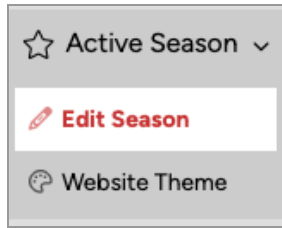


# Edit Season



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.

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 in the description of this video.

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](#).

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

0

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.)