



AMERICAN ADVERTISING AWARDS

Forwarding Instructions for Local Clubs

All District Entries Must Be Received No Later Than Tuesday, March 5, 2019

Forwarding Fees: \$20 for student gold winners; \$80 for professional gold winners

SEND US ALL OF YOUR GOLD & SILVER WINNERS:

Please ship us **ALL** of your Gold **AND** Silver winning entries. We will reach out to your Silver winners to pay the forwarding fee if they want their entry to be judged at the District level. They will pay the District directly to make the process easier on you and your club.

HERE'S HOW TO SEND YOUR ENTRIES & PAYMENT TO DISTRICT

Follow these instructions carefully!

1. All Gold winners are automatically forwarded in the system. Please confirm that your Gold winners are forwarded correctly by clicking Forwarding Manager > View Forwarded. This will give you a list of your Gold winners that are forwarded to District.
2. For your Silver winners, confirm they are listed correctly by clicking Forwarding Manager > View Pending. This will give you a list of your Silver winners that are eligible to compete at the District level. Just ship the entries to us labeled clearly in their envelopes/bags and we'll reach out to them about forwarding. The forwarding fee for local Silver winners is \$90 for professionals and \$25 for students.
3. Please ship your Gold and Silver entries in separate boxes. You can find a checklist of the entries you should forward in the online system. Click on your competition and then on Forwarding Manager. The "View Forwarded" list should be your Gold winners. The "View Pending" list should be your Silver winners.
4. All Gold winners must be forwarded and paid for by your club. The forwarding fee is \$80 per entry. Please include a check for the forwarding fees along with your shipment. You can download a summary of Gold winners that should match your total check amount by clicking on your competition, then on Forwarding Manager, then Download Summary. Please make sure each of your forwarded entries are labeled clearly in the envelopes/bags.
5. If the entries listed in "View Forwarded" and/or "Download Summary" under the Forwarding Manager are incorrect, most likely there was a problem in the way your competition was set up.
6. Ship the **entries** to: Nossi College of Art, ATTN: AAF D7 Awards, 590 Creative Way, Madison, TN 37115
7. Mail your **payment** to: AAF District 7, ATTN: Mark Farrar, 220 Farrar Road, Shelbyville, TN 37160. Please make checks payable to AAF District 7.

QUESTIONS?

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