



Awardox – Contest Management Module

English user and process documentation for entrants, contest organizers and jury members

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Quick overview

Awardox Contest is a multi-contest photography competition system. Each contest has its own periods, categories, image upload rules, payment settings, jury members, results, certificates, gallery and exports.

Website users are shared, but entry data, images, payment statuses, judging and results are managed separately for each contest. Data from one contest cannot be transferred automatically to another contest.

Role	Main task	Key outcome
Entrant	Saving basic data, uploading images, indicating payment, downloading results and certificates.	Valid entry and own score sheet.
Contest organizer	Creating the contest; managing rules, categories, payment, jury, results and communication.	Completed and archivable photography contest.
Jury	Evaluating images, finalizing judging, supporting the acceptance threshold and placements.	Completed judging process and rankable images.

1. Basic concepts and roles

1.1 Website registration and roles

During website registration, users can specify which role they want to use. These roles can also be changed later by editing the profile.

Role	When should it be selected?	Consequence
Track my photography results.	If the user also wants to use the result tracking functions.	Results functions become available.
Enter photo contests	If the user wants to enter photography contests.	The entrant process becomes visible and usable.
Judge photo contests	If the user will work as a jury member.	The user can be added to the contest jury list, and the jury tile becomes visible to them.
Organize photo contests	If the user wants to organize a contest.	Organizer admin functions become available and the user's own contests can be managed.

Important: The “I judge photography contests” role must be selected in advance; otherwise the organizer cannot select the user as a jury member.

1.2 Contests and navigation

- The photography contests home page lists ongoing and completed contests as tiles.
- The ongoing section shows active contests and contests that remain highlighted for a defined period after the results are announced.
- Clicking a contest opens that contest's own menu page, where the function tiles belonging to the selected contest are displayed.
- The contest page can also be accessed using an alias-based URL, for example /photocontests/4-test-contest.

1.3 Period logic

Period	What does the entrant see?	What does the jury see?	What does the organizer see?
Before upload	Image upload and payment have not started yet; the system displays the start date.	Judging is not yet active.	Can prepare the contest, rules, categories and payment.
During image upload	Basic data, image upload and payment are available.	Judging is not yet meaningfully displayed.	Tracks entries, uploads and payments.
During judging	Receives a message that image upload is closed.	Can evaluate images and finalize judging.	Tracks judging status and administers it if necessary.
After results publication	Results, score sheet, certificates and gallery are available according to the visibility rule.	Judging is closed.	Publishes and exports results and prepares reports.

1.4 Visibility of results and status list

The visibility of results and the status list can be configured separately under Rules.

Setting	Meaning
Public	After the publication date, the results and status list are visible to anyone who opens the contest.
Restricted	The results and status list are visible only to participants in the selected contest.
Admin only	The public results page does not display results; the organizer works from the preliminary results and admin pages. The entrant's own score sheet remains available after the publication date regardless of this setting. The status list is visible only to the administrator.

1.5 Process summary

- **Organizer:** registration – during registration select the “Organize photo contests” field – Admin/Contests menu – check plan -> create/copy contest -> rules -> categories -> payment -> jury -> publication.
- **Entrant:** registration -> during registration select the “Enter photo contests” field -> Contests menu -> select contest -> rules -> basic data -> image upload -> payment -> score sheet/certificate.

- **Jury:** registration – during registration select the “Judge photo contests” field – Admin/Jury menu – select contest -> scoring -> finalize -> acceptance threshold -> placements.
- **Organizer at closing:** check payments and exclusions -> judging completion -> results -> certificates -> exports -> archive.

2. Entrant process

This chapter is for users who enter photography contests. The purpose of the process is for the entrant to select a contest, provide their details, upload images, pay the entry fee if required, and after the results are announced view the score sheet, results, gallery and certificates.

2.1 First step: registration and contest selection

1. Register or sign in on the website.
2. During registration or in your profile, select the “Enter photo contests” role.
3. Open the list of photography contests.
4. Select the appropriate contest from the ongoing or completed contests.
5. Clicking the contest tile takes you to that contest’s own menu page.

2.2 Viewing the rules

In the contest menu, the Rules page contains the contest rules provided by the organizer. This can be an uploaded PDF or editable text content.

- On the Basic Data page, the link displayed when accepting the contest terms automatically points to this rules content.
- If the contest is FIAP-related, the FP-number field may also appear.
- If required by the organizer, a date of birth field is also displayed.

2.3 Saving basic data

The Basic Data page is the foundation of the entry. Image upload can only begin after the basic data for the selected contest has been saved.

