



Toolkit user guide

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About

This guide should take you through the key aspects of the toolkit and help you get the most from it.

We are constantly evaluating and developing the toolkit based on the feedback we receive from teams and organisations, so do feedback your thoughts throughout the year and we will consider them within future edits and developments.

If you have any further suggestions and ideas please contact the Green Impact Programme Manager on charlotte.bonner@nus.org.uk.

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1. Signing up and logging in



When you first arrive at your organisation's toolkit, register yourself if you are new to the programme.

Click on the register link to sign up for the first time.

Once you have registered, you simply click Login each time you arrive.

1. Signing up and logging in

Registration

Please note you are asked to register as an individual rather than as a team so please register yourself to the workbook by entering you details below. You will be aligned to the team you choose from the 'Team' dropdown menu. If your team isn't listed in the 'Team' dropdown menu, that means you are the first person from your team to register for the Green Impact programme, therefore, please also enter your team's details.

First name*

Last name*

Email*

Preferred language

Telephone number*

Location/Building*

Password*

Password Re-type*

Team

New Team Details (if required):

Team name*

Department covered by team*

Location covered by team*

Number of people on team

Number of people working in area covered by team

You can fill out your details, and either add yourself to an existing team if you are joining a department to take part, or create a new team yourself.

Be sure to add as accurate a number as possible when it asks you how many people are in your team, how many people your team covers and where it is based.

This really helps us to monitor the reach of the programme and know where to find you if we need to!

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2. Welcome to your team

The screenshot shows the NUS Green Impact Manchester 1824 website. At the top, there is a navigation bar with the NUS logo, the Manchester 1824 logo, and links for 'About', 'Help', and 'Contact'. Below the navigation bar, there is a sidebar on the left with five tabs: 'Intro' (blue), 'Bronze' (orange, 'Completed 0 of 21'), 'Silver' (grey, 'Completed 0 of 16'), 'Bonus' (green, 'Completed 0 of 97'), and 'Labs' (pink, 'Completed 0 of 53'). The main content area is titled 'Welcome to Green Impact!' and contains the following text: 'Welcome to your team's Green Impact Universities workbook.', 'First, please watch the short instruction video below. Then you can use the navigation tabs on the left to look at Manchester's bespoke workbook. This has been developed to help you and your colleagues improve the environmental performance of your team.', and 'If you click on the 'Bronze', 'Silver' and 'Bonus' tabs you will see the different criteria. You can work simultaneously through the different levels if you wish.' On the right side of the main content area, there is a sidebar with a list of links: 'Profile', 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below this list, there is a red-bordered box containing the text 'Team name: example' and 'Members: example example'.

You can see who else is in your team in the 'members' section on the front page of your workbook.

The main body of text on the front page will talk you through how the programme will run at your organisation – the scoring system, submission deadline and anything else important for the year ahead.

3. Amending your profile

The screenshot shows the 'nus green impact' website for Manchester 1824. The header includes the 'nus green impact' logo, the 'MANCHESTER 1824' logo, and navigation links for 'About', 'Help', and 'Contact'. On the left, a vertical navigation menu features five tabs: 'Intro' (blue), 'Bronze' (orange, 'Completed 0 of 21'), 'Silver' (grey, 'Completed 0 of 16'), 'Bonus' (green, 'Completed 0 of 97'), and 'Labs' (pink, 'Completed 0 of 53'). The main content area is titled 'Welcome to Green Impact!' and contains three paragraphs of introductory text. On the right, a sidebar menu lists five options: 'Profile' (highlighted with a red border), 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below this menu, there are two text input fields: 'Team name:' with the value 'example' and 'Members:' with the value 'example example'.

If you need to change any of your log in details after signing up to the toolkit, you can access this by clicking the profile button.

