

## **NOMINATIONS PROCESS**

1. **LOGIN:** <https://air.awardsplatform.com> with the details provided to you by AIR. Your password will need to be 8 characters long.
2. **CLICK:** Start nomination box
3. **SELECT:** the category you would like your release to be nominated in.
4. **ENTER:** the Name of Release
5. **CLICK:** Save + Next
6. **SELECT:** your AIR membership type – this information is required for eligibility requirements.
7. **ENTER:** your AIR Member Name – i.e: Label/Distribution/Artist name.
8. **ENTER:** your AIR member email
9. **ENTER:** your best phone contact
10. **CLICK:** Save + Next
11. **ENTER:** Band/Act Name
12. **ENTER:** Label Name
13. **ENTER:** Distributor Name
14. **CLICK:** The select box next to ‘The Artist is Australian’ (ONLY AUSTRALIAN ARTISTS CAN BE NOMINATED)
15. **CLICK:** The select box next to ‘The master recording of the single, album or EP is 100% independently owned’.
16. **SELECT:** The Date of Release in the dropdown calendar.
17. **CLICK:** The select box next to ‘I acknowledge that nomination will be invalid if not released within eligible period (August 1<sup>st</sup>, 2015 – December 31<sup>st</sup>, 2016).
18. **CLICK:** The select box next to the URL links you would like to include – the more the better! At the bottom of this page you will be able to list your links. This is optional.
19. **CLICK:** The visual attachment you would like to include for your artist – whether that be the album cover art, a photo of the artist or both. You will then have the option to upload your image by selecting the ‘Add attachments’ box.
20. **CLICK:** Save + Next
21. **CHECK & COMPLETE:** Have a look through your submission and make sure all required fields are complete then **CLICK:** Submit nomination.

### **CREATING MULTIPLE ENTRIES**

You can use the ‘copy’ feature to create a copy of your entry and change the category as requested. To do this you can either:

1. Create a new nomination per category
2. Copy an existing nomination and modify the copied entry (i.e. select an alternative category).

To copy an existing nomination you will need to:

1. From “My nominations”, select the checkbox next to an entry you want to copy.
2. Click the copy button.

3. Click on the copied nomination name
4. Change the category
5. Update the release name (if required)
6. Go through each tab in your nomination and check that all your required fields have been filled in.

NOTE: When you create a nomination and select a category, some fields may appear for that selected category only. When copying a nomination and changing the category, some fields may change. Always double check your entry when copying. You will not be able to submit your entry until all required fields have been filled in.

Once you click submit a confirmation email will be sent to your email address.

Happy nominating!

Love from,  
AIR