

# About the NEW Entry Portal



As part of the program re-boot, we have moved to a new, more modern competition process. Many of the steps, from application to judging, will now be online.

This Portal is designed to guide you through the entry process and collect all the information and files required to submit your project for judging.

**There are three (3) elements of this portal that will help you stay on track.**

The Entry Status progress bar (at the Top)

The Next and Back buttons

The Navigation Bar (to the Left)

## Instructions and Videos are Built into the Portal

**If you run into a problem, Help is available!**

Firstly, there are Help Icons throughout the process. Click on one and a Video will show you how to complete the step.

If you have another question or problem, Click on the Ask For Help button (on the Left) and send an email to both the LINLA staff (Carol) and the CPJ tech support. We will do our best to help.

## ABOUT THE ENTRY PROCESS

The entry process starts with an Application and Payment. A simple form on the New Competition Portal that declares your intent to enter the contest and collects information about your Company and Categories you will be entering.

**Entry Application Deadline is November 20, 2023.**

**The Entry Fee for each project is \$150.**

**This Fee is Non-Refundable.**

[APPLY HERE](#)

You will be asked to create an Account and Sign In. Please bookmark this page and document your Password.

After applying for entry, you will receive access to the Online Submission portal. This easy to use portal will house all of your project information and photos.

Judges will use this portal to assess your project while concealing your identity. The following is a description of the information you will enter into the portal.

The process follows the same 6 Steps as the old system, but it allows you to complete the steps online while tracking your entry progress.

The 6 Steps are;

1. DESIGN PROBLEM STATEMENT:
2. LANDSCAPE PLAN:
3. PLANTING PLAN:
4. PHOTOS:
5. IMAGE DESCRIPTION:
6. IMAGE AUTHORIZATION:

By following the prompts and Clicking Next to advance to the next step, you will complete your submission and start the judging process.

## **HELPFUL FIRST STEP**

You can find a “Compiling Your Entry Checklist” document in the Downloadable Files tab. This contains full descriptions of all the entry steps and is useful for collecting everything you need. Download and print this document.

## **JUDGING**

All awards are determined based on a 100-point scoring system. Points are awarded by a judging panel that is comprised of industry professionals from various regions of the United States. Projects are judged based on appearance, degree of difficulty, execution of design and other category specific criteria. Entries are judged anonymously and do not compete against each other; they are judged on their own merit.

Awards will be granted solely at the discretion of the judges. Awards may not be given in all categories if they do not meet the judging criteria.

**Good Luck and we can't wait to see you at the  
Awards Gala in January!**