3. Amending your profile

Intro
Bronze
Silver
Bonus
Labs
Special
Submit Workbook

Your Profile - University of Manchester

First name
Last name
Email
Preferred language
Telephone number
Location/Building
Password
Password Re-type
Team
Team Details:
Team name
Department covered by team
Location covered by team
Number of people on team
Number of people working in area covered by team

Here you can change your personal details, password or number of staff covered in your teams.

If required, you can also change which team you are part of by picking the team you want to move to from the drop down menu.

If the old team is no longer in use by any team members, please inform your Project Officer who will be able to delete the group.

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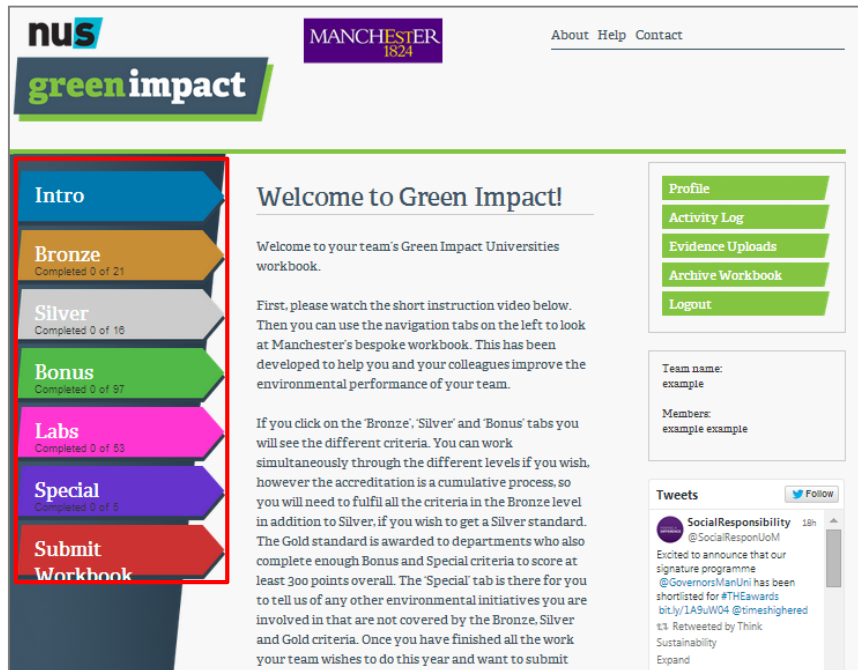
4. Your scoring system

The screenshot shows the 'nus green impact' website for Manchester 1824. The header includes the 'nus green impact' logo, the 'MANCHESTER 1824' logo, and links for 'About', 'Help', and 'Contact'. On the left, a vertical navigation bar contains tabs for 'Intro', 'Bronze' (Completed 0 of 21), 'Silver' (Completed 0 of 16), 'Bonus' (Completed 0 of 97), 'Labs' (Completed 0 of 53), 'Special' (Completed 0 of 5), and 'Submit Workbook'. The main content area is titled 'Welcome to Green Impact!' and contains a welcome message: 'Welcome to your team's Green Impact Universities workbook.' Below this, a red-bordered box highlights a paragraph: 'First, please watch the short instruction video below. Then you can use the navigation tabs on the left to look at Manchester's bespoke workbook. This has been developed to help you and your colleagues improve the environmental performance of your team. If you click on the 'Bronze', 'Silver' and 'Bonus' tabs you will see the different criteria. You can work simultaneously through the different levels if you wish, however the accreditation is a cumulative process, so you will need to fulfil all the criteria in the Bronze level in addition to Silver, if you wish to get a Silver standard. The Gold standard is awarded to departments who also complete enough Bonus and Special criteria to score at least 300 points overall. The 'Special' tab is there for you to tell us of any other environmental initiatives you are involved in that are not covered by the Bronze, Silver and Gold criteria. Once you have finished all the work your team wishes to do this year and want to submit'. To the right of the main content, there is a 'Profile' section with links for 'Activity Log', 'Evidence Uploads', 'Archive Workbook', and 'Logout'. Below this is a 'Team name:' field with 'example' and a 'Members:' field with 'example example'. At the bottom right, there is a 'Tweets' section showing a tweet from @SocialResponUoM about a signature programme.

