

This Guide: People Choice Award - TidyHQ Menu Item

Estimated Time - 5 minutes

Intro

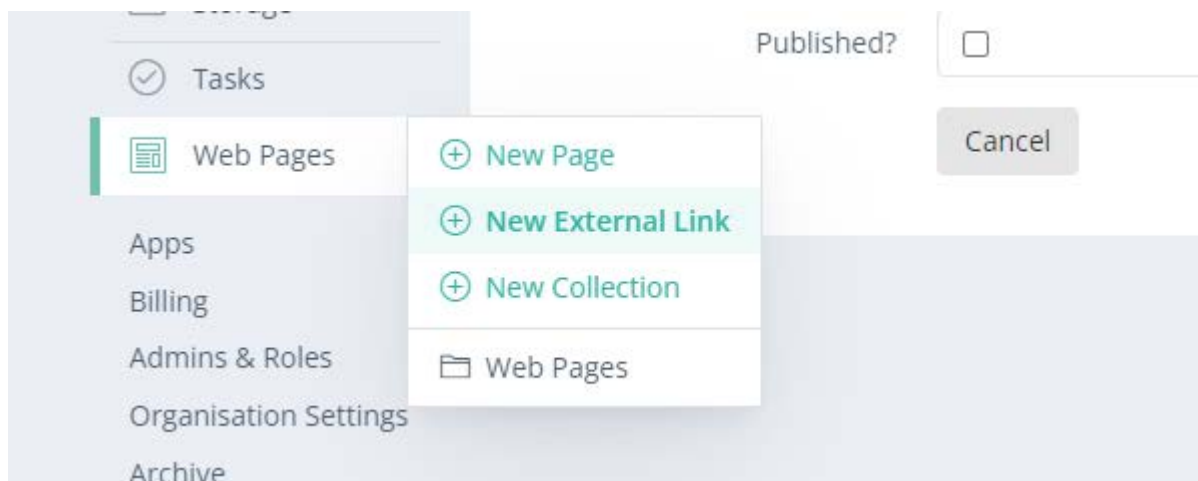
We recommend that you add this nomination form to your TidyHQ webpage to live on your website year-round.

This will increase engagement with the Curtin community and boost awareness of this annual award so that those visiting your website can choose to nominate you for this annual award at any time OR will come back to complete after a great experience with your club.

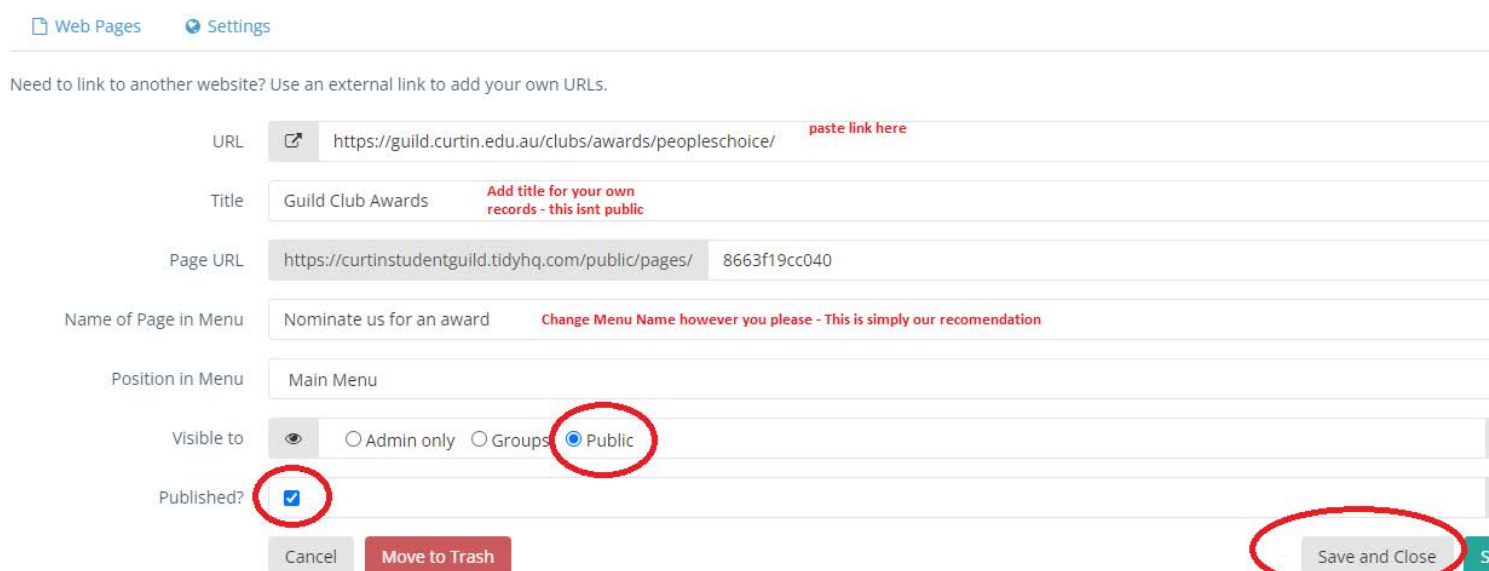
A reminder of the awards, eligibility and prizes can be found here: <https://guild.curtin.edu.au/clubs/awards/>

Getting Started

Click on **Web Pages** then **New External Link** on the left-hand grey side bar of your dashboard.



Add this URL : <https://guild.curtin.edu.au/clubs/awards/peopleschoice/> and enter details as follows:

A screenshot of the 'New External Link' form in TidyHQ. The form is titled 'Need to link to another website? Use an external link to add your own URLs.' and contains several fields: 'URL' with the value 'https://guild.curtin.edu.au/clubs/awards/peopleschoice/' and a red 'paste link here' prompt; 'Title' with the value 'Guild Club Awards' and a red warning 'Add title for your own records - this isnt public'; 'Page URL' with the value 'https://curtinstudentguild.tidyhq.com/public/pages/8663f19cc040'; 'Name of Page in Menu' with the value 'Nominate us for an award' and a red warning 'Change Menu Name however you please - This is simply our recomendation'; 'Position in Menu' with the value 'Main Menu'; 'Visible to' with radio buttons for 'Admin only', 'Groups', and 'Public' (the 'Public' option is selected and circled in red); and 'Published?' with a checked checkbox (also circled in red). At the bottom, there are buttons for 'Cancel', 'Move to Trash', and 'Save and Close' (the latter is circled in red).

Done 😊