Short-term Rental Awards

YOUR ONE-STOP GUIDE TO ENTERING THE SKIFT SHORT-TERM RENTAL AWARDS

Key Information

Entries open:

22 May, 2024 Entries close:

01 October, 2024

Entry fees: Early Bird Pricing: \$150.00 Regular Pricing: \$175.00

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0	Log in or register Email Continue or log in with Facebook X (Twitter) G Google LinkedIn	Skift Welcome to the Skift Awards portal Start here 1 Create your account 2 Select your chapter 3 Choose your category 4 Start your entry 5 Submit your entry Submissions will be opening soon. You can pre-register your interest for 2024 by visiting the <u>website</u> .	6
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How do I register for an account?

Registering for an account is easy! Simply navigate to <u>https://skiftawards.awardsplatform.com</u> and enter your email address (or mobile number) before clicking **Continue**.

If your email or mobile number is not associated with another program you'll be asked to confirm your identity with a six digit security verification code before providing your first name, last name, and a 12-character password.

If you have previously created an account, you will simply need to enter your registered email address (or phone number), along with the password attributed to your account.

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What if I forgot my password?

If you've forgotten your password, there's no need to worry. From the home page, enter your email address and click continue. You will then be directed to the login page, where you can click the **Forgot password** link shown and follow the prompts.

If you have any issues logging in that cannot be resolved via the above, please reach out to the team on <u>awards@skift.com</u>.



How do I change my login information?

You can update your login information at any time by clicking on your name in the top right corner of the page and selecting **Profile**.

From here, you can change your email address or set a new password.

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I'm not receiving any email communications from you. What can I do?

If you aren't receiving communications from us, there are a few things you can check:

- Look for the message in your junk or spam folders or any social/promotional tabs that you have configured in your inbox. Broadcasts and notifications from the platform can occasionally be routed to these areas.
- Mark the domain from which notifications and broadcasts are sent, app.awardforce.com, as allowed or safe listed.
- Check your profile settings to see whether you've opted out of broadcasts and notifications. To
 do so, click on your name in the top right corner of the page and then open the Preferences
 tab. Ensure all of the subscription options are checked, as this is how we will communicate with
 you throughout the process.



How do I create an entry?

Once you've logged into the platform, you will be routed directly to the **Entries** page. To create an entry, click the **Start entry** button.

Top Tip: There is the option to download a blank PDF entry for reference. From the **Entries** page, select your chapter from the chapter drop down, followed by the category you would like to enter. The option to download a blank PDF entry will then appear.

For categories, see next page.

There are 17 categories to choose from that sit under five main parent categories:

Individual Hosts

- Host of the Year
- Host Innovation
- Good Neighbor Award

Guest Experience

- Best Booking Platform
- Guest Communication and Support
- Best Digital Product
- Best Use of Technology

Best Properties

- Luxury Vacation Rental
- Long-stay Rental
- Business Travel
- Unique and Unusual Stays

Responsible Travel

- Sustainability
- Community Impact
- Accessibility & Inclusion

Property Management

- Property Management Solution
- Property Marketing and Promotion
- Operational Efficiency

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My entries \rightarrow Entry form \rightarrow Start entry All questions must be answered, unless marked optional.	
Start here Company Information Submission Attachments Confirmation	
(i) Welcome A	
Chapter Skift Short Term Rental Awards	Skift SHORT-TERM
Category	
•	
Entry name	
Company Name Please provide us with the name of the company for which the submission is intended.	
> Save + next Cancel	
Please select a chapter, category and entry name.	

How do I submit an entry?

There are four sections within the submission form that you must complete - navigated via the tabs at the top of the form - that each contain a number of mandatory fields that are required in order for your submission to be successfully submitted.

