**TRAINING AGENDA OVERVIEW**

1. **GRAND JUDGING PROCESS**
	1. The Grand Effie represents the single best case submitted in a given year.
	2. Judges will be ranking the Grand Effie Contenders from (1= most effective case, to X (depends on the number of contenders) = least effective case).
	3. In the software, you will be pushing the Grand Effie Contender entries to the Grand track and preparing the round.
2. **GRAND JUDGING SETUP**
	1. All steps are explained in detail via the linked instructions below:
		1. Effie WW Resources:
			1. [**Grand Judging Setup Instructions**](https://docs.google.com/document/d/1_SeLbUh4gB7y_HkC2I6T4dS2MSRmuV2w_MuRWjlLfSw/edit?usp=sharing)
3. **PREPARING FOR AWARDING – Notifying Winners/Finalists**
	1. Download Effie Contacts Report (RPT-0041) to prepare to notify finalists and winners via the Entry Dashboard à Actions Menu à Reporting
		1. The ‘Winner Note’ column will indicate awards levels for your reference when contacting winners and finalists
	2. Reach out to winners/finalists via emails to notify of status and next steps. Contact Effie WW for Email Template.
		1. For Winners, we recommend contacting:
			1. Entrant Contact, Main Contact, Client Contact, Contributing Company Contact
		2. For Finalists, we recommend contacting:
			1. Entrant Contact/Main Contact
		3. For Non-Finalists, we recommend contacting:
			1. Entrant Contact
4. **COMPANY/BRAND NAME CLEAN-UP -** Changing Company References
	1. Review company/brand names via company clean up tool before downloading reports
	2. If company names change: All steps on how to update in the software are explained in detail via the linked instructions below:
		1. Effie WW Resources:
			1. [**Company Clean Up Instructions**](https://docs.google.com/document/d/14rYG8DeEV0UHK2OkZq0iH_93U9GvhlHtdKpaup5lmbQ/edit?usp=sharing)
5. **REPORTING**
	1. Download the following Effie WW recommended reports for competition management via the Entry Dashboard à Actions Menu à Reporting
		1. Effie Contacts Report (RPT-041) – Identifying Awards Levels/Winners & Contacts to follow up with
		2. Companies Credited Report (RPT-039) – Overview of basic entry information for internal purposes
		3. Effie Journal Download Report (RPT-0042)  – For your journal (if applicable)
		4. Effie Case Database Report – Our publishing team will pull this for you, but for reference: this includes all of the datapoints that will be added to the Case Database
6. **SALES REVIEW -** Settling Invoices/Sales Cleanup
	1. Send Payment Reminders via email as needed for unpaid invoices.
	2. Clean up Sales Area. Ensure all invoices are paid. All steps on how to process payments are explained in detail via the linked instructions below:
		1. Effie WW Resources
			1. [**Processing Payments in Acclaim**](http://current.effie.org.s3.amazonaws.com/downloads/Process%20Payments%20in%20Acclaim%20Review.docx)
		2. Knowledgebase Resources:
			1. [**Manual Invoice Settlement**](https://support.acclaimworks.com/hc/en-gb/articles/202371791-Manual-Invoice-Settlement)

**NEXT STEPS – CHECKLIST**

* **GRAND JUDGING SETUP**
	+ Rollback all of your categories in Round 2 on the *Judging Progress/Results screen*
	+ Identify Categories of your Grand Contenders
	+ Add Feeder Categories to the Grand Effie Category
	+ Post Round 2 Results to make Grand Contender entries available to assign for judging in the Grand Category
	+ Review/Edit the Grand Effie Track & Round Details
	+ Follow the rest of the standard Judging Setup steps: Teams/Sessions, Add/Import Judges, Assigning Judges to Teams/Sessions, Assign Entries to Judges
* **PREPARING FOR AWARDING**
	+ Download Effie Contacts Report (RPT-0041) to prepare to notify finalists and winners
	+ Reach out to entrants/contacts via email to notify of finalist or winner status and confirm company names
* **COMPANY/BRAND NAME CLEAN-UP**
	+ Review company/brand names via company clean up tool before downloading reports
	+ Change company references and update company names if winners or finalists have notified you of a name change
* **REPORTING**
	+ Download Effie Contacts Report (RPT-0041), Effie Companies Credited Report (RPT-0039), Effie Journal Data Report (RPT-0042), & Effie Case Database Report (RPT-046)
* **SALES REVIEW**
	+ Send Payment Reminder Emails as needed
	+ Clean up Sales Area: Settle Invoices (Ensure all payments are completed)