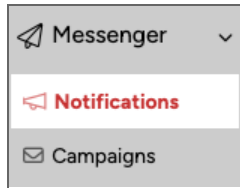
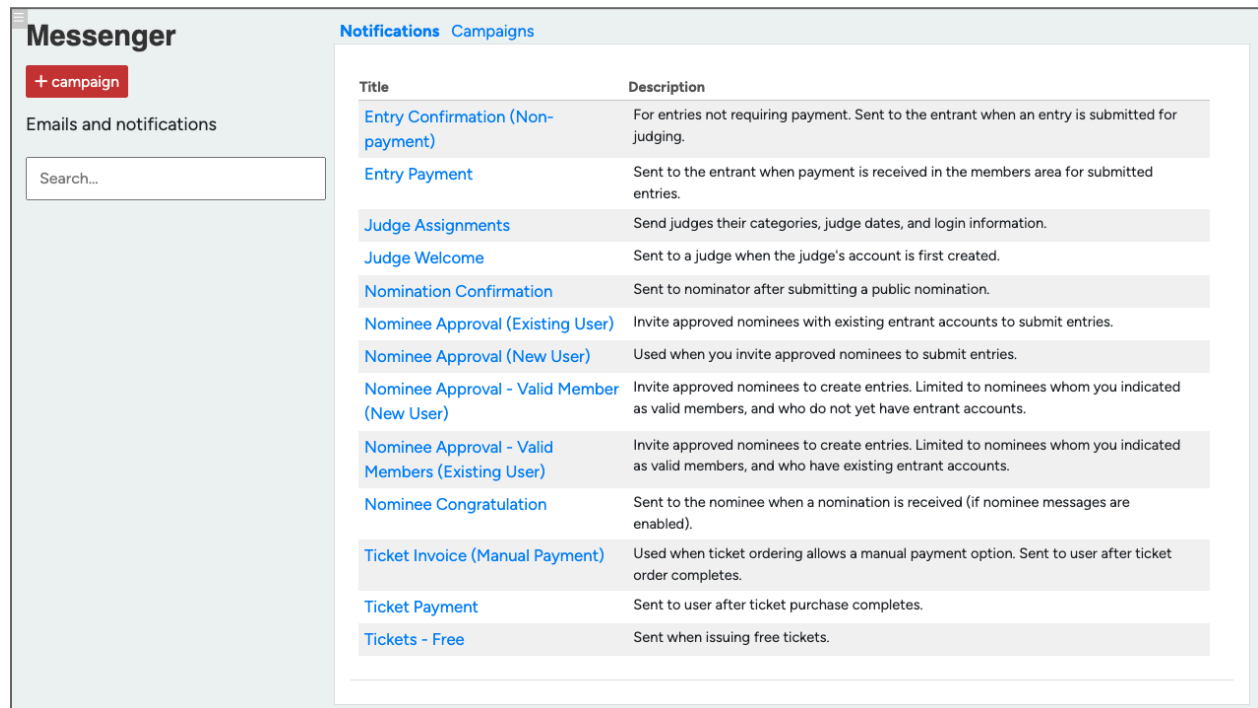


Messenger



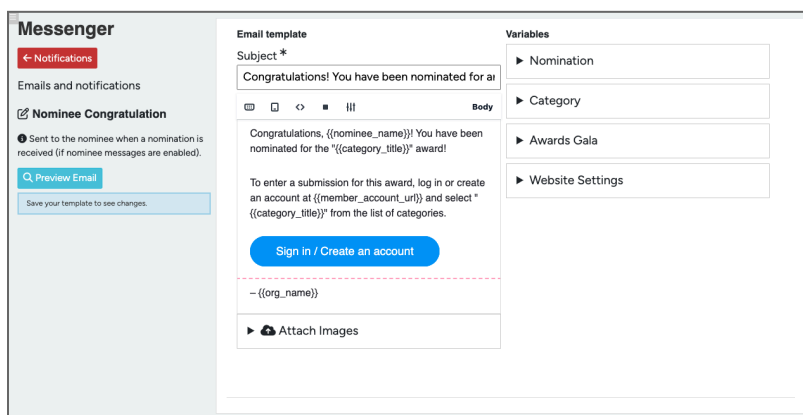
Awardify has a handy built-in Messenger system, which is divided into two main sections: Notifications and Campaigns. Notifications are emails that are automatically sent when certain actions are completed. Campaigns are custom created by you for any information that you find yourself needing to communicate with your members.

