The Judging Setup and Process

The Judge settings are one of the most customizable areas of Awardify, with many options to lay out your process exactly how you would like it. That said, in this document we will go through a basic setup for the sake of simplicity, and give brief descriptions of possible additions. If you require more assistance as you develop your Season, please don't hesitate to reach out to us.

☆ Active Season ∨	First, open your Active Season Settings.
🖉 Edit Season	In your season settings, there is an area to set the Start and End dates for
🖓 Website Theme	your judging. Outside of these dates, if your judges log into their accounts they will not have an option to view entries or set any scores.

Judging	
Start Date	07/04/2023
Start Time	12:00 AM
End Date	12/31/2023
End Time	11:59 PM

Next we will go through the setup of a Judge account. The "Users-Judges" page is where you can add a Judge account, by clicking the '+ Judge' button.

There are a few basic information fields to fill out; Name and Email Address, as well as a temporary Password. Once the account has been created the judge will receive an email to log into their account and reset their password.

⊖ Users ~	≡ Hudge	First Name
2 Admins	상 Season Judges	Last Name
		Email Address *
🚔 Entrants	► Notify judges	Password (optional)
🞲 Segments	Search	A random password will be assigned if you don't supply one. Active Judge

First Name	Image
First	
Last Name	Company name
Judge	
Email Address *	Company Logo URL
judge1@email.com	
P Create a new password	Website
Member Number	
	Phone
Status Tags	
Start typing	Address
Active account	
Verify member account	City
Verification happens automatically during the signup process. But if the verification email didn't make it through an email network's filters, a member may need to be verified manually.	Province
	Postal Code
	Social Media

Assign segments

What are segments?

"Segments" allow you to put your entrants (and their entries) into groups. Ordinarily, a judge evaluates all entries in a category. But by assigning segments to a judge, you can determine which entries within a category a judge can see.

If no segments are selected, this judge will be able to access entries from all segments. (default)

Selected:

"Default Segment Group" group

Default Segment

Once the judge account is created and saved a few more options will show up. The fields on the right hand side of the page are useful if you plan on showcasing your judges to the public. The image can be a headshot or a logo, then information about their company and any social media links that apply.

Scrolling down past this we get to the area to add assignments to the judge account. First your seasons will show up. If you are starting a new season, make sure to select it from the list. Then you can select All, or any specific categories that you would like that judge to see.

Ju	Judge Assignments		
Seas	ons		
20	23 Business Excellence Awards		
Assi	gn categories (2023 season)		
	SELECT ALL		
	Best New Business		
	Best Workplace (Large Business 21+)		
	Best Workplace (Small Business 1-20)		
	Customer Satisfaction Award (Large		
	Customer Satisfaction Award (Small		
	Growth Award		
	Marketing Campaign (Large Business 21+)		
	Marketing Campaign (Small Business 1-20)		

You will also see information

about Segments. This is an advanced feature that most accounts do not need to utilize. If you would like more information about segments, check out the help doc linked below.

Back in the all judges view, there is a button to 'Notify judges'. Once all judge accounts are created and have received assignments, hit this button to let your judges know.



The Judging Process (Admin Perspective)

Now that your judge accounts are set up, let's talk more about the judging process and a few of the different options. In the most basic setup, your entrants will fill out their forms and submit them for judging. Then, when it's time, your judges will log in to their accounts and see all assigned categories and their entries in a list.



Clicking into a category will show the entries, visually divided into judged and unjudged by green and red backgrounds.

Selecting an entry to judge will show all contents of the entry, as well as the scoring rubric on the right side. And criteria you have set up for that category will show here, with a sliding scale that goes from 0-10.

judge1@email.com	Business Name VirtualMind Fitness	JUDGING CRITERIA Description of the origin of the business Weight: 15%	company information Weight: 10%
 Entries Settings 	Name of the Manches Maline the Angliastics	0/10	0/10
[2] Awards Info [→ Sign Out Need help?	Name of the Member Making the Application	Sustainable business model Weight: 30%	0/10
	Member Phone Number	0/10	Comments for Entrant (optional)
		Attainable future goals Weight: 30%	
	Member Email Address	0/10	Comments for Admin
	Tell us about the origin of your husiness	Quality of 'other factors' Weight: 15%	(optional)
	Include the year you were established, and the resources you used to establish your business.	✓ Save	The entrant will not see admin comments.
Any custor Then the ju	nization for the criteria are set in the Cat udge will set their scores, leave commen	egory settings. ts if available, hit	I recuse myself If checked, the scores for this entry will be reset to

toward this entry's total. If you recuse yourself, please explain why in the Admin comments box.

