

How to Submit Hallmark Awards Applications

Step 1: Advisors Report Hallmark Awards Delegates

For Advisors

All advisors have immediate access to their chapter's applications online at my.ptk.org. For an officer/member to be given access to the chapter's applications, the advisor should report the member as a Hallmark Awards Chapter Delegate.

What is a Hallmark Award Delegate?

The Hallmark Awards Chapter Delegate position should be given to a chapter officer/member who will be responsible for entering the content into and submitting the online awards applications. Delegates will have access to view and edit ALL of the applications for the chapter's Hallmark Awards. Delegates are not assigned to a specific application, but can access all of the chapter's entries.

Unlike the previous submission process, we encourage chapters to collaborate outside of the online awards system on the content for award application. Advisors may report as many Delegates as you choose to give access to the awards applications as long as Delegates are not working on the same application at the same time.

How to Report Hallmark Awards Delegates?

The process to report is the same as reporting a chapter officer.

- Log in at ptk.org
- Advisors tab < Your Chapter (*green block*) < Rosters < Members
- Search for member's name to add as a Hallmark Awards Chapter Delegate
Note: For advisors of multiple chapters or regional coordinators, be sure you select the accurate chapter/region on the "My Society" tab before searching for the member.
- Click on Name
- Click on "Add Team Positions"
- Select the following:
Position: Chapter Delegate
Note: Regional/Associate Regional Coordinators should select Regional Delegate for regional awards.
Sub-Position: Hallmark Awards
Begin Date: Today's Date
End Date: January 31, 2018
- To Add Another Team member, click on the tab for "My Society" to search again.

Note: If the member you wish to add is on the Alumni Roster, the advisor will need to edit the membership end date for the member to accurately reflect active membership in chapter.

Step 2: Submitting Applications

For Advisors, Regional/Associate Regional Coordinators and Hallmark Award Chapter/Regional Delegates

- Log in at my.ptk.org.
- You will be directed to the Dashboard which displays the statuses of all applications (including the scholarship application for students).
Note: Only one person from the chapter should be delegated to enter content into the online application. The site does not support collaboration and multiple users in the same application at the same time.
 - Unopened applications will be noted with a blue circle with an “i” for incomplete. You will see a link to “Begin Now.”
 - Once an application has been started, it will move to the bottom of the list of applications on the Dashboard.
 - Applications in progress will be noted with an orange triangle with an “!”
 - Applications considered completed/submitted will be notated with a green check mark.
 - The Dashboard is the best location to view the statuses of all of your applications. Use the Hallmark Awards drop down menu on the top navigation bar to quickly move to another application.
- Click “Begin Now” to open an application from the Dashboard.
- Enter application content.
 - The application text automatically saves as you enter content.
 - The word count for the responses will count down as content is entered. You will not be allowed to go over the word count as you will no longer be able to enter further text.
 - Content may be copied and pasted into the online application. However, be sure to proof the content for any errors after pasting.
 - Formatting such as bold, italics, and underline will be removed if content is pasted. Formatting functionality is not currently supported within the online applications.
 - The certification from an advisor is no longer required to submit the application. Advisors can access the application at any time to verify content entered.
- Submit application.
 - Once all content has been entered in each text box, the application is considered complete.
 - You may click the “Finish” button as a formality, but fully completed applications will be considered as submitted as of the deadline date. Click on “Finish,” choose “OK” to be directed back to the main dashboard or click “Stay” to remain in the application.
 - Edits can be made at any time up until the deadline.
 - Need a copy of your completed application? Click the “Download” button to save your application as a PDF file.
 - To verify if your application has been submitted, view the Dashboard up until the deadline to confirm the status of your application – incomplete, in progress or complete. All complete applications will be considered as submitted as of the deadline.
Note: Email confirmations will NOT be sent out.