



President's Book Awards

Application Instructions

Please read these instructions carefully and ensure you have gathered all the information needed. You may save a complete or incomplete draft of your online entry before submitting the final payment.

1. Enter the author's full name as it appears on the book (Pen Name).

This is the name that will appear on the winning certificate, the official list of winners, the FAPA website and newsletter, the conference program, and all other announcements. Please make sure that the name is spelled correctly.

2. Submitter information—This entry is being completed by:

Select one:

- The author of the book being submitted.
- The publisher, not the author.
- An awards submission company or other organization.
- The cover designer, illustrator, editor, or other book contributor.
- A friend or relative of the author.

*The **submitter** is the person completing this form. Enter your information here, and the author's information in the Author Information section. If you are the author, you will not see #3.*

3. Enter the submitter's full name, email, phone number, and address, and confirm that you have the author's permission to enter this book in this contest.
 4. Enter the author's legal first and last name, address, phone number, and email. You may also enter the author's website URL. *If the winning author or author's representative does not attend the awards ceremony, the address entered will be used as the shipping address for medal(s).*
 5. Are you a FAPA member? Yes—enter your FAPA Member ID # and expiration date No
Important! To receive the member discount, you will need to enter your FAPA Member ID# and expiration date. Log in to the [FAPA website](#), click on your name, profile, and membership card, and take note of your Member ID# and expiration date before proceeding.
If you are not a FAPA Member and would like to receive the member discount, [please join or renew your membership](#) before submitting this form. No refunds are available once a submission is processed. A currently active (not expired) FAPA Member ID# is required to be eligible for the discount.
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15. **Upload your Cover Art**—*Upload a PDF or Professional JPG of the full spread of your book's press-ready art, including front, back, and spine. A photo of your book or regular JPG image is not acceptable.*

16. **Upload a PDF file of the book.** *Judges will be scoring the formatting and inside design elements. Please make sure your book is professionally edited and formatted before submitting it to this contest. Submitting alternate formats may result in delays or the inability to judge your work.*

17. **Click on Continue to Payment.** You may pay with a card or through PayPal.

18. **You will receive a confirmation email that your entry was successfully received.**
Updated information will be sent in June. Good luck!