

# Seven steps to entering the Loeries

Follow the following seven steps to boost your 2016 Loeries entry...

## 1. Familiarise yourself with the rules

Read the rules thoroughly so that you are confident that your entry is eligible.

## 2. Know the categories

There are numerous categories for the awards. Ensure you enter your work into the correct category and check the entry fees.

## 3. Preparation is key

Stay updated, check the 'What's New' section for the latest updates in categories. Note that every category has its own preparation requirements; ensure you check what is required for your entry category. Physical entries will no longer be accepted for the media innovation and PR categories, so check the updates preparation guidelines for full details.

## 4. Get started

Once you are familiar with the rules and are sure of how to prepare your work correctly - you're ready to create and submit your entry.

## 5. Send! Send! Send!

Once your online entry form is completed and you have entries in the basket, you can print out the entry summary to see a complete list of your entries and the detail per entry. Electronic media can be uploaded via the entry system, but remember the entry guidelines. Physical entries must be sent by courier to the Loeries office.

## 6. Purchase tickets

Tickets for the Loeries Creative Week in Durban go on sale on 1 March 2016. It's a hub for networking with peers and leaders alike and a platform to learn and experience global thought leadership.

## 7. Ask for help

If you are unsure of which category to enter your work into, or how to prepare your entry, the Loeries team will gladly assist you and give you guidelines. Contact them if you need help.

Visit [loeries.com](https://loeries.com) to enter - entries close on 16 May 2016.