

22 SUNSHINE COAST BUSINESS
AWARDS



How To Enter Guide 2022



2022 How to Enter Guide

First, Register or Log In

Click the link below and register your business on or log in if you've participated before.
[Sunshine Coast Business Awards](#)

After you register or log in, you'll be taken to the Award Force portal to start your entry.

Click on 'Start Entry'

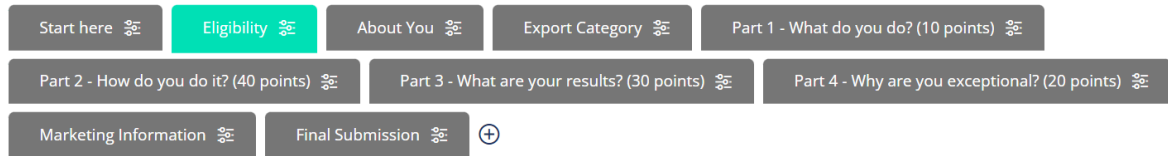
- Begin with the 'Start here' tab.
- Enter the name of your business.
 - This is the name that will be on the trophy if you win, so make sure it is correct.
 - This name will also be used in all media promotions.

Choose a category

- Advanced Technology
- Accommodation
- Building & Construction
- Clean Technology
- Creative Industries
- Education & Training
- Experiences
- Export*
- Festivals & Events
- Food and Agribusiness
- Health & Wellness
- Hospitality
- Manufacturing
- Professional Services
- Retail
- Social Impact
- Trades & Services
- *Sunshine Coast Business of the Year*
- *Hall of Fame*

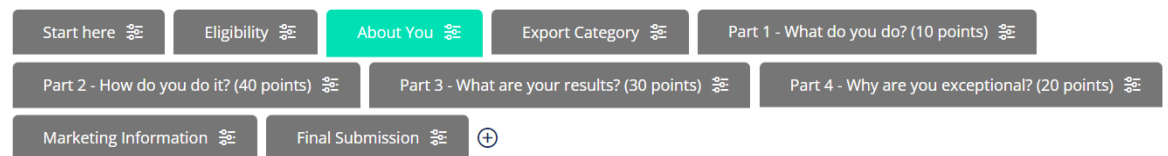
For more details and categories and examples of the types of businesses that it usually attracts, see: [Categories – Sunshine Coast Business Awards](#)

Confirm your Eligibility



[↶](#)

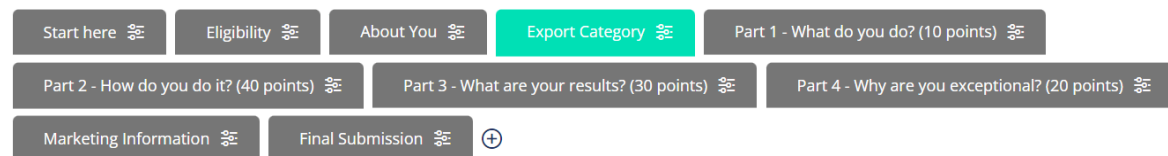
Enter Your Business Details



[↶](#)

- Include contact details for the business owner
- And also for the person completing the application (your primary contact person)
- Please include both phone and email contact details.
- Your 'Business Name' is the one that will be used in all promotions and media.

Are You Entering the Export Category?



[↶](#)

- Do you export products or services internationally?
- Do you derive more than 30% of your revenue from export activities?

If you answered 'yes' to both questions, you're eligible for the export category.

- Click the drop-down and select your answer.

Answer the Questions in Each Section (Tabs 1 to 4)

- Each tab has questions worth 10 points each.
- The main question is on the left.
- On the right are clues to help you answer each question effectively.
- Use the clues to inform your answers.
-

The screenshot shows a navigation bar with tabs: Start here, Eligibility, About You, Export Category, Part 1 - What do you do? (10 points), Part 2 - How do you do it? (40 points), Part 3 - What are your results? (30 points), and Part 4 - Why are you exceptional? (20 points). Below the tabs, there are two callout boxes: 'Main question' pointing to the left side of the question area, and 'Clues to help' pointing to the right side. The main question area is titled '1.1 Describe your business (10 points)' with a word count of '0 / 500 words'. It includes a rich text editor with icons for Bold, Italic, Highlight, Bulleted List, Numbered List, Link, Image, and Embed. To the right of the editor, there are sections for 'Your response should include reference to:' (listing business nature, success drivers, key features, goals, and strategies), 'Tourism category applicants should also include:' (listing main risks and mitigation measures), and 'Export category applicants should also include:' (listing export countries and revenue percentages).

Marketing Information

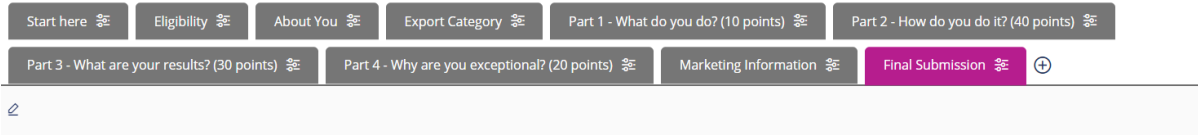
After you complete the questions, provide your marketing information to assist with promoting your business as a participant in the awards.

The screenshot shows the navigation bar with the 'Marketing Information' tab selected. Below the navigation bar, there is a large empty text area for providing marketing information.

- Include your website URL and social media links
- Add photos of your products, services and team.

Submit Your Entry

The last tab is where you submit your completed entry.



- You may save your entry and return later to complete it.
- Or you may submit as soon as you are ready.
- Final submissions must be made before 5pm on Monday 29 August.

Information Sessions

To learn more about the application process, join us at one of our 4 information sessions where you will:

- Find out more about the application process and eligibility criteria.
- Hear from a previous winner about the application process – and what the awards process meant for their business.
- Discover tips about submitting a competitive application.
- Have the opportunity to ask questions of the Awards team.

Please Note: *Registration is essential and places are limited.*

Click here for dates and to register: [Key Dates – Sunshine Coast Business Awards](#)

All the best with your application

If you have any questions please contact the Awards Coordinator:

Kathy Terrill

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