- The system handles basic data separately for each contest, so data provided in another contest does not automatically mean that the entry is complete here as well.
- For an individual contest, name, country, address details, e-mail address and acceptance of the contest terms are displayed depending on the settings.
- For a club contest, the name field is displayed as the club name, and the photo club / photographic honors fields are not required.
- When saved, the system updates the existing record and does not create a duplicate entry.

2.4 Image upload

Image upload is divided by category. Each category displays as many upload slots as the organizer has configured.

6. Open the Image Upload tile.
 7. Select the image file in the relevant image slot.
 8. The system automatically fills in the image title from the file name; you can edit it.
 9. When a file is selected, the page saves automatically; on success, the scroll position is retained.
 10. If an error occurs, the page jumps to the messages and shows which image has a problem.
 11. The uploaded image is shown as a 200 px wide preview; clicking it opens the original image.
- For a club contest, each image has an author name field.
 - If the organizer has enabled per-image comments, a separate comment can be entered for each image.
 - A visual divider between categories helps make the page easier to review.

2.5 Image size and file validation

Upload rules may differ by contest. During upload, the system checks file size, file type and image dimensions.

Rule type	Example	What does it mean for the entrant?
Maximum width and height	1920 x 1080 px	Neither image dimension may exceed the specified limit.
Maximum on one side only	Longer side max. 3000 px	The system checks the specified side or the longer side.
Exact dimensions	exactly 1920 x 1080 px	Only an image with exactly these dimensions is accepted.
File size	5 MB	The file may not be larger than the specified value.
File type	jpg, jpeg, png, webp	Only the permitted formats can be uploaded.

2.6 Payment

The Payment page is displayed if the contest and the organizer's subscription plan allow paid entries. For a free contest, no payment status is required for images to be submitted to the jury.

- The organizer can configure bank transfer, paypal.me payment, or both.
- For bank transfer, the bank account number, beneficiary and payment reference may be displayed.
- For paypal.me, the system creates a payment link with the amount.
- The amount due is calculated based on the uploaded categories and the fee schedule.
- With an early bird discount, payment made within a specified number of days from the start of the upload period may reduce the amount.
- The entrant can indicate that payment has been made, but this is not the same as payment approved by the administrator.

Payment status	Meaning
Not yet paid	There is no entrant indication and no administrator approval.
User marked as paid	The entrant indicates that payment has been made, but the organizer has not yet verified it.
Admin approved	The organizer confirmed that payment was received.

2.7 Status list

The Status List shows how many images entrants have uploaded in each category and their payment status. The list applies to the currently selected contest, so there is no separate contest selector on a page opened from that contest.

2.8 Score sheet

The Score Sheet shows the scores and results of your own images. Jury members are displayed anonymously, for example Jury 1, Jury 2.

- For a club contest, the author name entered for the image and the club name are displayed together.
- The image title, category, score from each jury member, total score and result status are shown.
- If the image reaches the acceptance threshold, it is displayed as accepted.
- If the image receives a placement or distinction, the award name is displayed.
- If the entrant receives a person-specific special award, the certificate link is displayed below the table.
- A PDF certificate can be downloaded next to accepted or awarded images if certificates have been enabled by the organizer.
- The score sheet can be exported to Excel.

2.9 Results, gallery and certificates

The Results page is displayed after the publication date according to the visibility rule. Summary data is shown at the top of the page: categories, entrants, total images, awarded images, accepted images and acceptance rate, broken down by category.

- For a club contest, the image author and club name are shown together in the results, preliminary results, score sheet and gallery.
- The gallery uses a lightbox-style image viewer.
- Featured awards and placements receive greater visual emphasis, while accepted images are displayed on smaller cards.
- Certificates are downloaded in PDF format based on the configured template, logos, signature and Patronage / approval numbers data.

2.10 Entrant checklist

- I have signed in to the website.
- The “I enter photography contests” role is selected in my profile.
- I selected the correct contest.
- I read the rules.
- I saved my basic data and accepted the contest terms.
- I uploaded every image to the correct category.
- I checked the image titles, the authors for a club contest, and the comments where required.
- I checked the amount due and indicated payment where required.
- After the results were announced, I viewed the score sheet, results and gallery and downloaded the certificates.

3. Contest organizer process

The contest organizer manages their own contests from the Contest Admin tile group. The purpose of the system is to allow the organizer to complete an entire contest cycle: preparation, entries, payment, judging, placements, results, certificates, reports and export.