Let's talk about Notifications first. On the main page you will see a list of notifications that will be sent out automatically.



Title	Description
Entry Confirmation (Non-payment)	For entries not requiring payment. Sent to the entrant when an entry is submitted for judging.
Entry Payment	Sent to the entrant when payment is received in the members area for submitted entries.
Judge Assignments	Send judges their categories, judge dates, and login information.
Judge Welcome	Sent to a judge when the judge's account is first created.
Nomination Confirmation	Sent to nominator after submitting a public nomination.
Nominee Approval (Existing User)	Invite approved nominees with existing entrant accounts to submit entries.
Nominee Approval (New User)	Used when you invite approved nominees to submit entries.
Nominee Approval - Valid Member (New User)	Invite approved nominees to create entries. Limited to nominees whom you indicated as valid members, and who do not yet have entrant accounts.
Nominee Approval - Valid Members (Existing User)	Invite approved nominees to create entries. Limited to nominees whom you indicated as valid members, and who have existing entrant accounts.
Nominee Congratulation	Sent to the nominee when a nomination is received (if nominee messages are enabled).
Ticket Invoice (Manual Payment)	Used when ticket ordering allows a manual payment option. Sent to user after ticket order completes.
Ticket Payment	Sent to user after ticket purchase completes.
Tickets - Free	Sent when issuing free tickets.

If a message doesn't apply to your season, for example 'Entry payments' or 'Ticket Invoice', don't worry! They won't send unless prompted by the correct action. The descriptions on the right side show when each notification will be sent.



Messenger

← Notifications

Emails and notifications

Nominee Congratulation

● Sent to the nominee when a nomination is received (if nominee messages are enabled).

[Preview Email](#)

Save your template to see changes.

Email template

Subject *

Congratulations! You have been nominated for an

Body

Congratulations, {{nominee_name}}! You have been nominated for the "{{category_title}}" award!

To enter a submission for this award, log in or create an account at {{member_account_url}} and select "{{category_title}}" from the list of categories.

[Sign in / Create an account](#)

—{{org_name}}

▶ Attach Images

Variables

- ▶ Nomination
- ▶ Category
- ▶ Awards Gala
- ▶ Website Settings

Clicking into any of the notifications will show you the message and settings applied.

You will see many words or phrases in curly brackets. These are variables, and can be used to auto-populate information from your season.

To see a full list of variables available to use, look through the dropdown menus on the right; the options here will change as is applicable to the email recipients. For example, in the image above 'Nomination' variables are an option. However if you are sending an email to Entrants, you will see an 'Entry' list.

As for the message of your notification, there are a lot of customization options. If you are proficient in code, feel free to jump over to the html view and make your email look perfect from there. If not, no worries, the default view will work just fine.

Variables

- ▼ Entry
 - `{{entry_title}}` Name of the entry.
 - `{{category_title}}` Name of the entry's category.
 - `{{entry_deadline}}` Entry deadline for this category.
- Members
- Website Settings

Email template

Subject *

Congratulations! You have been nominated for z

Body

```
<re-html>
<re-head>
  <re-title>
    Title of the email
  </re-title>
</re-head>
<re-body>
  <re-header>
    <re-block padding="10px 20px 20px 20px">
      <re-text>
        Congratulations,
        {{nominee_name}}! You have been nominated
        for the "{{category_title}}" award!
```

You can also add background colours and images to your emails, to fully match them to your branding.

