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| **Division of Responsibilities & Permissions on the ACTE Awards Portal**  This chart outlines the tasks that are performed on the Awards Portal by the online system, the state admins and the ACTE staff super admin. | | | |
|  | **AUTOMATED**   *(Awards Portal does on its own)* | **STATE ADMIN**   *(State admin does on Awards Portal)* | **SUPER ADMIN**   *(ACTE staff does on Awards Portal)* |
| **SETTING UP THE PROGRAM** |  |  |  |
| Publishing deadlines on the public website |  |  | **X**   *(to change, contact the super admin)* |
| Publishing the names and contact information of program managers/ administrators on the public website |  |  | **X**   *(to change, contact the super admin)* |
| Publishing information about awards and the links to the application forms on the public website |  |  | **X**   *(to change, contact the super admin)* |
| Assigning administrator access to state coordinators/ program managers |  |  | **X**   *(to change, contact the super admin)* |
| Setting up the application form and requirements |  |  | **X** |
| Setting up the online rubric |  |  | **X** |
| Setting the internal (actual) deadline for applications |  | **X** |  |
| **APPLICATION PROCESS** |  |  |  |
| Collecting & housing applications | **X** |  |  |
| Checking applications for completion | **X** |  |  |
| Confirming with applicants that their submission has been received | **X** |  |  |
| Reminding applicants with incomplete applications that the submission period is closing | **X** |  |  |
| Rejecting submissions that are not completed before the deadline | **X** |  |  |
| Allowing applicants to edit submitted (completed) applications. |  | **X** |  |
|  | **AUTOMATED**   *(Awards Portal does on its own)* | **STATE ADMIN**   *(State admin does on Awards Portal)* | **SUPER ADMIN**   *(ACTE staff does on Awards Portal)* |
| **JUDGING PROCESS** |  |  |  |
| Adding judges to the online system |  | **X** |  |
| Sending judges their login credentials and instructions for accessing the online applications | **X** |  |  |
| Assigning judges to applications |  | **X** |  |
| Orienting judges on how to use the online system | **X** |  |  |
| Collecting judge scores | **X** |  |  |
| Setting the deadline for judges to complete scores |  | **X** |  |
| **WINNER SELECTION** |  |  |  |
| Calculating the winner based off judge scores | **X** |  |  |
| Forwarding applications on for consideration in the next round (ex. Region, national) |  | **X** |  |

The Awards Portal is a handy tool that automates several technical aspects of the awards processes. However, **there are a number of important steps for managing a program that fall outside the scope of the online system.** These responsibilities fall to the state administrator/awards program coordinator:

* Distributing information about the awards process and link to apply to members and potential applicants
* Checking the information posted on the public webpage on the Awards Portal for accuracy and requesting updates when necessary
* Checking the internal deadlines for applicants and judges and changing them (or requesting changes) as necessary
* Requesting administrator access for new administrators (when new awards program managers are assigned)
* Monitoring the application process and responding to questions from applicants (technical questions can be referred to ACTE staff)
* Following up with applicants to let them know when they will receive information about who has won
* Selecting judges and communicating information about the judging process to judges (other than the technical process of accessing and scoring applications on the Awards Portal)
* Announcing/communicating the winner selection; explaining next steps in the process to your winners; thanking the non-winning participants

*Do you have questions about setting up or customizing your program on the ACTE Awards Portal?*

*Contact ACTE staff (*[*awards@acteonline.org*](mailto:awards@acteonline.org)*) to discuss options.*