3.1 Organizer setup

12. During registration or in the profile, the organizer should select the “Organize photo contests” role.
13. Open the Contest Admin tile group.
14. On the Subscription tile, check which plan and limits are active.
15. On the Dashboard tile, track the status of your contests, entrants, images, payments and judging progress.

3.2 Subscription, plans and limits

The system limits organizer functions based on the TRY and FLEX plans. Plan parameters are shown on the Subscription tile. The system calculates storage usage of uploaded images in GB for each contest and compares it with the plan allowance or purchased extra storage.

- A contest retains the plan rules that applied when it was created. If the organizer later switches to FLEX, the earlier TRY contest continues to operate under TRY rules.
- The TRY plan allows one trial contest per year; the image upload start date of a new TRY contest must be at least one year later than the upload start date of the previous TRY contest. A FLEX subscriber may also start one TRY-rule trial contest per year, but TRY activation cannot be started while a FLEX contest is running.

Limit / function	TRY and FLEX logic
TRY contest	1 trial contest per user per year; max. 40 participants, 1 GB storage, max. 5 months duration, max. 3 jury members, max. 2 categories, 1 e-mail notification, Excel export.
FLEX contest	Paid entry can be enabled; no participant/category/jury limit, 10 GB base storage, max. 12 months duration, max. 3 e-mail notifications, score sheet sending, certificates, Excel + image export.
Commission	For FLEX there is no initial fixed fee; the system calculates a commission from entrant entry fees and a minimum fee per entrant. The HUF and EUR values can be configured in the backend.
Free or zero-fee contest	If there is no amount due, the system does not require organizer paid status for judging and displays No payment due in the settlement.
Extra storage	The backend can define how much a given number of GB costs. After purchase, the storage allowance for the selected contest increases.
Retention period	Image retention depends on the plan. After the retention period ends, the gallery is no longer available and images may be deleted automatically.

Organizer payment: If the plan includes a percentage fee per entry, the organizer must pay the amount calculated at the end of the upload period before judging begins. The system displays a warning about this.

3.3 Creating or copying a contest

16. Open the Create Contest tile.
17. Enter the contest title, alias, activation time and deactivation time.
18. Set the image upload, judging and result publication dates.
19. Set the published status.
20. Enter the upload rules and image dimension requirements.
21. If you are starting from a previous contest, use the copy function.

When copying, the system copies the rules, payment options and categories, but it does not copy entries, images, jury scores or results.

3.4 Managing rules

The Rules page contains the contest's content and operational settings.

- A 200 x 200 pixel JPG logo can be uploaded; this is displayed on the contest tile.
- You can specify whether the contest is a FIAP contest. For FIAP contests, an FP-number field may appear on the Basic Data page.
- You can specify whether a date of birth is required.
- Club contest mode can be enabled. In this mode, the entrant profile uses a club name, and an author name field appears during image upload.
- You can specify whether each image has a comment. If enabled, the jury can also see this comment.
- A textual list of jury members can be provided, and registered jury users can also be assigned separately.
- The rules can be provided as a PDF or as editable text. Only one of the two can be active at a time.
- Results visibility can be set to public, restricted or admin only.
- Patronage / approval numbers can be provided; these also appear on certificates as contest IDs.

3.5 Categories and acceptance threshold

Categories are managed separately for each contest. The category order determines the order shown on the frontend, during image upload, judging and in the results.

- The category title is displayed on both entrant and jury interfaces.
- The required number of images determines how many image slots appear on the upload page.
- The upload folder is created automatically; the organizer does not need to manage it manually.
- The acceptance threshold can be set per category. The acceptance threshold setting on the jury side is only active after judging has been completed, while it can be managed from the organizer's admin interface.

3.6 Configuring payment options

The contest can be free, use bank transfer, use paypal.me payment, or allow both payment methods. For a free entry, an entry with zero amount due, or an entry submitted only to a free category, payment status is not required for the images to reach the jury.

- For bank transfer, the bank account number, account holder and payment reference can be entered.
- For paypal.me, the paypal.me identifier can be entered.
- The fee schedule can be a fixed fee, a fee based on the number of categories, or a fee per category.
- The Free category setting can be used to make entry to certain categories free or exclude those categories from fee calculation.
- An early bird discount can be configured by number of days and percentage.
- The Payment Statuses tile shows when the entrant has marked themselves as paid, and the payment can be confirmed there by the administrator.

3.7 Assigning jury members

22. The jury member must have the “I judge photography contests” role.
23. On the Rules page, select the jury members in the “Assigned jury members” section.
24. A user can be assigned as a jury member to multiple contests.
25. If a jury member judges multiple contests, they can select the current contest on the jury page.

