Microsoft

Microsoft Inspire

Las Vegas, Nevada

July 15-19, 2019

Microsoft

Partner Tool Tutorial

2019 MPN Partner of the Year
Awards Program

Tell your story like a pro

1. A Great Opening	2. A Gallant Hero	3. A villain	4. Damsel in distress
Catch the Judges' attention and reel them in quickly and definitively.	What heroic act did your company do? What admirable traits does it exhibit?	Give the "bad guy" a name. What insurmountable odds did you overcome?	Why did your client need you? How did you save them from total devastation?

Step 1 - Getting started

TIP: Plan to spend 15 – 20 hours on your submission

- Start early (now)
- Choose Award Categories
- Draft your entries offline
- Upload only when 100% complete
- Brainstorm with your team
- Gather facts
- Talk to your customers

Step 2 – Write your entry

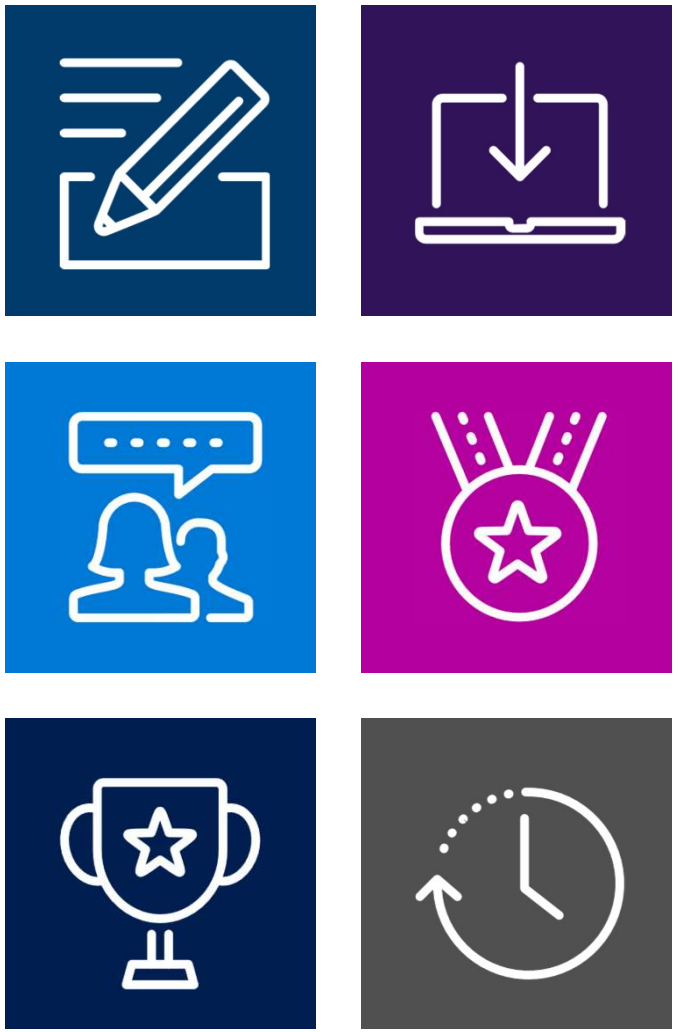
TIP: Weave a consistent theme throughout

- Answer every question
- Make your best points early
- Create a compelling story
- Showcase your solution
- Prove your success
- Include customer evidence

Step 3 – Polish &shine

TIP: Treat this as a marketing campaign and invest accordingly

- Edit, revise, and edit again
- Upload only when nomination is 100% complete and final
- Get professional help
- Develop a promotional plan as a winner or finalist
- Don’t wait until the last minute to submit

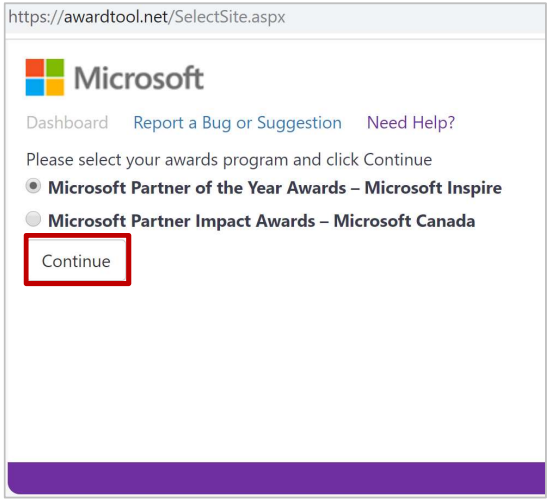


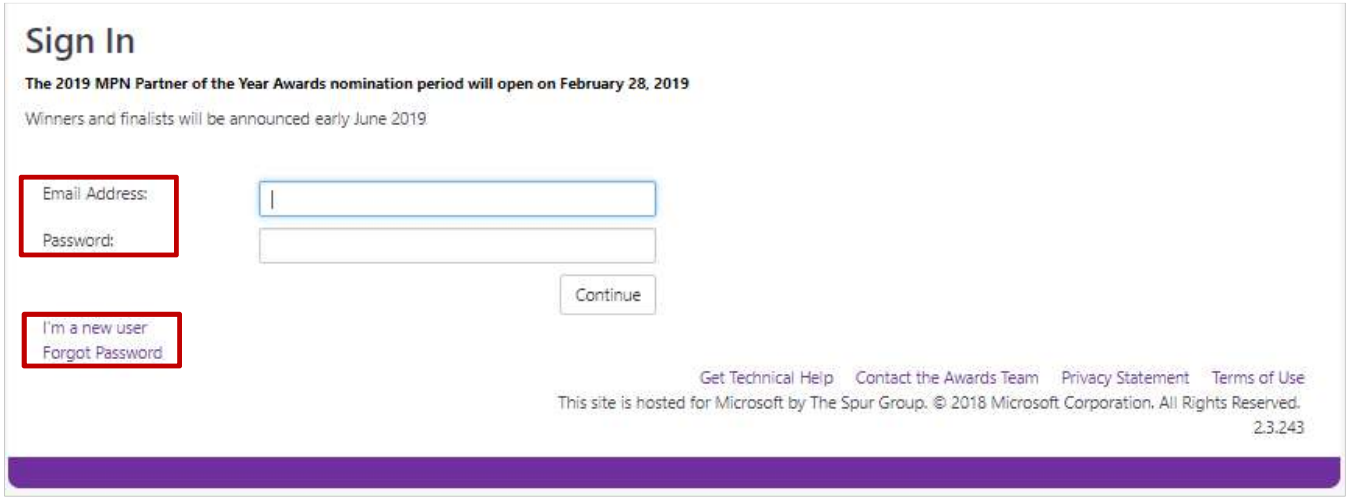
PARTNER INSTRUCTIONS

PLEASE NOTE: Awards Nomination tool CLOSES April 11, 2019, 11:59pm Pacific Time.
No exceptions or extensions granted.

