



Online Registration User Guide

Registration Procedure

Step 1

Fill in your first name, surname and email address you plan to use for your account and click **NEXT**.

Fill out the information below, then click Next to proceed.

*First Name:	<input type="text" value="Jane"/>
*Surname:	<input type="text" value="Doe"/>
*Email Address:	<input type="text" value="Janedoe@lighthouse-media.com"/>

[Already Registered?](#)

Already Registered?

If you have already registered, enter the email address you've registered with and also the confirmation number.

*Email Address:	<input type="text"/>
*Confirmation Number:	<input type="text"/>

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)

Step 2 Personal Information

Complete the information in Personal Information and Billing Address and click **SAVE AND NEXT**. Mandatory information is listed in red text.



Fill out the information below, then click Next to proceed.

Personal Information

Email Address:	Janedoe@lighthouse-media.com
First Name:	Jane
Surname:	Doe
*Job Title:	<input type="text" value="Manager"/>
*Company:	<input type="text" value="ABC"/>
*Billing Company/Organisation:	<input type="text" value="ABC"/>
Billing Address:	
*Country:	<input type="text" value="Hong Kong (China)"/>
*Address 1:	<input type="text" value="1/F, 2 ABC St., ABC Building"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City:	<input type="text" value="Hong Kong"/>
State:	<input type="text"/>
*Postal Code:	<input type="text" value="000000"/>
*Work Phone:	<input type="text" value="87654321"/>
*Mobile:	<input type="text" value="98765432"/>

Step 3 Making an Entry

Entrants can enter as many categories as you want to enter:

- A. Single campaign with single category
- B. Single campaign with multiple categories
- C. 2 or more campaigns with multiple categories

- A. Single campaign with single category

Step 4

Select the category and click **NEXT**.

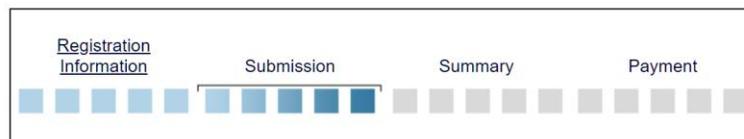
Submission

A screenshot of a web form titled "Submission". It contains five blue rectangular buttons, each with a small square icon and text. The first button has a white checkmark icon and the text "01. Best Idea - Branded Content". The other four buttons have a grey square icon and the following text: "02. Best Idea - Corporate Social Responsibility", "03. Best Idea - Customer Acquisition", "04. Best Idea - Customer Engagement", and "05. Best Idea - CX/ UX".

Step 5

Entry Details and Completion

Complete the required information for the category. Mandatory information is listed in red text. Once the form has been filled and files have been uploaded, click **SAVE AND NEXT**.



- Answer question "ii. Job title:"
- Answer question "Please upload your Entry Submission Document here: (All entries must be completed on the templates issued by the organizer and submitted in .ppt and .pptx only) (Filename should not include any special characters like &, _,@, [, (), #, \$, %, etc.) Please submit in hi-res. Min resolution: 300dpi, Max file size: 10MB."
- Answer question "Logo of Agency Please submit in hi-res. Min resolution: 300dpi, Max total file size: 10MB. In .jpg' as description."
- Answer question "Image 1 of Campaign (for editorial coverage)"
- Answer question "Image 2 of Campaign (for editorial coverage)"

Note: For any errors or incomplete information, there will be list of items indicated at the top of the page.

B. Single campaign with multiple categories

Follow **Step 4** and **Step 5** as mentioned. Once complete the required information for multiple categories, click **SAVE AND NEXT**.

Submission

<input type="checkbox"/> 01. Best Idea - Branded Content
<input type="checkbox"/> 02. Best Idea - Corporate Social Responsibility
<input checked="" type="checkbox"/> 03. Best Idea - Customer Acquisition
<input checked="" type="checkbox"/> 04. Best Idea - Customer Engagement
<input type="checkbox"/> 05. Best Idea - CX/ UX
<input type="checkbox"/> 06. Best Idea - Design
<input checked="" type="checkbox"/> 07. Best Idea - Digital Solution
<input type="checkbox"/> 08. Best Idea - Events
<input type="checkbox"/> 09. Best Idea - Experiential Marketing

C. 2 or more campaigns with multiple categories

Follow **Step 4** and **Step 5** as mentioned to complete the submission for first campaign. For entrants who want to submit multiple categories with more than one campaign, please use "ADD GUEST" function to create another campaign submission.

