## Setting your Finalists and Winners

🕞 Entries	
I≣ List view	
1일 Scores	
♡ Finalists	
☆ Winners	

Your finalists will be listed in the Entries - Finalists tab, and your Winners in their own tab. But how do you get to this point?

This document will go through the steps to set your finalists and winners.



Looking through the scores view will help you determine who your finalists will be. The Awardify system will not automatically select your finalists based on scores, this will need to be set manually.

In the Scores View the entries for each category will be sorted from Highest to Lowest score, letting you see at a glance who are the top runners for finalist positions.

▼ Busin	ness of the Year				
Busin Entry	ess of the Year count: 18				
▼ V	iew entries				
Creat	e a new winner entry				
	Entry	TOTAL	First Judge	Second Judge	Third Judge
	COMPLETED Completed Business of the Year - John Marshall (Apex Builders Excellence, LLC) (#2024-99B5TA-01) @ Apex Builders Excellence, LLC @ John Marshall L Downloads	79.5%	0%	77%	82%
	COMPLETED ✓ Completed ZenVista Retreats (#2024-EZK7BJ-01) ☐ ZenVista Retreats @ Isabella Tranquillo ↓ Downloads	77.25%	87%	67.5%	0%
	COMPLETED ✓ Completed CraftMasters Studios (#2024-A95Y4C-01) ☐ CraftMasters Studios @ Elena Potters ★ Downloads	76.33%	78%	72%	79%
	COMPLETED ✓ Completed PrintCraft Innovations (#2024-XAV8ZQ-01) இ PrintCraft Innovations ③ Alexander Reynolds ↓ Downloads	72.25%	75.5%	0%	69%

If your highest scoring entries are the finalists, click into their entries. From here you will see the Finalist setting dropdown.

👷 Awardify 👷 🛛	Rewardify      Demo CC     V 2024 Business Excellence Awards		
☆ Active Season >	Entries	→ Edit entry	
$ abla$ Awards $\rightarrow$	← Back to Entries		
O Nominations >	View submissions	Itte Business of the Year - John Marshall (Apex Builders Excellence, LLC)	
🖵 Entries 🗸 🗸	🖉 Business of the Year - John Marshall (Apex	Submission status Dono - pon-pourment y	
I≡ List view	Builders Excellence, LLC) (2024-99B5TA-01)	VEntrant has submitted entry for judging	
翠 Scores	Business of the Year	Status Tags	
♡ Finalists	Apex Builders Excellence, LLC	Start typing	
☆ Winners	(isba marshall	► Entry Segments	
🗅 Pages 🔷 >	(John marshall@apexbuilders.com)	Constant	
⊞ Events >	Lownloads ( Remove from judging	Save entry	
🔄 Photos	Сору	► Finalist settings	
ලෝ Sponsors >	Copy to another category or another season.		
🛱 Payments	► & Dev	► Winner settings	
A			

In these settings you can mark the entrant as a finalist and give an optional write up. This write up will be displayed on your webpage if you decide to make your finalists public. For more instructions about displaying your entries to the public, see the corresponding <u>document</u>.

□ Mark as finalist	
Marking an entry as a "finalist" allows you to build a short list of entries from which you will select winners.	
Finalist write-up	
Article	
+ 🖬 💠	

After marking your finalist, hit save and you will see them appear in the finalist list. They will also be tagged as finalists in the Scores view.

