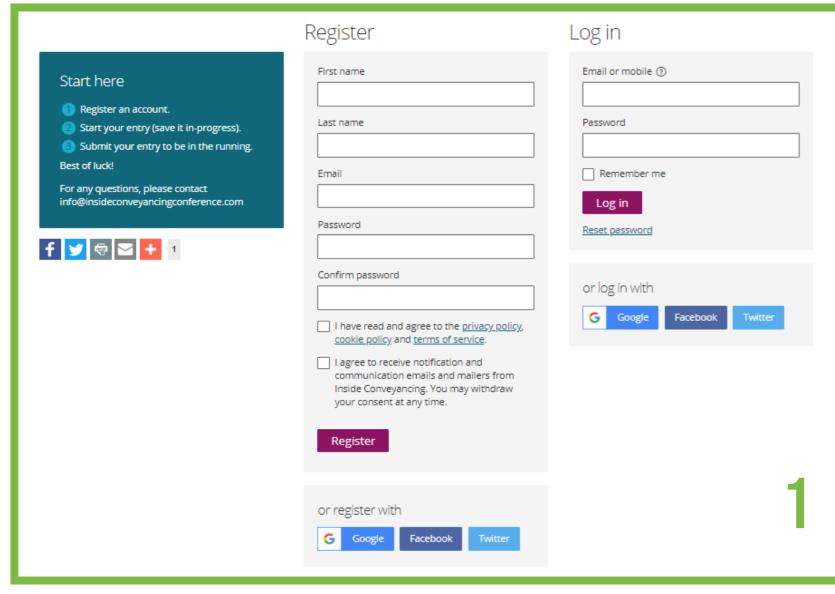
## HOW TO USE OUR INSIDE CONVEYANCING AWARDS PLATFORM

STEP 1 - Follow the link that will be emailed over to you once you have selected and paid for your entry/entries on our website <u>insideconveyancingconference.com</u>



STEP 2 - Click on the link and it will take you to the login page of Awards force, Register as a user and confirm by clicking on the link you will recieve via email, to gain access to your account.



STEP 3 - Go to my entries and then click on 'Start Entry'. Depending on the category/ categories you have chosen, please select at the category and regions (if it applies) You must fill out all boxes and tick boxes to proceed to the questions.

	2
<ul> <li>You may edit your entry after submitting, up until the entry deadline 1st September 2020 at 11.59pm</li> <li>Please make sure all your personal details are entered accurately, including contact details, as this will be used in the awards presentation if selected</li> <li>You are eligible to enter more than one category, as long as the work submitted meets the criteria.</li> <li>You can use the 'copy' feature to create a copy of your entry and change the category as required.</li> <li>Entry fees may be paid by credit card or Bacs and must be paid online at time of completing submissions. If your submissions have not been paid for</li> </ul>	
Support  If you have any questions on the entry process, please contact the organisers by email to info@insideconveyancingconference.co.uk or call 01273 229 33	33
<ul> <li>Register and Pay by 1st September 2020 at 11.59pm</li> <li>Entry deadline: 1st September 2020 at 11.59pm</li> <li>Please note the entry deadline, this date is final and there will be no extensions provided, (unless there are exeptional circumstances.) The system wi</li> <li>Finalists announced: October 2020</li> <li>Awards presentation ceremony: Wednesday 3rd March 2021</li> </ul>	ill automatically prevent entry submission after the deadline.

STEP 4 - Depending on the category/categories you have chosen, please select at the category and regions (if it applies) You must fill out all boxes and tick boxes to proceed to the questions.

My entries 

All questions must be answered, unless marked optional.

Vour Details Questions Supporting Documents

Category

Est Direct Conveyencing Firm

This is for firms who mainly operate on a national basis, whining work direct from the internet or from panel managers.

This award will be assessed on your application form, a follow-up call with the person judging this category (please allow 20 minutes for this call to take place), a compliance check and a mystery shopping exercise.

Company Name (i)

Select your Region (i)

Loorfirm to meet the minimum requirements and I/ We are eligible to enter The Inside Conveyencing Awards 2020.

Select Your Region (ii)

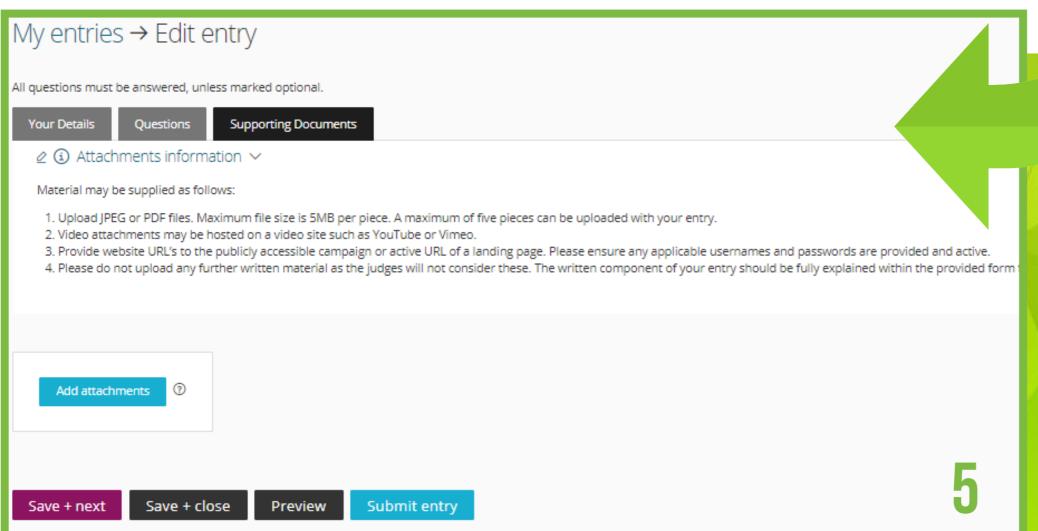
Loorfirm to meet the minimum requirements and I/ We are eligible to enter The Inside Conveyencing

Awards 2020.

Cancel

Cancel

STEP 6 - Once you have answered all the questions and clicked 'Save + Next' you will then have an option to add supporting documents to your entry, this is not mandatory.



STEP 5 - For all categories except Best Individual Conveyancer and Best Customer Service (which are juged soley on customer feedback) you will need to answer the questions in full

Al	Il questions must be answered, unless marked optional.		
	Your Details Questions Supporting Documents		
0			
	How have you shown that you have given great customer service? ③	0 / 400 word:	
	What steps have you taken to as a firm to protect your clients from cyber fraud? ③	0 / 400 word:	
	What steps do you take to win and protect ongoing business and how can you demonstrate plans for future growth? ③	0 / 400 word	
	Overall why do you think your firm should win this category? ③	0 / 400 word	
Please confirm the name, email address and telephone number of the best person for the Judge to contact (calls should last no more			
minutes).			
Please confirm the name, email address and telephone number of 3 employees for the Compliance Check to be completed with (e.g. Head of Conveyancing, COLP, Practice Manager).			
	Conveyancing, Coze, Practice Managery.		
ĺ	Save + next Save + close Preview Submit entry		

STEP 7- Sit back, relax and let us do the rest! We will be annoucing all shortlistings on our social media platforms, so if you arent already following us make sure you do!

TWITTER- @INSIDEAWARDS

LINKEDIN- WWW.LINKEDIN.COM/IN/INSIDE-CONVEYANCING-CONFERENCE-AND-AWARDS-090B11195

EMAIL-INFO@INSIDECONVEYANCINGCONFERENCE,COM