You may use the **same personal information** to complete the following steps:

1. Click on **ADD GUEST**

Guest Information

Use this section to enter the names of your guests that are in addition to your registration.

You have not added any guests.

Add Guest

◀ Previous

Cancel

Next ▶

2. Fill in first name and last name.



Guest Information

Use this section to enter the names of your guests that are in addition to your registration.

*First Name:

*Last Name:

[Cancel](#) [Save](#) [Save and Next ▶](#)

3. Select the categories you want to enter.

Submission

- 01. Best Idea - Branded Content
- 02. Best Idea - Corporate Social Responsibility
- 03. Best Idea - Customer Acquisition
- 04. Best Idea - Customer Engagement
- 05. Best Idea - CX/ UX
- 06. Best Idea - Design
- 07. Best Idea - Digital Solution
- 08. Best Idea - Events
- 09. Best Idea - Experiential Marketing

4. Fill in the required fields and upload the corresponding files



- Answer question "ii. Job title:"
- Answer question "Please upload your Entry Submission Document here: (All entries must be completed on the templates issued by the organizer and submitted in .ppt and .pptx only) (Filename should not include any special characters like &, _,@, [,], #, \$, %, etc.) Please submit in hi-res. Min resolution: 300dpi, Max file size: 10MB."
- Answer question "Logo of Agency Please submit in hi-res. Min resolution: 300dpi, Max total file size: 10MB. In .jpg as description."
- Answer question "Image 1 of Campaign (for editorial coverage)"
- Answer question "Image 2 of Campaign (for editorial coverage)"

5. Click on **SAVE AND NEXT**

6. Click "Edit" if you want to review the categories to be submitted

Guest Information

Use this section to enter the names of your guests that are in addition to your registration.

Actions	Name
Remove Edit	Jane Doe

[Add Another Guest](#)

[◀ Previous](#)

[Cancel](#)

[Next ▶](#)

7. Click on **NEXT**

Step 6

Submission Summary

Your registration is almost complete. Please review your registration on the summary page to make sure all complete information and files are correct. Click on **NEXT** to continue.

Registration Summary

Jane Doe

▶ [Jane Doe](#)

Jane Doe ([Edit](#))

Email Address:

janedoe@lighthouse-media.com

Note: To view the detail summary of additional categories, click on the navigation pane on the left (red circle).

Step 7 Payment Methods

There are three different payment methods to choose from: Credit Card, Cheque, Wire Transfer

Payment Method

- Credit Card - Enter your information in the section below.
- Cheque
- Wire Transfer

If you wish to pay via cheque or bank transfer:

- a. Please make cheque payable to "Lighthouse Independent Media Limited" and send the cheque to Unit B-D, 16/F Yardley Commercial Road West, Sheung Wan, Hong Kong.
- b. Payment by bank transfer
Bank Name: HSBC
Bank Address: Shop 115-117 & 127-133, 1/F Sun Hung Kai Centre, 30 Harbour Road Wan Chai, Hong Kong
Account No: 499-502441-001 (HKD)
Swift Code: HSBCHKHCHKH

The invoice will be emailed to you by our finance department after the registration confirmation.

Your submission is completed!

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Review/ Amendment after registration

If you have already registered, enter the email address you've registered with and also the confirmation number, which has shown on your confirmation email as below in red circle.

Jane Doe [janedoe@lighthouse-media.com] [GZN4QPR4NBP]				
Product Name	Product Code	Product Type		
Event Registration		Admission Item		
01. Best Idea - Branded Content		Session		
02. Best Idea - Corporate Social Responsibility		Session		
Jane Doe (guest) (LQNDHSS4T2R)				
Product Name	Product Code	Product Type		
Event Registration		Admission Item		
01. Best Idea - Branded Content		Session		

Order Summaries				
Date	Type	Amt Ordered	Amt Paid	Amt Due
12/08/19 10:38 PM	offline order	\$729.00	\$0.00	\$729.00
Total:		\$729.00	\$0.00	\$729.00

Alternatively, to have the Confirmation Number sent to you, click on the link shown below and a pop-up will appear. Please fill in the registered email address to have the confirmation sent to you.

***Email Address:**

***Confirmation Number:**

To have the Confirmation Number sent to you, click this link: [Confirmation Number](#)
