

Steps to submit entries for the 2024 Idea of the Year competition

Log onto the dedicated website: [IdeasUK - Idea Spotlight \(wazoku.com\)](https://www.ideasuk.com)

Login or register

If you have yet to do so, please register for a new account which you can do from the home screen, if you have already registered, please enter your username (often your email address) and the password you chose when you first registered:



IdeasUK Spotlight

Email

Password

Login

Register for a new account

Forgotten your password?

Access the site

When you enter the site you will be greeted by a welcome screen. Scroll down the page a little and you will see the following:



Add your competition entry

Click the + Add Entry Button which takes you to the page where you can upload your ideas

Banner Image Card Image

Add images to your content to make it more engaging.

Title * Required

Enter a title with a maximum length of 100 characters

100

Organisation Name * Required

Please name your organisation and upload your company logo to the card image tab above

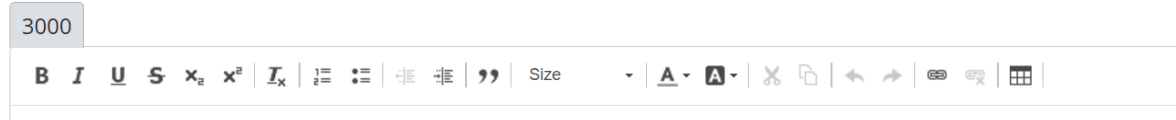
100

First add your company logo or a picture of your idea using the banner / card image buttons

The next section is 'Actions taken' and is your opportunity to explain to the judging panel how your idea was developed. What did the individual or your organisation do to perhaps get this idea in the first place and how did you develop and deploy the resulting solution? You may also wish to explain how the development was funded; who was involved; how was due diligence / testing completed; what made this idea a success; whether the idea was piloted first and the results of that pilot; how the solution was then launched to a wider audience and finally why this is a novel solution for your organisation? Effectively we are asking you to tell the story of 'how' your idea came to be. Please also remember that our judges may not be technical experts so remember to use simple language and appeal to their heads through the use of evidence and data and their hearts. (This is the largest section - max. 3000 characters)

Actions taken * Required

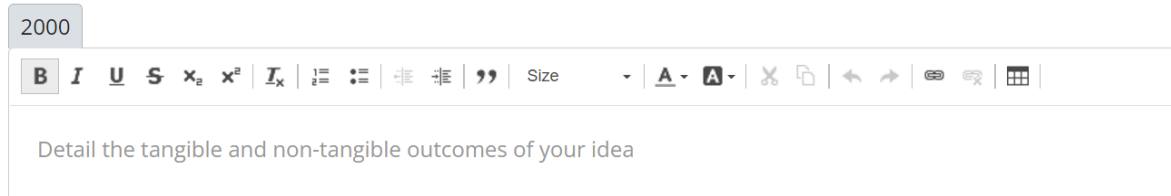
3000



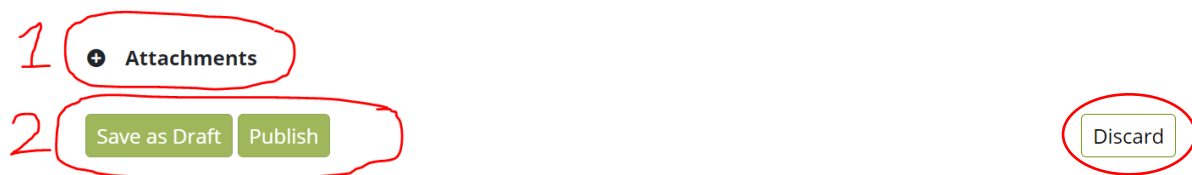
In the final written section, we ask you to share the idea outcome and impact your idea has had. This can either be numerical in terms of costs saved or income generated, or less tangible, such as employee engagement, customer happiness or sustainability impacts. In essence the judges would like to know what benefits your idea has had on the initial problem / opportunity you were solving for. (Max. 2000 characters)

Idea outcome and Impact * Required

2000



Finally there is the opportunity for you to add attachments – but these should **only be photos or perhaps graphs** to help the understanding of what you did, what the solution looks like and/or what the benefits were. The judges **will NOT read** attachments that are purely additional written information. The maximum size for each attachment is 5MB.



You can save your idea at any point using the 'Save as Draft' button and come back to it later. Once you have added all the information click the 'Publish' button and the idea will automatically be sent to the judges to read.

Should you wish to discard your idea – you can click the 'discard' button to delete your entry.

All entries must be in the system and 'published' by **FRIDAY 5th JULY 2024.**

That's all that you need to do, we look forward to receiving your competition entries and Good Luck!