Webpage Templates and Default Content
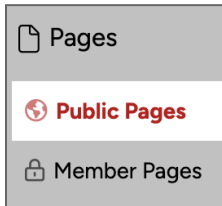
As you set up your website for your members there are many different page templates you can choose from to help with the process and we will take a quick look at each one of them. To see the website that will be used as an example in action, visit democc.awardify.io. It will be helpful to view the Webpage Settings video and document, before reading this document.
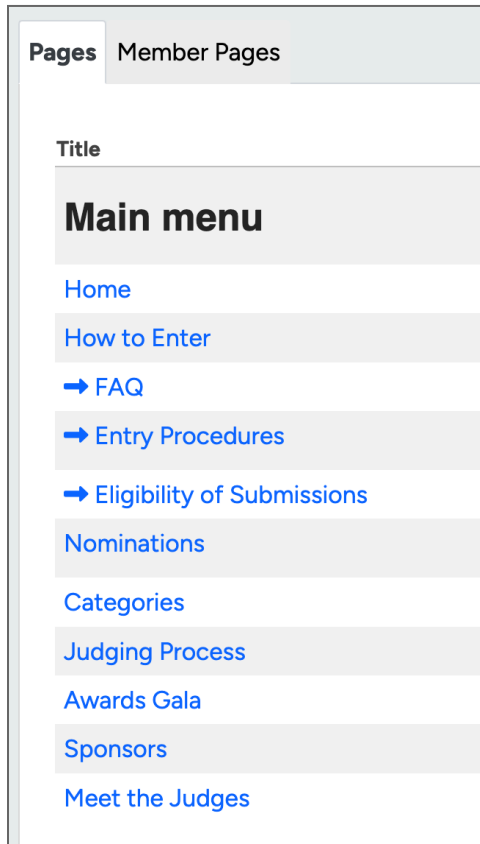
If this is your first season with Awardify you will notice a few default pages, with default content.

Home Template

The Home page template populates several elements that are customizable in the page settings. The banner heading, button, and image are some of the first information the website visitor will see, so ensure that these fit your message and branding. The featured pages will display below the banner image with icons for extra stylization. These pages will also be linked in the body of the page.
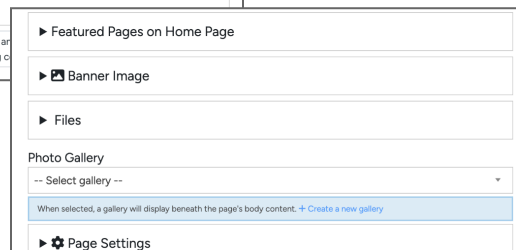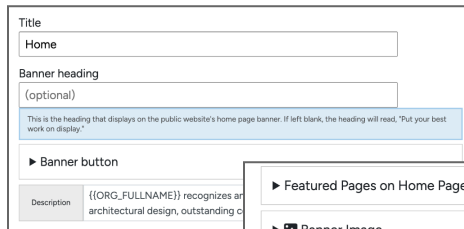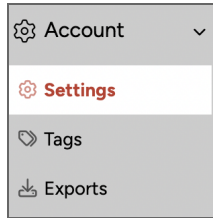
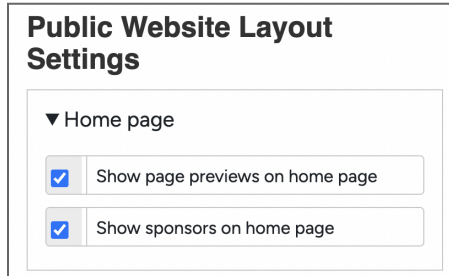There is another area outside of the individual page settings where some optional settings can be applied to a few page templates. We will refer to the Account settings for the Home page, Categories page, Sponsors page, and Winners page.

In the Account settings, scroll down to the Public Website Layout Settings.

There are two additional customization options in the Home page settings here: choosing to display or hide the featured page previews and the sponsors.

Regular Content Template

One of these is the '**How to Enter**' page. This page uses the 'Regular Content' template, meaning it is not pulling content from any area of your account. In contrast, we will go through several other page templates which use the information set in your Admin panel. By default the How to Enter page contains simple instructions for the public to set up their account and fill out their entry forms. If you have changed and customized the typical process, make sure to provide correct instructions for your entrants. The sub pages under this page are all also examples of 'Regular Content' templates,

The '**FAQ**' page answers common questions about the default process. If you know your members will have questions about the process or your award categories, add that information here!

The '**Entry Procedure**' page expands on the 'How to Enter' page, with further information about completing entries and submission deadlines. This is also a great place to outline your entire awards system, by letting the public know about the judging and the Awards Gala.

The '**Eligibility of Submissions**' page outlines the basic requirements for all entrants to submit themselves or their business to win an award.