Р	My entries \rightarrow Entry form \rightarrow Start entry						
	All questions must be answered, unless marked optional.						
	Start here	Company Information	Submission	Attachments	Confirmation		
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	All questions must be answered, unless marked optional.	
	Start here Company Information Submission Attachments Confirmation	
	(i) Submission \checkmark	
	Submission top tips:	
	 Craft a compelling narrative. Emphasize what sets your submission apart from others in the same category. Include eye-catching visuals, such as images or videos. Back your claims with data and measurable results, where applicable. Include endorsements or testimonials from relevant stakeholders. Don't miss the submission deadline. Plan ahead. Review your entry for spelling, grammar, and clarity. Regardless of the outcome, share your entry and celebrate your achievements. 	
	All details you provide us with, including spellings, names and images, will be used across all awards marketing and PR collateral throughout the year. Make sure you proofread your entry thoroughly before submitting it	
	Good luck, and we look forward to reviewing your entry!	
	Company Name Skift	
	Entry Title ③ 6 / 20 words Please provide a title for the submission.	
	Skift: Redefining the future of travel	
Skift	ନି Enter ସି Cart Skift Awards ମି	9
<mark>Ш</mark>	My entries \rightarrow Entry form \rightarrow Start entry	
	All questions must be answered, unless marked optional.	
	Start here Company Information Submission Attachments Confirmation	
	③ Required Attachments ~	_
	We require a number of visual assets as part of the submission process, including a company logo, supporting image and headshot (where applicable).	
	Please ensure that all images provided are of the highest quality, as we will use all provided images in marketing materials should your submission successfully progress through the process.	

© Replace School (3.49 kB download) ★	Please provide us with a high resolution company logo. This logo will be used in all marketing collateral should the submission be successful. Preferred formats include: • PNG • EPS • PDF • SVG • Al
Click Through Link:	Please provide us with a click through link that you would like the logo to lead to.

The **Submission** tab is the most important section of the form, as this is where the mandatory elements of your submission that will be judged is collected (should your submission successfully progress through the process).

Once all required fields have been completed, you can click the **Submit entry** button from any tab to submit your entry, or navigate through to the **Confirmation** tab.

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	You may submit a	and pay for an incomplete subn	nission, with the abi	lity to edit up until the	final deadline.						
	However, if your s	submission is final, please chec	k the box below and	l our team will begin ti	he review process.						
	My submiss	sion is complete and ready for i	review (optional)								
•	Save + next	Save + close	Preview Su	bmit entry							

You will not be able to submit your entry if any of the mandatory fields are left incomplete. These elements will be highlighted within the system via a **red notification**.

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<u>円</u>	My entries \rightarrow Entry form \rightarrow Edit entry All questions must be answered, unless marked optional.		
	Whoal That's not ready yet - please check the highlighted fields and tabs.		
	Start here Company Information Submission Attachments Confirmation ① Submission A Submission Attachments Confirmation		
	Company Name		
	Skift		
	Entry Title ③ 6 / 20 words Please provide a title for the submission.		
	Skift: Redefining the future of travel		
	Company Overview ③ 97 / 100 words Please provide a short company overview.		
	Skift (verb) - origin: Nordic languages - meaning: Shift; transformation. (Max. 100 words)		
Ø	As the daily homepage for the world's largest industry, we are the leading news source for travel executives. We've proven ourselves as the information and intelligence brand at the center of it all, monitoring the ever-evolving transformation into the future of travel.		
	Every day, our award-winning team of journalists provides pivotal media insights on key travel		

If you are looking to submit your entry early in order to make the most of the lower entry rates, you may include placeholder language within these sections for the purpose of submitting and come back at your convenience to edit up until the entry deadline.



State

Postcode

How do I pay for an entry?

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Upon clicking the Submit entry button, you'll be directed to a cart to complete the check out. Provide the required billing information, such as country and address, and click Proceed to payment. If you have been provided with a discount code, you will have the opportunity to include it on this page.

Next, you'll be redirected to a page to supply your credit card information and complete the payment.

If you are submitting more than one entry, you can click the **Add more entries to cart** button to pay for all of your submissions in one batch. Upon clicking, you'll be redirected to the Entries page. From here, you can create a new entry or edit an existing entry before submitting.



What happens after I submit my entry?

When you successfully submit and pay your entry, you will receive an automated response from the system confirming receipt.

You may make edits to your submission up until the entry deadline, at which point the system will close and no further edits will be allowed. **Please ensure you allocate ample time near to the deadline date to ensure that your submission is complete, proofed and ready for final submission.**

From the confirmation page, you will be able to download a PDF copy of your invoice for your records. You will also receive a confirmation email and your invoice via email to the email address associated with your account, so **please ensure you are subscribed to notifications from us**.

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How do I edit an existing entry?

You can update an existing entry by either clicking on the **entry's name** or by choosing **Edit** within the overflow menu (three dots) associated with an entry.

You can make edits to your submission (even if you have paid) up until the entry deadline.

From this section you can also create a copy of an entry if you are looking to submit in more than one category. Choose **Copy** within the overflow menu (three dots) associated with an entry.

continued on next page



Your One-Stop Guide to Entering the Skift Short-Term Rental Awards

Simply click into the copy entry when the system finishes generating it, and you will be able to reassign the copied entry to a new category.

