

Hello all AAF-Dothan members and colleagues!

Because of some computer problems with the website to enter the ADDY competition, we have extended the deadline to Fri., Feb. 3! No late entries allowed because judging is on Feb. 4th!

The computer glitches are now fixed and you can go to this website to fill out your entry forms to enter. <http://www.omnicontests2.com/addy/omnicontests/logon.cfm>

If this is your first year – or you just need a refresher – let me fill you in on how this is done. I was so intimidated my first year entering, I almost didn't do it!

1. When you go to the [website](#), click on "I Am A Professional" (unless you're a student).
2. Find AAF Dothan in the drop-down menu and select it. Fill in the rest of the form and enter your password. This is the only time you'll have to do this part. Even if you entered last year, you have to do a new registration every year.
3. It will take you back to the logon page, so log on. Follow the steps listed and fill out your "Entrant Form" first.
4. Then you can begin filling out your entry forms – one for each entry. You should print out at least three copies of each form (two for your entry and one to keep for yourself).
5. There is a square you can click for "Rules" – the next page has the rules for professionals or for students. It's a large file, but don't be intimidated! Take it step by step!
6. The work you enter must have been produced between Jan. 1 and Dec. 31, 2011.
7. In the first line of the entry form, click on the drop down list to find the particular category you want to enter. If you're not sure, a detailed list and description is in the rule package (pdf). If you are unsure, call Robin (334) 618-4990 and he can talk you through it.
8. Be sure to credit any members of your team that helped with your project.
9. Entry fees are shown on the form – with a discount for AAF members! Haven't joined yet? Now is a good time to join! Find out more about membership in AAF-Dothan by [clicking here](#) -- and [Get a copy of the membership form here](#). (Plus we're holding a drawing for an iPad at the Feb. meeting for all members who have paid their dues by Jan. 31!)
10. Each entry must be placed in an appropriate sized envelope (I like to use the large transparent plastic ones, letter or legal size, that have a flap and string tie – or you can use a manila envelope).
11. If you use a plastic envelope, insert 2 copies of the entry form behind the actual entry (the entry should be facing or readable from one side and the entry form facing the other side).
12. If you use a manila envelope, the entry number label should be attached to the back of the actual entry (top right corner on the back) and spray-mount the full entry form to the front of the envelope. Also include a copy of the entry form inside the envelope.
13. If your entry is 3-dimensional and too large for an envelope, place it in a box and spray-mount the entry form to the box and place an additional copy of the form inside the box. You must attach an entry number label to the actual piece.
14. The entry number printed on the bottom of each entry form should be affixed to the top right corner on the back of all entries.
15. The only accepted format for video is DVD. If it can't be played on a TV with the DVD, it will be disqualified. Be sure to check the rules for video and audio entries.
16. Read the rules carefully. An entry can't be entered into two or more different ADDY competitions. If your business has an entry that was created outside our club area, then the creating agency cannot enter it in another ADDY competition if you enter it. For the most part, all work must be created in the AAF-Dothan geographic area. (See "Geographic Considerations" in the Rules.)

When you've completed all your entry forms, then you click "View Manifest". **You must print and sign this form.** It will list all of your entries with a total amount due. Turn this manifest in with your entries and payment by 5:00 p.m. on Feb. 3 to either Robin Rainer (545 W. Main., Suite 305, Dothan, in Commerce Plaza behind Subway), Mike Riddle or at WDFX Fox-34 on the Ross Clark Circle (near 231 south).

And now you're done! You will be notified IF you've won something (so you'll be sure to be there), but you won't know if it's a Gold or Silver until the night of the banquet.

The Banquet will be Thurs., Feb. 23. More about location later – but the price of tickets will be \$25.

Now get to pulling your great designs – you know you have some – and an ADDY win is a great boost to your professional presence in the marketplace! If you have any questions, call any of us and we'll help – or if we don't know, we'll find out for you!

Good luck!