Sign in as a Partner

1. Navigate to this website ("**https://awardtool.net/SelectSite.aspx**") to access the Awards Tool.
2. Choose the Microsoft Inspire Awards tool from the selection.
3. Enter your assigned credentials and click "Continue." If you cannot locate your password, click "Forgot Password."
4. If you do not have assigned credentials, click the "I'm a new user" link.

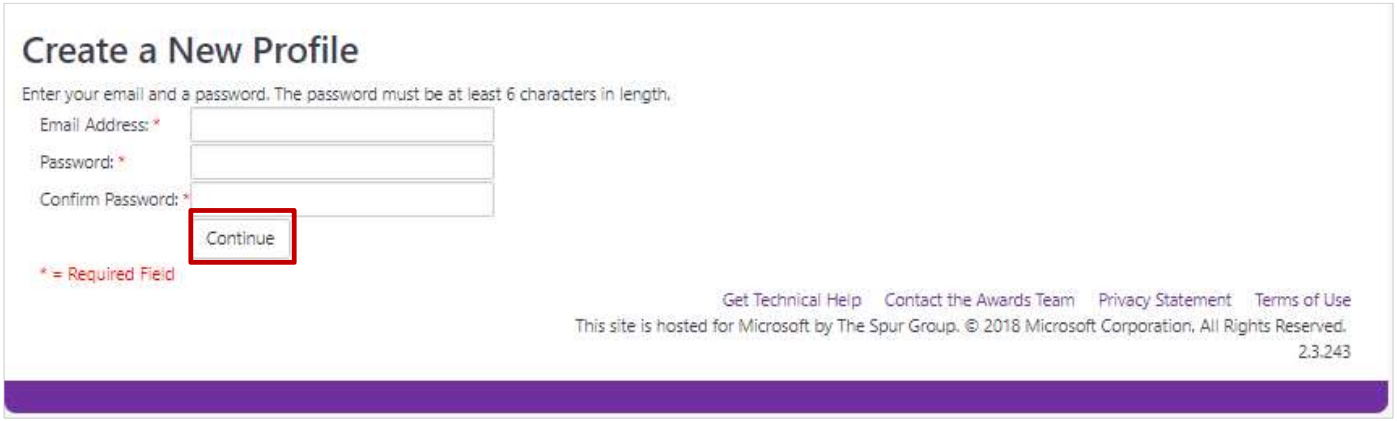




Create a new profile (1 of 2)

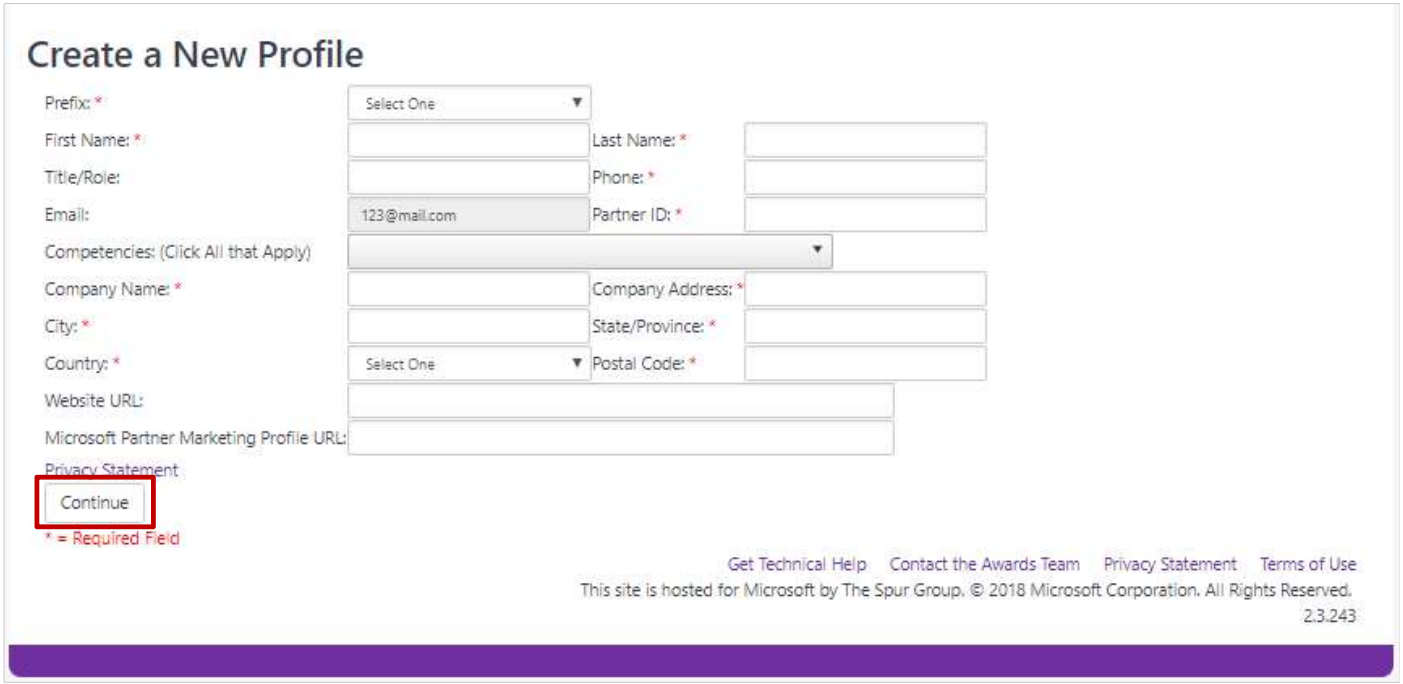
By clicking the I'm a new user link, the tool will create a partner profile for you.

