



Awards Online Application Guide

Here is a step-by-step guide to submitting an entry for the **Mount Gambier and Districts Business Awards** presented by the Mount Gambier Chamber of Commerce using their Awards Platform portal.

1. Create an Account or Log In:

1. Go to the **Mount Gambier and Districts Business Awards portal**
<https://chamber1.awardsplatform.com>
2. **If you are a new user, register** by filling in your details (name, email address, password, and mobile number) under the registration section on the right-hand panel.
3. **If you already have an account from your nomination or entry, click Log in** and enter your credentials.

2. Start a New Entry:

1. Once logged in, navigate to the entries tab or dashboard.
2. Click the **Start entry** button.

3. Select Your Category:

1. **Select the appropriate award category** for your business or nomination from the drop-down menu.
2. Enter a clear **Entry Name** (typically your business name).

4. Complete the Entry Criteria:

1. **Complete all required fields** and answer the specific response questions provided for your chosen category.
2. Be mindful of word limits, required responses, and key details about your business achievements.
3. *Tip: You can save your progress at any time by clicking **Save + next** or **Save draft** and return to finish later.*

5. Upload Supporting Attachments:

1. **Upload any supporting documents**, images, logos, business plans, testimonials or media files that back up your written submission.
2. Ensure files meet the format (e.g., PDF, JPG, PNG) and file size requirements specified on the platform.

6. Review and Submit:

1. Review all sections to ensure your answers and attached files are accurate and complete.
2. Click **Submit entry** to finalise your application.
3. You will receive an automated confirmation email once your submission has been successfully received.

Important Tips:

- **Drafts:** Your entry remains editable as a draft until applications close on 21 September 2026.
- **Multiple Entries:** If you qualify for more than one category, you can submit additional entries by selecting **Start entry** again from your account menu.