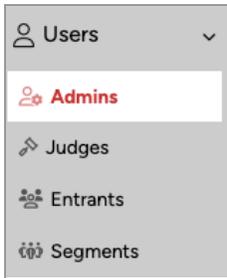


The Users View



As an admin, the User's view allows you to see who is a part of your Awards Season, including other admins, judges, and entrants.

You can manually add Admins and Judges.
First we will go through some of the Admin settings.



To add an Admin to your account, you will add basic information and set a password. Your new Admin will receive an email prompting them to log in and set a new password once their profile has been created.

When you submit this form, the new admin will receive an email with login information.

First Name *

Last Name *

Email Address *

Password

If you don't supply a password, a random alphanumeric password will be created.

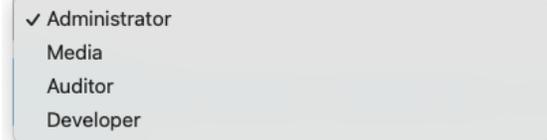
User Level *

Administrator ▼

Administrator: Top-level admin users. Full access to all areas of the admin panel.

You will also need to set a User Level.

User Level *



'Administrator' level will have access to all areas of your account, and be able to edit any information. 'Media' level allows the admin to view and download any content, but not make any changes. An 'Auditor' can view content, but not download anything or make any changes. Lastly, the 'Developer' role is used primarily for anyone who may have backend knowledge of the software to make updates.

-  Users
-  Admins
-  Judges
-  Entrants
-  Segments

Adding a new Judge requires the same basic information, and they will also receive an emailed link to set up a new password for their account. For more information about setting up your judges, see the 'Judges' video and [document](#).

First Name

Last Name

Email Address *

Password

A random password will be assigned if you don't supply one.

Active Judge

-  Users
-  Admins
-  Judges
-  Entrants
-  Segments

In the Users area you can also see a list of entrants, which you can search through.

This is helpful if you receive feedback from an entrant having an issue.

All Accounts

► Filter by tags

Entrants

Account	Name	Tags
greenleaf@email.com <small>Registered Nov 6, 2023</small>	David Arbour Greenleaf Landscaping and Garden Care	
lucas@artisanhub.com <small>Registered Dec 11, 2023</small>	Lucas Artisano ArtisanHub Emporium	
serena@harvestia.com <small>Registered Dec 6, 2023</small>	Serena Aust Harvestia	
natalie@primegaincapital.com <small>Registered Dec 12, 2023</small>	Natalie Bennett PrimeGain Capital Solutions	
m.carter@vwws.ca <small>Registered Dec 13, 2023</small>	Maya Carter Vitality Vibes Wellness Studio	
h.evermore@scc.com <small>Registered Dec 12, 2023</small>	Harold Evermore SilverCogniCare	
sarah.foster@nexusdynamics.ca <small>Registered Dec 14, 2023</small>	Sarah Foster Nexus Dynamics Solutions	
ecocyle@email.com <small>Registered Nov 6, 2023</small>	Olivia Greenfield EcoCycle Technologies	
example@email.com <small>Registered Mar 29, 2023</small>	Luke Johnson Company	

As an admin, you can open a profile and use the 'Masquerade' button to see the Users account from their point of view. This can allow you to see any entries they have submitted, and where they are experiencing problems in the system.

← Back to Entrants

Updating "David Arbour"

Created on November 6, 2023

Masquerade as David

First Name
David

Last Name
Arbour

Email Address *
greenleaf@email.com

[Create a new password](#)

Member Number

Status Tags
Start typing...
▶ Entrant Segments

Active account

Verify member account

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.

▶ Image

Company name
Greenleaf Landscaping and Garden Care

Company Logo URL

Website

Phone
1234567890

Address
123 North Street

City
Local City

Province
SK

Postal Code

You are in Masquerade Mode. [End Masquerade](#)

[Home](#)

Welcome, David!

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

You must be an approved nominee to submit entries.

Title	Status
Greenleaf Landscaping #2023-4982RH-01 Created on Nov 6, 2023 in "Best Workplace (Small Business 1-20)"	<input checked="" type="radio"/> Submitted

Last in the User's menu is Segments. Segments are a way to further divide your entrants. This is an optional setting. If you would like to learn more about Segments, check out the [document](#).