

Show us your Heart

www.dhlsgoheart.com

A guide to filling out the DHL's Got Heart entry form.

DHL's Got Heart is here to celebrate DHL Express employees who give their time to support charitable causes close to their hearts. We have made the entry form as simple as possible, but this guide will help make the process a little easier.

DHL



To start the process, visit the competition website and click **'Enter Now'**.

You will then be given the option to 'Retrieve your previous details' or 'Start a new entry':

If you are a returning candidate from last year, you can retrieve your previous entry by entering the same details (first name, last name, employee ID and email address) you used before. You will then be sent an email with a link to your previous entry form. The fields will be pre-populated for your convenience. Additional colleagues will not be pre-populated. You will need to enter their details again. If you are having any complications retrieving your entry, please email info@dhlsgoheart.com.

If you are a new candidate, you will be presented with an empty entry form to fill in. Follow the guide ahead to complete it.

The entry form is in three stages: **About you, Your volunteering/fundraising work and Your chosen charitable cause**. All fields within the entry form are mandatory and are a combination of free text boxes, prepopulated drop-down menus, tick boxes and file uploads.

There is a 'save progress' function, allowing you to complete the entry form in your own time – providing it's before the competition close date! Please note, once you choose to 'save progress', you will be automatically sent an email with a link to follow next time you want to proceed with the form. The email will be sent to the address you supplied at the beginning of the entry form. Please allow 24 hours for it to arrive and check your 'Junk' folder in case it has been diverted there. If you have not received the email after 24 hours, please contact info@dhlsgoheart.com and provide your full name and email address.

The following is a guide to each stage of the entry form.

DHL'S GOT HEART



About you

In this section you'll need to enter your name, the DHL business entity in which you work, and in which region. You will require your employee ID for this section; if you don't know it, please contact your Country HR Champion.

You will also need to upload a recent single headshot photo of yourself. It's fine to take this on your mobile phone, providing it is a clear and in-focus picture, unaltered by any computer software, and your face is not obstructed, e.g. by hands or sunglasses.

If you are entering as a group, each member will still need to submit all their individual information. There are a maximum of 15 employees allowed per entry.



Your volunteering fundraising work

This stage is a little more involved and requires you to tell us all about the volunteering and/or fundraising work you do. Take your time with this section – it is as important as your supporting video in showing us all the amazing things you do!

Some additional tips for this section:



Your entry name

This does not need to be your name or your charitable cause's name; it can be a unique name for you and the work you carry out. This isn't a deciding factor of the entry form, but it can help you stand out from the other entrants.



Video upload

This is a great opportunity for you to tell us what the charitable cause means to you, what work you do for it and how you first became involved. The video should be no longer than 1 minute 30 seconds, no bigger than 100mb and must be professionally appropriate. Please wait for your video to finish uploading and do not refresh or press the back button in your browser window – video uploads require a good internet connection so please be patient. For further information, see the T&Cs and FAQs.



Your chosen charitable cause



In terms of format, this is similar to the 'About you' section, with a combination of free text boxes, and prepopulated drop-down menus. Please fill in as much detail as you can about the charitable cause you support, following the questions within the form:



What type of work is your charitable cause involved with? There are 13 categories, please select the one which best describes the work your cause does.



Where does your charity mainly operate? Please select the country within which your charity undertakes most of its work.

Remember to tick the boxes at the end of the form confirming you have read and understood the competition T&Cs and associated declarations/information.

What you can expect after submitting the form

Refer to the FAQs for any questions you have around the entry or competition process.

Good luck – and remember, this is your opportunity to show us the passion and commitment which drives your work, so don't hold back!