

Theatre Log in and Ballot Input Instructions

Quick Overview

- Step One: At the beginning of a season you will first input the top level Ballot information for each show (show title, performance dates, performance location, etc) and then proceed to pay for your entry – either via PayPal or requesting an Invoice where you will mail a check for payment. This is the information that will be used to assign adjudicators for the entire season.
- Step Two: After you've completed Step One, throughout the year and at least one week before opening night, you will go back into the Ballot (entry) for each Production and fill in the ballot details by inputting the names of the individuals in each category you wish to be adjudicated.

Signing into the system

From the main screen (www.arizoni.awardsplatform.com) enter your user name and password (if you've forgotten your password click on the "Have you forgotten your password?" link)

- As soon as you sign in, the "Important awards information" screen will appear. Please read this for information to familiarize yourself on what data you'll need to input into the system for show and ballot submissions.

Step One: Entering top level data for a new production

To enter information for a new production, sign into the system and scroll down below the "Important Awards Information" and click on the **Start Entry** button.

- Under **Category**, from the Drop Down Box select the type of production (Adult Play, Adult Musical, Youth Play, Youth Musical) for this Entry/Ballot.
- In the **Name of Show** box, type in the title of the show (you can input TBD if the title is undecided or unknown at this time)
- In the **Performance Date (start)** box, enter the first performance date for this production in (mm/dd/yy) format (if the performance dates aren't finalized yet you will need to input an estimated date since we need to assign adjudicators before the season starts and the dates are how we assign adjudicators, based on which adjudicators are available when throughout the season.)
- In the **Performance Date (end)** box, enter the final performance date for this production in (mm/dd/yy) format (again, you can put an estimated date if the dates aren't final)
- In the **Performance Location** box, type in the complete address where this production will be performed (this is for adjudicators so they know the performance location of this production, in case you perform at several locations)
- In the **Is this a remount?** box, select either "Yes" or "No". If this is a remount of a previous production, in the **Date most recently produced** box enter the last performance date for this production in (mm/dd/yy) format.
- Hit **SAVE + NEXT** to go to **BALLOT DETAILS** page – leave this page blank for now and scroll to the bottom and select **SUBMIT ENTRY** to go to the payment screen
- If you have additional Shows to input select the **Add More Entries to Cart** button, if you are finished, simply fill in the Billing Address boxes and select the payment type (Invoice or Paypal) –

Paypal will take you to the PayPal system to process the payment. Selecting the Invoice option will email you an invoice with payment instructions. Select the **Proceed to Payment** button to complete your order. You will receive an email that verifies your Payment instructions have been processed. If you selected the Invoice option, a link to a PDF of the Invoice will also be included in the email

- You can also select the invoice image to view a PDF of your invoice
- You can select **Return to Entries** to view a list of all your entries, add additional entries, or input names into your ballots
- If you didn't complete the payment page the statuses of the entries will say **IN PROGRESS** – to complete your payment in order to have your shows adjudicated click on the **CART ICON** in the top right corner of any page. You must fill in the payment information and select **Proceed to Payment** button to complete your order.
- Your entry will appear as “Awaiting payment (Adjudication Fee).” Once your payment has been received (either through PayPal or your check has been received by the arizoni Treasurer), your entry will say “Paid”

BALLOT/ENTRY Statuses:

IN PROGRESS is when an entry has been started but not submitted for payment. Until you submit the entry for payment you aren't finished setting up your show ballot and your entry will not be sent for judging. Click on the CART ICON at the top of the page, fill in the information and select **Proceed to Payment** to complete your order.

SUBMITTED \$ Awaiting Payment (Adjudication Fee) - This is when you have submitted the entry using the Invoice method. You must pay for your entry via check following the directions on the invoice.

SUBMITTED \$ PAID (Adjudication Fee) This is what will be displayed if you've paid by PayPal. If you are paying by check the status will be updated to say “PAID” once your check has been received.

Step Two: Entering names in ballot categories to be adjudicated

Throughout the season, and at least one week before Opening Night of each show, you will go back into the system to input all of the individual names in each category for each show that you wish to be adjudicated.

From the main screen (www.arizoni.awardsplatform.com) enter your user name and password (if you've forgotten your password click on the “Have you forgotten your password?” link)

- As soon as you sign in, the “Important awards information” screen will appear. Please read this for information to familiarize yourself on what data you'll need to input into the system.
- Scroll down and select the name of the Show you wish to input ballot details/names for.
- Select the **Ballot Details** tab
- In each appropriate field input the name of the individual you wish to be adjudicated (please ensure the spelling of the names is accurate since this information is what we will use for award plaques)
- To the right of each field is additional helpful information for each category

- Some fields (Actress, etc) require you to select the number of individuals you wish to be adjudicated in that category. Select the appropriate number of individuals for that category and additional boxes will appear for you to input the names of the individuals.
- For acting categories please input the name of the person, a “.” and then the name of the role in CAPS – example: Jane Doe: DOLLY LEVI
- When you have finished inputting the names in each field, at the bottom of the Entry/Ballot screen you have three options
 - SAVE + NEXT – will take you to the next show’s ballot (if you have a next show/entry)
 - SAVE + CLOSE – will save and close this ballot and take you back to your main screen
 - PREVIEW – will give you a preview of only the fields you’ve input names into for this ballot
 - We recommend using the SAVE + CLOSE option since you will most likely only be inputting ballot details for one show/entry at a time
- You do not have to complete your entire ballot at once, hitting either of the SAVE buttons will let you return to your ballot at a later date to make changes to it.
- All ballot information, including all names to be adjudicated, must be completed 1 week before opening night of each production
- You can print out a PDF of your ballot by selecting the PDF icon at the far right on the line of each entry on your main user landing page

Logging Out of the System & Changing User Profile details (email address, password, contact info)

To **Log Out** of the system, in the upper right hand corner select your user name, and select LOG OUT

To change the email address, password or contact information for your account, in the upper right hand corner select your user name, and select Profile. In the email address field you are able to change or update the email address that will be used to log in to your account. You are also able to change your password in the password field. **(Please do not make any changes to the first or last name of your theatre company)**

Click on the **Account Fields button** to input/update the **Contact Name and Phone #** for both the Main User of your account and your theatre’s Adjudicator Contact – this information will help us if we ever need to contact you.