1. Enter your email address and a desired password. Confirm the password by entering it a second time.
2. Click Continue to create your profile.



Create a new profile (2 of 2)

1. Complete all fields of the "Create a New Profile" form. These fields will auto populate for you when you create a new nomination.
2. When finished, click "Continue."



Agree to Rules & Regulations

1. You must agree to the 2019 MPN Partner of the Year Awards Rules and Regulations to proceed.

2. Please read through carefully. Click "I agree to Microsoft's 2019 Rules and Regulations" button at the bottom of the page.

Microsoft 2019 MPN Partner of the Year Award Rules & Regulations

PLEASE NOTE: It is your sole responsibility to review and understand your employer's policies regarding your eligibility to participate in trade promotions. If you are participating in violation of your employer's policies, you may be disqualified from entering or receiving awards. Microsoft disclaims any and all liability or responsibility for disputes arising between an employee and their employer related to this matter, and awards will only be awarded in compliance with the employer's policies.

GOVERNMENT EMPLOYEES: Microsoft is committed to complying with government gift and ethics rules and therefore government employees are not eligible.

This Contest is hosted in the United States, and entry information is collected on computers in the United States. This Contest will be governed by the laws of the State of Washington, and you consent to the exclusive jurisdiction and venue of the courts of the State of Washington for any disputes arising out of this Contest.

I Agree

Agree to Partner of the Year Waiver

1. You must agree to the MPN Partner of the Year Awards Waiver to proceed.

2. Please read through carefully. Click the "I Agree" button at the bottom of the page.

Microsoft and its affiliates would like the opportunity to participate in certain PR activities with your company relating to your company's participation in MPN Partner of the Year Awards. The purpose of this Release is to describe the activities in which you and your company agree to participate and the use rights of the parties with regard to any documentation resulting from these activities. Unless otherwise agreed to in writing by the parties, this release will apply to all occurrences of the activities you select from the list below. The parties agree as follows:

1. You agree to have your company name, logos, trademarks, your name, information, likeness, testimony, video, and images used in the activities that are marked with an 'X' below:

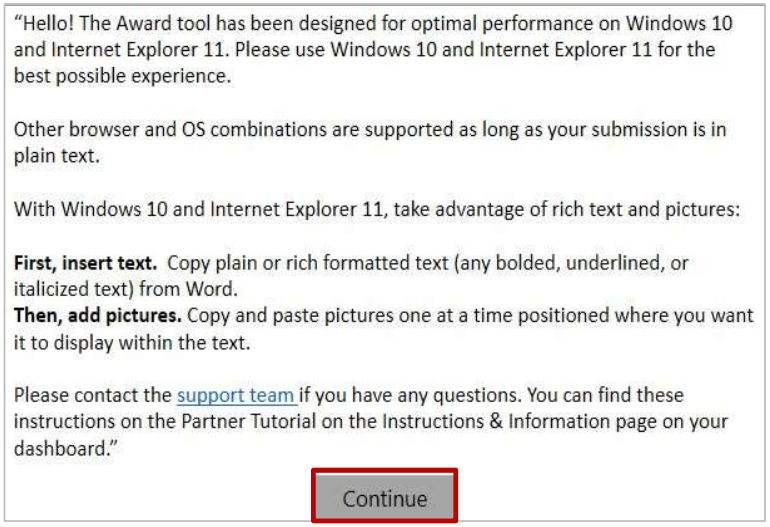
   X **Written Case Study** – a document/story describing your or your company's experience with use of Microsoft technologies
   X **Video Case Study** – a video version of the case study describing your or or company's experience with use of Microsoft technologies
   X **Press Release** – issued to press and media in order to make a newsworthy announcement relating to your experience with use of Microsoft technologies
   X **Testimonial Advertisement** – an advertisement describing your experience with use of Microsoft technologies
   X **Blogs**
   X **Microsoft Marketing and Promotional Communications**

   Your agreement to participate in these activities does not obligate Microsoft to create any of them or to offer the opportunity to you.

I Agree

Browser Compatibility

1. At time of launch, updates to allow for copying and pasting of text from Word documents and copying and pasting of pictures have been optimized for use on Microsoft Internet Explorer, with support for plain text on other system configurations.
2. After logging into the Awards tool for the first time, all partners will see the following message.
3. Click "Continue" to be taken to the partner dashboard.

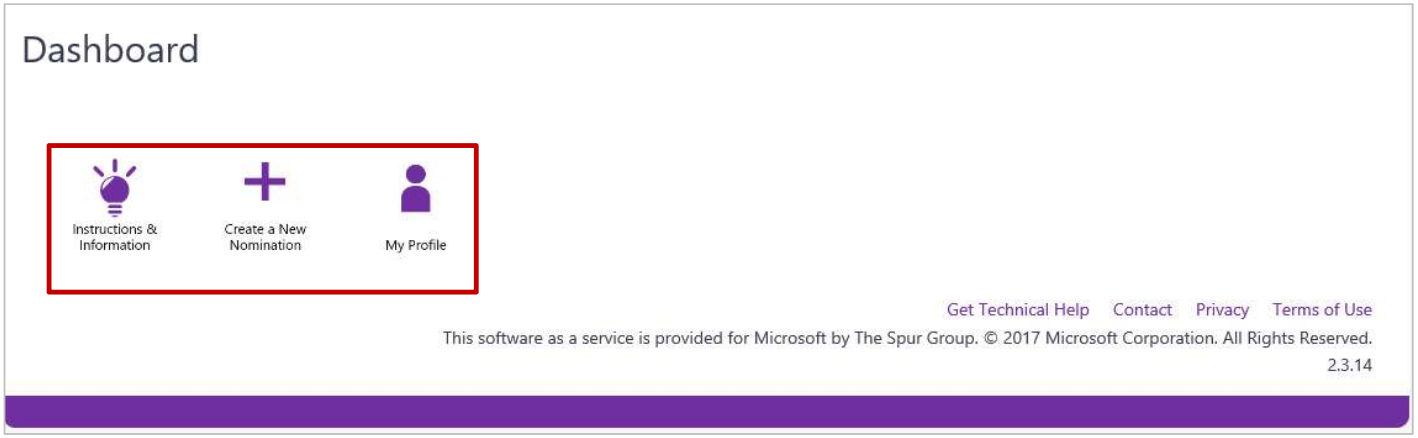


Partner homepage

After accepting the rules & regulations and the browser compatibility notification, you will be taken to the homepage.

