

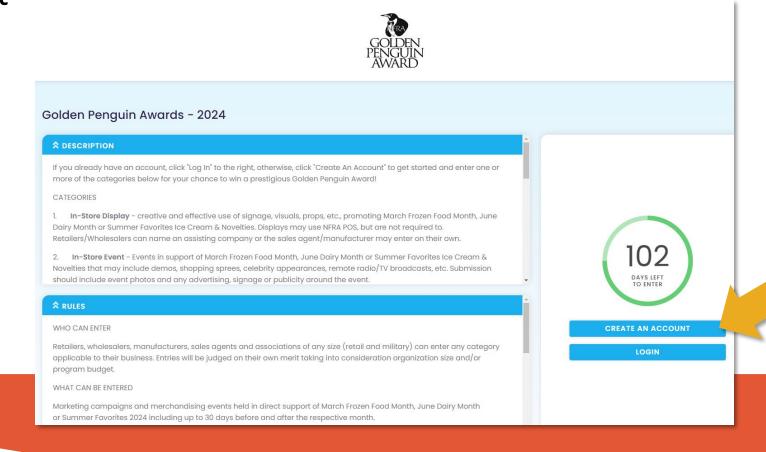


# EASY ENTRY GUIDE

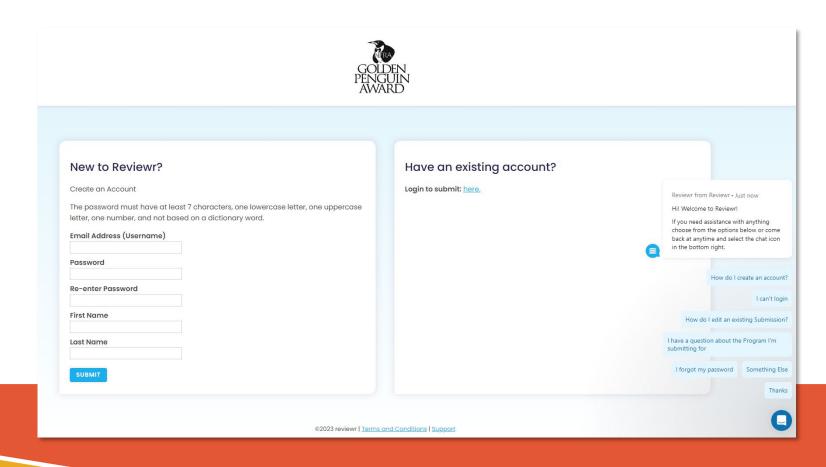
How to submit your entry online

#### Logging In

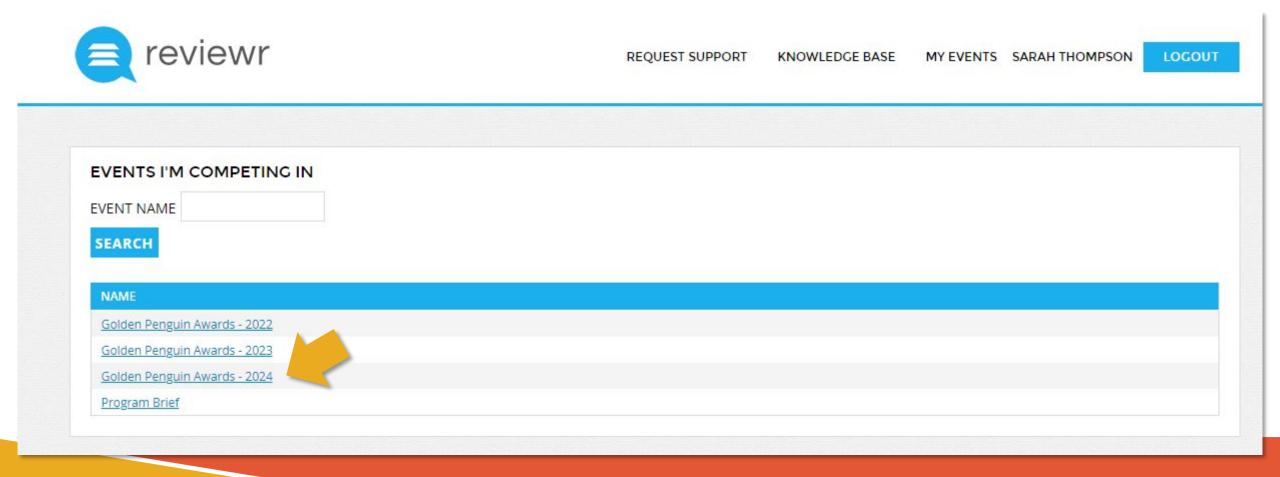
- Navigate to <a href="https://my.reviewr.com/site/2024GoldenPenguinAwards">https://my.reviewr.com/site/2024GoldenPenguinAwards</a>
- Click Create An Account

