HOW TO BROWSE THE PROJECT GALLERY, VIEW RECORDS, VOTE, AND UPLOAD PROJECTS
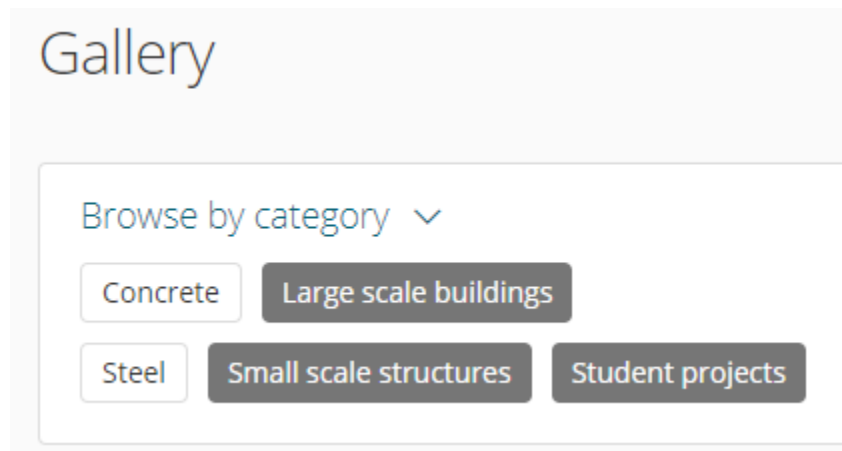
This manual for IDEA StatiCa Excellence Awards 2021 describes how to browse the project gallery, view records, vote, and upload your projects.

Working with the platform is very easy and intuitive. It is not necessary to go deep into the details.

BROWSING AND VIEWING THE GALLERY

To browse the gallery and view the projects, it is enough the click on the following link.

The gallery will open in your web browser. To sort the projects and browse, you can use the following filter:

To deactivate the filter, use the following button on the right side of the screen:
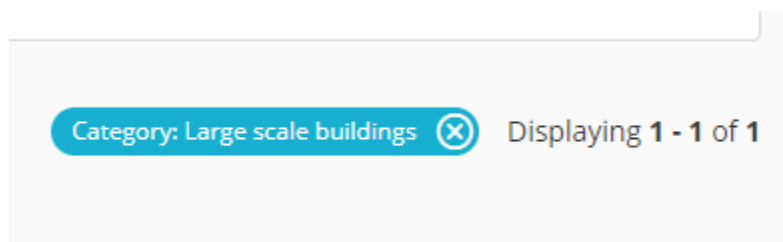
VOTING

If you wish to vote or upload a project, you must register to the IDEA StatiCa Excellence Awards 2021 platform under the following link.
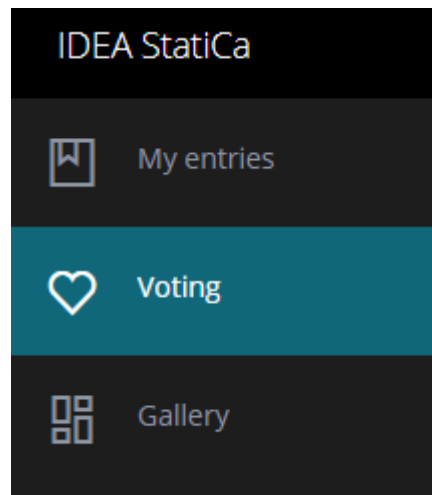
A new window with a registration form will open in your web browser:

Fulfill all the details, set your password and then confirm your registration in the email you will receive.

