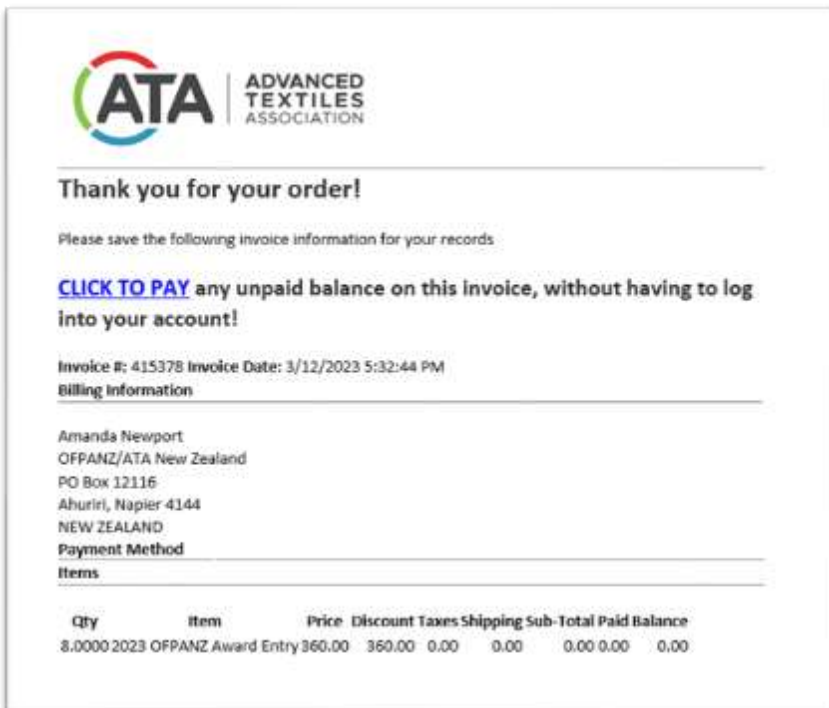
Discount Code:

4. Update the quantity of award submissions you intend to enter. You can add more at a later time if you do not get enough.
5. Enter the Discount Code **ATANZ24** and Click **Apply**. This will make your balance due amount \$0. Click **Check Out** button which will take you through to the Shopping Cart page.

- This will take you to the next Shopping Cart Page, check that your information is correct and click **Continue**. Confirm that your balance due is \$0 and click **Submit Order**.



- All participants will receive a payment Confirmation of your Recent Order email as per example below.



