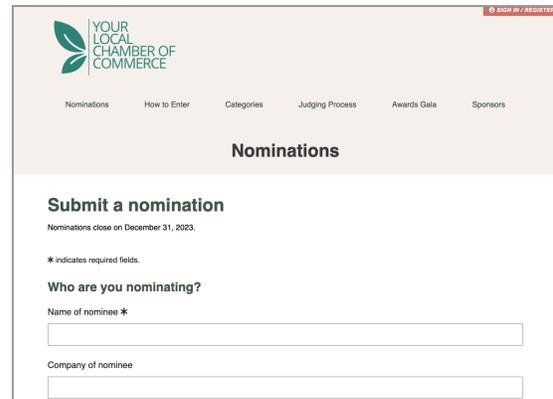
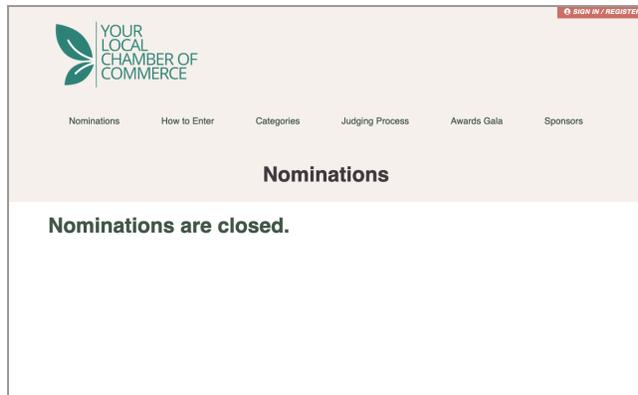


The Nomination Process

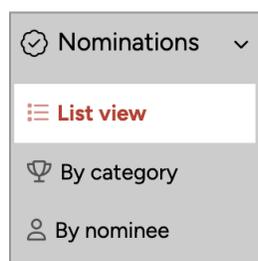
Once you've activated your nominations and configured the settings, the 'Open and Close' dates will determine whether you can receive public nominations. Outside of these dates, a simple message will be displayed on your webpage, and inside those dates, a web form will populate:



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

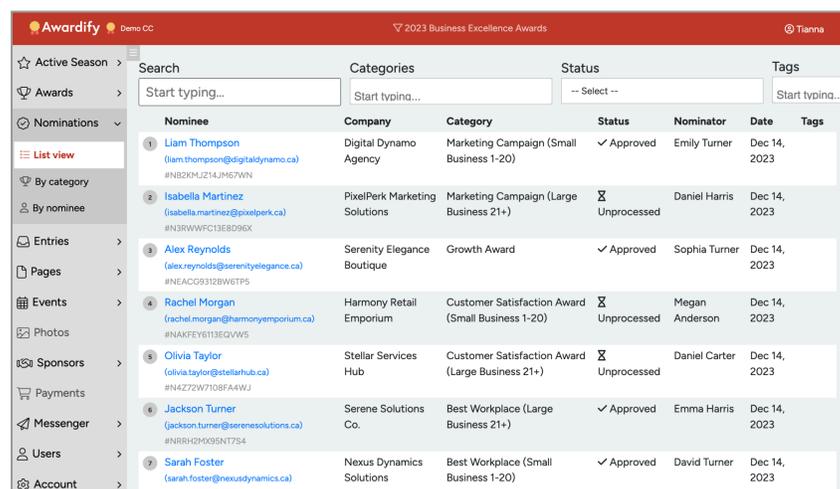
If you have 'Nomination approval' activated, the nominee will not receive an automated email. If you've checked 'Send nominee congratulation emails' then the nominee will receive an email, and an invitation to create their account and begin working on their entry.

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.



