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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

<https://www.awards.cwb.org.au/wp-admin/admin.php?page=WFLS> and follow the steps which involve installing the Google Authenticator or similar application. The full list of applications are visible at <https://www.wordfence.com/help/tools/two-factor-authentication/#how-to-enable-two-factor-authentication> though you only need to select one application to install on your phone.

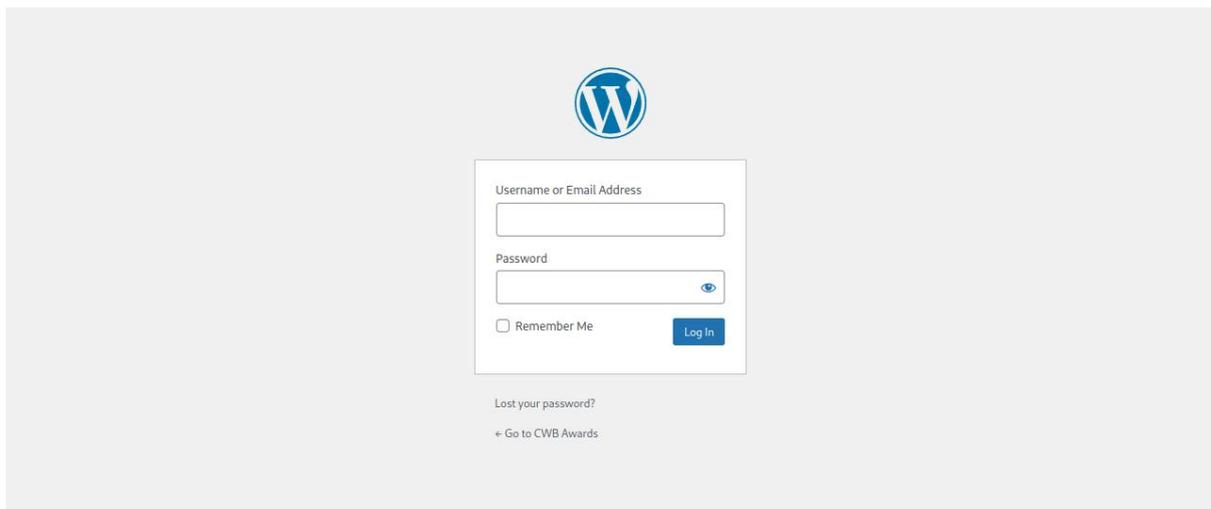
Once you have scanned the QR code and connected your 2FA account to the phone you will be able to log back into the website.

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

Logging In

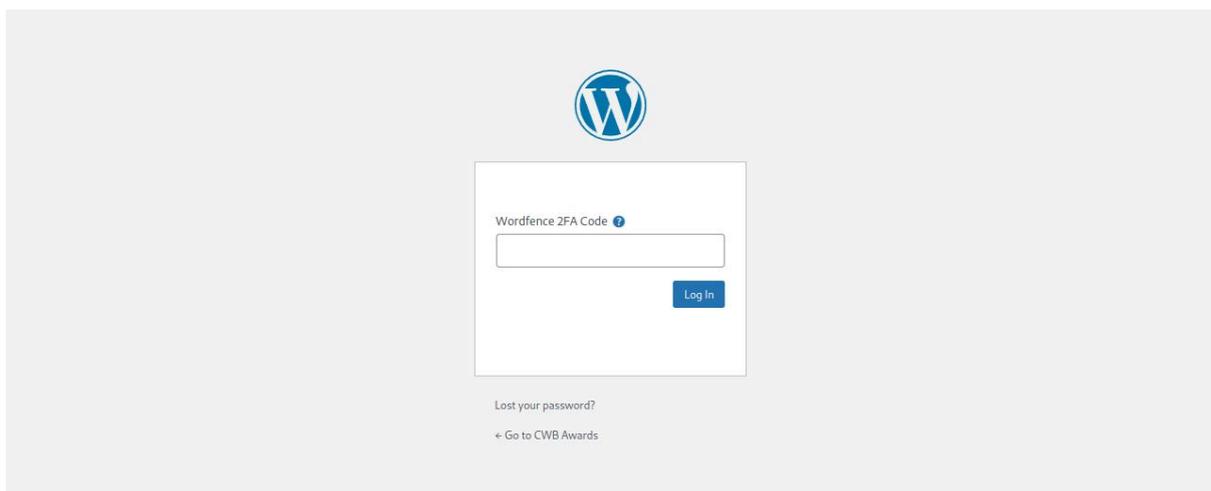
Follow these steps to view CWB Award submissions:

