

Awards Module

The eventsforce event management solution is completely modular, so that you can build your own, personal system to the exact requirements of your business. As your needs change and grow, so can your eventsforce system, by simply unlocking new functions. Each module has been carefully designed to fulfil a set of specific tasks and the modules fit seamlessly together to create a fully integrated, powerful and versatile event management solution.

The Awards module is designed specifically for creating and managing awards online. It provides all the functionality you need to create different categories and questions for each category, create dedicated web pages about your awards, with entry forms and instructions, the ability to upload materials such as documents and image files and if required, pay an entry fee. You can create a panel of judges and send emails to invite them to take part, give each judge access to all or some of the entries, and create reports to analyse the results. When the submissions have finished, you can then inform the entrants of the judges' decisions and announce the winners on your dedicated web pages.



Quick Guide to Awards

The Awards module includes a huge range of features to design, build and manage online awards, please read the sections below for detailed information.

Here's a quick overview of how it works:

- Create entry categories.
- Build the online entry form.
- Add optional entry fees, with online payment.
- Create your fully branded, dedicated awards website, quickly and easily.
- Set up a panel of judges for each category and invite them to take part.
- Add the criteria for the judges to mark the entries against.
- Entries are securely reviewed online at the judges' convenience.
- Monitor submissions and judging to ensure the process runs smoothly and on time.
- When judging is complete, select the winners in each category.
- Communicate with entrants and judges at every stage using fully integrated email messaging from your eventsforce system.

Setting up the Awards

The eventsforce Awards module is a very flexible tool that allows you to create and manage awards online. You may have just one overall category or many different categories for your visitors to enter, with or without entry fees. You can use eventsforce to select and invite your judges and set up the criteria they will use to review the entries. Then, you can quickly and easily create online awards of any complexity, without needing any expertise in web design or coding.

- Awards provides a full range of tools to create and manage online awards with ease and efficiency.
- Create any number of award categories, with descriptions and entry codes if required.
- Categories can be split into sections if required; for example, literary awards may have a children's and adult's section and each section could include a category for best factual book, best fiction book etc.
- You can have the same entry questions for multiple categories, or different questions for each category as required.
- Submitters can enter a single category, or multiple categories using the same entry information, for convenience.
- Files such as documents and images can be uploaded along with the submission and this can be made a compulsory part of the entry process.
- Submissions may require a counter signature, to make sure that the entry is genuine and that the correct authorization has been obtained by the entrant.
- Optional entry fees and discounts can be set up, with different prices for different categories if required.
- Prices can be displayed and charged in multiple currencies, with local taxes automatically added for convenience. (See the Financials brochure for pricing and payments details.)
- Set deadlines for entry to the awards.
- Create a judging panel for each category by selecting judges from your eventsforce database or add new judges as required.
- Create any number of criteria that the judges will use to mark the entries. Each category can use the same or different criteria and you can choose the number of "steps" in the ranking (e.g. 1 – 5, 1 – 10 etc.). Judges can add comments using a free text box alongside each criterion.
- Build your dedicated awards website, complete with company logos, sponsor logos, corporate colours, images and text, using the simple content editing interface in eventsforce.

Award Entries

Entrants are guided through the submission process step by step to a successful conclusion. Entries are recorded in a list view that can be filtered, for example, by category, so you can see progress at a glance.

- Navigation through the entry form is quick and easy for entrants and follows a step by step process.
- Submitters can exit the process and return at any time (prior to the closing date) to complete at their leisure.
- Submitters can enter more categories at any time whilst their entry form is still open.
- Entry fees can be paid online for convenience.
- Entrants can print or download their submissions to keep a record.
- Entries and payments can be acknowledged by email using the fully integrated Ad-Hoc Email functions in the Communications module. (See the Communications brochure for details.)
- As entries are made, they appear in the Submitted Entries list, together with details such as name, company, category etc. The list can be filtered to view, for example, all the entries for a specific category and this provides a convenient way to monitor progress.
- Incomplete entries can be identified so that you can send reminders to submitters to complete their entries before the closing date.
- The Submitted Entries list can be exported to Microsoft® Excel® for analysis and sent directly from eventsforce by email to colleagues.

Judging

The eventsforce Awards module allows you to effectively manage your judges and their reviews, ensuring that all their input is recorded efficiently and correctly. The system is secure and easy to use for the judges so that they can get on with the job at their own pace.

- Select judges from your eventsforce database, or enter new names during the set up process.
- Each judge can be assigned to one or any number of categories as required.
- Invite judges to take part by batch emails, set up and managed using the Ad-Hoc Emails.
- As entries are submitted, they are automatically assigned to the correct judges to prevent mistakes. When a new entry is assigned, the judges are notified by email for convenience.
- Judges add their reviews online, but have the option to print out their assigned entries, returning to the website to upload their results.
- Judges can exit an online review and return at any time, to complete the process at their leisure.
- The submitters' details can be hidden from the judges and the reviews from each judge can be hidden from other judges, to ensure confidentiality and prevent bias.

Managing Entries

The eventsforce Awards module ensures that you are always in full control of your online awards, because every part of the process is managed through your eventsforce system. You may have several awards ongoing at any one time, which can make it difficult to keep track of each. With eventsforce, each is treated as an individual project; entry details and judging results are kept together so that you can monitor submissions and see what stage each has reached.

- Each online awards is treated as an individual project; information about entries, judges, communications and results are stored together which makes the process easy to manage from start to finish.
- Entries and reviews are stored in lists which can be filtered in a variety of ways to make monitoring the data easier.
- The Submitted Entries list provides an overview of entries; by clicking on the project name, you can view and print the full submission details and the judges' grades and comments for that entry.
- The Awards Assignment list shows the results for each entry; the average score awarded for each of the judging criteria is automatically calculated and a total average score displayed alongside each entry for convenience.

Communications

There will be many times during the awards when you need to communicate with entrants, judges and your colleagues about progress. When you use eventsforce, you have all the tools you need to send emails directly from the system within the Communications module, which is fully integrated with the Awards module for a seamless workflow. As well as being highly convenient, this also means that you have a full history of communications stored alongside each recipient to refer to at a later date.

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The eventsforce Communications module provides a comprehensive set of email templates that you can edit as you wish, or you can create your own templates to add to the collection. Templates can be branded with your company logo, sponsor logos and any images you wish to include. Using email templates saves you time and they can be reused across multiple award projects.

For further details, please see the separate Communications brochure.

- The Communications module is seamlessly integrated with the Awards module and provides a wide range of tools to send emails to entrants, judges and colleagues.
- Email templates can be branded by adding company and sponsor logos and images, to ensure a consistent message on every communication.
- The Communications module saves you time and ensures that messages are sent to the correct person with accurate information.
- Use to send messages to individuals or to batches of recipients, for example;
 - To acknowledge a submission.
 - To remind entrants to return to complete their submission before the closing date.
 - To invite a judge to take part.
 - To notify a judge of a new submission for him/her to review.
 - To remind judges to complete their reviews before the closing date.
 - To notify shortlisted entrants.
 - To notify unsuccessful entrants.
 - To notify winning entrants.
- Every email is stored in the Email Log for each person, providing a complete history of communications.