You will see a menu show up on the right side of these pages. This is showing which pages are set at sub pages under the 'How to Enter' heading.
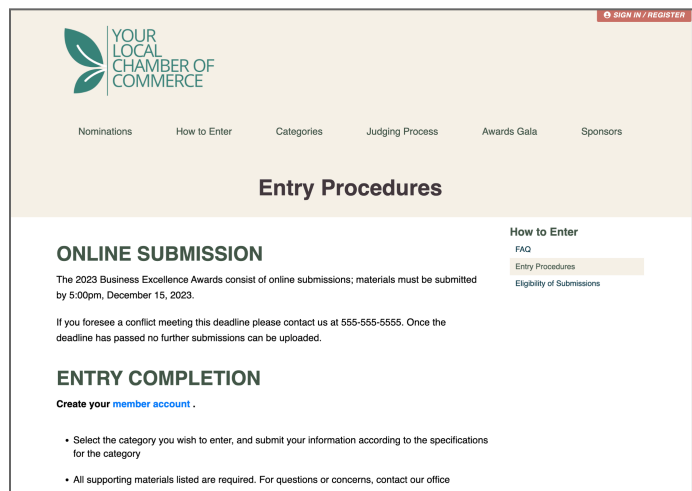
Nomination Template

If you have enabled Nominations, the **Nominations** page will automatically populate with the Nomination form, within the set dates of your Nominations using the 'Nominations' template.
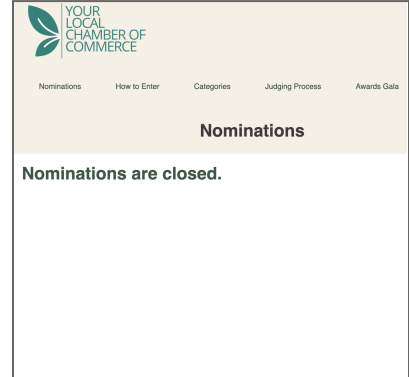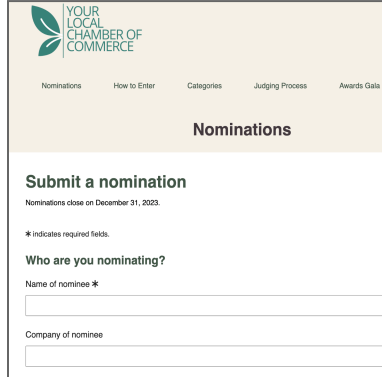
Before and after your nominations open, this page will just send a simple message about when they will open, or when they closed. For more information about your Nomination settings, please see our nominations video and document.

Categories Template

The **Categories** page uses the 'Categories' template to display any categories that are visible to the public. At the bottom of the page will either be a Nominate Now button if nominations are mandatory for entrants, or a Submit an Entry button if you have public entries enabled.
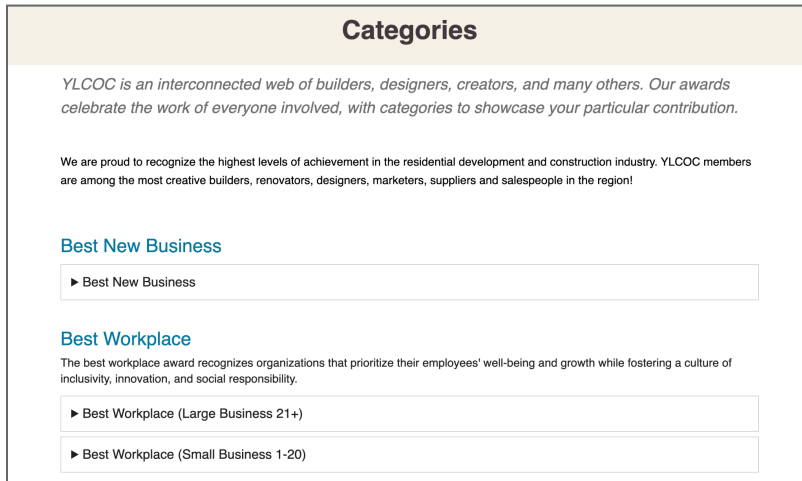
The Account settings have a few extra options for the Categories template.

Public Website Layout Settings

▶ Home page

▼ Categories page

☑ Show category criteria

☐ Hide criteria percentages

☐ Show category fields

☑ Show category requirements

Hide/Display the contents of a category's "Requirements" rich text editor.

☐ Expand all category details

Each category is contained within an expandable button. Check this box to load the categories page with all expandable regions open. Example:

▶ Category title

The first few checkboxes give options to show or hide content associated with the categories including the criteria and their percentages, the fields and the requirements.