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



The screenshot shows the WordPress login interface. At the top center is the WordPress logo. Below it is a white login box with the following elements: a text input field labeled "Username or Email Address", a text input field labeled "Password" with a toggle icon on the right, a checkbox labeled "Remember Me", and a blue "Log In" button. Below the login box, there is a link "Lost your password?" and a link with a left-pointing arrow "Go to CWB Awards".

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



The screenshot shows the second step of the login process. It features the WordPress logo at the top center. Below it is a white box for 2FA authentication with a text input field labeled "Wordfence 2FA Code" and a blue "Log In" button. Below this box, there is a link "Lost your password?" and a link with a left-pointing arrow "Go to CWB Awards".



View Submissions

4. Click on WPForms -> Entries

The screenshot displays the WPForms 'Entries' page. At the top, it shows 'All Forms' with a 'Last 30 days' filter. A line graph titled 'Total Entries: 240' shows the number of submissions over time, with a significant spike on September 23. Below the graph is a table of forms:

Form Name	Created	All Time	Last 30 Days	Graph
Canberra Weekly Micro Business Woman of the Year	August 21, 2023	22	22	
Synergy Group Social Impact Business Woman of the Year	September 21, 2022	7	7	
Chamberlains Innovation Business Woman of the Year	September 21, 2022	7	7	
Solace Creations Small Business Woman of the Year	September 21, 2022	27	27	
Southern Cross Austereo Indigenous Business Woman of the Year	September 21, 2022	2	2	
Parbery Consulting Young Business Woman of the Year	September 21, 2022	4	4	
Nomination Form	September 21, 2022	148	148	
ACT Government Business Woman of the Year	September 21, 2022	23	23	

At the bottom of the page, there is a footer with social media icons, a 'Made with WPForms Team' notice, and a request to rate WPForms on WordPress.org. The version number 'WPForms 1.8.3.2' is also visible in the bottom right corner.



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

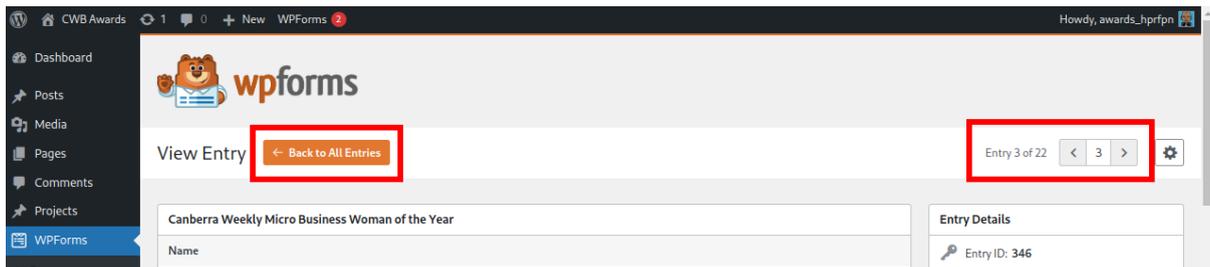
The screenshot shows the WPForms dashboard interface. The top navigation bar includes 'Dashboard', 'Posts', 'Media', 'Pages', 'Comments', 'Projects', and 'WPForms'. The main content area displays the 'Entries' section for the 'Canberra Weekly Micro Business Woman of the Year' form. The table lists 22 entries with columns for Name, Email, Organisation, Type, Date, and Actions. The entries are sorted by date, showing a mix of 'Completed' and 'Partial' submissions. The bottom of the page features a footer with 'Made with WPForms Team', social media links, and a request to rate WPForms on WordPress.org.



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.





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**.