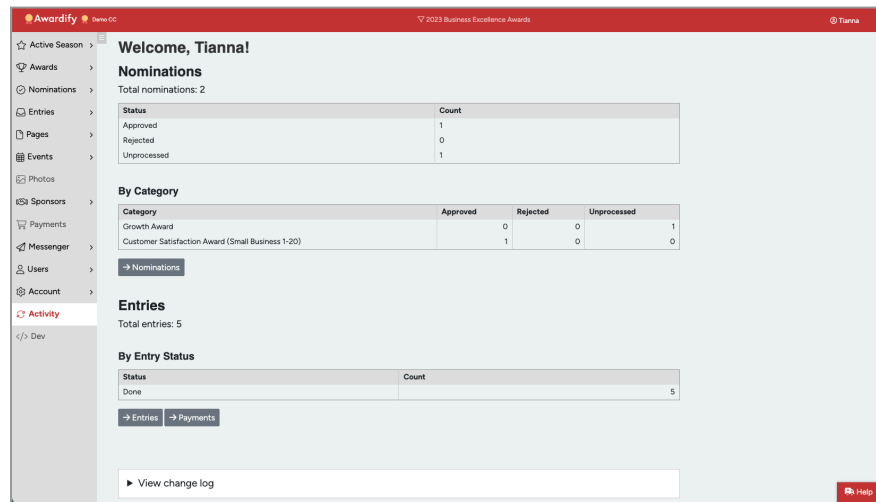
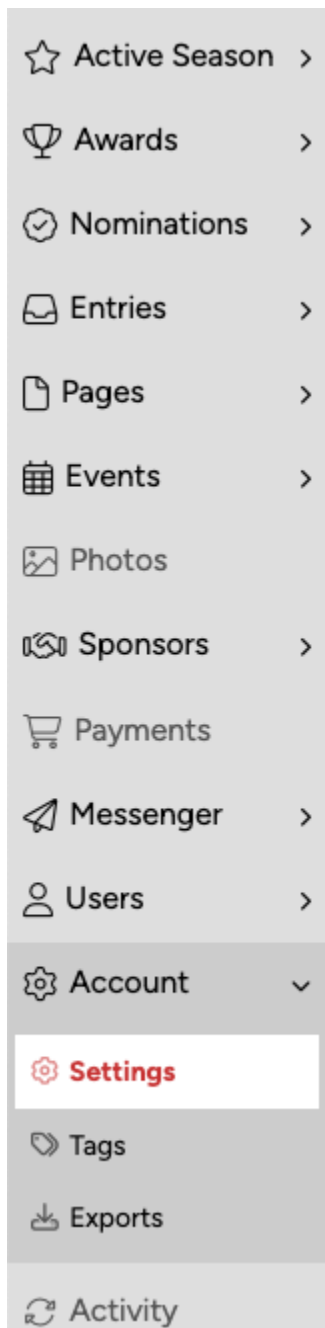


Admin Introduction and Account Setup

Welcome to Awardify, when you first log in to your account, you will be greeted with a Welcome screen, which will currently be blank. As you start setting up your account and your Awards Season gets underway, this first screen will show a summary of the activity on your platform.



As an Admin, you have access to all set up features, including the general settings for your season (dates, payment methods and more), customizing your public website, adding awards categories and their corresponding information, and providing information about your Awards Event or Gala.

Each area of setup within Awardify contains links to support documentation or help text, to ensure that you feel confident every step of the way.

One of the first areas to access in your account is the Account Settings. Here you will see a list of primary settings. Set your account name and abbreviation.

▼ Email addresses

Main Email *

yourchamber@email.com

null

Main Email takes a single email address.

Nominations Email *

yourchamber@email.com

Comma-separate addresses for more than 1 recipient.

Payments Email *

yourchamber@email.com

The "Payments" email is also used for entry submission notifications. Comma-separate addresses for more than 1 recipient.

Sponsors Email *

yourchamber@email.com

Comma-separate addresses for more than 1 recipient.

The Domains will be set up with your account, no further customization needed here, if you would like a different domain, please let us know and we can set it up!

Next you can set your Contact Information including phone number, address and contact person. The email addresses have their own section, since there are multiple different notifications that are options as part of your awards season. For example, you may want the Payments emails to go to your Accountant, you can set that here.

Then you can link your social media accounts, which will populate as icons in your footer menu.

The default time zone is Eastern North America, so make sure to set this to your proper time zone so that all date settings and notifications will occur at the correct time.

▼ Social Media

Facebook URL

e.g., https://facebook.com/USERNAME

Instagram URL

e.g., https://instagram.com/USERNAME

Twitter URL

e.g., https://twitter.com/USERNAME

LinkedIn Company URL

e.g., https://linkedin.com/company/USERNAME

▼ Time zone

▼ North America

- Newfoundland
- Atlantic
- Atlantic (no DST)
- Eastern
- Eastern (no DST)
- Central (Winnipeg)
- Central (Regina)
- Mountain (Edmonton)
- Mountain (no DST)
- Pacific

▶ Europe

▶ Australia

Also related to location is setting the currency for any payments on your account, and the taxes you need to charge according to your region.

Payments

▶ Currency

▶ Tax

The next few sections are advanced settings for your nominations, entries, judging, voting and website pages, which will be a part of those corresponding videos, so if you have any questions about them please check those out.