

ADCNJ Entry System Functionality Specifications

Admin Area

- Admin login area
- Five tabs: Users, Entries, Payments, Winners, Dinner
 - Registered Users
 - Lists all registered users information
 - Clicking on each user on the list would bring up a screen with all of their contact information, related entries, winning status for each entry, payment information, and banquet registration information
 - Entries
 - Lists all submitted entries with the ability to click on an entry and view its information as well as see if it's been paid online.
 - List can be sorted by entry category, entry date, paid vs. unpaid
 - If paid by check, the entry will have a check box for admin to check off and enter a check number when payments are received
 - A check box will be available to check off when the actual entry's are received
 - A notes area will be available for each entry so that admins may enter any related notes regarding the entrant or submission or contacts with the company
 - A column for each entry will have the ability to assign a winner status to it (Medal, certificate, not a winner) with radio buttons.
 - **Notifications:** Once an entry has been assigned an award, or not, the entrant will be notified through the system by email regarding the winning status of their entry, or lack there of. All notification emails will contain an awards logo and plain text, customized through the Themer.
 - Payments
 - Lists all entries by payment type and can isolate just the unpaid or pay by check entries.
 - A check box will be available to apply a payment and check number when payments are received.
 - Winners
 - Lists all winners and the type of awards that have been won. List is grouped by entering company. Clicking on the entry will bring up the entry information screen as in

“Entries” section.

- Dinner Registrations
 - Lists all registrations, their guests, and payment status.

Themer

- Admin has the ability to upload a new header graphic for each page of the site as well as update the colors of various fonts.
- Admin will be able to update the list of categories from year to year.
- Admin will be able to customize messages and upload a graphic for email notifications.

User Front End

- Front end users will see a top section with a header graphic that can be updated by admin from year to year. Under the header graphic will appear the users login information and a navigation to easily access their information, entry's, and awards information.
- New / unregistered users will be asked to login or register by using one of two buttons
- Registration will take place on one page and have all of the fields needed for the awards entry system.
- Upon registering successfully, a confirmation email will be sent to the user.
- Once logged in, user will be able to submit awards entries by clicking on the “Entry's” button on the top navigation
- Submitting an entry will take the user through the necessary screens to gather all needed information about each entry.
- After each entry, user is given the option to pay now or submit another entry and pay all at once.
- After submitting all entries and paying via check or PayPal, user is sent a confirmation email with all information that was submitted along with payment information.
- After all payments are complete, user has the ability to view, review, and edit as needed the entry's and print labels for submission easily from the navigation menu.
- After the judging, any time a user logs in, they are greeted with a message regarding their winnings for each entry. They are also given an opportunity to register for the Awards dinner. These welcome messages will be set in one of two ways:
 1. If messages will be dynamic from database, preset messages

will be setup in the system for the admin to activate at the appropriate times.

2. If the messages will be universal and static, admin can change at any time they wish through the Themer section.