The Nomination Process

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Once you've activated your nominations and configured the settings, the 'Open and Close' dates will determine whether you can receive public nominations. Outside of these dates, a simple message will be displayed on your webpage, and inside those dates, a web form will populate:

VOUR LOCAL CHAMBER OF COMMERCE	YOUR LOCAL CHAMBER OF COMMERCE
Nominations How to Enter Categories Judging Process Awards Gala Sponsors	Nominations How to Enter Categories Judging Process Awards Gala Sponsors Nominations
Nominations	
Nominations are closed.	Submit a nomination Normations close on December 31, 2023. * indicates required fields.
	Who are you nominating?
	Name of nominee *
	Company of nominee

For details about how to set up the nomination form, check out the 'Setting up Nominations' video or <u>documents</u>. The nominator will fill out all required fields, and then submit. They will receive a notification, confirming that their nomination has been received.

If you have 'Nomination approval' activated, the nominee will not receive an automated email. If you've checked 'Send nominee congratulation emails' then the nominee will receive an email, and an invitation to create their account and begin working on their entry.

If you have 'Send automated emails to approved nominees' checked, then as soon as you approve a nomination, the nominee will receive the invitation to begin their entry.

ominations 🗸	Whichev will see	/er the	notification me m in the nomin	thod you ations a	i choose, c rea of the a	nce a admin r	nomin menu.	atio	n is i	
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/ category		/ 5	nows all entries	, anu 15	Searchable		llerabi	е.		
	👷 Awardify	🌻 Dem						(8) Tianna		
nominee	☆ Active Season	•	Search	Categories	Sta	atus		Tag	s	
	Ψ Awards	>	Start typing	Start typing		Select		Sta	ırt typing	
	O Nominations	~	Nominee	Company	Category	Status	Nominator	Date	Tags	
	E List view	3	Liam Thompson (liam.thompson@digitaldynamo.ca) #NB2KMJZ14JM67WN	Digital Dynamo Agency	Marketing Campaign (Small Business 1-20)	✓ Approved	Emily Turner	Dec 14, 2023		
			2 Isabella Martinez (isabella.martinez@pixelperk.ca)	PixelPerk Marketing Solutions	Marketing Campaign (Large Business 21+)	X Unprocessed	Daniel Harris	Dec 14, 2023		
	EntriesPages	> >	Alex Reynolds (alex.reynolds@serenityelegance.ca) #NEACG93128W6TP5	Serenity Elegance Boutique	Growth Award	✓ Approved	Sophia Turner	Dec 14, 2023		
	Events	>	Rachel Morgan (rachel.morgan@harmonyemporium.ca) #NAKFEY6113EQVW5	Harmony Retail Emporium	Customer Satisfaction Awa (Small Business 1-20)	rd X Unprocessed	Megan Anderson	Dec 14, 2023		
	t⊛i Sponsors	>	 Olivia Taylor (olivia taylor@stellarhub.ca) #N4Z72W7108FA4WJ 	Stellar Services Hub	Customer Satisfaction Awa (Large Business 21+)	rd X Unprocessed	Daniel Carter	Dec 14, 2023		
	Messenger	>	Jackson Turner (jackson.turner@serenesolutions.ca) #NRRH2MX95NT7S4	Serene Solutions Co.	Best Workplace (Large Business 21+)	✓ Approved	Emma Harris	Dec 14, 2023		
	은 Users 영 Account	>	Sarah Foster (sarah.foster@nexusdynamics.ca) #NR4VN74RG37GV4	Nexus Dynamics Solutions	Best Workplace (Small Business 1-20)	✓ Approved	David Turner	Dec 14, 2023		

'By Category' shows the number of entries per category, as well as divides them into 'unprocessed', 'approved' and 'rejected'. Clicking into a nomination will allow you to set it's status.

👷 Awardify 🌻 Demo CC		Unprocessed Approved Rejected
	Entries Nominations	
₽ Awards > View by	Unprocessed Approved Rejected	Unprocessed Nominations
⊘ Nominations ~ ⊈ Nominee	Unprocessed Nominations	▼ Best Workplace (Large Business 21+) (1)
E List view	▶ Best Workplace (Large Business 21+) (1)	
By category Add a nomination		 Michael Thompson (Harmony Innovations Ltd.)
A By nominee	 Best Workplace (Small Business 1-20) (1) 	
Entries	► Business of the Year (1)	Nominator ×
Pages >		Sara Davis
È Events →	 Customer Satisfaction Award (Large Business 21+) (1) 	m 11:24am, Dec 14, 2023
Photos	 Customer Satisfaction Award (Small Business 1-20) (1) 	a sarah.davis@example.com
图i Sponsors >	h Mariatian Compaign (Long Dupings 21.) (1)	Category X
₩ Payments	Marketing Campaign (Large Business 21+) (1)	Rest Workplace (Large Rusiness 21+)
2] Messenger >	Approved Nominee Send Stats	
K_Users >	► Non-Member: New User	Approval Status
3 Account >		✓ Select status
3 Activity	ea Hep	Approved
		Rejected
		Nominee
		Name of nominee

By Nominee will allow you to see if an individual has received more than one nomination. *Keep in mind, if a name or email address has been spelled incorrectly in a nomination, it will show as two separate people in the system.*

☆ Active Season	• >	Nominations	Entries Nominations
abla Awards	>	View by	Sort by Name, Email, or Company of nominee
O Nominations	~		
I≡ List view		🛓 Download nominations	► Alex Reynolds (1)
${\ensuremath{\varPsi}}$ By category		🖸 Add a nomination	► Alice Wonderwall (1)
😤 By nominee			
🕞 Entries	>		► Isabella Martinez (1)
🗅 Pages	>		► Jackson Turner (1)
H Events	>		
🔛 Photos			► Liam Thompson (1)
୍ରେ Sponsors	>		► Maria Rodriguez (1)
岸 Payments			
n Messenger	>		Michael Thompson (1)
ු Users	>		► Olivia Bennett (1)
ô Account	>		
C Activity			► Olivia Taylor (1)