



# Entry Portal Instructions

## Making changes to Multi-Category Submissions

If you have a case entered in multiple categories, and want to make changes to a response for only one of the entries:

1. Click on the **Add** button in the top right of the question for the particular category.
2. A response window will appear. You will see a “**Multi-Category Submission**” header. By default, this answer will apply to all categories this entry is entering. To change which categories this answer applies to, use the button “**Show/Hide**”
3. Select the **Show/Hide** button.

**The Challenge:**

(Maximum per line: One sentence - 20 words)	<b>Product</b> test	<b>Question</b> The Challenge:
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**Multi-category Entry**

**Word Count**  
1—20

Rich text editor toolbar with icons for undo, bold, italic, underline, strikethrough, superscript, bulleted list, numbered list, and table. Below the toolbar is a text input area with a vertical cursor and a status bar showing "words: 0 | chars: 0".



- A list of all categories associated with this entry is shown. The category currently being worked on will have a greyed-out checkbox.

**The Challenge:**

(Maximum per line:  
One sentence - 20  
words)

Product	Question
test	The Challenge:

**Multi-category Entry**  
[SHOW/HIDE](#)

ENTRY TEST - EFFIE RO

EDIT	ENTRY	EVENT
<input type="checkbox"/>	Snacks, confectionery and deserts E-74-903	2020 Effie Awards Romania
<input checked="" type="checkbox"/>	David Vs. Goliath E-75-364	2020 Effie Awards Romania

**Word Count**  
1—20

Effie Awards United States

Effie Awards United States

[CANCEL](#) [SAVE](#)

- Un-check the other category(ies) that you don't want the response to apply to.
- Enter in the response or make changes to the existing response. Click [Save](#).
- The response will only appear in that category.
  - If you make any other changes to the response in that category, after clicking [Edit](#), the response window will no longer show the "[Multi-Category Submission](#)" settings. Changes will only show up in that category's response.
  - In your account, your case will appear as separate entries, one for each selected category. When you go to another category for the same entry, the response window will not show the "[Multi-Category Submission](#)" settings either. Still, you'll have the option to select the same answer as the one used in the first category or add another one. If you decide that you do want to use the same answer, select it and click save. If you decide to give another answer, push the "New" button on the bottom left, fill in your answer and save

**The Challenge:**



Re-use existing material or Add New

Entry materials can only be used once in each entry

Product	Question
test	The Challenge:

NAME	NUMBER TIMES USED	STATUS
<input checked="" type="radio"/> None for this Question		
<input type="radio"/> the challenge	1	
the challenge Snacks		

NEW

CANCEL

SAVE

8. Repeat these steps for all questions that need specific responses in each category for that entry.