3.8 Managing entrants, payment and exclusion

The organizer can track entrants using the Dashboard and Entrants-type reports.

- Administrator approval of the payment status determines whether images in a paid contest can be submitted to the jury.
- For a free contest or when the amount due is zero, images can be submitted to the jury without payment approval.
- The organizer can exclude an entrant. An excluded entrant does not participate in the contest, and their images are not included in judging, results or exports.

3.9 Dashboard and reports

The Dashboard is the operational control page for the contest. Its purpose is to let the organizer see the contest status and intervention points in one place.

- The Dashboard shows contest storage usage in GB, the available allowance and a warning when the allowance is being reached.
- A separate report lists the most successful authors and clubs. These can be sorted by number of acceptances or total score and can be exported.
- The technical Automatically generated column is not displayed in the report; jury comments and scores remain visible.
- The Uploaded Images and Evaluations report shows whether an image was accepted, whether it received an award, and if so, exactly which award.
- It shows the number of entrants and images.
- It shows judging completion both in total and per jury member.
- It indicates who has finalized their judging.
- The organizer can finalize judging on behalf of a jury member. In this case, missing scores are generated from the average of the other jury members, with a note in the comment indicating that the score was generated automatically.
- The organizer can delete the scores of a jury member who has not finalized their judging.
- Reports can be displayed on the website and can also be exported.

Report	Content
Entrants with all data	Basic data, payment and active/excluded status, entry summary.
All uploaded images	Image title, uploader, author, category, evaluations, jury comments, technical data, acceptance status and award name.
Judging status	Completion by jury member, finalized or in-progress status.
Payment summary	Entrant payments, administrator approvals, entry fees.
Most successful authors	Author name, total acceptances, total points received; sortable by acceptances or total score.
Most successful clubs	Club name, total acceptances, total points received; based on the club name for club contests and the profile's photo club field for standard contests.

3.10 Placements, special awards and results

Placements and distinctions can be managed on two types of interfaces: the jury page and the organizer/admin page. The jury page is only active after every jury member has finalized their judging.

- Category-independent image awards and special awards assignable to entrants are shown under the Category-independent option, so they are not mixed with category placements.
- On the Placements page, the Category selector actually switches the workspace: when a category is selected, only the accepted images and awards for that category can be managed.
- Only accepted images can be selected on the jury placement page.
- Images are displayed in descending order by score.
- Images can be dragged and dropped into placement boxes, with lightbox-style image viewing.
- On the organizer/admin page, category-independent image awards and special awards assigned to entrants can also be managed.
- A category-independent entrant special award appears at the top of the gallery and results; in the gallery it is shown with the entrant's best images.

3.11 Certificate settings

On the Certificates / Certificate Generation tile, the organizer can configure PDF certificates to be downloadable next to accepted and awarded images.

- PDF generation also supports Hungarian accented characters.
- For a club contest, the certificate contains both the image author and the club name.
- Several templates are available, with at least five visual variants.
- Texts can be entered in both Hungarian and English; if one is missing, the system uses the value from the other language.
- Logos, a signature image, the signer's name and role, and the organizer's name can be provided.
- The Patronage / approval numbers field also appears on the certificate as the contest ID.
- The signature image is displayed above the signer's name.
- The PDF certificate contains the image, image title, award or acceptance designation, entrant/author name and the visual elements of the template.
- For a special award assigned to an entrant, the certificate does not contain a category or image title; instead, it certifies the entrant award.

3.12 Sending notifications

On the Send Notifications page, the organizer can save and send a message to participants for each contest.

- You can select which contest's participants should receive the e-mail.
- A formatted message can be entered.
- Sending the score sheet can be selected, but only if the results are in published status.
- If the score sheet is also sent, only users who uploaded at least one image receive the e-mail.
- A safety confirmation is displayed before sending.

3.13 Data export, image export and archive

On the Data Export page, an Excel export can be created from the contest results. Image export has two stages: first the ZIP is generated in the background, then a download link is displayed.

- ZIP structure: images / category name / entrant name / sequence_image_title.extension.
- After download, the ZIP can be deleted so that it does not permanently consume storage.
- The export includes only active, non-excluded entrants who are valid from a payment perspective.

3.14 Organizer checklist

- I checked the active plan and limits.
- I created or copied the contest.
- I configured the periods: image upload, judging, result publication, activation and deactivation.
- I uploaded the logo and provided the rules.
- I configured the FIAP, club contest, date of birth and per-image comment options.
- I provided the Patronage / approval numbers if required.
- I created the categories and upload rules.
- I configured the payment options or set the contest to free.
- I assigned the jury members.
- I tracked entries, payments and exclusions.
- After judging, I checked the acceptance threshold and placements.
- I configured certificates, results, the gallery and exports.

