



New Zealand Radio Awards – Entry Guide

Register on the New Zealand Radio Awards site

To submit entries into the New Zealand Radio Awards for yourself or on behalf of others, you must first register on the NZ Radio Awards site.

Once you have registered, you will be sent a confirmation email. Click on the link within the email to confirm your registration.

Click the link below to register on the NZ Radio Awards site -
<http://www.radioawards.co.nz/register>

Once you log in and enter any awards, you will be the recipient of any email communications from the NZ Radio Awards relevant to the entries submitted under your user name.

Entries open on January 31 2011, click the link below to enter the NZ Radio Awards now
<http://www.radioawards.co.nz/entrant/homepage>

Files for award entries

Specific audio duration limits and maximum word counts for written submissions are listed under the requirements for each award in the Awards category section of this site, please ensure these are adhered to.

Click the link below for more specific entry requirements for each award -
<http://www.radioawards.co.nz/awards/category>

You must supply all audio in MP3 format and all written material or additional support material in PDF format.

Audio submissions

For any award entry that requires an audio submission, the audio file must be a maximum of 10 minutes in duration and be an MP3 file. Only one MP3 can be uploaded for each field, so please combine your work into one MP3 file for each upload field.

See below for more information on how to compress audio files and create MP3 files.

Click below to download a free MP3 converter for Windows & MacOS -

<http://www.nch.com.au/switch/switchmaci.zip>

Click below for a step-by-step guide on how to compress your audio files -

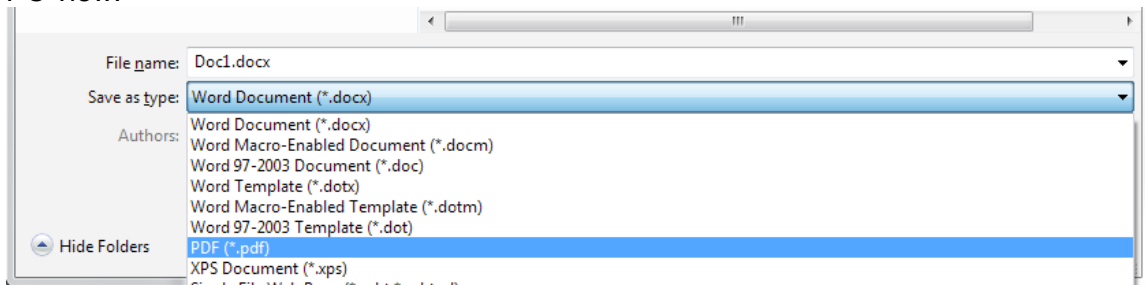
http://www.ehow.com/how_5095240_compress-audio-files.html#ixzz17xRERUGZ

Written Submissions

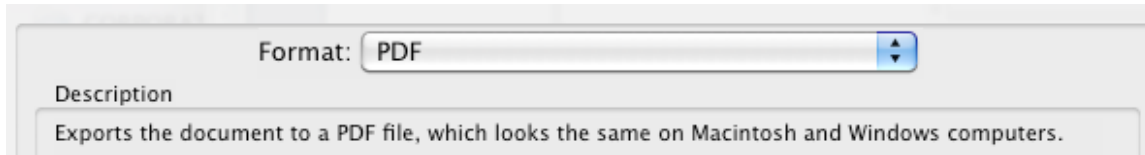
For any award entry that requires a written submission, the submission should not exceed 600 words. For some awards, written submissions may also be supported by additional letters and branding material. The written submission file must be a PDF. If you are adding supporting documents to your written submission, please provide them all in one PDF document as only one file can be uploaded for each field.

Some versions of Microsoft Word will allow you to turn your Word document into a PDF when you select your 'save as' options. To check if your version of Word has this function, select 'File' > 'Save As', in the 'Save as type'/'Format' options drop-down on the pop-up window, 'PDF' will be listed as an option – as shown below for both PC and MAC.

PC view:



MAC view:



If your version of Word allows you to save as a PDF, follow the steps below.

- Write your written submission text (max 600 words) in a Word document
- If applicable for the award, add any other additional support material to the same document (copy and paste any additional support material into a new page in the document with a separate heading so that it is clear to the judges where your written submission ends, and where your additional support material begins)
- Follow the steps above to save your Word document as single PDF file

If your version of Microsoft Word doesn't have this function, you can download a free PDF creator – click the link below to download PDFCreator – a free PDF creator and converter.

http://www.sourceforge.net/projects/pdfcreator/files/PDFCreator/PDFCreator1.1.0/PDFCreator-1_1_0_setup.exe/download

Additional Information

Click the link below for conditions of entry into the NZ Radio Awards -
<http://www.radioawards.co.nz/about/4>

For any other queries relating to the New Zealand Radio Awards contact:
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