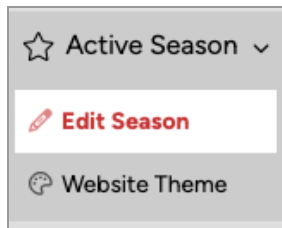


Edit Season



One of the first areas to set up in your Awardify account is the Season. This is where you will set the name of your Season and the dates. Setting the current Season as 'active' is a tool for returning customers who are beginning a new Awards Season. The old Season should be 'deactivated' and the new Season 'activated'.

Title
2023 Business Excellence Awards

Site Heading
Celebrating the businesses of 2023
Customize the line that appears above the name of your season in the website header. If you do not set a site heading, "YLCOC" will display instead.

Year *
2023

Set as the active season
The public website and admin panel's default views will be filtered by the season you set as 'active'.

Unlock the public website
If unchecked, the public website can be viewed by 'preview' link only.

Once you have completed your setup, and are ready for the information to be available to the public, you can 'Unlock the public website', allowing visitors to see information about your awards season. This website is auto populated with the information you input into Awardify.

▼ 📅 Dates

Season Dates

Start Date	01/01/2023
Start Time	12:00 AM
End Date	12/31/2023
End Time	11:59 PM

Entry Submission Dates

Start Date	01/01/2023
Start Time	12:00 AM
End Date	12/15/2023
End Time	5:00 PM

Display entry deadline on entry forms
Uncheck the box if you need to hide the entry deadline on entry forms. This will apply to all categories within the whole season.

Judging

Start Date	07/04/2023
Start Time	12:00 AM
End Date	12/31/2023
End Time	11:59 PM

See the '[Pages](#)' video and document for more details about setting up your website.

The Season Dates encompass your entire awards program, from the opening of nominations or entries, to the end of your Awards Event. The two basic dates you will need to set are the entry submissions dates and the judging dates. These control when entry forms will be available to fill out, and when they will no longer be available.

Online Payment

Stripe for online payments

Awardify uses Stripe to process online payments. Add your Stripe keys to start receiving payments.

Publishable key

Secret key

[How to find your keys](#)

NOTE: Make sure you are using your 'live' keys. If 'test' is in your key, it will not process payments.

Tax rate

Entry fees

Sponsorship payments

Ticket sales

The online payment settings apply to any payments you will need to receive over the course of your season. This can include fees for submissions and ticket sales for your Awards Event. Awardify uses Stripe for secure online payments, for more information about setting up a Stripe account for your business, click the link 'How to find your keys' in your Admin account.

You can also embed a current payment system, if you prefer.

In your payment settings you can set up your tax rate, activate entry fees if applicable, activate sponsorship payments if applicable and control the tax charged on ticket sales. Other ticket settings will be configured in your event settings. To see the walk-through of your Event setup, see the [Event document](#).

Nominations are not automatically activated on your new Awardify account. If your awards program uses nominations, this is the area to activate and set the start and end dates. You will also see settings to send notifications to nominators and nominees. To learn more about setting up Nominations, see the corresponding videos and [documents](#).

Nominations

Activate public nominations

Nomination form settings

Open and close nominations by date

Leave blank to open and close manually.

Start date: 07/01/2023

Start time: 12:00 AM

End date: 11/30/2023

End time: 11:59 PM

Nomination Notifications

Receive admin notifications

Uncheck if you don't want to be notified every time someone submits a nomination.

Send nominee congratulation emails

If checked, nominees will be notified and invited automatically to submit an entry.

Send nominator confirmation emails

[Edit nominee email](#) [Edit nominator email](#)

Nomination payments

Charge a fee for public nominations

The Advanced Settings allow you to control how the entries are presented to the judges and/or the public under "Entry Alias Format". This means that instead of seeing the Entrant name, a number ID will be assigned to each entrant to maintain anonymity.

▼ ⚙️ **Advanced Settings**

Entry Alias Format

Public Tag (default)
Format: 2023-C92JD-01
Season year + member tag + incremental entry number for that member in the current season.

Entry ID
Format: 4235
The entry's basic system ID.

Entry Key
Format: 82-4235
Category key + entry system ID.

Entry Score Format

Use decimal scoring

If checked, judges can award decimal scores (e.g., 6.7). If unchecked, scores will be in whole numbers (1-10). You can override per category if needed.

Entry limit per member

Max entries

Set to '0' for unlimited entries.

Theme

(DEV ONLY)

The Entry Score Format controls the scores your judges will be able to assign to an entry. The default settings are a 1-10 sliding scale for each criteria. This check box allows judges to score in decimal points (for example, scoring a 6.7 out of 10). For more judging and criteria settings, see the Criteria video and [documents](#).

The last advanced setting is the entry limit. Awardify keeps track of each individual or business who is entered in for an award and if you would like to limit the number of entries available to them place that limit here.

General season settings for judges are available in your Season settings. If you have already created judge accounts, they will show up here to be selected for this season. This setting is primarily helpful for subsequent seasons, when you may want to exclude judges from the new season. This area also provides a shortcut to create new judges, for more information about creating judge accounts and their settings, see the Judges video and [documents](#).

Select judges for this season

Only selected judges will be included in judge-selection fields and judge score tables for this season. You can activate or deactivate judges for this season without affecting past or future seasons.

▼ ⚙️ **Judge List**

First Judge

Second Judge

Third Judge

Don't see all the judges you need?

[+ Add a new judge](#)

(Just refresh this page after you finish creating new judges, and they will show up in the list.)