4. Jury process

The jury's task is to score the images assigned to the selected contest, add comments where necessary, and then finalize judging. After finalization, the scoring cannot be withdrawn.

4.1 Jury role and contest selection

26. The user must have the "Judge photo contests" role.
27. The organizer must assign the jury member to the selected contest.
28. If the jury member is assigned to multiple contests, they must select the current contest on the jury page.
29. Judging only works during the judging period and only if the contest's financial and organizer conditions are in order.

4.2 Evaluating images

- Only images from non-excluded entrants who are valid from a payment perspective may be displayed.
- For a free entry or an entry with zero fee, administrator-paid status is not required for the images to reach the jury.
- Images are displayed in a clear card-based layout.
- The image title is shown above the image; if no category filter is applied, the category name is also displayed as normal text.
- The jury assigns a score and, if available in the system, can also record a comment.
- The entrant's per-image comment is also shown if the organizer has enabled this option.
- On hover, the EXIF button shows key data: camera, lens, aperture, focal length, shutter speed and date taken, if the organizer has enabled this function.

4.3 Finalizing judging

Before finalization, the system checks whether the jury member has given a score to every displayed image. Finalization is allowed only when scoring is complete.

- A confirmation prompt appears before finalization.
- Finalization cannot be undone.
- The organizer can see the jury member's finalization status on the Dashboard.
- If necessary, the organizer can finalize on behalf of the jury member; in this case, missing scores are generated from average scores.

4.4 Acceptance threshold

The acceptance threshold determines the total score from which an image is considered accepted in a category. In the jury menu, this is only active after all judging has been completed.

- You can filter by category.
- When the threshold is changed, the system recalculates what percentage of images would be accepted.
- The threshold is displayed on the score sheet and in the results.

4.5 Placements

The jury placement page is only active after all jury members assigned to the selected contest have finalized their judging. Only accepted images appear among the available selections.

- Using the category selector, the jury always sees only the accepted images in the selected category, in descending order by score.
- Images are shown in descending order by score.

- Images can be dragged and dropped into the placement boxes.
- Images can also be opened in a lightbox.
- The three main placements cannot use the same image.
- Category-independent entrant special awards that are only available to the organizer/admin are not shown on the jury page.

4.6 Jury checklist

- I am signed in and have the “I judge photography contests” role.
- I selected the correct contest.
- I opened and evaluated every image.
- I considered the image title, category, EXIF data and entrant comment where available.
- I saved the scores.
- I checked that no score is missing.
- I finalized judging after I was sure of my scoring.
- After all judging was completed, I participated in setting the acceptance threshold and placements if this was part of my task.

5. Shared outputs and publication

5.1 Results pages

The Results and Preliminary Results pages show placements, distinctions, special awards and accepted images by category. Category-independent awards are shown at the top of the page, and the results page begins with a statistical summary.

5.2 Gallery

The gallery is the visual publication page. Category-independent awards are shown first, followed by placements, distinctions and accepted images by category. For a club contest, the club name is displayed next to the author name.

5.3 Certificates

Certificates can be downloaded as PDFs from the score sheet. Image certificates contain the photograph, image title, category, award or acceptance, author/entrant name, logos, signature and the Patronage / approval numbers content as the contest ID.

5.4 Exports

Export	Where is it available?	Content
Score Sheet Excel	Entrant Score Sheet	Own images, jury scores, total score, result.
Results Excel	Results page	Results, placements and acceptances by category.
Data Export Excel	Organizer Data Export	Entrant data, image titles, categories, scores, acceptances and awards.
Image Export ZIP	Organizer Data Export	Image files in a folder structure by category and entrant.
Report exports	Dashboard reports	Entrants, images, evaluations, payments, judging status, most successful authors and clubs.

6. Appendices

6.1 Common messages

Message / situation	Meaning
Image upload will start at this time	The upload period has not started yet.
The image upload period has ended	The entrant can no longer upload or modify images.
Save the basic data first	There is no saved entry data before image upload or payment.
No uploaded image	There is no image to be submitted to the jury; possible reasons include no image, payment not approved, excluded entrant, wrong contest or no assigned jury.
Results will be available from this time	The results publication date has not yet been reached.
No payment due	There is no fee to settle for the contest or entry; paid status is not required for judging.