Email template

Subject *

Congratulations! You have been nominated for a

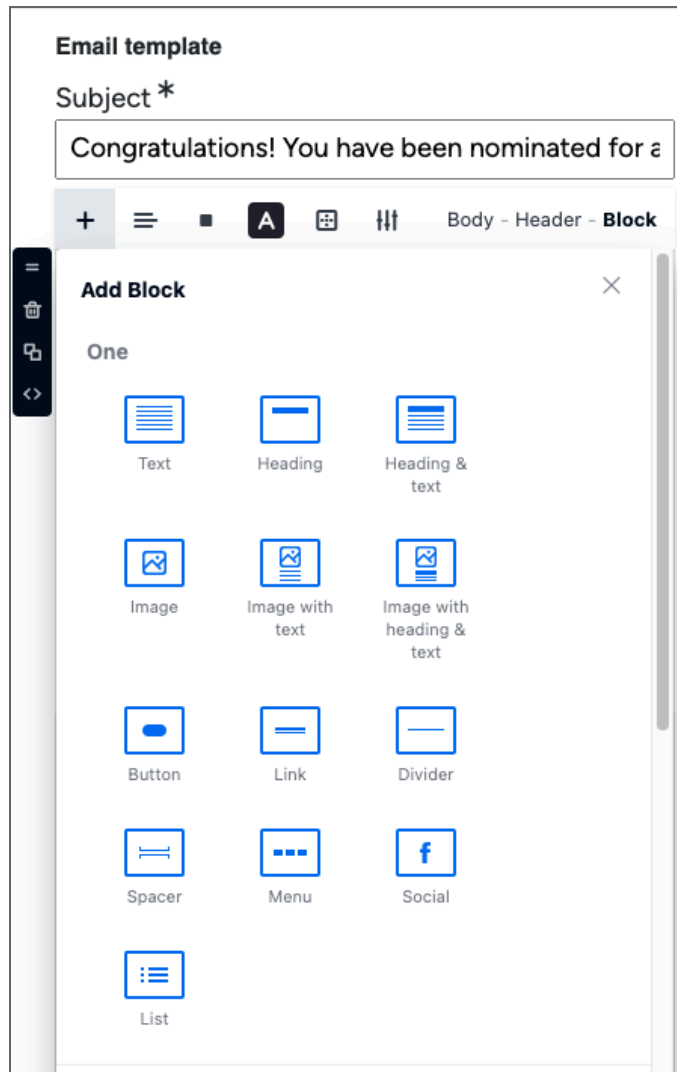
Body

Background | Image

...ave been
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tegies.

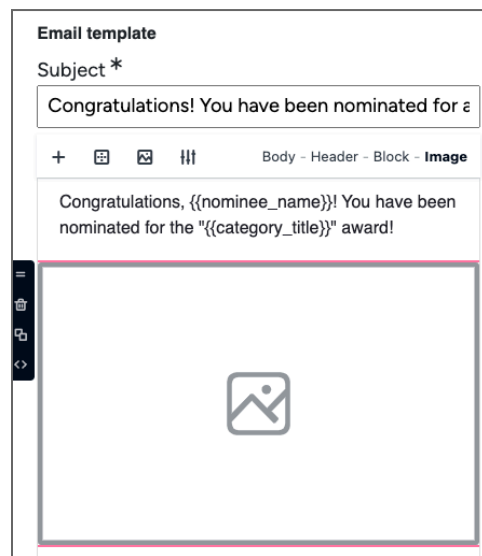
Attach images

Clicking into an area (Header, Body or Footer) reveals a '+' button, which provides a long list of options for additions to your email.

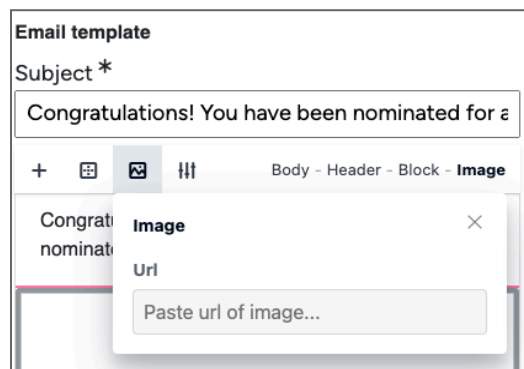


These blocks are divided into sections by the number of columns inserted when you choose them. They include text boxes, headings, images, and combinations of the three. As well you can add buttons, dividers, spacers, menus, lists and social icons. The two, three and four column options utilize all of these elements, just divided.

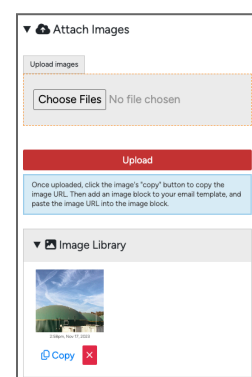
Quick note about images, when you add an image, it will insert a placeholder block.



When you click on this placeholder, an image icon will appear above the text area, and when you select this icon, a textbox for a URL will appear. This URL comes from the image upload box underneath your email textbox.



Once you've uploaded an image it will populate in your image library with a button to copy the URL. This is what you will want to paste back up in your image URL textbox.