You can see how each award level is calculated on the **Welcome to Green Impact** page after logging in.

This will also explain how any additional tabs, such as Labs or Catering are scored and whether you and your team need to work on them or not.

5. The toolkit tabs



The majority of organisations have a combination of Bronze, Silver, Bonus and/or Gold tabs (but yours may be labelled differently). These are where your tasks for each level are located, each level being slightly more challenging to push you further in your greening actions!

Click on each tab to start working on your awards.

Some organisations have additional tabs for specialist departments or areas of their buildings. You will be able to see these in the list of tabs down the left hand side if your organisation is taking part in these. Read the instructions on the **Welcome to Green Impact** page after you log in to see which ones are relevant to you.

6. Your Green Impact criteria

The screenshot displays the 'nus greenimpact' interface for 'MANCHESTER 1824'. At the top, there are navigation links for 'About', 'Help', and 'Contact'. Below the header, a progress bar shows stages: 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special'. A 'Save Changes' button is present. A status box indicates 'Completed 0 of 21. Total Points 0 of 109'. The main content area lists criteria categories, each with a '+ Show All' link:

- (B001 - B004) Waste & Recycling + Show All Completed 0 out of 4
- (B005 - B009) Energy + Show All Completed 0 out of 5
- (B010 - B011) Travel + Show All Completed 0 out of 2
- (B012 - B014) Procurement + Show All Completed 0 out of 3
- (B015 - B021) Greening teams, action plans and communications + Show All Completed 0 out of 7

We have broken down each award level into clear themes within the toolkit. We hope this will make it easier for you to see what is included in each award, and look less daunting than one big long list.

You can see how many actions you have completed and what your score is at the top of each page.

By clicking on **Show All** you can expand each theme to show you the criteria within it.

6. Completing Green Impact actions

Each action comprises 4 sections:

1. The action itself – this should be a clear outline of what action you can take in your department to make an impact but is open for you to complete as you wish within your team.
2. Further Information – this will let you know why the action is important, where you access further resources and may give guidance on the type of activity you can take to complete it.
3. How you will be audited – simple outline of what evidence you need to collect.
4. Comments/evidence – your space to record progress to date, coordinate with your team members and upload final pieces of evidence.

B004	Criteria	Further Information	How you will be audited	Comments/Evidence	Total Points	5	○	○	○
B004 - Waste & Recycling									
During the festive season the team have encouraged colleagues to send Christmas E-cards and / or cards from charity outlets.							Not Done	N/A	Done

6. Completing Green Impact actions

When you are ready to say you have done a task, simply click on the button to the right of the criteria.

If you click **done** a pop-up box will appear and ask if you have completed this task as a result of Green Impact. Please select Yes or No accordingly as this helps us see what tasks you and your team were doing already, and which ones green Impact inspired you to complete.

If you can't complete any action for reasons out of your control, you can select 'Not Applicable' and still get the award. Auditors may need evidence of why this is not applicable to you.

Just make sure, as with any edits you make in the workbook, you click **save changes** before leaving the page!

The screenshot shows the 'nus green impact' interface for Manchester 1824. At the top, there's a navigation bar with 'About', 'Help', and 'Contact'. Below it, a progress bar shows 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special'. A 'Save Changes' button is visible. The main content area displays a checklist for '(B001 - B004) Waste & Recycling'. The first item, 'B001 - Waste & Recycling', has a 'Total Points' of 3. To the right of the criteria, there are three buttons: 'Not Done', 'N/A', and 'Done'. The 'Done' button is highlighted with a red box. A pop-up box titled 'Question' is overlaid on the bottom right, asking 'Are you doing this as a result of green impact?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box.

