

Registering Interest and Submitting a Portfolio – Competitions

Once you have created an active Innovation Portal Account



https://innovationportal.org

REGISTERING FOR A COMPETITION

(Registering for a competition is just registering your “interest”. there is no obligation after registering to submit anything. This process puts your email address on the Competition Administrator’s list of potential entries and makes sure any information about the competition gets sent to you. At the same time registrations by you lets the sponsors of the competition gauge the early interest in their competition and begin planning on how many judges will be needed as other preparations.

1

Login to your Innovation Portal Account



2

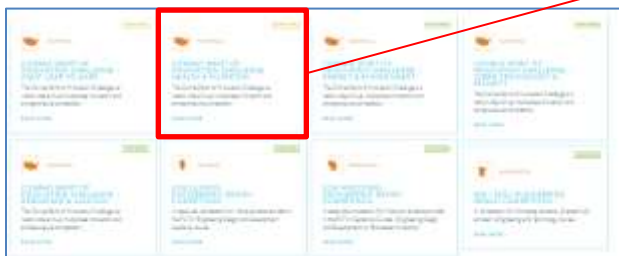
Click “Opportunities”



Click “Opportunities” from the navigation bar

3

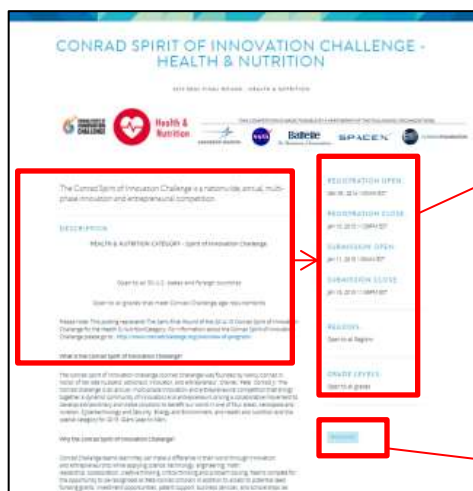
Click the Opportunity you are interested in



Read and Make note of who is eligible for the competition and when the Registration Window opens. The “REGISTER” button will not show IF you are not eligible OR if the date is outside of the registration window.

4

5



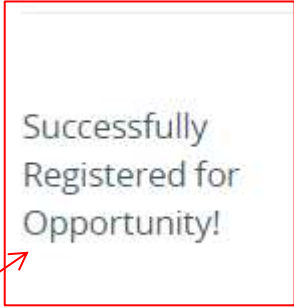
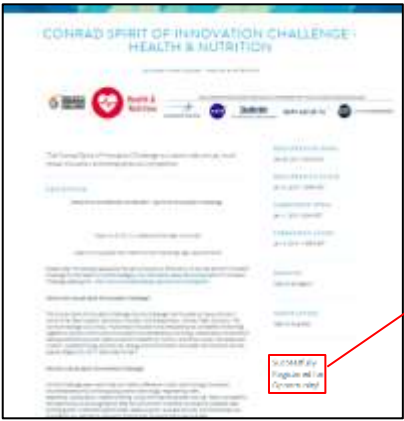
REGISTER

WHEN the Registration window is open....Look below the Entry Submission Dates for the REGISTER button and click that button. Register as early as you can as this helps the organizers of the competition gauge interest and get you any new information



4

After clicking the REGISTER button you will see a message confirming your Registration



THAT IS ALL THERE IS TO REGISTERING FOR A COMPETITION



HOW TO SUBMIT A PORTFOLIO ENTRY

1

Make sure you have created and built a portfolio. Make sure the portfolio is ready for submission and looks exactly as you would like the judges to see it... Note: Only the "Owners" of a portfolio can submit a portfolio. Viewers and Collaborators have no control over the portfolio and cannot submit it, however the original owner of the portfolio can upgrade any partner to the status of "Owner" at any time. See the Getting Started Video from the tutorials page of the Learning Center on the Innovaiton Portal.

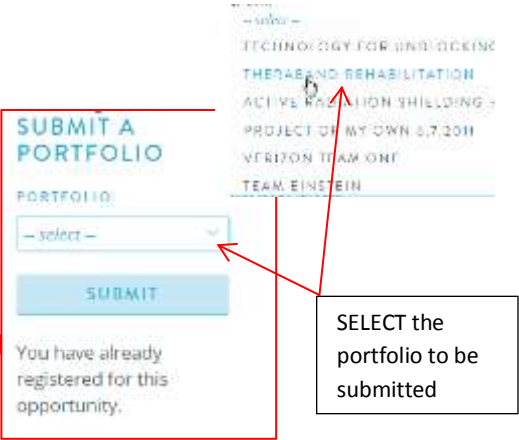
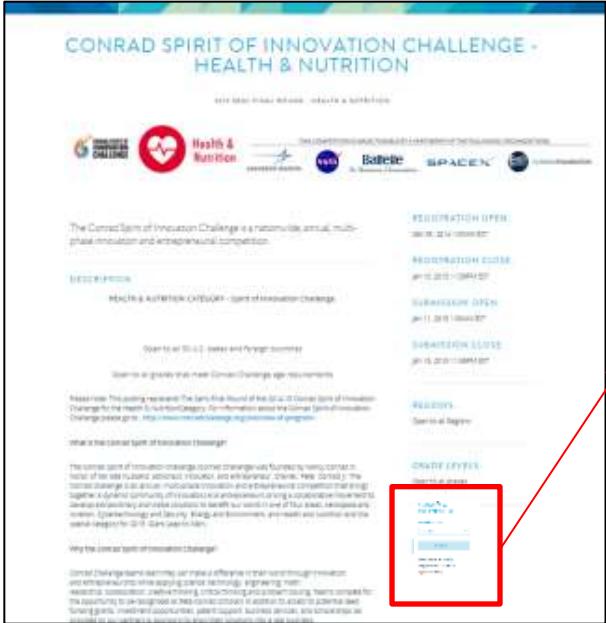
2

