

Contests

Libraries may wish to create certain contests in order to better organize the winners page of the website. It is in this section that they can create contests for weekly winnings, grand prizes, or anything else that may come to mind. See Fig.1.

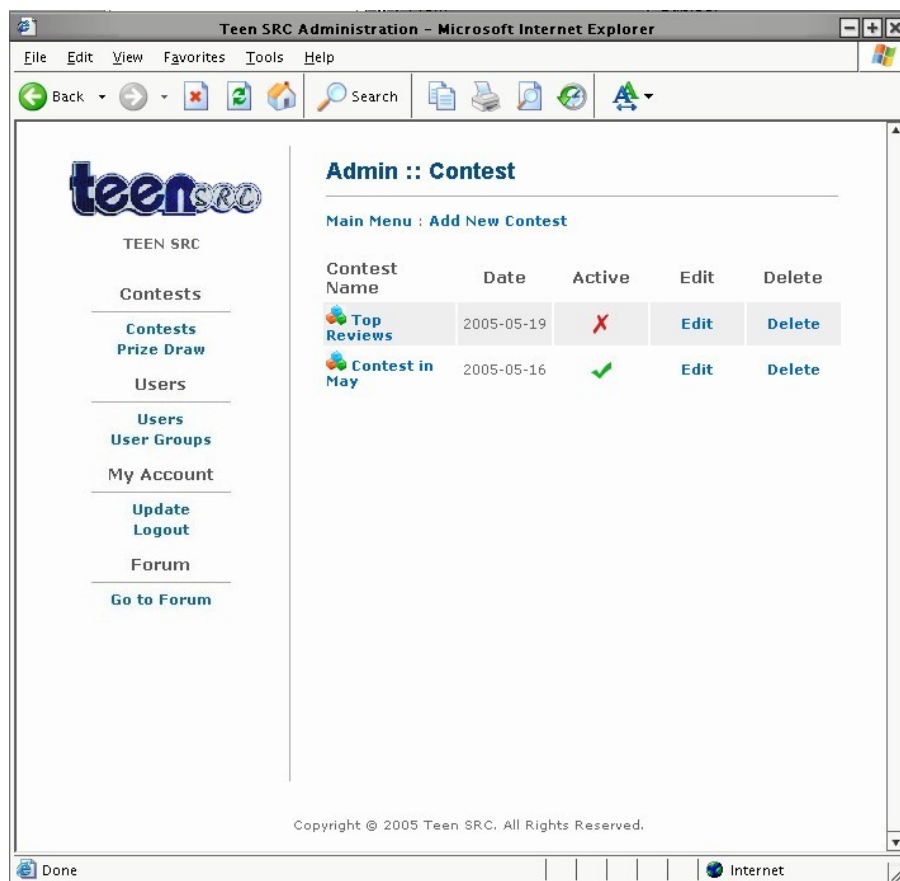


Fig.1 – Admin : Main Menu

Adding a New Contest

1. Click on the Add New Contest link at the top of the page.
2. Enter in the Contest Name, Date (contests will be sorted on the winners page in date order) and a Comment on the contest details.
3. Click to make it active to the site, or you can choose to activate it at a later date.

Deactivating a Contest

1. When a contest is complete, rather than deleting it, simply make it inactive so that Administrators can still review the winners.
2. Click on the icon in the Active column to choose whether an item should be active or not.

Reviewing Winners

1. To see the winners for a particular contest, simply click on the title of the contest.
2. You will see a list of the User Names of the winners and their branch. To find the contact information for that User, click on the Users link in the left hand navigation, find the User Name in the list and then select Edit to review their contact information.

Prize Draw

Libraries have the ability to do Prize Draws randomly for one or many libraries. See Fig.2.

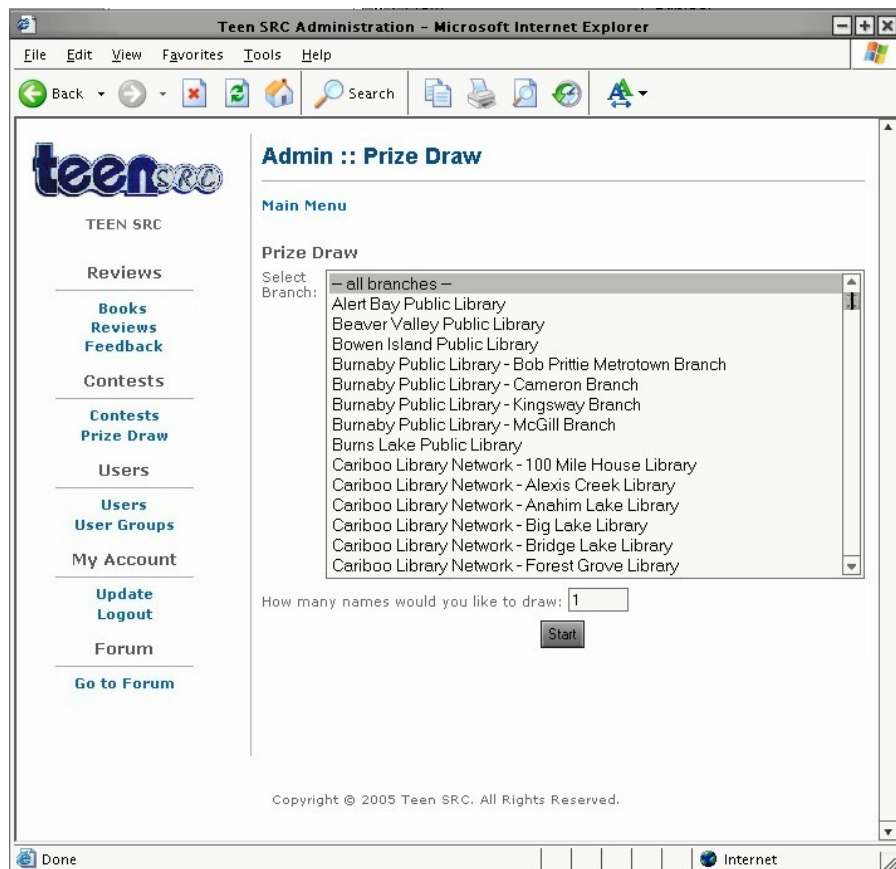


Fig.2 – Admin : Prize Draw

Pulling a Random Draw:

1. Select the library or libraries you wish to pull the draw from (highlight multiple libraries by holding down ctrl or shift) or leave it as all branches.
2. Enter the number of winners you wish to pull and click Start.
3. If you wish to see a list of all users and number of reviews for a particular branch, enter in 100000 to ensure you include all readers for that branch. (The list will be sorted by top reviews.)
4. The name of the winner(s) will appear at the top of the page. If you wish to save the name to the Winners page, select the contest from the drop down box and click save.

Update Account

Note: The first time you login as a Library user please use the update link to add a contact email address in the required field.

Contacts

If you have any questions about the Administration Area please email
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