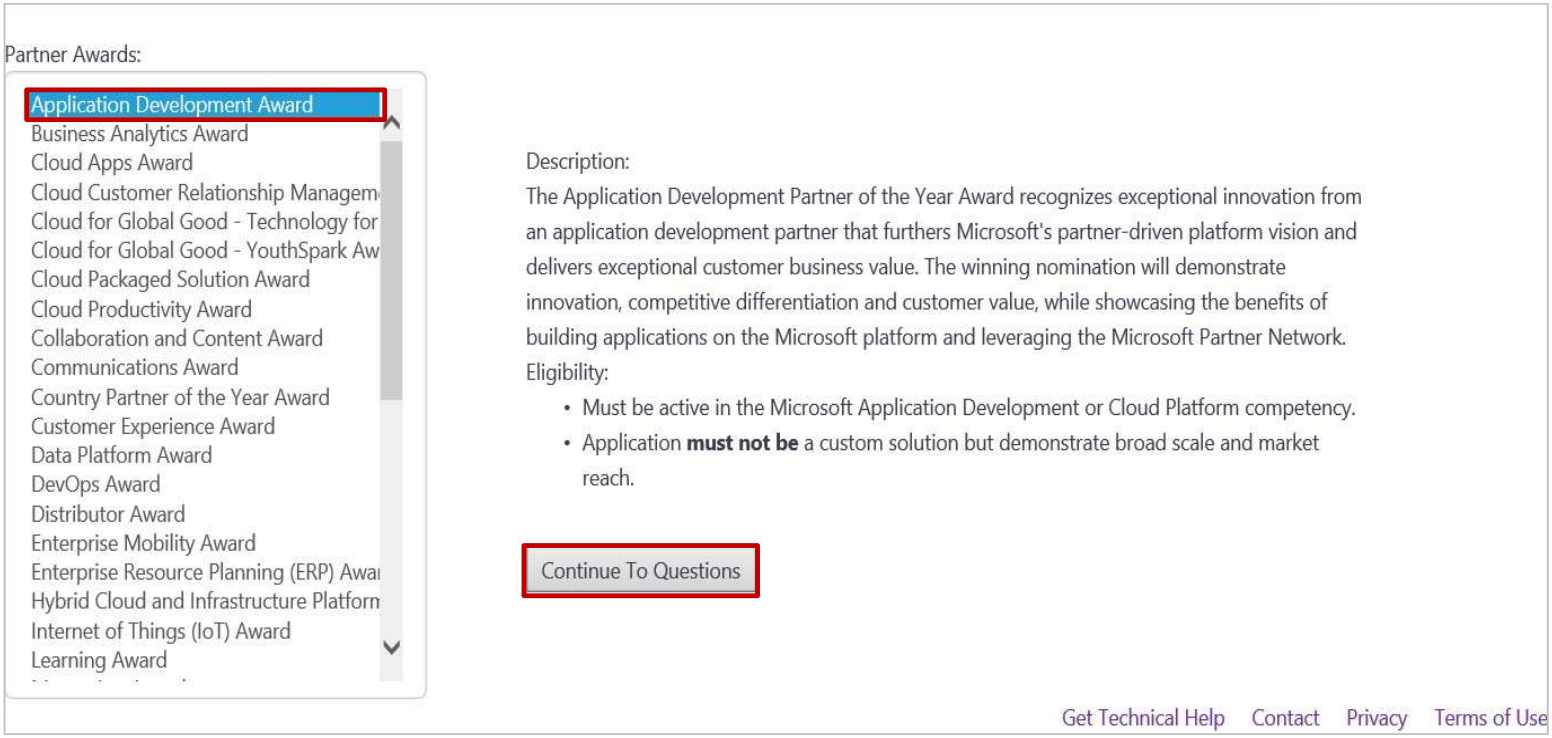
The homepage has icons for viewing instructions and information, viewing and edit profile information, and creating new nominations. The homepage also displays your nominations and statuses.

1. Click the "Create a New Nomination" icon next to begin the process of creating a nomination.
2. Click the "My Profile" icon to view or edit your previously entered contact information.
3. Click the "Instructions & Information" icon to download and view helpful documents.



Create a new nomination

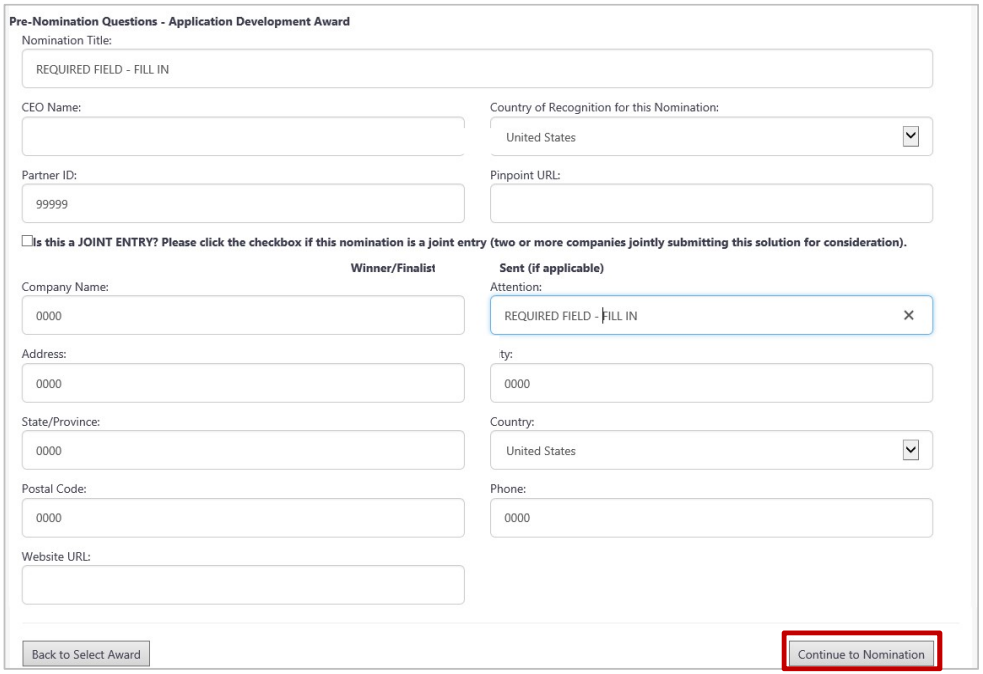
1. Click on an award category in the menu to the left to begin a nomination for that category.
2. After reading the award description and eligibility information, click "Continue to Questions."



