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#### About this Document

The following are steps judges for the CWB Awards can use to view submissions.

### Judges Account Setup

Each judge will be given an account to login and they will be required to set up two factor authentication because the judges account has administrative access to the website. To setup two factor authentication click on

<u>https://www.awards.cwb.org.au/wp-admin/admin.php?page=WFLS</u> and follow the steps which involve installing the Google Authenticator or similar application. The full list of applications are visible at

<u>https://www.wordfence.com/help/tools/two-factor-authentication/#how-to-enable-two-factor-authentication</u> though you only need to select one application to install on your phone.

Once you have scanned the QR code and connected your 2FA account to the phone you will be able to log back into the website.

At this point you may also choose to download some recovery codes in case you lose your phone.



## Logging In

Follow these steps to view CWB Award submissions:

- 1. Browse to <a href="https://www.awards.cwb.org.au/wp-admin">https://www.awards.cwb.org.au/wp-admin</a>
- 2. Enter the username and password and click on Login

Username or Email Address Password Remember Me Log In
Lost your password? ← Go to CWB Awards

3. Enter the 2 factor authentication code using the phone app

Wordfence 2FA Code 🕑	
Lost your password? ← Go to CWB Awards	



### **View Submissions**

4. Click on WPForms -> Entries

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5. The different nomination categories will be displayed. To view the submissions for a category, click on one of the categories to display the entries.

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6. To view a submission you can click on the **View** link beside the application. This will open the application and show you the question and answers for the entry.

# Note that each entry has a "Partial" or "Completed" status beside them and an entry is "Completed" once all questions have been answered.

7. Note that at the top there are 2 quick navigation options allowing you to either go back to the list of entries or easily view the previous/next application using the arrows to the top right area.

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### Logging Out

8. To log out of the CWB Awards website, hover over to the top right corner where you avatar icon is and click on **Log Out**.