TASBO is excited to launch a new platform for awards management! By utilizing OpenWater and its robust features, we aim to streamline the application process and reduce many pain points of previous platforms. Notable features include:

1. Single sign-on with your TASBO.org username and password.
2. Ability to add collaborators to contribute to or review your application.
   - The account where the application originates is the only one that can submit the final application. This party is responsible for reviewing all areas of the application and complete and accurate.
   - Anyone you add as a collaborator can make changes, so make sure they are a trusted party.
3. Ability to re-open the application for changes after it is submitted.
   - Not available after the application deadline passes.
4. Ability to see judge scoring and feedback after the judging period closes and results are made available.

Tips, Tools, Reminders Support

1. Begin your application early to familiarize yourself with the new platform. Leave plenty of time to ask questions before the application deadline (November 1 for Award of Merit for Purchasing Operations; December 1 for Award of Excellence in Financial Management).
2. Applications will not be considered without certain key pieces of information. These questions are marked required within the form, denoted by a red asterisk *. While only a handful of questions are marked as such, all questions should be considered required.
3. For questions that require a file upload, multiple documents should be combined into one. Multiple PDFs can be combined using an editor such as Adobe Acrobat.
4. If information exists on your organization's website and the field requires a file upload, you may take a screenshot of the information to upload as a file. Alternatively, you can print the webpage to a PDF using Ctrl + P (Command + P for Mac) in many browsers and selecting "Save as PDF."
5. Screenshots/images, Microsoft Word documents, and PDFs are all permissible file types. Each field has a file size limit of 5 MB.
6. For questions that require a URL, links should be to public pages that judges can access (not a password-protected intranet).
7. Contact Ashley Franco for support using OpenWater at afranco@tasbo.org or 512-220-5150. Feedback about the platform should be submitted by email so that it can be considered for implementation.