Entering nomination information

The contact information you provided when creating a new Partner profile will auto populate most fields.

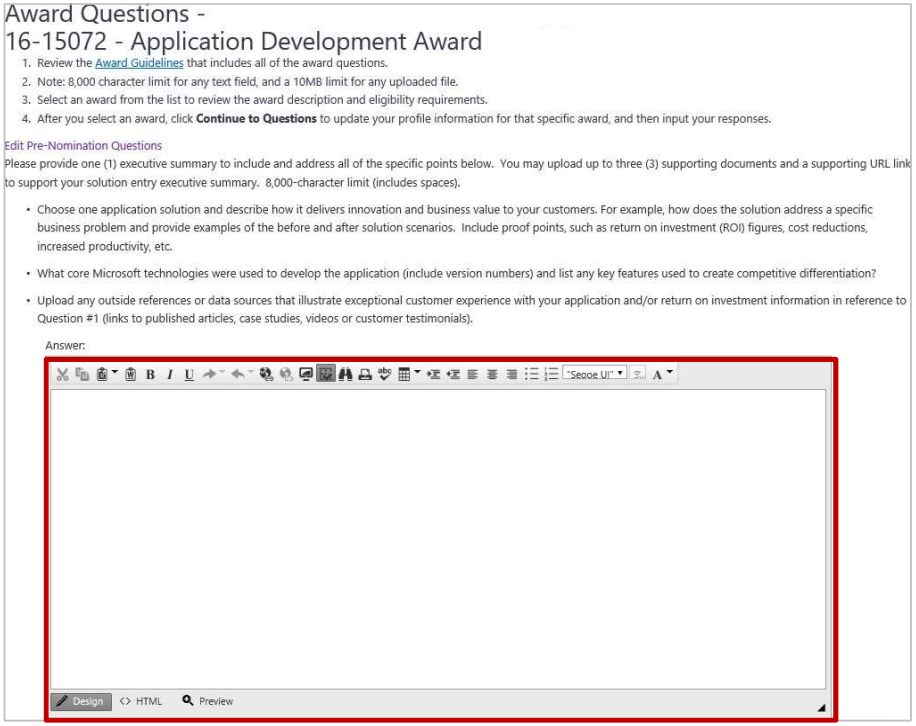
1. Please fill out remaining fields (Nomination Title, CEO Name and Attention).
2. Click “Continue to Nomination” when finished.



Filling out nomination information

1. Please fill out the executive summary question in each created nomination.

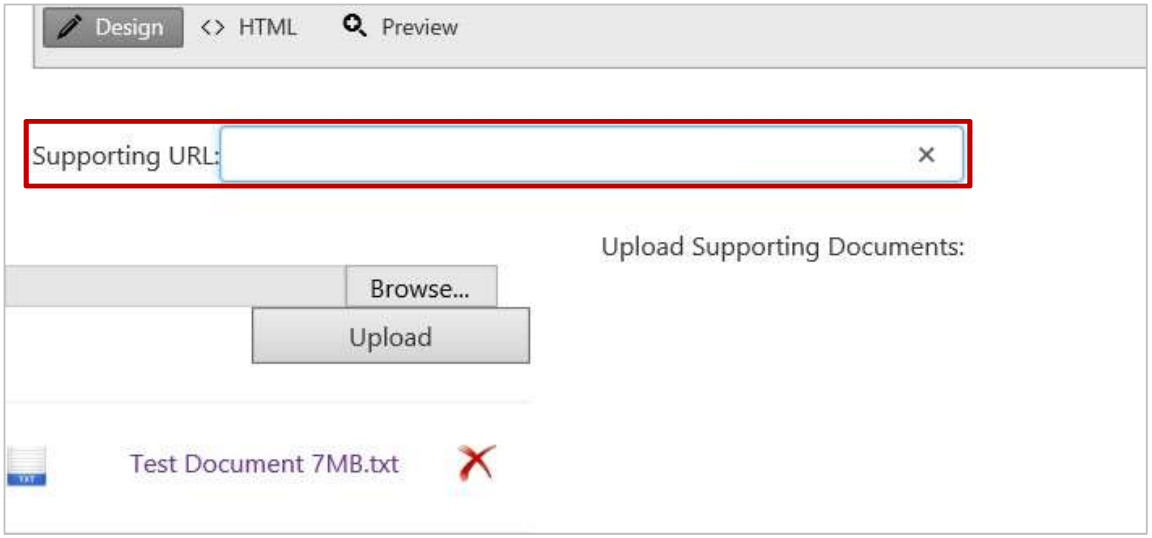
2. Please make sure to address all points in each of the questions to ensure full consideration from the Judges.



Providing supporting URLs

All questions have an area below to provide a supporting URL to supplement your nomination.

1. Please type or paste your supporting URL into the box next to "Supporting URL."
2. If you have more than one supporting URL, we suggest adding additional URLs to one of your Supporting Documents.