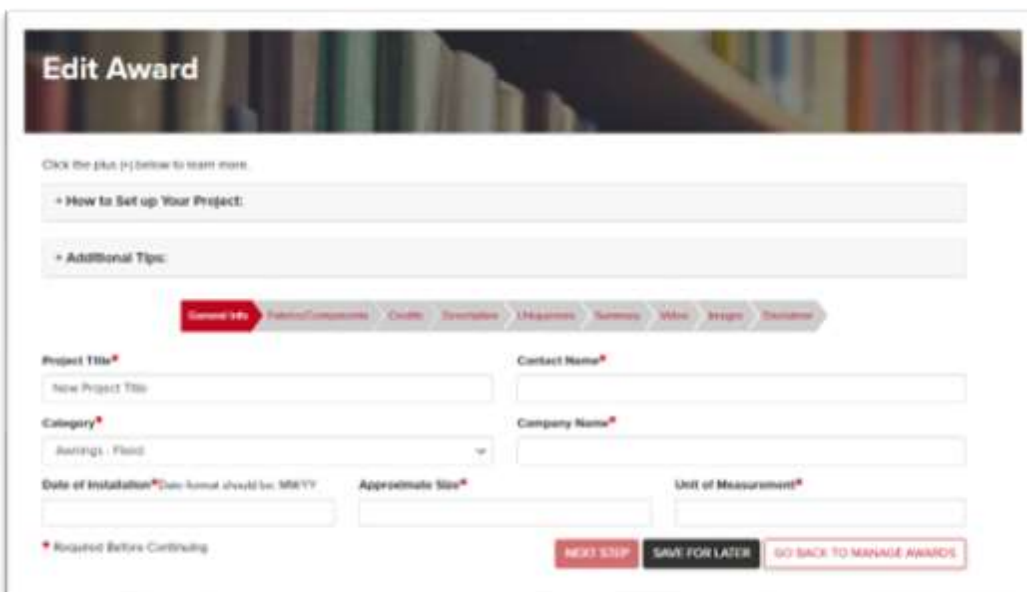
## To Enter an Award

1. Visit <https://iaa.textiles.org/manage-awards/>
2. Log in using your Advanced Textiles Association (ATA) email and log in
3. Click **New Project Title**



Entry Title	Award	Deadline	Status
New Project Title	2024 ATA New Zealand Award Entry	05/31/24	Draft
New Project Title	2024 ATA New Zealand Award Entry	05/31/24	Draft
New Project Title	2024 ATA New Zealand Award Entry	05/31/24	Draft
New Project Title	2024 ATA New Zealand Award Entry	05/31/24	Draft

4. Start entering your award! You can go in and save your award at any point using the black **Save For Later** button. Click the + How to Set up Your Project or + Additional Tips for more information. You must enter all blocks with an asterisk \* Enter all **General Information** and click **Next Step**.



**Edit Award**

Click the plus (+) below to learn more.

- + How to Set up Your Project:
- + Additional Tips:

General Info | **Fabrics/Components** | Credits | Description | Logistics | Summary | Misc | Images | Reviews

**Project Title\***  **Contact Name\***

**Category\***  **Company Name\***

**Date of Installation\*** (Date format should be MM/YY)  **Approximate Size\***  **Unit of Measurement\***

\* Required Before Continuing

**NEXT STEP** **SAVE FOR LATER** **GO BACK TO MANAGE AWARDS**

**Fabrics / Components** - Provide the trade name(s) of the materials used for your project and the manufacturer and/or supplier of the material. If the trade name is unknown, then enter the name of the material (for example, vinyl). To add materials and/or suppliers that are not listed in the dropdown,

select "OTHER" and manually enter the name in the given column. ATA NZ Member suppliers should be listed

Click the plus (+) below to learn more:

- How to Set up Your Project:
- Additional Tips:

General Info | **Fabrics/Components** | Credits | Description | Suppliers | Summary | Value | Images | Disclaimer

Provide the trade name(s) of the materials used for your project and the manufacturer and/or supplier of the material. If the trade name is unknown, then enter the name of the material (for example, vinyl). To add materials and/or suppliers that are not listed in the dropdown, select "OTHER" and manually enter the name in the given column.

Sergo Foman 70212	QCD Ltd.	Main Fabric
Name of Material	- Select a Producer/Manufacturer -	- Select Primary Use -
Name of Material	- Select a Producer/Manufacturer -	- Select Primary Use -
Name of Material	- Select a Producer/Manufacturer -	- Select Primary Use -
Name of Material	- Select a Producer/Manufacturer -	- Select Primary Use -

Required Before Continuing

PREVIOUS STEP | NEXT STEP | SAVE FOR LATER | GO BACK TO MANAGE AWARDS

**Credits** - Provide the name and company of any others that were involved with your project, using semi colons to separate. **If your company did all the work on your project, please leave this section blank.** Please note that not all the credit fields listed on the application form will apply to your project, if so leave these fields blank.

Click the plus (+) below to learn more:

- How to Set up Your Project:
- Additional Tips:

General Info | Fabrics/Components | **Credits** | Description | Suppliers | Summary | Value | Images | Disclaimer

Provide the name and company of any others that were involved with your project, using semi colons to separate. If your company did all the work on your project, please leave this section blank. Please note that not all the credit fields listed on the application form will apply to your project, if so leave these fields blank.