Top Tip: The purpose of this feature is to save time on entering standard required information within the form, for example business information. When using the copy feature, always ensure that you change the language within your submission so that it is relevant to the new category, as some categories may have different entry requirements to others. The purpose of this feature is to save time on entering standard information within the form.

2024 Skift Short-Term Rental Awards FAQ

Q. Who can enter?

The Skift Short Term Rental Awards are designed to recognize and celebrate the very best in the Short-Term Rentals sector. The awards categories span a wide spectrum, encompassing hospitality, sustainable practices, property design and customer service.

Q. How do I enter?

All entries for the Skift Short-Term Rental Awards need to be submitted through our online portal. This online platform will hold all of your Skift Short-Term Rental Awards entries in one place, where you can view, edit and even copy submissions should you wish to enter more than one category.

The online platform will also allow you to view all categories, criteria and the opportunity to download blank PDF entry forms for your reference. Take a look <u>here</u>.

Q. What does the 2024 timeline look like?

Following the close of the submission window, all entries will be reviewed and scored internally by the Skift Team. Following this internal review, our shortlist will be selected.

Following the announcement of the shortlist, all successfully shortlisted submissions will be passed on to our independent judging panel for final scoring and review in order to select the winners.

Q: Does the entry cost guarantee an award or only a chance to be chosen?

The entry fee does not guarantee an award, but all entries will be reviewed by our selection committee. The finalists will be announced on Skift and will be reviewed by our judges to make the final designation for each category.

Q: Does the price include all costs after entry or is there an additional cost if chosen?

There is no additional cost to enter aside from the entry fee.

Q: How many entries does one payment cover?

Each entry requires payment, which is stated within the entry process in the platform for reference.

Q: Can I submit multiple entries?

Yes, it's permissible as long as they are unique entries and the entries are tailored to the category criteria.

Q: Is there a discount for multiple entries?

Yes, once you submit your first application, you will receive a 25%-off code for additional orders in the initial confirmation email. This code is not applicable to your first entry.

Q: Which payment methods are available?

Payment must be made with a credit card.

Q: How can I confirm that my entry was submitted?

The easiest way to check is to sign in on this page and go to the "My Entries" tab. If you do not find your entry, please email us at support@skift.com and we will assist.

Q: Once I submit my entry, can I continue editing it? If yes, until when?

Yes, after submitting the entry fee, you may continue editing your entry until the final deadline. That said, we recommend submitting early to secure the best entry rate.

Q: How much information needs to be provided in order to submit?

There is no minimum - you can leave anything "TBD" within the entry prompts in order to pay and secure the best entry rate. You will then be able to access your submission from the "My Entries" tab and continue editing your entry ahead of the deadline.

Q: Some material within my entry has not been cleared yet - how can it stay confidential until it is cleared?

Within your entry, please let us know what can and cannot be published. If your entry gets chosen as a finalist/winner, we may ask for a revised version with cleared materials so we can post when announcing results. Otherwise, we would use only what is cleared to publish publicly.

Q: What assets will need to be included within my entry?

As standard, you will be required to provide a high-resolution company logo and a supporting image in order to submit your nomination. These assets will be used to generate a personalized brand kit (should your submission successfully advance through the process).

The platform also offers the option to include supporting documentation to enhance your written submission. We strongly recommend using this feature, as it provides valuable context. You can include press coverage, testimonials, videos, and more. Instructions for incorporating these elements are provided throughout the process.

Q. When will the shortlist and winners be announced?

The shortlist will be announced in October 2024, followed by the winner announcement in November 2024.

Q. How are the Skift Short-Term Rental Awards judged?

Entries are scored based on the category criteria set out within the submission form. Each element of the form will be judged by our independent judging panel using a numerical value, with each judge score being added together to form an average score per panel. This formula enables us to ensure the scoring is as objective as possible.

Q: I wish to cancel my Skift Short-Term Rental Awards submission, will I receive a refund for my entry?

Entry submissions to Skift Short-Term Rental Awards are non-refundable.

Q. My submission has been unsuccessful, will you be able to provide me with feedback?

Due to the number of entries we receive, we cannot guarantee that we will be able to provide individual feedback on each entry. However, please feel free to reach out to the team on <u>awards@</u> <u>skift.com</u> and we will endeavor to help however we can.

Still have questions?

Please reach out to <u>awards@skift.com</u> with any questions.