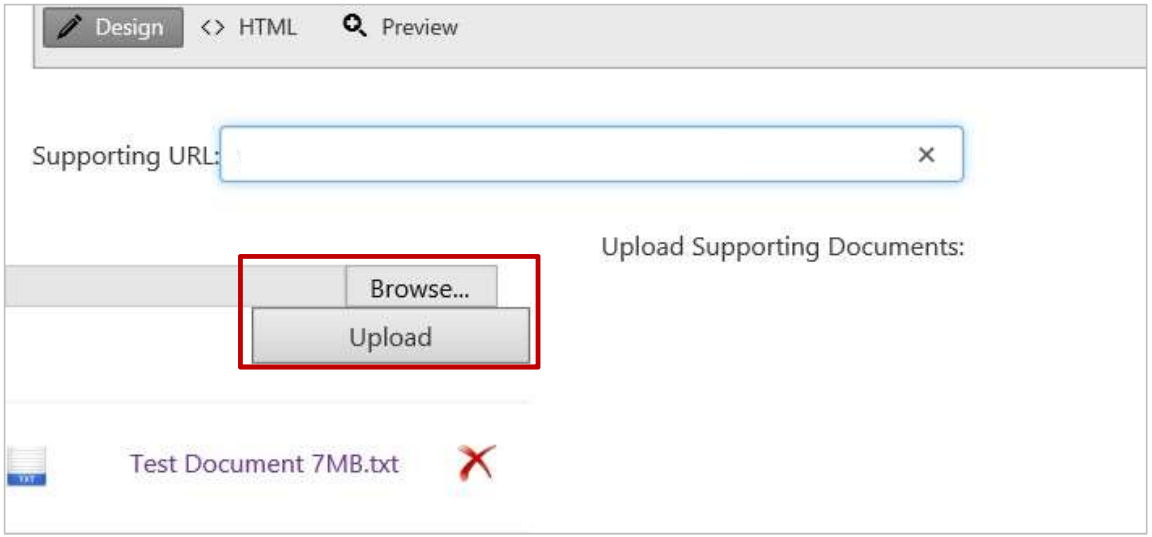


Uploading supporting documents

All questions have an area below to provide one or more supporting documents to supplement your nomination.

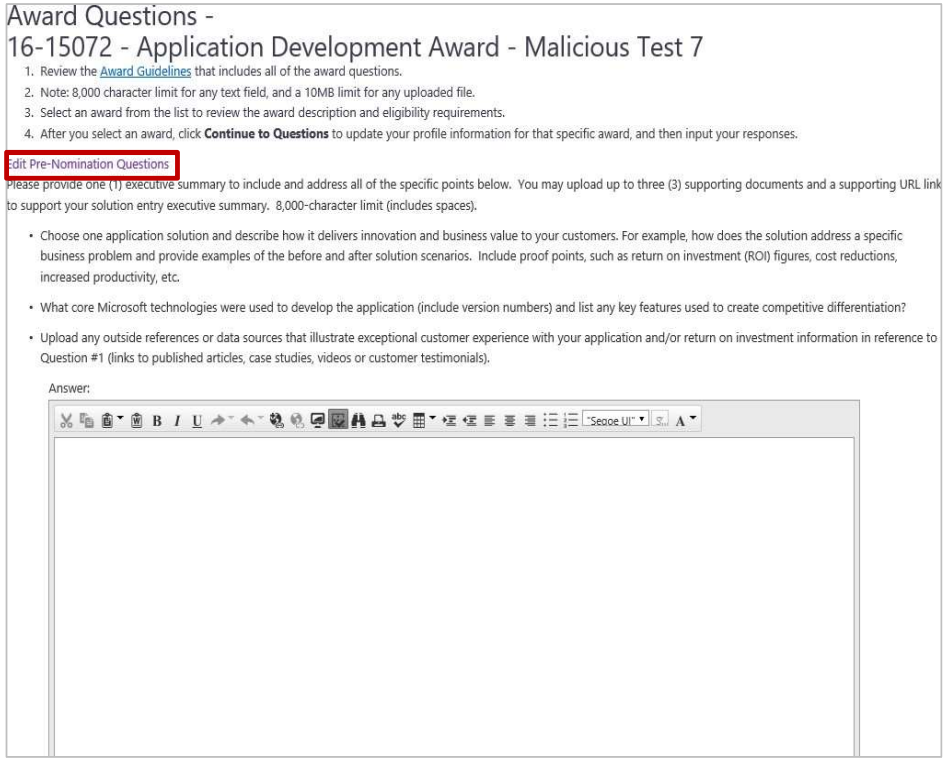
To upload one or more Supporting Documents, click "Browse" to locate your document, then click "Upload."

You will see the document appear beneath the Upload box when it has successfully loaded.



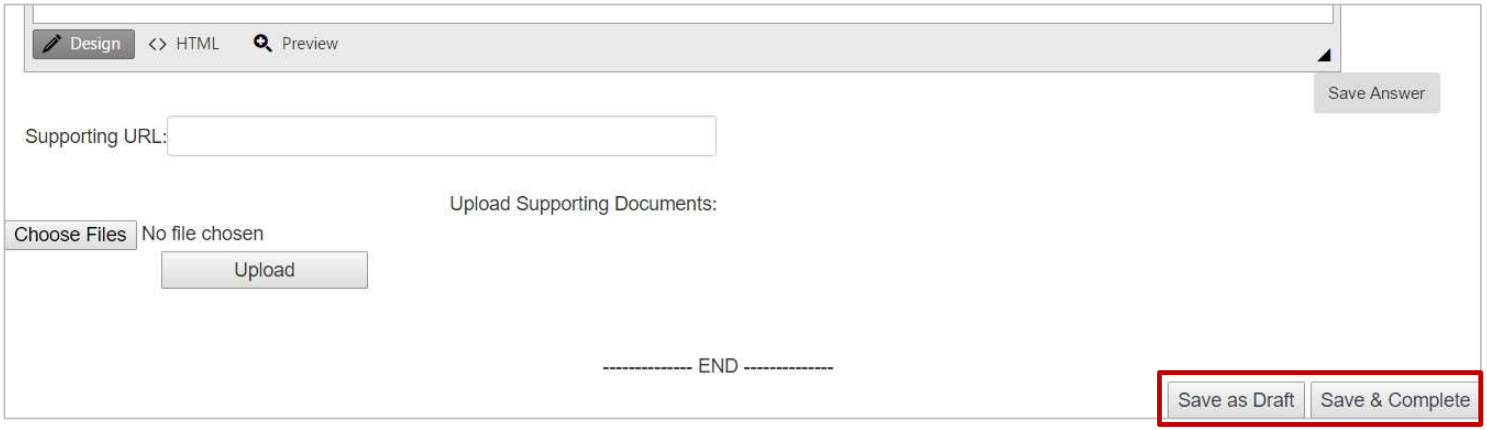
Editing pre-nomination questions

To edit any of the contact information you inputted earlier, click the "Edit Pre-Nomination Questions" link at the top of the questions section.