WHEN THE SUBMISSION WINDOW FOR YOUR COMPETITION OPENS, GO BACK TO THE COMPETITION POSTING (by clicking "Opportunities" from the navigation menu again)



3

WHEN the competition SUBMISSION window is open; Look where the REGISTER button was and you should see the SUBMIT button. SELECT the portfolio to be submitted. Click the SUBMIT button



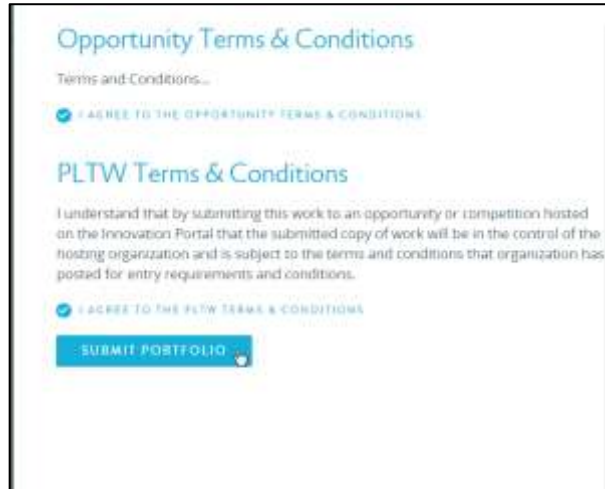
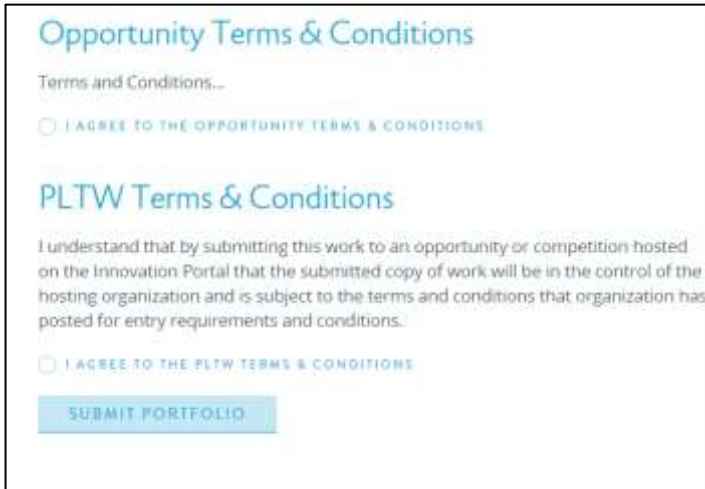
SELECT the portfolio to be submitted



Click SUBMIT

3

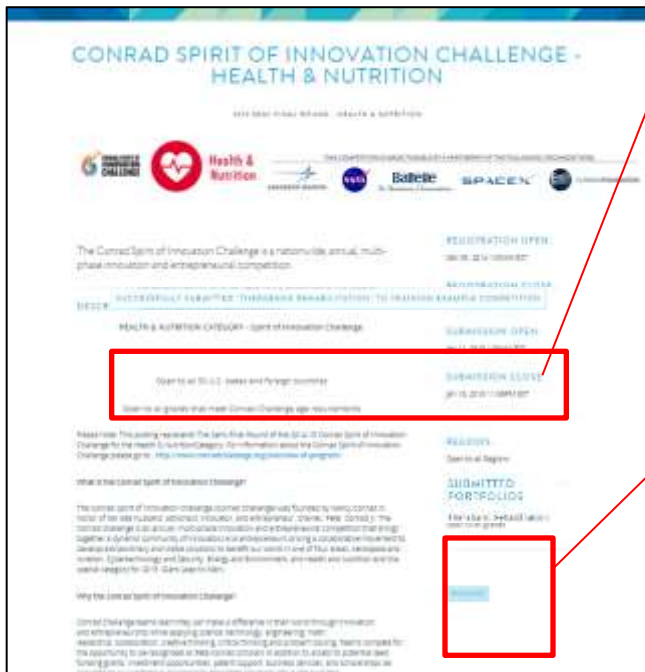
After clicking the SUBMIT button you will need to read and AGREE to the terms and conditions of the competition. Then click SUBMIT PORTFOLIO. IF you were given an "Entry Code" you will be asked to enter it on this page as well.



3

After clicking SUBMIT PORTFOLIO you will see a confirmation message and see the portfolio name listed under SUBMITTED PORTFOLIOS. This confirms that the portfolio is now in the competition. Each time LOGIN to your account and come back to this page you can see the portfolio name listed under SUBMITTED PORTFOLIOS

SUCCESSFULLY SUBMITTED 'THERABAND REHABILITATION' TO TRAINING EXAMPLE COMPETITION



SUBMITTED PORTFOLIOS
Theraband Rehabilitation

THAT IS ALL THERE IS TO SUBMITTING A PORTFOLIO ENTRY