

All entries must be submitted online via our Awards Entry Site: <https://awardsentry.ivorsacademy.com>

There is an administration fee for each entry made into our awards, which will be payable at the point of submission, however the administration fee may be waived or discounted if the entrant is a member of The Ivors Academy. The following conditions apply:

1. The entry must be made by a member of The Ivors Academy themselves, not a third party.
2. If the member has a Professional tier membership with The Ivors Academy, they can enter two works for free and can receive a 50% discount on the administration fee on a third work.
3. If the member has a Standard or Early Career tier membership with The Ivors Academy, they can enter one work for free and can receive a 25% discount on the administration fee on two further works.

Membership must be active at the point of entry.

USING YOUR DISCOUNT CODE CORRECTLY

There is a specific discount code to use based on the number of entries you're submitting. Please email the Awards Team with the number of entries you're planning to submit, and they'll provide you with the relevant code.

SUBMITTING 1 ENTRY

- Go to the dashboard of the Awards Entry Site and click CREATE NEW ENTRY.
- Once you've completed the entry form, click SUBMIT where you'll be taken to an invoice preview page.
- Enter your code into the discount code box and click the DISCOUNT CODE button. The administration fee will be waived.
- You must select CONTINUE TO PAYMENT for the entry to be finalised, but no payment is required.

SUBMITTING 2 OR 3 ENTRIES

For the code to work as it's supposed to when submitting more than one entry, you need to ensure you're completing payment of all entries at the same time.

- Go to the dashboard of the Awards Entry Site and click CREATE NEW ENTRY.
- Once you've completed your first entry, click SUBMIT where you'll be taken to an invoice preview page.
- Instead of continuing to payment, click CREATE NEW ENTRY. If you're not ready to make your second entry yet, click DASHBOARD. Your first entry will automatically be added to your invoice list on completion of your next entry.
- Complete your second and third (if applicable) entries and ensure they're all listed in your invoice preview.
- Enter your code into the discount code box and click the DISCOUNT CODE button. The administration fee should change to reflect your member discount.
- Select CONTINUE TO PAYMENT to finalise your entry.

If you've any questions, please contact the [Awards Team](#).

Membership bursaries are offered by The Ivors Academy Trust should there be a financial barrier to joining the Academy. Further information is available on the Academy website: <https://ivorsacademy.com/the-ivors-academy-membership-bursary-scheme>