

# Registration guideline

## 1. Create profile

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If you want to participate in the competition, you must first create a profile with your contact details. You can view and change this profile at any time via your personal login. If you have forgotten your password, you can have a new password sent to your e-mail address.

## 2. Start submission

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After you have created a profile and logged in, you can start the submission of your competition entry. Click on the „Create new project“ link to access the application form. You can submit as many projects as you like under the same user profile. A separate application form must be completed and the entry fee paid for each project.

## 3. Fill out application form

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The application form contains questions on the design and ecological quality of your competition submission and provides space for individual descriptions. For example, questions are asked about the innovative aspects compared to the state of the art and about the environmental benefits achieved by the submitted product, service or concept along the value chain. Questions will also be asked about the environmental impact as well as the impact on everyday culture and consumer behavior.

In addition, you must provide visuals (one thumbnail and up to two high-resolution images) and a brief description.

If possible or relevant, you can also attach to your application copies of environmental certificates or quality marks (as upload in PDF format) and describe your other activities in the areas of sustainability and CSR.

In the download area you will find a preview of the application form as a PDF file. The document should enable you to get an overview of the questions and requirements. You must then apply for the competition via the online platform.

Please note the following when completing the online application form:

- All entries are automatically saved as soon as you leave the edited text field.
- Once you have created a project, click on the „Edit project“ link to return to the form and you can continue to complete your application until the end of the registration period.
- complete and revise your application until the end of the application period.
- Via the link „View project“ you have the possibility to view the information you have entered for the project (even after the submission).

## 4. Submit project

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Once all fields have been filled in completely, the link „Submit project“ will appear in the project overview. You can use this link to register as a binding participant; your project will be included in the competition process and can then no longer be edited. You will be registered as a contest participant with the submitted entry(s) and will receive an invoice for the amount of the participation fee specified in the T&Cs. No fee will be charged in the young talent category.