Entries Finalists Nomir	nations	Busir Entry	ess of the Year count: 18				
▼ Business Excellence Award	s channel	<b>v</b> V	'iew entries				
Entry	Score total Category	Creat	e a new winner entry				
Business of the Year - John Marshall (Apex	79.5% 🏆 Business of the Year	_	Entry	TOTAL	First Judge	Second Judge	Third Judge
Builders Excellence, LLC) #2024-9985TA-01			★ Finalist     COMPLETED ✓ Completed Business of the Year - John Marshall (Apex	79.5%	0%	77%	82%
⑧ John Marshall (john.marshall@apexbuilders.com)			Builders Excellence, LLC) (#2024-9985TA-01)				
CraftMasters Studios	76.33% 🟆 Business of the Year		& John Marshall				
© Elena Potters (elena@craftmastersstudio.com)			COMPLETED Completed	77.25%	87%	67.5%	0%
ZenVista Retreats #2024-EZK7BJ-01	77.25% 🖤 Business of the Year		Zenvista Retreats (#2024-E2K7BJ-01)     Zenvista Retreats     Sabella Tranquillo     Sowphoads				
② Isabella Tranquillo (i.tranquillo@zenvista.com)			★ Finalist	76.33%	78%	72%	79%
Sartorial Elegance Creations #2024-VUE5VA-01	68.5% Pest Workplace (Large Business 21+)		COMPLETED Completed CraftMasters Studios (#2024-A95Y4C-01) CraftMasters Studios Elena Potters				
Victoria Sterling (sec@email.com)			🛓 Downloads				
VirtualMind Fitness #2024-5MJ8V2-01	80.5% 🏆 Best New Business		COMPLETED Completed PrintCraft Innovations (#2024-XAV8ZQ-01)	72.25%	75.5%	0%	69%
Aurora Sterling (vmfitness@email.com)			PrintCraft Innovations     Alexander Reynolds     Lownloads				

The process we have gone through for finalists is the same process you will use when you are selecting winners for your season. Clicking into an entry will also show a winners dropdown.

RAwardify 👷 Demo.cc 🗸 2024 Business Excellence Awards				③ Tianna
ightarrow Active Season $ ightarrow$	Entries	→ Edit entry		
$\Psi$ Awards $\rightarrow$	← Back to Entries			
$\bigcirc$ Nominations $\rightarrow$	View submissions	Title Business of the Year - John Marshall (Anex Builders Excellence, LLC)		
🕞 Entries 🗸 🗸	P Business of the Year - John			
I≡ List view	Marshall (Apex Builders Excellence, LLC) (2024-9985TA-01)	Submission status Done - non-payment ~		
1월 Scores	Business of the Year	Status Tags		
♡ Finalists		Start typing		
☆ Winners	Apex Builders Excellence, LLC	► Entry Segments		
Pages >	(john.marshall@apexbuilders.com)			
⊞ Events >	🛓 Downloads	Save entry		
🔀 Photos	<b>(</b> Copy	► Finalist settings		
জে Sponsors >	Copy to another category or another season.			
ेप्स Payments	Remove from judging	► Winner settings		

▼ Winner se	ttings			
A winner has not	been set for this category. Displaying w	mers is currently disabled. Update settings		
🗆 Mark as v	vinner			
Entry title				
If set, this title	will display in place of the default "Entr	#48 Business of the Year - John Marshall (Apex Builders Esc	ellence, LLC/*	
Recipient Photo	Choose File No file chosen			
E.g., Photo of r	member's team receiving the award.			
Photo Caption	(optional)		1	
Logo	Choces File No file chosen			
Body	Oimge 1	Olinga 2	Citype 3	Apex Builders LLC
Article				
+ 🛛 🔿	,			
words: 0 c	hars: 8			
✓ Save				

There are more optional settings for the winners than there were for the finalists. Setting a title, photos and a description will let you control every aspect of how your winner is displayed to the public. Once you've marked the entry as a winner, be sure to hit the 'Save' button that is at the bottom of the Winner Settings

Once you've set and saved your winners, you will be able to see them in the Winners View.

👷 Awardify 🌻 🛚	emo CC	∇ 2024 Business Excellence Awards	錼	() Tianna
ightarrow Active Season $ ightarrow$	Winners	Entries Finalists Winners Nominations		
	🛓 Download winners			
$\odot$ Nominations $\rightarrow$		Business Excellence Awards channel		
🕞 Entries 🗸 🗸		Entry Score total Category		
i≡ List view		Business of the Year - 79.5% Pusiness of the Year		
100 Scores		John Marshall (Apex Builders Excellence, LLC)		
$\heartsuit$ Finalists		#2024-99B5TA-01		
☆ Winners		(intermediate and intermediate and interme		
Pages >		(Ourthanshail@abexoningerscom)		
亩 Events >				