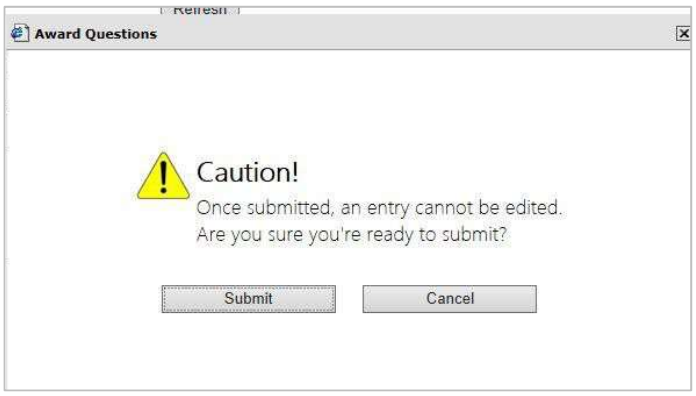
Saving your nomination

1. When you are in the process of entering a nomination and would like to save it to edit or complete later, click "Save as Draft."
2. If you have filled out all questions in your nomination and would like to submit, click "Save and Complete."
    - Note: You *cannot* edit, change, or delete your entry after this action of "Save and Complete".

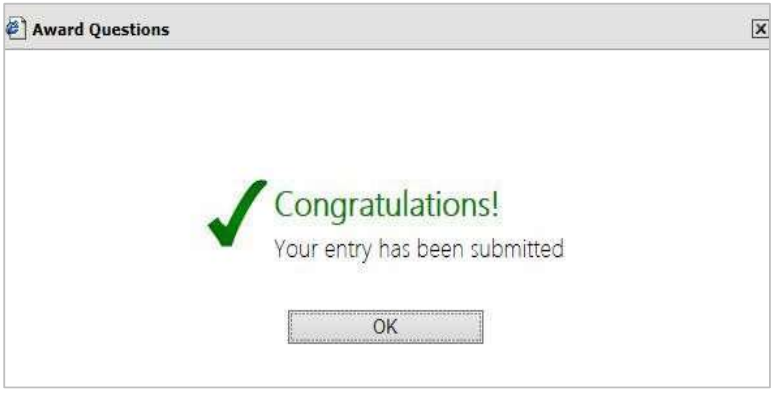


Submitting your nomination

1. Upon clicking "Save and Complete," a Caution box will appear. Make sure you have completely filled out your nomination before clicking "Submit." You cannot edit your nomination after submitting it. Press "Cancel" to return to your nomination.



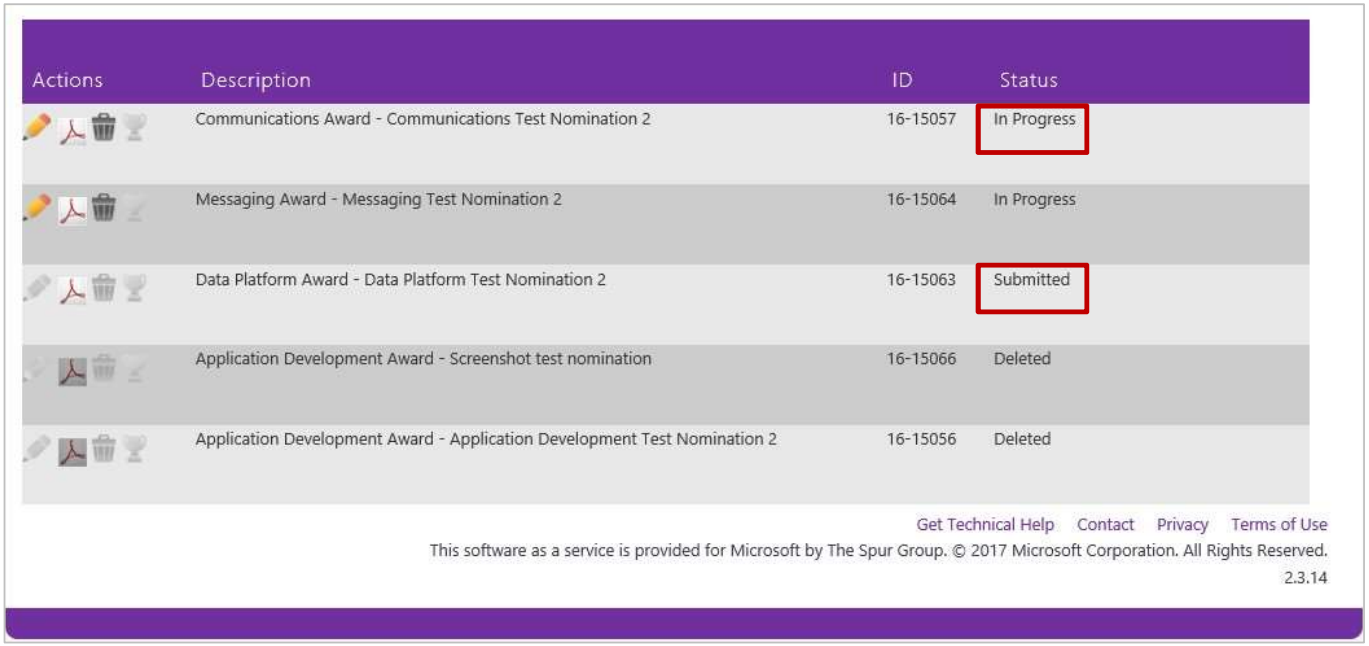
2. After clicking "Submit," a "Congratulations" box will appear with an affirmation that your nomination was successfully submitted. Click "OK" to return to the Partner Dashboard.