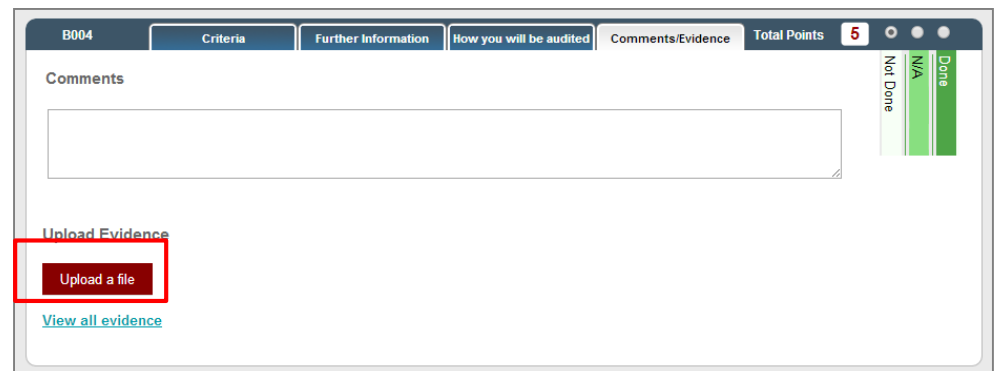
7. Uploading evidence

When you have completed an action, you can upload evidence to submit with your workbook.

Click on the red 'upload a file' button in the action you have evidence for, and then attach your file. It will accept most types of file (Excel, PowerPoint, Word, PDF) up to a maximum size of 4MB.

(Please note that for successful upload, **file names cannot have any full stops in the title**).

You do not have to store your evidence in this way, but it is advisable to make your filing and submission a lot easier. Look in the 'How you will be audited' section and ask your local GI lead for any specific details of how they would like you to evidence your action. It will also make the audit quicker.



The screenshot shows a web interface for NUS Green Impact. At the top, there are tabs: 'B004', 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The 'Comments/Evidence' tab is active, showing a large text area for 'Comments'. Below this, there is a section titled 'Upload Evidence' with a red button labeled 'Upload a file' and a link 'View all evidence'. On the right side, there is a vertical bar with three green segments labeled 'Not Done', 'N/A', and 'Done'. The 'Total Points' section shows a score of 5.

7. Uploading evidence

B004 Criteria Further Information How you will be audited Comments/Evidence Total Points 6

Comments

example example - Evidence uploaded: 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls [Edit](#)

Upload Evidence

[Upload a file](#)

- 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls

[View all evidence](#)

By clicking on the 'view all evidence' hyperlink within each action, you will be able to see what evidence has been logged in your toolkit, download it or delete it.

Evidence Uploads

Task	B004
Description	During the festive season the team have encouraged colleagues to send Christmas E-cards and / or cards from charity outlets.
User	example example
Uploaded	05/09/2014 10:07:11
File	20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls

[Download Delete](#)

Here you can download what is on the toolkit or remove any files or bits of evidence you no longer want to be included.

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8. Leaving comments

You can also leave comments in the final tab for each action. You can give your team information about what action you have taken, or provide more details for the auditors on why you have done something in a particular way.

To edit or delete your own comments, click on 'activity log' on the main welcome page.

You will then be presented with a list of all the comments that have been inputted. Click on the action reference you want to edit to see the comment. You can then edit or delete your own comment – **remember to click update!**



NB: You can only amend your own comments



Activity Log

Task	Date	User	Comment	Status
B003	05/09/2014 10:24:10	example example	I have created a battery drop off point box but need someone to make it look more appealing for me!	Not Done
B001	05/09/2014 10:07:21	example example		Done (Green Impact)
B004	05/09/2014 10:07:11	example example	Evidence uploaded: 20140901 UserActionReport-CentralSchoolofSpeechandDrama.xls	Not Done