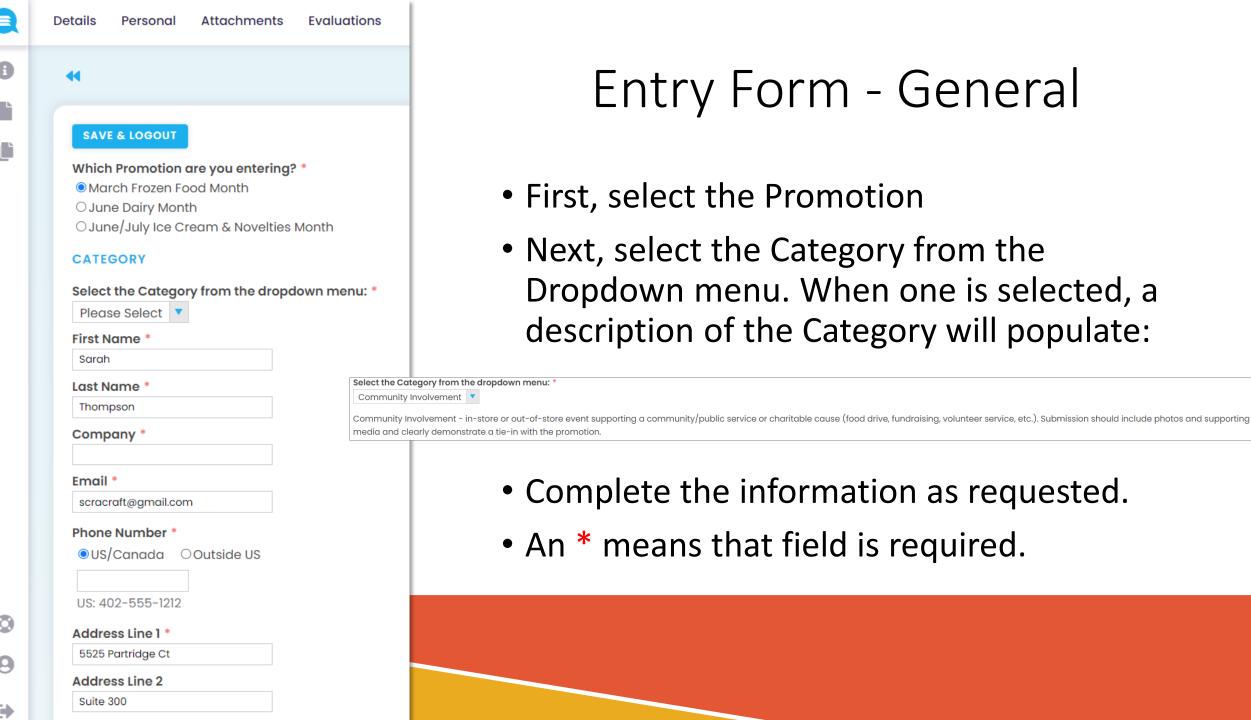


- Create an Account using your email address as the Username
- Set a Password following the required criteria
- Click the Blue Submit button when complete
- A chat bot will pop up in the bottom right and is available for assistance throughout the process



If given the option, choose the 2024 event.





# Entry Form - General

- First, select the Promotion
- Next, select the Category from the Dropdown menu. When one is selected, a description of the Category will populate:

- Complete the information as requested.
- An \* means that field is required.