✓ Save

save, and then move on to the next one.

🕞 Entries 🗸 🗸	After all scores have been collected, they will be displayed under 'Entries -
100 Scores	
\heartsuit Finalists	The entries in each category will be sorted from highest to lowest score,
☆ Winners	with the scores from each judge layed out in a table.

est New Business					
ntry count: 2					
, 					
▼View entries					
reate a new winner entry					
Entry	TOTAL	First Judge	Second Judge	Third Judge	
COMPLETED	80.5%	0%	0%	80.5%	
VirtualMind Fitness					
(#2023-5MJ8V2-01)					
VirtualMind Solutions					
(2) Aurora Sterling					
🕹 Downloads					
COMPLETED	63.5%	63.5%	0%	0%	
EcoCyle Technologies					
(#2023-C9FU8V-01)					
EcoCycle Technologies					
(2) Olivia Greenfield					
🗻 Downloads					

Winners will not be automatically selected, in case there is a discrepancy that makes it past the entry stage and the judging stage. If the highest scoring entry has no issues and is the winner of that category, set this by clicking into the entry, and then open the winner tab at the top of the page then mark this entry as the winner.

Entries	Entry Winner		
← Back to Entries	Winner settings		
View submissions	A winner has not been set for this category. Displaying winners is currently disabled. Update settings		
VirtualMind Fitness (2023- 5MJ8V2-01)	Mark as winner		
Best New Business	Entry title		
VirtualMind Solutions Aurora Sterling (vmfitness@email.com)	If set, this title will display in place of the default "Entry #14 VirtualMind Fitness"		
🛓 Downloads	Recipient Photo Choose File No file chosen		
() Сору	E.g., Photo of member's team receiving the award.		
Copy to another category or another season.	Photo Caption (optional)		
Remove from judging	Logo Choose File No file chosen		

If you are going to be displaying your winners to the public, there are a few optional fields to fill out that will show up in the gallery. Set a title if you want, and add a photo of the individual or of the company receiving the award if you are displaying winners after an in-person event. You can also choose a photo from the winners submission to show as their

'cover' photo, and add a description if there is anything you would like to say about why this entrant was deserving of the award. Save your changes and you have your winner.

ලි Account	~
Settings	
🛇 Tags	
🕁 Exports	

That is the basic judging process, and if this is all you are looking for, feel free to stop here! However it is common for judging to happen in two stages, the first stage involves all entries, and the highest scoring entries are set as finalists. Then judges do another round of judging with only the finalists. Let's walk through how to set this up.

First you will need to hop into the Advanced Account Settings at the bottom of the menu, and then scroll down to the Judging section.

From here, open the 'Judging Mode' menu, and you will see 'Two-Stage' judging as an option. By selecting this, and setting up Finalist judging with the start date, you will be ready to proceed with the judging. The start date should be within your overall judging dates.

Judging	▼ Judging Mode
▶ ● Judge comments	Single-stage (default) Entrants submit entries by category deadline, and judges score all entries. Two-stage Two-stage
► O Judging Visibility	Nommess summ as in that entry. Juages score the entrine, and admin users decide which should be marked as "Intellists". Finalists submit a second entry from as set of designated "Intellist" categories. Judges score the entries, and admines decide which finalists to mark as "Winnes". Important: Two-stage judging requires "Limit judging to finalists" to be turned
► Judge Assignments	on, with activation date and time set. See below. Use with "Nomination approval" to lock down both judging stages.
► Judging Mode	Limit judging to finalists When enabled, judges will see only 'finalist' entries. All other entries and scores will be unaffected.
► Judging Tools	Enable finalist judging As of this date 11/20/2023
► Judges Page	As of this time 11:59 PM

Prior to the beginning of the second round of judging, you will need to manually review all submissions and the scores from the first round and set your finalists. You can do this by clicking into their profile, opening the finalist menu, and selecting the 'Mark as finalist' checkbox.