9. Using last year's submission

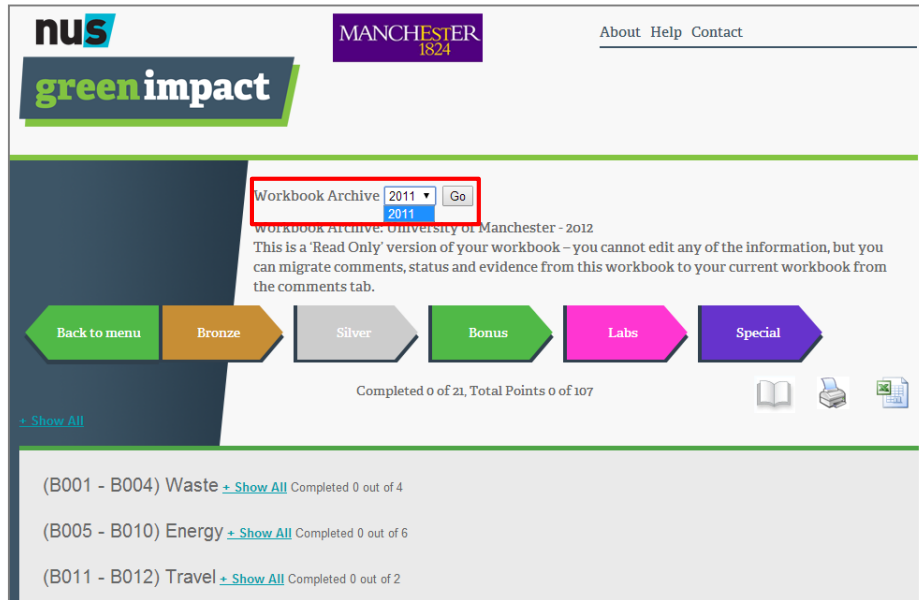
The screenshot shows the NUS Green Impact Manchester 1824 website. On the left is a vertical navigation menu with buttons for 'Intro', 'Bronze' (Completed 0 of 21), 'Silver' (Completed 0 of 16), 'Bonus' (Completed 0 of 97), 'Labs' (Completed 0 of 53), 'Special' (Completed 0 of 5), and 'Submit Workbook'. The main content area is titled 'Welcome to Green Impact!' and contains a welcome message, a video instruction placeholder, and a detailed explanation of the accreditation process. On the right, there is a user profile section with buttons for 'Profile', 'Activity Log', 'Evidence Uploads', 'Archive Workbook' (highlighted with a red rectangle), and 'Logout'. Below this is a section for 'Team name: example' and 'Members: example example'. At the bottom right, there is a 'Tweets' section showing a tweet from @SocialResponsibility.

If your team took part in previous years, you can transfer evidence and actions to this years workbook.

Click on the 'Archive Workbook' button on the front page of the workbook.

This archive toolkit will be un-editable but will allow you to select individual actions and evidence to migrate over to your new toolkit.

9. Using last year's submission



The screenshot shows the 'nus green impact' website interface. At the top, there is a navigation bar with the 'nus green impact' logo on the left, the 'MANCHESTER 1824' logo in the center, and 'About Help Contact' links on the right. Below the navigation bar, there is a section titled 'Workbook Archive' with a dropdown menu set to '2011' and a 'Go' button. A red box highlights the '2011' dropdown and the 'Go' button. Below this, there is a message: 'Workbook Archive: University of Manchester - 2012. This is a 'Read Only' version of your workbook - you cannot edit any of the information, but you can migrate comments, status and evidence from this workbook to your current workbook from the comments tab.' Below the message, there is a progress bar with five segments: 'Back to menu' (green), 'Bronze' (orange), 'Silver' (grey), 'Bonus' (green), and 'Labs' (pink). To the right of the progress bar, there is a 'Special' button (purple). Below the progress bar, there is a status bar that says 'Completed 0 of 21, Total Points 0 of 107'. Below the status bar, there are three rows of data: '(B001 - B004) Waste + Show All Completed 0 out of 4', '(B005 - B010) Energy + Show All Completed 0 out of 6', and '(B011 - B012) Travel + Show All Completed 0 out of 2'.