☑ Show call-to-action button for each category

Where should the button lead?
○ Nomination form
◉ Account login

Button label

Enter now

Call-to-action beneath categories

☑ Show call-to-action

| Intro text | |

Button label

Enter now

Button URL

/account

Then there are options for the Call to Action button on the Categories page. By default, an Enter Now button will populate at the very bottom of the page. These settings allow you to add this button to each category, and change the label and link.

Judges Template

The **Judging** page is available to provide information to the public about your judges, using any information provided in their profiles.
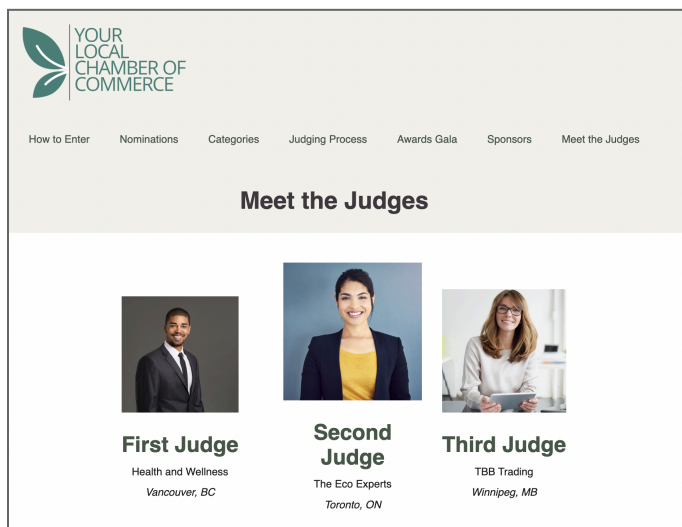
Other customization options for the content displayed on these pages will be in the judges accounts, including adding and displaying images and addresses.

Events Template

The **Awards Gallery** page displays all information you have set up for your Gala using the Events template. For more information about how to set up your Gala see the Events video and [document](#). This page can include the date and location of your event, and you can create an image gallery to give the public an idea of what past events looked like, or what your venue and dress code will be like this year.

If you are selling tickets for your event, and would like to sell them through Awardify, the option to purchase them will also show up on this page. More information about setting up tickets can also be found in the Events video and documents. An optional embedded map can give attendees easy access to your location as well.
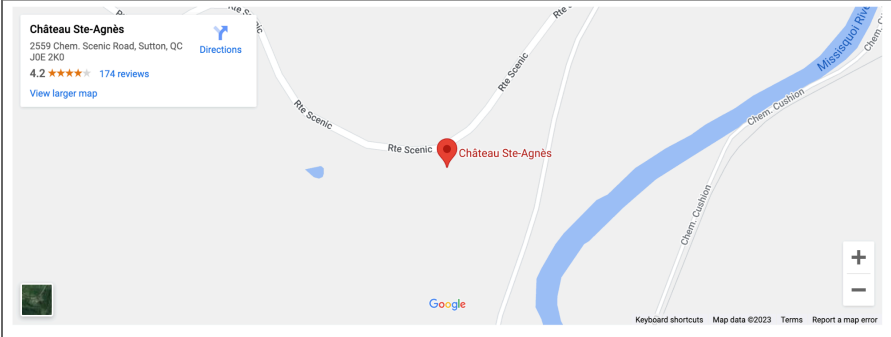
Sponsors Template

The **Sponsors** page will display your sponsors to the public, sorted into 'levels' if you have them set up. We walk through setting up Sponsors in the Sponsors video and [document](#) if you are looking for more information. The Sponsor page also has a default form that individuals or companies can fill out to apply to be a sponsor.
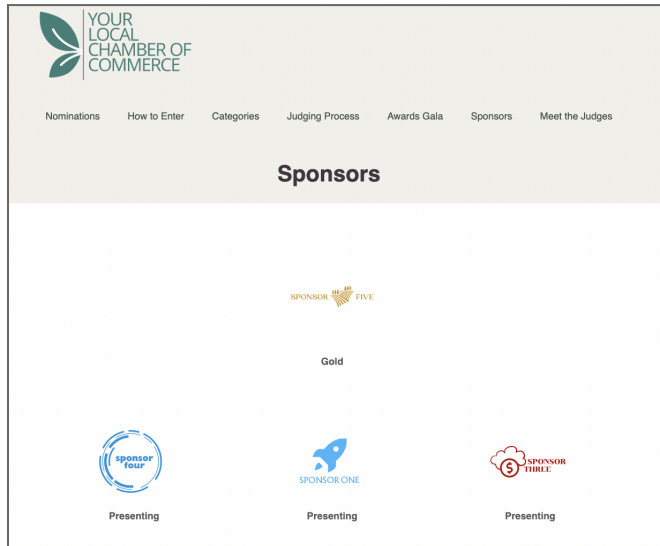
The Account settings have a few extra options for the Sponsors template. The first being the way the Sponsor logos are layed out.

