

HOW TO: **HOW TO ENTER** / What do I do after I receive the Gift Claim Code from Amazon?

STEP 1 (retrieving your Gift Claim Code):

After placing the gift order with Amazon at:

<https://www.amazon.com/gp/help/customer/display.html?nodeId=201964280>, you will receive two emails from Amazon immediately following the completion of the transaction.

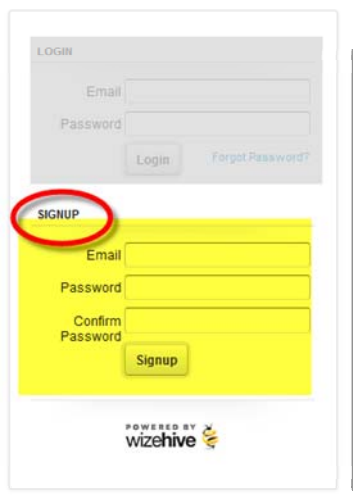
- One email will be your order confirmation; this email is for your own records only & should not be used in the competition entry process.
- The second email that you receive from Amazon will contain the '**Gift Claim Code**' for the gifted copy that you purchased. The 'Gift Claim Code' will have a subject line of: ***Print or Forward this Gift Announcement for your recipient.***
- **DO NOT** forward the **Gift Claim Code** email to Writer's Digest, the competition email or to the competition online entry system; you will be entering the code directly in your online entry form.

STEP 2 (Signing up for an account within the competition):

- Go directly to the competition online entry system @ <https://app.wizehive.com/apps/login/WDeBook2016>
- Sign Up for an account, doing so will give you access to the online entry system.

Note: Please type carefully as inaccurate email addresses will result in missed communications delays.

- Save your account sign-up (log in) information including the email address that you use and the password that you assign yourself.



The image shows a web interface for logging in and signing up. At the top, there is a 'LOGIN' section with fields for 'Email' and 'Password', and buttons for 'Login' and 'Forgot Password?'. Below this is a 'SIGNUP' section, which is highlighted with a yellow background. The 'SIGNUP' text is circled in red. The 'SIGNUP' section contains fields for 'Email', 'Password', and 'Confirm Password', along with a 'Signup' button. At the bottom of the page, it says 'POWERED BY wizehive'.

HINT: After your initial sign-up & upon returning to the online entry system for this year's competition, please follow the online entry prompts & **Log in** to your existing *online entry system* account using the email address & password which you used when setting up your account. You will not be able to access your online account once the final competition deadline has passed.

Log in information is unique to the specific competition (including year) which you are logging into. In other words, your WDSHOP log in is NOT the same as your Writer's Digest Community login, Forum log ins, Competition log ins, Newsletter log ins etc.

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STEP 3 (Submitting your entry):

- Complete the entry form, indicating the *Amazon Gift Claim Code* where requested. **DO NOT** forward the email that you received from Amazon in place of this step.

Author:

E-book delivery method: **I am using the Amazon gifting process**

Please enter the Amazon Gift Claim Code that was emailed directly to you (from Amazon) after you purchased the gift copy of your entry.

Please type code accurately; entries with incorrect or incomplete codes will not be able to reviewed. Assume that codes are case sensitive.

Please note that the **GIFT CLAIM CODE** is not the same as the Gift order#. **DO NOT** supply the Gift Order #.

***If you have not already purchased the GIFT COPY of your e-Book from Amazon, and therefore do not have the GIFT CLAIM CODE requested, please click here for specific instructions.**

Gift Claim Code

- At the bottom of the page, click next to **Submit** and then next to **Check Out**; **now click on the SUBMIT and CHECKOUT button**

If you have completed all steps for this entry and wish to move on to your next entry, choose **SUBMIT** and **CREATE ANOTHER**.

If this is the final entry in your submission, choose **SUBMIT** and **CHECKOUT**. You will be taken to a review page. If everything looks correct, please click **CHECKOUT** on the review page.

For Office Use Only:

Save Draft Submit

AND

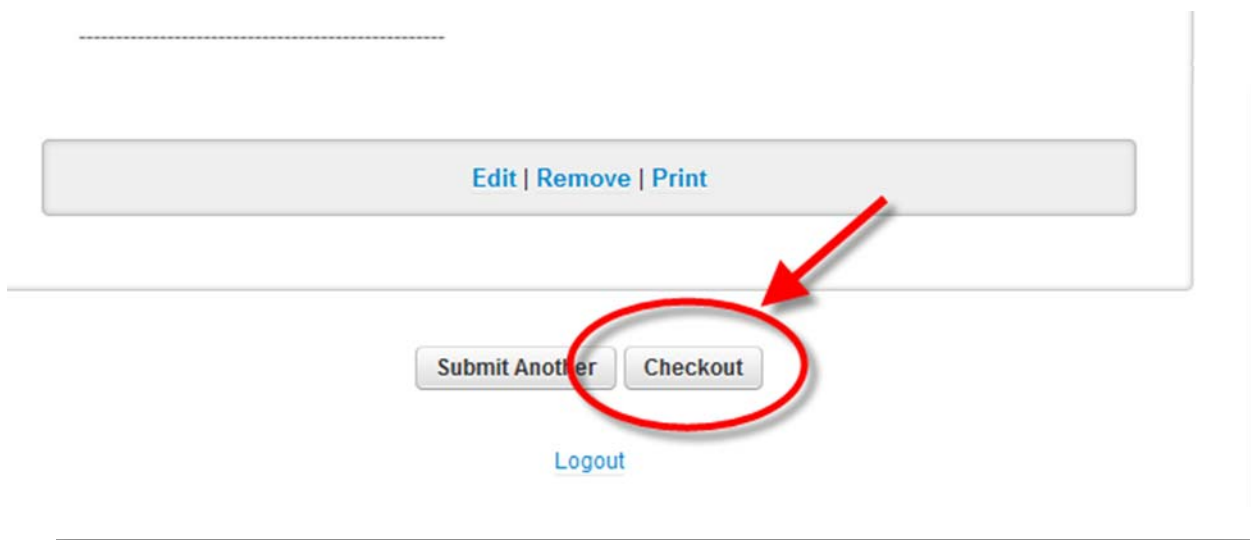
Create Another Checkout Return to Menu

Submit and Checkout

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STEP 4 (Checking out):

- Scroll through the *Preview Page* and click on the **Checkout** button if you are finished and do not wish to enter an additional book in this transaction.



- Complete the payment page and click on **Continue** at the bottom of the page.



Congratulations, you have now completed your entry!