The Archive workbook will appear as a pop up tab, so you can move between your current and archive workbook easily.

The most recent past year will appear first. You can see this from the title below the dropdown box. If you have taken part for more than one year, you can select an older year's toolkit by selecting the date here.

This will open a second pop up toolkit.

9. Using last year's submission

(B001 - B004) Waste [Hide All](#) Completed 1 out of 4

B001	Criteria	Further Information	How you will be audited	Comments/Evidence	Total Points
<p>Comments</p> <p>example example - Evidence uploaded: 20130906 Green Impact Universities and Colleges in a nutshell.pdf</p> <p>Migrate Comments and Status to current workbook</p> <p>Upload Evidence</p> <ul style="list-style-type: none">20130906 Green Impact Universities and Colleges in a nutshell.pdf <p>Migrate Evidence to current workbook</p>					<div>Not Done</div> <div>N/A</div> <div>Done</div> <p>Done as a result of Green Impact</p>

The toolkit actions should appear grey – this indicates you are in the archive workbook and it is un-editable.

Open the action you would like to transfer evidence/action from.

You can choose whether to migrate 'comments and status' (i.e. any comments you made and whether the criterion was 'Done', 'Not Applicable' or Not Done), or just migrate 'evidence' (i.e. uploaded documents) to your new toolkit.

Click the green text to choose which activity you want to migrate.

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9. Using last year's submission

B009
B010
B011
B012
B013
B014
B015
B016
B001

Migrate Evidence

When you migrate evidence to the current workbook, you will be asked to select the action reference you want to migrate the evidence to?

Ref: B001

Migration can't be un-done

Cancel **Migrate**

Select which action in your current workbook you would like to copy the evidence and action to, and click 'migrate'.

NB: Action reference numbers may vary between years, so the action reference last year may be different from the action reference this year.

You can flick between the archive pop-up toolkit and current toolkit to ensure you are transferring data to the correct action.

You can now edit, delete and change the action in the current toolkit as with any evidence or action you would complete.

NB: you cannot edit or change any evidence, comments or actions within the archive workbook.

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10. Your achievement report

Achievement Report

Profile

Activity Log

Evidence Uploads

Archive Workbook

Logout

You can track your progress, see what the rest of your programme and what all other participating organisations are achieving through Green Impact by clicking on this button on your toolkit homepage.

Your Team – this will show you how you are getting on so far this year and what award you gained last year.

Your Programme – this will show you what everyone working on your toolkit is achieving so you can see what impact you are collectively having

International Picture – this will show how many people are taking part, how many actions have been taken and how many organisations are all making an impact across the UK and world!



10. Your achievement report



Be aware that some of the data on your achievement report will be updated overnight so will only be correct first thing in the morning each day. This is due to more complex calculations being required to gather this data and show it to you through the report.

