

To see details of categories, example application forms, information about the Awards ceremony and closing dates, open our website: [www.goleicestershire.com/tourismawards](http://www.goleicestershire.com/tourismawards)

To start your online application visit: <https://visitengland-chapters.secure-platform.com/a/organizations/LEI/home>

### **First time applying online?**

1. Go to 'my account' at the top of the page and go to 'create a new account' on the right-hand side.
2. Complete the boxes, making sure the ones with red stars are filled in, ie 'First Name'
3. Create a password that you'll remember
4. If all the boxes are completed correctly you'll see a green 'successful' message. If you've missed anything a red box will appear with a message telling you how to rectify the error.
5. If you already have an account which you've forgotten about it will say that the email address is already set up, in which case go back to 'my account' at the top of the page and add your email address to the 'Login or Create an Account' and click on 'lost password'. You'll receive an email with instructions on how to get into your account.
6. If you can't see the webpage with a list of categories once you have logged on use the link above to get to this page so that you can choose the category you wish to enter and start your online application.

### **If you've used the system in previous years:**

1. Use the top left boxes 'Login' to enter your email address and password and you'll be logged in and ready to start a new application.
2. Click on the 'remember me' box if you want the system to automatically log you in without needing to enter your password the next time you visit
3. If you can't remember your password click on the 'lost password' link and wait for an email with instructions on how to get into your account.

### **Once you're logged in:**

If you click on 'My Profile' you can update your business/contact details; you can update your password; and log out – or start or continue with an application.

- If you are viewing the webpage that lists all the categories available, click on the category you wish to enter.
- If you have gone straight to the 'My Applications' page you'll see a box marked 'Select an award category'. Use the down arrow to open up the list of categories and click on the one you wish to enter.

- If you have logged on having clicked 'remember me' you'll be able to either 'review your submission' or 'begin a new submission'.

Before starting your application you'll need to agree to the Terms and Conditions of the Awards by reading them and acknowledging your agreement by ticking the box, and also confirm that your business is a tourism business.

'Select an award category' by using the down arrow to open up the list of categories and click on the one you wish to enter.

Complete each box using the helpful tips throughout the application. Remember to click the 'Save' or 'Save and Next' button each time you complete a section. You don't need to complete your whole application in one go, as long as you 'Save' your application you can close it and come back by logging in again and clicking on 'My Applications'.

### **Returning to your application:**

Login and on the left of the page you'll see 'My Applications'. Underneath you'll see whether it/they are complete or incomplete. If you're still working on the application you should click on that and when you see your list of applications you'll be able to choose whether to 'Edit' it or 'Print' it out. You can also delete the application by clicking on 'Remove'.

### **Completing your application:**

Click 'Save and Submit' at the end of your application and it will be complete.

If you have any problems logging in or with completing your application contact us using:  
[awards@goleicestershire.com](mailto:awards@goleicestershire.com)

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