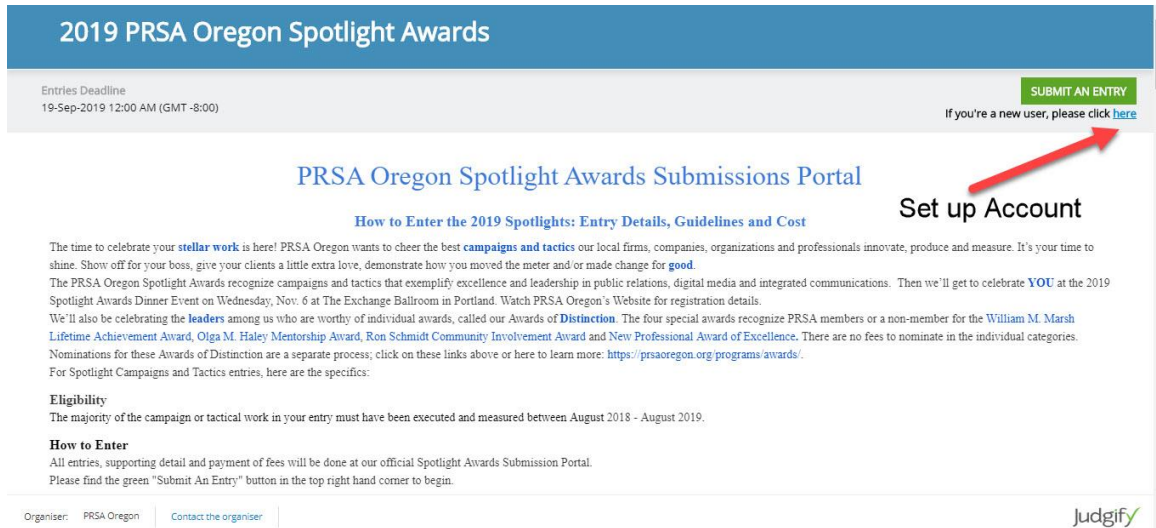


# Step-by-Step: How to use the PRSA Oregon Spotlight Portal

**Step 1: Go to the portal <https://www.judgify.me/2019PRSAOregonSpots>.**

**Step 2: Create an account by clicking on new user, please lick [here](#).**



The screenshot shows the top of the PRSA Oregon Spotlight Awards Submissions Portal. At the top left, it says "2019 PRSA Oregon Spotlight Awards". Below that, the "Entries Deadline" is listed as "19-Sep-2019 12:00 AM (GMT -8:00)". In the top right corner, there is a green button labeled "SUBMIT AN ENTRY" and a link that says "If you're a new user, please click [here](#)". A red arrow points from the text "Set up Account" to the "SUBMIT AN ENTRY" button. The main heading is "PRSA Oregon Spotlight Awards Submissions Portal", followed by a link "How to Enter the 2019 Spotlights: Entry Details, Guidelines and Cost". The page contains introductory text about celebrating stellar work and recognizing campaigns and tactics. It also mentions celebrating leaders and awards of distinction. At the bottom left, it says "Organiser: PRSA Oregon" and "Contact the organiser". At the bottom right, the "Judgify" logo is visible.

**Step 3: Click Submit an Entry (GREEN BUTTON)**



This screenshot is identical to the one above, showing the PRSA Oregon Spotlight Awards Submissions Portal. A red arrow points from the text "Set up Account" to the "SUBMIT AN ENTRY" button in the top right corner.

**Step 4: Choose your entry format**

- Member**
- Non-member**
- Member Bundle – only a discount after 9/23/19.**

Pricing is determined by the items you select on the entry form. The category you choose will reflect on your payment. If you entered incorrectly, we will contact you for payment correction(s) before processing your application(s).

Pricing will be automatic based on when you submit and the category (Campaign or Tactic) you select. Please choose carefully. You can save draft and return to complete your entry. Fees are based on submission dates.

**Entry Fees, Bundling and The Portal:**

Member- Tactic* Entries	Non-Member - Tactic Entries
Per Entry - Early Bird: \$55 by 9/23	Per Entry: \$100 by 9/27
Per Entry - Regular: \$75 by 9/27	
Bundled Savings After 9/23 per 3 Entries: \$180	

Member- Campaign* Entries	Non-Member - Campaign Entries
Per Entry - Early Bird: \$85 by 9/23	Per Entry: \$125 by 9/27
Per Entry - Regular: \$110 by 9/27	
Bundled Savings After 9/23 per 3 Entries: \$285	

*\*If a Tactic or Campaign was developed and executed for no professional fees, reimbursement or remuneration, it is considered Pro-Bono and can be entered for free. Please do not upload it to the Judgify.me awards portal. Please do email it (5MB total please) to [awards@prsaoregon.org](mailto:awards@prsaoregon.org) on or before 9/27.*