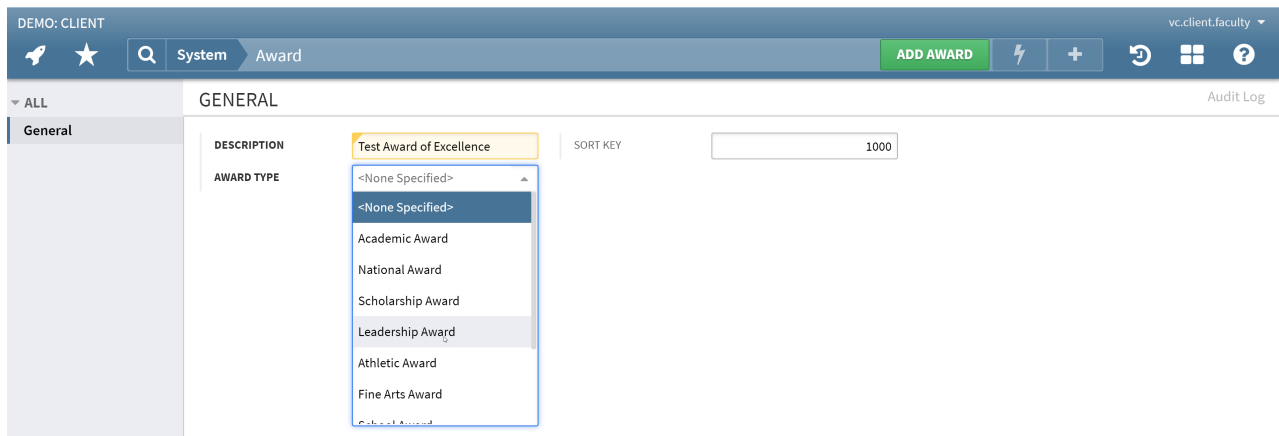


How/who can add new awards within an award type?

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your Implementation or Account Manager for additional information.



The screenshot shows the 'ADD AWARD' form in the Veracross system. The form is titled 'GENERAL' and includes the following fields:

- DESCRIPTION:** Test Award of Excellence
- AWARD TYPE:** A dropdown menu with the following options: <None Specified>, <None Specified>, Academic Award, National Award, Scholarship Award, Leadership Award, Athletic Award, and Fine Arts Award.
- SORT KEY:** 1000

A green 'ADD AWARD' button is located in the top right corner of the form.

Awards are special statuses that can be configured and are usually awarded to students. To create a new award, perform the following steps:

1. From the [System homepage](#), click on the +Add button and select the "Awards" option.
2. Fill in the name of the award (**Description**) and select the **Award Type** from the drop-down menu.
3. Click **Add Award**.

Only someone with the **Sys_Admin** security role can add an award within the Award type.

To learn more about creating awards and the different award types, please review our documentation on the topic [here](#).