When you sign in to the platform, you will have a chance to:

- View the gallery
- Give a votes
- Manage your entries

To vote for your favorite projects, go to the Voting category, chose the project you like, and click on the vote button under the selected project:
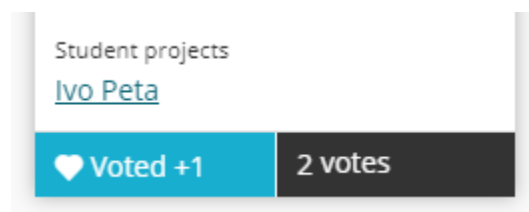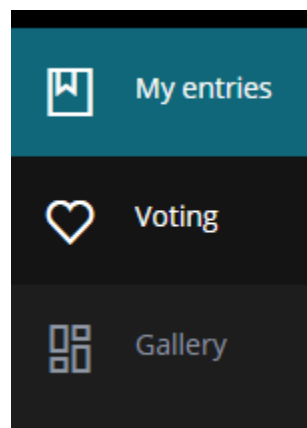
Note that:

- You can give only one vote to a single project
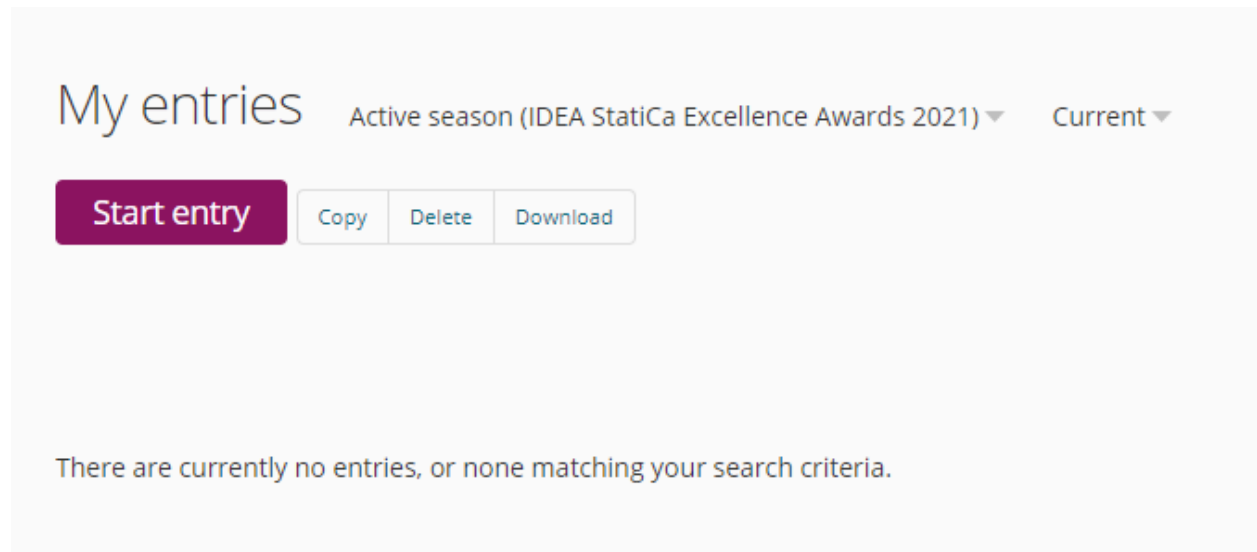- In total, you can give three votes to projects in each category