▼Best New Business	Entries Entry Winner
Best New Business	← Back to Entries → Edit entry Vioux et braisring Tale
▼View entries	VirtualMind Fitness VirtualMind Fitness
Create a new winner entry	Best New Business ▼ Finalist Settings
Entry TOTAL First Judge Second Judge Third Judge	Mark as finalist
CONTRATT 80.5% 0% 80.5% VirtualMind Fitness (arcozs skutwa on) 6 6 6 6 6 6 6 7 6 6 7 6 6 7 6 6 7 6 7 6 7 6 7	B Virtual/Mind Solutions S Aurora Sterling Making an entry as a "Inselst" allows you to build a short list of entries from which you will select winners. (vmfitness@email.com)
El VirtualMad Solutions Ø Auros Stering ≰ Downloads	Linalist write-up
COMPLETE 63.5% 63.5% 0% ECOCycle technologies (reduct-conjunction) Ecocycle technologies 0% © Otwo Generadia	Copy to another category or another Solar Remove from judging ► ► Dev

The finalists will be displayed to your judges for the second round of judging through separate 'Finalist' categories. These can be set up to ask for more information from your entrants to present to the judges to pick a winner. So for step two of your two stage judging set up you will need to create new finalist categories.

	Title	Focus of this category
easons, Channels, Groups,	Finalists	Individual O Business/Organization
nd Categories	Group	Either
reate a category	Best New Business (Business Excellence *	 Override Dates and Fee
	Description	
	Judges (for 2023)	
	Start typing	
	Assign all judges to this category.	
	When checked, new judges will be added to this category automatically.	
	Key	
	Key number for this category.	
	Visible to judges	
	Disallow entry submission	

Make sure to assign your finalist judges to these finalist categories as well. Once these categories are done, hop into the 'Entries -Finalists' view, and you'll see a button to 'Configure Stage 2'.

0	Entries	~
100	Scores	
\heartsuit	Finalists	
☆	Winners	

Finalists

🔻 🏟 Config	ure Stage 2					
Stage 2 judo date	ging start					
Enable finalist judging						
As of this date	11/20/2023					
As of this time	11:59 PM					
When this date a judges will see o that belong to th categories below	and time arrives, nly the entries ne checked v.					
Select stage categories	2					
Best New Business						
Best Workpla Business 21+)	ce (Large					
Best Workpla Business 1-20)	ce (Small					
Customer Sa (Large Business	tisfaction Award 21+)					
Customer Sa	tisfaction Award					
(Small Business 1-20)						
Finalists						
	u maaiga (Larga					
Business 21+)	impaign (Large					
Marketing Ca Business 1-20)	mpaign (Small					
\rightarrow Save						

Here you will see your finalist judging start dates again, as well as a dropdown menu for selecting your finalist categories. Select the finalist categories that you created in step two and hit Save.

Once you have your finalists, they will appear in this menu, and you will be able to monitor if they have started their finalist entries yet.

Finalists	Entries Finalists Nom	inations	
Configure Stage 2	▼ Business Excellence Awards channel		
otifications	Entry	Score total Category	Finalist Category
Finalist notifications use the "Stage 2 Entry" template. 🖸 Edit email template	VirtualMind Fitness	80.5% 🟆 Best New Business	Finalists
Notify finalists	#2023-5MJ8V2-01 @ Aurora Sterling (vmfitness@email.com)		× No new entry
Send Stats			

The 'Notify Finalists' button will send an email to each finalist to invite them to fill out this form.

Once the second stage judging dates have started, and your judges log in to their accounts, they will only see the finalists in the categories assigned to them. Then you can use the 'Entrants - Finalists' view to see the highest scores in each finalist category, and set your winners.

These are two of the most basic procedures for judging.