By default the sponsors will be displayed by level, with the highest level sponsors logos being largest at the top of the page. There is also the option to keep all logos of equal size in a grid.

There is also the option to display the Sponsors from a previous season.

The next few settings allow you to update the heading of the Sponsors page.

The content of the heading, and options to show and hide the season year and heading itself.

Lastly there are a few settings for the general elements on the page.

Page elements

☑ Hide body content on sponsor page

☐ Show sponsor form on sponsor page

Position of logos on sponsors page
◉ Top ○ Bottom

Body content can be added in the Page settings, but it can also be hidden with the settings here. As well, the Sponsor form, which allows the public to apply to be a sponsor for your Awards event, can be displayed or hidden.

The position of the logos is relative to the Body content if you have added any. This can be changed here.

Winners Template

The Winners page will show your winners and content that you assign to each winner's entry. For more information about assigning your finalists and winners check out the video and [document](). When you have created a new page to use the Winners template, there will be a few options to set up in these settings.

Title
Winners

Description

Parent
-- Select parent --

☑ Publish

Winners List

☑ Display winners list

Show winners from season: *
2024

Publish Date

Publish Time

▶ 🏆 View winners
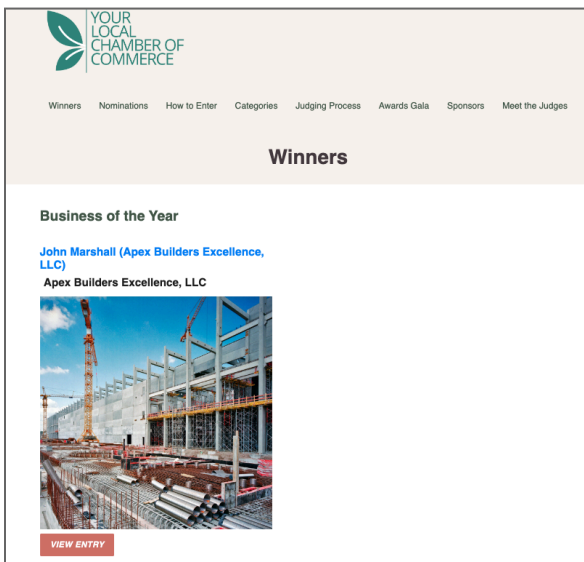
You will need to select the checkbox to display the winners list. This allows you to use the page as a placeholder until you are ready to display the winners. You are also able to display winners from past seasons, and limit the display of any winners by date.

There is also a 'View winners' dropdown that allows you to preview the Entries that will be displayed on this page.

The Account settings have a few extra options for the Winners template.

Public Website Layout Settings

▶ Home page

▶ Categories page

▶ Sponsors

▼ Winners page

Entrant name format

○ **Entrant's company name + cosubmitters**
   Bob's Garage, Cafe Tropical

○ **Entrant's personal name + cosubmitters**
   Johnny Rose, Bob's Garage, and Cafe Tropical

☐ **Show entry alias with entry title**

   If unchecked, the entry title will show on its own.

You can choose to display your winners using the company names or the personal names. As well, an entry alias, which is generated for every entry, can be displayed. This will be a randomly generated string of letters and numbers to allow for anonymity.

The next settings offer different options for showing and hiding elements of the Winner's entries, including the names of the individual associated with the entries, images and co-submitters.

☑ **Show submitter names**

   The entrant's name or company appears directly beneath the entry title (along with cosubmitters if any exist). If your entry titles contain the submitter's name or company name, consider hiding submitters to avoid displaying duplicate information.

☑ **Show entry images on winner page**

   Uncheck to use only the winner's logos and recipient photo.

☐ **Show "Design credit" company alongside entrant and co-submitters**

   Some entrants might have given "design credit" to a company who assisted them with the entry, using the "Design credit" fields at the bottom of the entry form.

The final settings affect the formatting of the optional Winner write-ups and the Winner profiles on the webpage.

☑ **Show submitter names**

   The entrant's name or company appears directly beneath the entry title (along with cosubmitters if any exist). If your entry titles contain the submitter's name or company name, consider hiding submitters to avoid displaying duplicate information.

☑ **Show entry images on winner page**

   Uncheck to use only the winner's logos and recipient photo.

☐ **Show "Design credit" company alongside entrant and co-submitters**

   Some entrants might have given "design credit" to a company who assisted them with the entry, using the "Design credit" fields at the bottom of the entry form.

Contact Template

The Contact template simply populates a contact form on a webpage. The default fields are Name, Email, Phone number and the message. Emails sent through your contact form will go to the main email address associated with your account.