Script: Manage entries in Award Force

Hi there! Welcome to the Manage entries view. There is a lot to see and do here, and we'll take you through a quick overview of what's possible. First of all, this is the view where you can oversee all entries coming into your program -- you can instantly see which entries are in progress, which have been submitted, who the entrants are, and when the last update was made.

Like many areas in the Award Force platform, you can customise the table view to display exactly what you want to see. You can add or remove columns in this view by clicking on the cog icon at the top left and selecting which fields you'd like to display. You can then drag and drop columns to help you order the information as you see fit.

Need to find specific entries quickly? You can use the search box at the top right of your screen to search by entrant, entry name, email address and more. For even more control over what you see, click on Advanced to bring up a range of options to filter your view.

If you use this filtered view often, you can save it and then bring it back up easily the next time you visit this page. You can even share this view with others to help them save time.

When you want to communicate with a targeted group of entrants, you can do so straight from your filtered view - simply click Broadcast on the top right and send an email directly from the platform. Just remember, it will send to all entrants in your current view, so make sure you filter first.

In the Manage entries view, you can also perform a number of actions on entries, such as: copy, delete, archive and download. You can quickly moderate entries with the approve, reject, and undecided options. And you can tag entries to help you organise and create further actions and workflows. Other options here include setting up the next stage of a workflow and managing duplicate entries.

These actions can be performed on a single entry or in bulk.

When you want to view an entry in detail, simply click on the entry name to bring up a detailed snapshot of the entry where you can preview, edit, or view the entry in PDF format.

If your program has more than one season, you'll be able to seamlessly navigate between them by clicking the season drop down on the Manage entries view at the top centre of the screen.

We know--there is a lot you can do here! But remember, we're here to help. Simply click the "Need help" tab on the far right-hand side of the screen for helpful how-to articles, videos, and ways to get in touch with our team quickly!