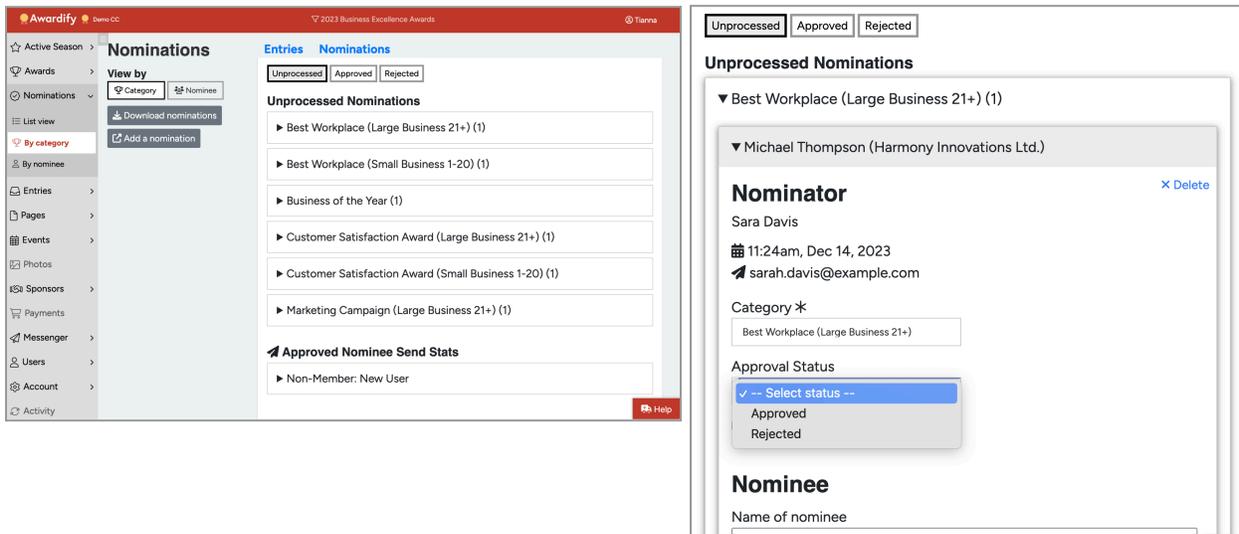
Whichever notification method you choose, once a nomination is in, you will see them in the nominations area of the admin menu.

List view shows all entries, and is searchable and filterable:



Nominee	Company	Category	Status	Nominator	Date	Tags
1 Liam Thompson (liam.thompson@digitaldynamo.ca) #NB2KMJ214JM57WN	Digital Dynamo Agency	Marketing Campaign (Small Business 1-20)	✓ Approved	Emily Turner	Dec 14, 2023	
2 Isabella Martinez (isabella.martinez@pixelperk.ca) #N3R9WFC13E8D96X	PixelPerk Marketing Solutions	Marketing Campaign (Large Business 21+)	✗ Unprocessed	Daniel Harris	Dec 14, 2023	
3 Alex Reynolds (alex.reynolds@serenityelegance.ca) #NEACG932BW6TFS	Serenity Elegance Boutique	Growth Award	✓ Approved	Sophia Turner	Dec 14, 2023	
4 Rachel Morgan (rachel.morgan@harmonyemporium.ca) #NAKFEY113EQVWS	Harmony Retail Emporium	Customer Satisfaction Award (Small Business 1-20)	✗ Unprocessed	Megan Anderson	Dec 14, 2023	
5 Olivia Taylor (olivia.taylor@stellarhub.ca) #N4Z72W7108FA4WJ	Stellar Services Hub	Customer Satisfaction Award (Large Business 21+)	✗ Unprocessed	Daniel Carter	Dec 14, 2023	
6 Jackson Turner (jackson.turner@serenesolutions.ca) #NRRH2MX9SNT754	Serene Solutions Co.	Best Workplace (Large Business 21+)	✓ Approved	Emma Harris	Dec 14, 2023	
7 Sarah Foster (sarah.foster@nexudynamics.ca) #NB4VN74R91372VJ	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 its status.



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.*