Designer Name	Designer Company
Text1	Text1
Fabricator Name	Fabricator Company
Text2	Text2
Installer Name	Installation Company
Text3	Text3

Required Before Continuing

PREVIOUS STEP | NEXT STEP | SAVE FOR LATER | GO BACK TO MANAGE AWARDS

**Description** - Please describe the project. **Your company name should not be included in your description** (for example, refer to your company as we, us, or our company). Descriptions should include:

- Complexity (30%) How intricate or complicated is the project? How does the complexity of the project impact the finished project? How unique is the project? Does the uniqueness of the project impact the overall quality?
- The project specifications (define abbreviations as needed)
- Functionality (20%) How well does the project serve the function for which it was designed?
- Uniqueness (5%) Is there enough supporting evidence to show the quality, complexity and details of the project?
- What were the results of this project? (i.e. how the project met the client's needs, continued business)



The screenshot shows a web-based form for entering project details. At the top, there is a navigation bar with several steps: 'General Info', 'Timeline/Components', 'Costs', 'Description', 'Uniqueness', 'Summary', 'Notes', 'Images', and 'Disclaimer'. The 'Description' step is currently active. Below the navigation bar, there is a text area for the description. The text area contains the prompt: 'Please describe the project, including what the client's request was.' followed by a red asterisk. Below this is a smaller text area with the label 'Description:' and the prompt 'The client asked for:'. At the bottom of the form, there are four buttons: 'PREVIOUS STEP', 'NEXT STEP', 'SAVE FOR LATER', and 'GO BACK TO MANAGE AWARDS'. A red asterisk and the text '\* Required Before Continuing' are located at the bottom left of the form.

**Uniqueness** - What led you to enter this project? What sets this project apart from others you did this past year? **Your company name should not be included in your description** (for example, refer to your company as we, us, or our company).

**Summary** – Please include a 50-80 word summary of your project that you would like to **be read on the awards night**. Keep it light and interesting – What would like others to know if this project is a winner. This can include fabric type, name a brief description of the project. Please make sure not to include the name of your business.

**Video** – include a URL link to a video of your project. If you do not have a URL you may email a video using WeTransfer or you may put it on a thumb drive and post to Amanda.

**Images** – Upload your images. **The first image will be used as the primary image and as a representative for your project.** Whenever possible, use a horizontal image for your primary image. Please use high resolution images (at least 1200 x 1800 px and 1 to 10 MB in size). The following formats are allowed: jpg, jpeg, png. **You may enter up to 8 images. Please make sure your images show some details of the project.** These will be used for the judges to grade the appearance and workmanship which is worth **20% of the total score**. They are looking to see if your project is free of obvious flaws in workmanship an overall quality of the work.

**Disclaimer** – Acknowledge the disclaimer and click submit and you are finished!



General Info > Fabrics/Components > Credits > Description > Uniqueness > Summary > Video > Images > Disclaimer

I affirm that I have read and understand the entry guidelines and understand that all images submitted will become property of ATA.

This is the guideline info that the above sentence is referencing:

- Digital images become property of OFFANZ and ATA and cannot be returned.
- If your photo is copyrighted, you must send/submit a letter of permission allowing OFFANZ and ATA to display and use the image and required photo credit information.

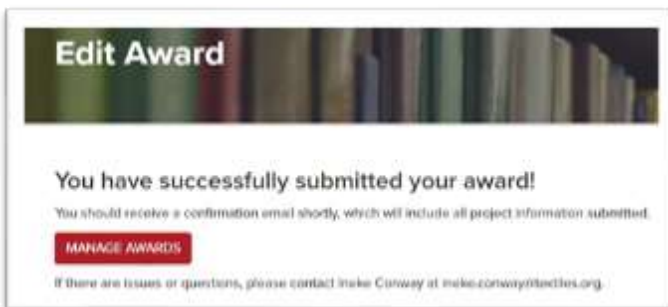
Yes, I acknowledge the above disclaimer.\*

\* Required Before Continuing

PREVIOUS STEP SUBMIT SAVE FOR LATER GO BACK TO MANAGE AWARDS

**MAKE SURE TO CLICK ON SUBMIT AFTER ACKNOWLEDGING THE DISCLAIMER!**

**Edit Awards** – You are finished! You can always go in and update any part of your entry while the awards are open. Visit <https://www.textiles.org/manage-awards/> and log in to make any edits.



**Thank you for entering the ATA NZ Awards for Excellence!**