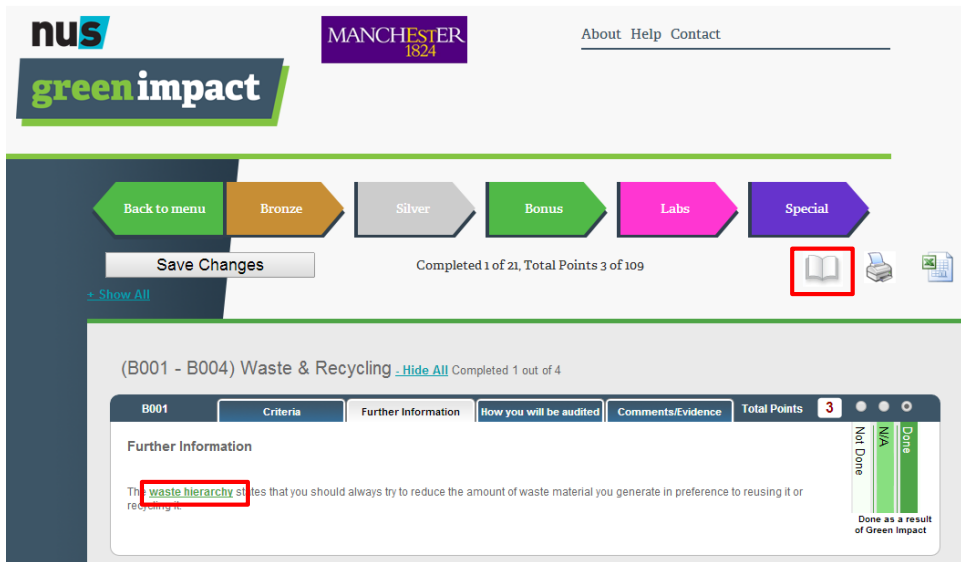
Those highlighted here will be updated overnight. The rest will be live data.

NB: not all of these tiles may be visible to you and your organisation – they are chosen by your programme administrator to best fit the needs of your programme. When tiles are not displayed, a grey tile will appear in it's place.

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11. Using the glossary

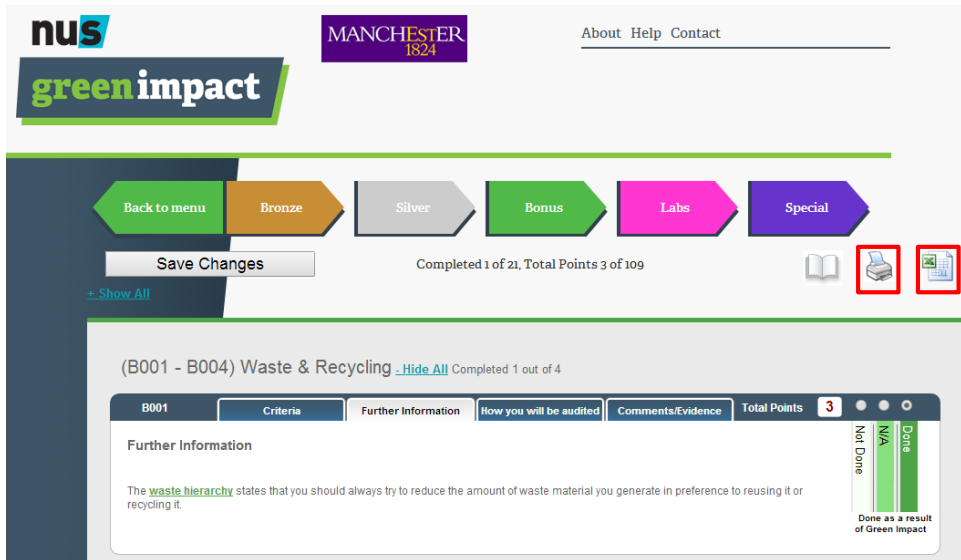


The screenshot shows the nus green impact website interface. At the top, there is a navigation bar with the nus green impact logo on the left, the MANCHESTER 1824 logo in the center, and links for About, Help, and Contact on the right. Below the navigation bar, there is a progress bar with buttons for Back to menu, Bronze, Silver, Bonus, Labs, and Special. A Save Changes button is also present. The progress bar indicates 'Completed 1 of 21, Total Points 3 of 109'. A book icon is highlighted with a red box. Below the progress bar, there is a section for '(B001 - B004) Waste & Recycling' with a 'Hide All' link and 'Completed 1 out of 4'. A table is displayed with columns: B001, Criteria, Further Information, How you will be audited, Comments/Evidence, and Total Points. The table has 3 rows. The first row is highlighted. The 'Further Information' column contains the text 'The waste hierarchy states that you should always try to reduce the amount of waste material you generate in preference to reusing it or recycling it'. The word 'waste hierarchy' is highlighted with a red box. The 'Total Points' column shows a value of 3. On the right side of the table, there is a vertical bar with 'Not Done', 'N/A', and 'Done' labels. The 'Done' label is highlighted with a green box.