Once you've added everything you want to see on your email, hit save and preview the changes. *Note that the updates you've made will not appear in your preview until you've saved them!*

And that is Notifications. Now let's jump over to Campaigns. Start by adding a Campaign, and we will go through the creation process. The first settings you will see are the 'Sender' settings.

The screenshot shows the 'Sender' settings section of a campaign creation interface. At the top, there are four tabs: 'Sender' (selected), 'Recipients', 'Message', and 'Schedule'. Below the tabs, the 'Admin Title' field is set to 'Email Campaign - 1:05pm, Dec 20, 2023'. A blue tooltip below it reads 'Internal title only. Your recipients will not see this.' Below this is a 'View markup' button and a note: '(Need to set up the file for use in Awardify.)'. The 'From Name' field is empty, with a tooltip: 'Personal names get better reception stats than organization names. (E.g., It is better to use "John Lastname" rather than "Official Company Name".' The 'Reply Email' field contains 'yourchamber@email.com' and has a tooltip: 'If left blank, the main email address for your website will be used. (yourchamber@email.com)'.

The Admin Title is just a way for you as the Admin to track what the purpose of the campaign is. This is not the subject line of your email, just an internal title. Then the 'From Name' adds a personal touch to your emails, they can be "from" your CEO, or yourself personally, or any individual who will help the message stand out to the recipient. Lastly in this section, the reply email. If a recipient needs to respond to an email, the specified email address will receive the response.

The screenshot shows the 'Recipients' settings section of a campaign creation interface. At the top, there are four tabs: 'Sender', 'Recipients' (selected), 'Message', and 'Schedule'. Below the tabs, the heading is 'Select your recipients'. There are five radio button options: 'Entrants' (selected), 'Judges', 'Nominees', 'Sponsors', and 'Event attendees'. A blue tooltip below reads 'People who have created entries. Filter by entry status and/or category.' Below this are three sections: 'Entry status' with a search bar 'Start typing...' and checkboxes for 'Finalists' and 'Winners'; 'Entrants' with a search bar 'Start typing...'; and 'Categories' with a search bar 'Start typing...' and a blue tooltip: 'Select specific categories, or leave blank to include all categories.' At the bottom, there is a section titled 'Need to CC someone?' with a 'CC recipients' field containing 'one@person.com,another@person.com' and a note: 'Add comma-separated email addresses.'

Next you can select your Recipient(s), Entrants, Judges, Nominees, Sponsors or Event Attendees. Selecting through these options will show that each can be further broken down into more specific entrants. For example, you can sort Entrants by status, finalist or winner, or select individual entrants. Or under Nominees you can further divide by status or category. At the bottom of Recipients you can CC anyone who may also need to be informed of the communication you are sending out.

Then the Message area. This will be almost the exact same as the email builder for the nominations, with the Subject line, Building blocks for the content, and a full list of variables listed on the side. For instructions about all of the options here, jump back to the Notification section of this video.

The screenshot shows the 'Message' tab of an email builder. At the top, there are four tabs: 'Sender', 'Recipients', 'Message', and 'Schedule'. The 'Message' tab is active. The main area is titled 'Email template' and contains a 'Subject *' field with the placeholder text 'Subject line of the email'. Below the subject field is a rich text editor with a toolbar and the word 'Body' on the right. The editor contains the text 'Hello!' followed by a heading 'A heading goes here' and a paragraph 'And then a bunch of text.' with a blue plus icon below it. At the bottom of the editor is an 'Attach Images' section with an 'Upload images' button and a 'Choose Files' button next to the text 'No file chosen'. On the right side, there is a 'Variables' panel with a list of variables: Website Settings, Members, Judging, Nomination, Category, Sponsors, Event, and Tickets, each with a right-pointing arrow.

The last tab in your Campaigns is the Schedule.

The screenshot shows the 'Schedule' tab of the email builder. At the top, there are four tabs: 'Sender', 'Recipients', 'Message', and 'Schedule'. The 'Schedule' tab is active. The main area is titled 'Schedule your message'. It contains three rows of settings: 'Send date' set to '12/20/2023', 'Send time' set to '1:00 PM', and a checkbox labeled 'Approved for sending' which is currently unchecked. Below these settings is a blue informational box with the text: 'If checked, your campaign will be sent automatically when the send date and time arrives. If unchecked, your campaign will not send.'

This allows you to set a date and time for your campaign, as well as an extra layer of approval in the checkbox. Even after creating and scheduling an email, it will not send unless approved.