Viewing your nominations

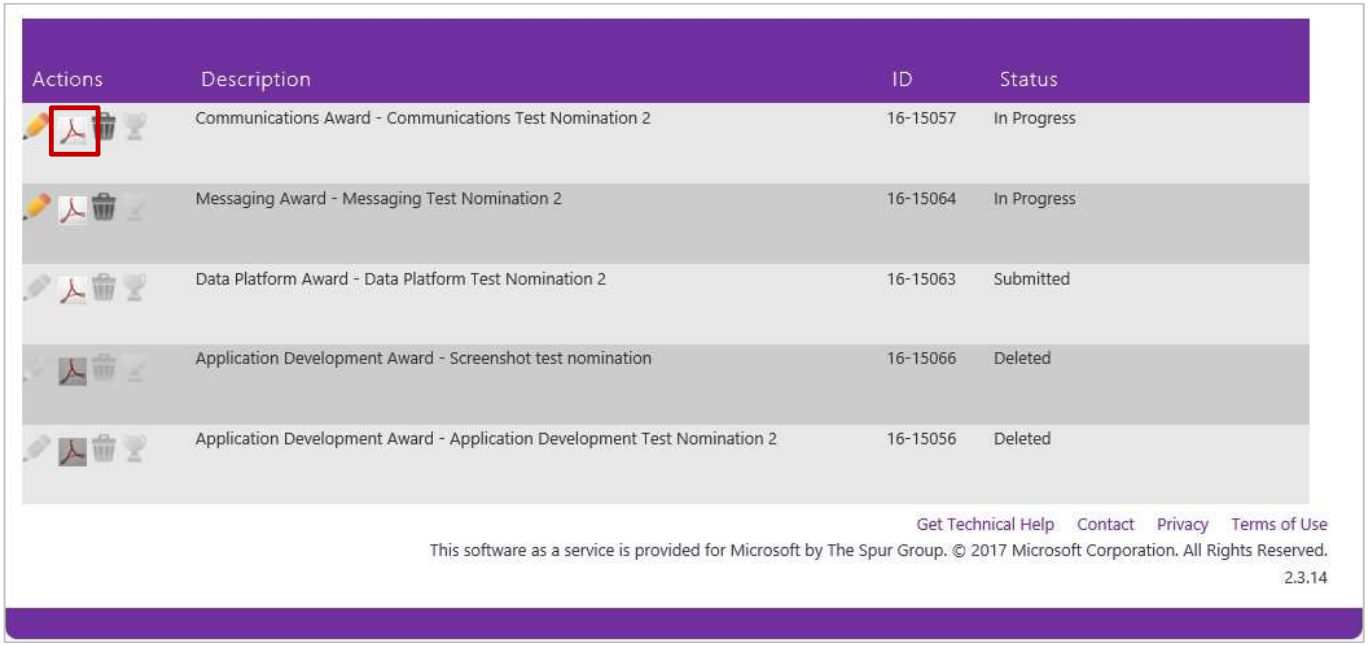
You can view the status of your nominations on the homepage.

1. If a nomination has been saved as a draft, the status will show "In Progress."
2. If a nomination has been successfully submitted, the status will show "Submitted."



Exporting PDF previews

To view your nomination(s) as a PDF report, click the " " icon.



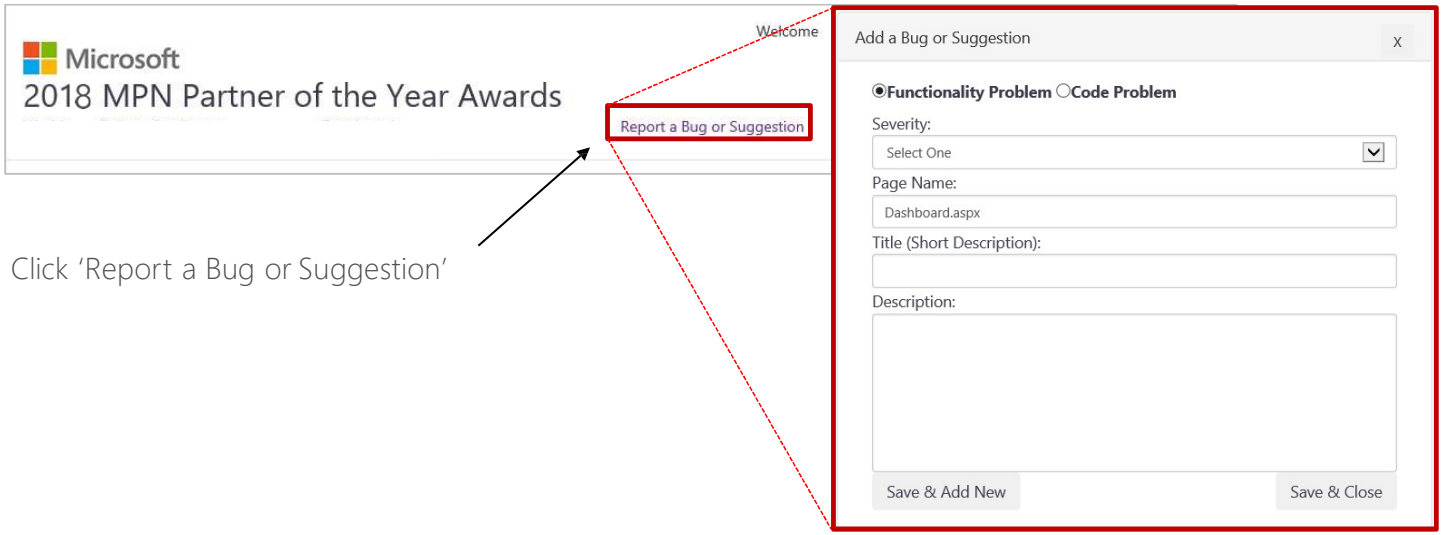
Logging your feedback

Find something that you think could work a little smoother?

Have an idea that would make your process easier?

Let us know reporting a bug or sending us a suggestion!

Here's how:



Click 'Report a Bug or Suggestion'

1. Choose 'Report a Bug' or 'Make a suggestion'
2. Select the severity, suggest 'Low'
3. Enter a title and description of your suggestion.
4. Click 'Save & Close'

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