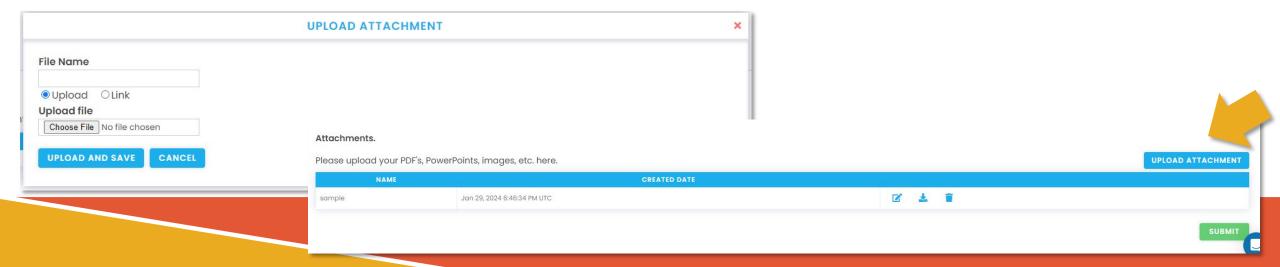
#### Entry Form - Attachments

At the bottom of the Entry Form, click the Blue "Upload Attachment" button



### Entry Form - Attachments

- A box will pop up where you can Upload or Link an attachment.
- There must be a File Name.
- Once File Name is complete and the file has been uploaded, click the Blue "Upload and Save" button.
- Once successfully saved, you will see the file in the list under Attachments.



## Submitting a Complete Entry

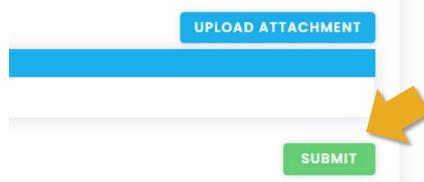
- Click the Green Submit button in the bottom right hand corner to submit a finished entry.
- When successfully submitted, you will see the page below with "Thank you for entering..."
- You can then click the link to enter an additional submission.



Thank you for entering the Golden Penguin Awards!

Your submission has been received. It will be reviewed, and if updates are needed, you will be contacted by a member of the NFRA Staff.

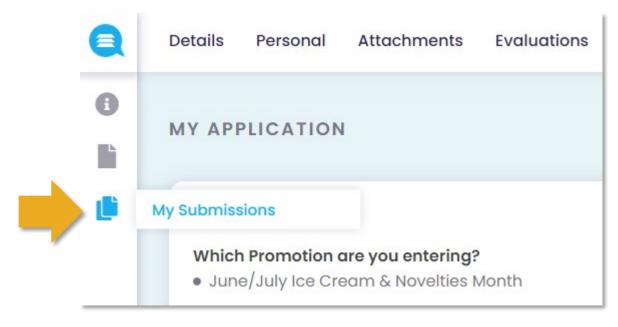
Click here if you would like to add another submission





# Multiple Submissions

To get back to your full list of open submissions, click the icon below and "My Submissions"



### What are the judges looking for?

- Were the program's **sales goals** clearly stated? (The ability to quantify with a measurable number such as *expected dollar amount, unit sales* or *percentage of sales increase* will score higher with the judges.)
- Were elements and implementation of the program clearly described?
- Were program sales results clearly stated? (Again, the ability to quantify with a measurable number will score higher with the judges.)
- How well do program examples reflect the goals, description and a good use of budget?
- How well does the program tie into the promotion, including use of the promotion logo?
- Does the program show a creative approach?
- Are the sales results achieved reasonable based on the information and examples provided?



#### Next Steps

- Once you have submitted an entry, it will be reviewed by NFRA staff. If adjustments are needed, we will reach out.
- Entries will be judged by a panel of industry professionals over the course of two weeks, shortly after the close of the entry period.
- March Frozen Food Month winners will be announced in early June.
- June Dairy Month and Summer Favorites winners will be announced in early September.

One award will be presented per entry. If your entry wins and you would like to purchase an additional award for an assisting company, please contact NFRA.



#### Next Steps

- Gold Winners will receive a phone call from NFRA notifying you of your winning entry/entries.
- Gold awards can be collected at the Golden Penguin Awards Luncheon on Tuesday, October 9,
  2024 in National Harbor, Maryland. To make alternate arrangements, please contact NFRA directly.
- Only those Gold Winners who have a representative at the Tuesday lunch will be shipped to the event. NFRA will not ship your award back for you. Onsite shipping can be arranged directly with FedEx at the hotel.
- Silver Winners also receive a phone call from NFRA notifying you that you won Silver. Silver awards will be mailed directly to you.
- Gold and Silver Winner Lists will be posted on nfraweb.org and on-site during the Convention.
- Top Marketers will be announced at the Golden Penguin Awards Luncheon on Tuesday, October 9, 2024 in National Harbor, Maryland.