If you wish to unvote, you can click on the vote button again. Your vote will be cleared then.
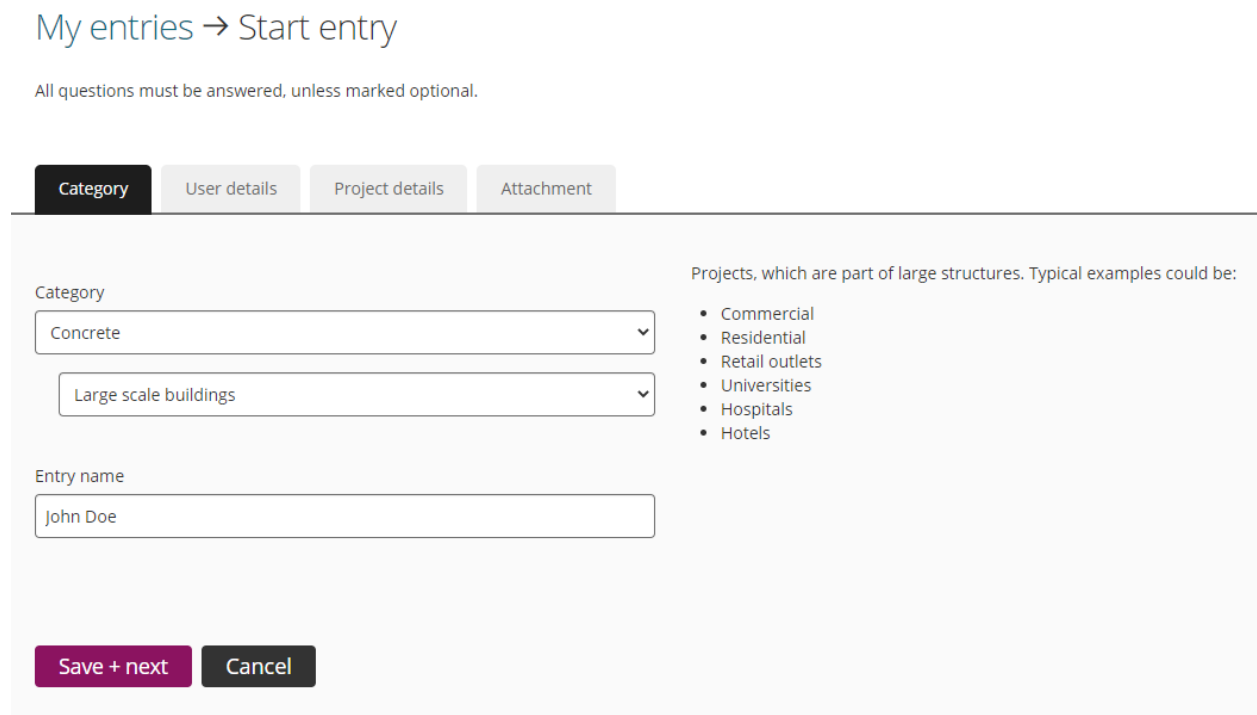
VOTING AND PROJECT UPLOADING

In the main manu on the left side of the screen go to "My entries":

Click on the "Start entry" button:

A new Category window will open:

Select Category, Select subcategory (the area of your project) and enter your name. Then click on the "Save + next" button.

A new window with User details will open:

Category	**User details**	Project details	Attachment

Name and surname ⊙

John Doe

Organization ⊙

Professional engineering

Working position ⊙

Structural Engineer

IDEA StatiCa SW experience (years) ⊙

2

Contact email ⊙

john.doe@professionalengineering.com

Phone number

🇬🇧 +44 ▾   123 456 789

Country

United Kingdom

[**Save + next**] [**Save + close**] [**Preview**] [**Submit entry**]

Enter all required information and click on the "Save + next" button.

A new window with Projects details will open:

| Category | User details | Project details | Attachment |

ⓘ Project details ⌄

Please share with us some details about your project.

Project name ⓘ

Large scale beam

Project country ⓘ

United Kingdom ⌄

Project location ⓘ

London

Project description ⓘ   30 / 1000 characters

This is a project description.

Consulting Company / Contractor (optional) ⓘ

Consulting company

CAD software / FEA software (optional) ⓘ

SAP 2000

Project video (if available) (optional) ⓘ

https://www.youtube.com

Project web page (optional) ⓘ

https://www.ideastatica.com

☑ Terms and conditions: By marking you confirm you have read and agreed with the terms and conditions at www.ideastatica.com ⓘ

A new window where you can upload your attachments will open. Read the instructions and upload the project files.

After you do so, you can review your inputs by clicking on the "Preview" button.

When your records are ready, you can submit everything by clicking on the "Submit entry" button. After that, your entry will be waiting for revision until it´s approved. After the approval, you will find your project in the gallery.

Large scale buildings

John Doe