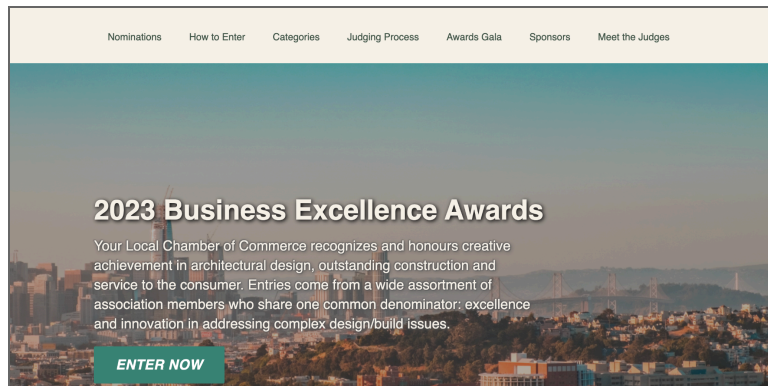


The Entry Process

These instructions are for a typical Awards entry process. Keep in mind that some elements may be different in the awards program you are involved in. Your organization will have a public website, this will likely be linked on their website or provided for you in an email. From there you can find information about the Awards and how to enter.



To apply for an award, read through the categories on the Categories page, and take note of the award that applies to you/your company the best.

Customer Satisfaction Award

- ▶ Customer Satisfaction Award (Large Business 21+)
- ▶ Customer Satisfaction Award (Small Business 1-20)

Growth Award

- ▶ Growth Award

Marketing Campaign

- ▶ Marketing Campaign (Large Business 21+)
- ▶ Marketing Campaign (Small Business 1-20)

[→ ENTER NOW](#)

If the awards are public, an 'Enter Now' button will appear at the end of the list of categories.

Clicking on this button will prompt you to create an account. A few fields will be prompted to set up this account, including email address, name, and address. Then you will be asked to confirm that you have read the eligibility requirements.

Subject: Congratulations! You have been nominated for an award!

Congratulations, Tianna! You have been nominated for the "Business of the Year" award!

To enter a submission for this award, log in or create an account at <https://democc.awardify.io/account> and select "Business of the Year" from the list of categories.

[Sign in / Create an account](#)

– Your Local Chamber of Commerce

If you have received an email informing you that you have been nominated, you will need to follow the instructions to create your account.

Both the 'Enter Now' button on the website and the 'Sign in/Create an account' button from the email will take you to a page prompting you to fill out your contact information for your account. Be sure to use the same email address at which you received the nomination.

Once you have created your account you will be taken into a profile with the option to start your entry, with links to your category descriptions and the eligibility requirements. Select your category from the dropdown menu and give your entry a title.

The screenshot shows a user dashboard for 'Victoria' (sec@email.com). The main content area is titled 'Welcome, Victoria!' and features a 'Start new entry' section. A notification at the top asks the user to verify their email address. The 'Start new entry' section includes a 'Title' field with the example 'Sartorial Elegance Creations' and a 'Status' field showing 'Submitted'. Below this, there are links for 'Category Descriptions' and 'Eligibility Requirements'. The main form has a 'Choose a category *' dropdown menu, an 'Entry title *' text box, and a checkbox labeled 'I am submitting this entry on behalf of someone else.' with a green 'Start' button below.

Then fill out the fields available.

The form contains several input fields and two rich text editors. At the top, there is a 'Photo Uploads' section with a 'Choose Files' button and the text 'No file chosen'. Below this is a blue bar indicating '30 MB per file. Accepted formats: jpg, jpeg, gif, png, webp'. The form fields are: 'Business Name', 'Name of the Member Making the Application', 'Member Phone Number', and 'Member Email Address'. The first rich text editor is titled 'Tell us about the origin of your business' and has a word count of 0. The second rich text editor is titled 'Describe your business model and the key factors involved in your success.' and also has a word count of 0. Both rich text editors include a toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), bulleted list, numbered list, indent, link, unlink, image, quote, table, video, audio, link, and source.

Once you have filled out all required fields you will be able to submit this entry to the judges. If there is an entry fee set up, you will see 'Add to cart' instead of 'Send on to the judges', and you will be taken to a page which asks for credit card information to pay for your entry.

Ready to submit your entry?

[→ Send on to the judges!](#)

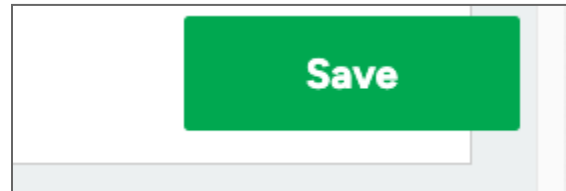
You will be able to edit submitted entries until the entry deadline has passed.

Ready to submit your entry?

[Add to cart](#)

Your entry will be considered "complete" once payment has been received. You will be able to edit submitted entries until the entry deadline has passed.

If you have not finished your entry, and would like to resume later, hit the 'Save' button in the top right corner.



If you log out and log back into your account you will see your saved entry/entries in a list on the page.

Click back into this entry, and resume filling out the information where you left off.

Welcome, Victoria!

Please verify your email address to make sure you are able to receive communication about your account. [→ Send verification link](#)

Start new entry

Need to read up on the category descriptions before you begin?

TITLE	Status
Sartorial Elegance Creations #2023-VUESVA-01 Created on Nov 6, 2023 in "Best Workplace (Large Business 21+)"	<input checked="" type="radio"/> Submitted

[Category Descriptions](#)

[Eligibility Requirements](#)

Choose a category *

Entry title *

I am submitting this entry on behalf of someone else.

[→ Start](#)

On the Billing page in your account, you will see your entry and its corresponding fee. If you have more than one entry, you are able to wait and pay them all at the same time. If you have already paid for a previous entry, it will show up in the Payment History.

The screenshot shows a 'Billing' page with a shopping cart icon and the word 'Cart'. Inside the cart, there is one item: 'Example Entry' (Business of the Year) for \$10.00, with a 'Remove from cart' link. Below the item list, a grey box displays 'TOTAL \$10.00'. Underneath, there is a 'Card number' field with a placeholder 'MM / YY' and a green 'Pay now' button with a card icon. At the bottom, a 'Payment History' section shows 'No payments to report.'

The sidebar menu is dark blue and contains a profile icon with a white 'V' and the email 'sec@email.com'. Below the profile are five menu items: 'Dashboard' (with a dashboard icon), 'Entries' (with a list icon), 'Settings' (with a gear icon and highlighted in a lighter blue), 'Awards Info' (with an external link icon), and 'Sign Out' (with a right-pointing arrow icon). At the bottom is a 'Need help?' button.

Your entrant account also has a settings page, where you can update your contact information.

The 'Settings' page has two columns: 'Account settings' and 'Contact'. Under 'Account settings', there are fields for 'First Name' (containing 'Victoria'), 'Last Name' (containing 'Sterling'), and 'Email address' (containing 'sec@email.com'). Under 'Contact', there are fields for 'Phone' (containing '1234567890'), 'Address' (containing '123 East Street'), and 'City' (containing 'Local City').

Depending on the Awards program, you may be able to begin a new entry, or if it is limited to one per person you will not have this option. By logging in to your account you can edit your entry up until the deadline.