

# 2010 PRISM Online Entry

## tutorial

**Deadline for Entries:** Entries **MUST** be *physically received* by Meagan Coughlin by February 25 by 5 p.m.

To begin the online process, visit [pramprisms.org](http://pramprisms.org) and follow the seven easy steps in the online entry system.

### Steps for Entering:

- **Step 1: Prepare to Enter**

- Familiarize yourself with the categories, criteria and restrictions, like word limits.

- **Step 2: Register/Login**

- Establish a username and password.

- **Step 3: Create/Manage Your Account**

- Fill in all fields and click save.

- **Step 4: Manage Entries**

- This is the meat of the process. This is where you fill in your entry forms, complete your project profile sheets, and pay for your entries. Be sure to put as much information as possible on your project profile sheets. The judges will see these before they ever see your binder. The cost per entry is \$45 per entry for one or two entries and \$40 per entry for three or more entries.

- **Step 5: Print Your Project Profile Sheet**

- The Project Profile Sheet will be the first page of your entry binder.

- **Step 6: Mail Your Entries**

Mail your entries to:

Meagan Coughlin  
United Way of Lowndes county  
P.O. Box 266  
Columbus, MS 39703

Ship or bring your entries to:

Meagan Coughlin  
United Way of Lowndes County  
501 Seventh Street North, Suite 5  
Columbus, MS 39701

- **Step 7: Order Duplicate Awards**

If your entry wins an award, you can return to the [www.pramprisms.org](http://www.pramprisms.org) website and order additional awards for an additional fee.

**Contact:** Meagan Coughlin at [pramprisms@gmail.com](mailto:pramprisms@gmail.com) or 662.327.0807.