Local Director Manual

Creating an account

Access to the system is controlled. Local executive directors must talk to the state director to have an account created.

Your account login is your email address. If you have forgotten which address you use to login then please contact your state Director

The system has a password recovery feature. In the event that you forget your password, click on the link on the front page. Enter your email address, then click on Retrieve Password and your password will be sent to you.

The dashboard

Upon logging into the system you are brought first to the dashboard. The dashboard provides quick links to three functions:

Upcoming Pageants – Quick links to your assigned upcoming pageants; clicking on the name of a pageant takes you to a page where you can edit pageant information.

Assign a winner – Quick links to your past pageants with no assigned winners; clicking on the name of a pageant takes you to a page where you can assign a winner.

Top Fundraisers – Quick links to the contestants who are the top five fundraisers for your assigned pageants; clicking on a contestant's name takes you to that contestant's information page.

The Navigation Menu

Dashboard	– Clicking on this link brings you back to the dashboard.
Pageants	– Clicking on this link takes you to a page where you can view your pageants by crowning year.
Contestants	– Clicking on this link takes you to a page where you can search for individual contestants who are participating in one of your pageants.
My Account	– Clicking on this link takes you to a page where you can edit your account information.
LOG OUT	– Clicking on this link closes your session in the system and directs you to the login page.

Admin Links

This section discusses the administrative functions accessed by the links in the menu.

Pageants

Following the link allows you to search for a pageant by crowning year. Select a crowning year from the drop-down list and click search to view your pageants for the specified year. The list can be sorted either by pageant name or by date by clicking on the list header.

Once the list of pageants is displayed, you may choose a pageant to edit. When editing a pageant, a number of functions can be performed.

Editing the pageant

You may edit the name or date for a particular pageant by clicking on the Edit Pageant button. The date is set using a calendar style date picker. Click on the right arrow to move forward one month and on the back arrow to move backwards. If you make a mistake while editing the pageant simply click on Cancel .

Pageants from past competition years cannot be edited.

Assigning Winners or Changing Winners

Assign a winner to the pageant by clicking on the Assign Winner button. Contestants who are not qualified cannot be assigned as a winner; instead "not qualified" will be displayed. Qualified contestants who are eligible to be assigned as winner will display a check box in the right hand column. Simply click in the check box of the contestant to be assigned as winner, then click on the Assign Winner button.

Occasionally, winners must be changed. In this event, navigate to the page as described above, check the box of the new winner, uncheck the box of the previous winner, and click on the Assign Winner button.

When a winner is assigned the pageant is duplicated for the following year. One year is added to the pageant date and the crowning year is increased one as well. You will be assigned as the director of the pageant still and you can edit the pageant information at any time once it has been created.

Qualification Report

Below the pageant information a qualification report for the pageant is displayed. The report displays the name of the contestant, the amount needed to qualify, their qualification status, and the total amount that they have raised for the current competition year. From this menu you can also drop a contestant from the pageant up to the date of the pageant. After the date of the pageant you will need to contact your state director to drop a contestant. Use the qualification report to help ensure that all contestants qualify before the pageant date.

Contestant Information

Clicking on the contestant's name in the qualification report takes you to that contestant's information page. From this page you can view the contestant's contact information, donation URL, and donation amount goal. You may also view a contestant-specific qualification report, showing the pageants for which the contestant has qualified; do this by clicking on the Qualification Report button. You may also view donors for that contestant by clicking on the View Donors button.

Contestants

Following the Contestants link brings you to the contestant search page. You may search by first name, last name, email address or any combination of these. You may also search by a partial name. If you would like a complete list of contestants you can click **Search** without entering any information.

When a search is done, the results are displayed in a table. The table shows the contestants' names, ID numbers, state, and email address. The table can be sorted by any one of the columns. Do this by clicking on the column heading.

Clicking on the contestant's name in the search results takes you to that contestant's information page. From this page you can view the contestant's contact information, donation URL, and donation amount goal. You may also view a contestant-specific qualification report, showing the pageants for which the contestant has qualified; do this by clicking on the **Qualification Report** button. You may also view donors for that contestant by clicking on the **View Donors** button.