The glossary is a list to explain terms you may not be familiar with, or give further explanation as to why they are important. You can access our full glossary by clicking the book icon on every page.

Within many actions you may also find hyperlinked words. Simply click on the word and it will open the glossary in a separate window so you can find out more about the term.

12. Downloading and printing the toolkit




The screenshot shows the 'nus green impact' interface. At the top, there's a navigation bar with 'About', 'Help', and 'Contact'. Below it, a progress bar shows stages: 'Back to menu', 'Bronze', 'Silver', 'Bonus', 'Labs', and 'Special'. A 'Save Changes' button is visible. Below the progress bar, it says 'Completed 1 of 21, Total Points 3 of 109'. There are three icons: a book, a printer, and an Excel document, all highlighted with red boxes. Below this, a section titled '(B001 - B004) Waste & Recycling' shows a table with columns: 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The 'Further Information' column contains text about the waste hierarchy. The 'Total Points' column shows a progress bar with 'Not Done', 'N/A', and 'Done' stages.

To help you use the toolkit with those who maybe don't have computer access, or to enable you to use a hard copy of the toolkit to plan with your team, you can print and export it.

These icons let you print the toolkit, or export each award type to an excel document.

Obviously we would encourage you not to print lots of copies, so hopefully the excel function will help you use the toolkit without needing to print. The excel function also shows you the comments and actions completed, so is a live representation of your work at the point of download.

12. Sharing good practice and resources



About » Programmes » News Blog Gallery Shop Get Involved » Map

Team Resource Bank

Welcome to the resource bank for Green Impact team members! This page is designed to help give extra inspiration and support as you work through the online of your workbook. Sample resources are examples from across the country of putting actions into place and listed according to workbook theme, while example templates are outlines they can use to achieve actions again listed in workbook theme. We hope you find them useful.

Either click on the URLs to just view them, or right click and select 'save target link as' to download the files to your computer.

If you have something which you think should be shared with other Green Impact participants, then please email it across to us and we'll be glad to include it!

For your information, the full user guide for the online workbook can be found here, so feel free to download it if you would like to keep a copy for your reference.

Biodiversity

Biodiversity Audit Template

Energy

UCL – Stop and Think sign on lightswitch
UCL – Take the Stairs sign in lift
Take the Stairs sign (2)
Catering Lighting and Equipment Management Plan
Turn it Off Poster – Swansea
Calculate Financial Rewards of Cutting Down On Equipment Use
Energy Audit Template
Lighting and Equipment Management Plan Template
‘Switch and Save’ Christmas sign-along
Waterside – Divine chocolate action

Greening Teams



UCL – Green info board
G1-5 Top Impacts
SMART Action Planning Template

Procurement

Partners or Preferred Alliance?

Transport

UCL – Bike campaign
UCL – Cycle promotion and information
Business Miles
Salford – Cycling poster
Salford – Sustainable transport poster



If you have some great evidence or photos you think others across the country could benefit from seeing, or if you would like to see what others have produced we have an area just for you!

Head to

<http://sustainability.unioncloud.org/green-impact/programmes/universities-and-colleges/green-impact-team-resource-bank>

and you can email through your examples or click to download those added from others.

13. Submitting your toolkit

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MANCHESTER
1824

About Help Contact

Intro

Bronze
Completed 0 of 21

Silver
Completed 0 of 16

Bonus
Completed 0 of 97

Labs
Completed 0 of 53

Special
Completed 0 of 5

Submit Workbook

Welcome to Green Impact!

Welcome to your team's Green Impact Universities workbook.

First, please watch the short instruction video below. Then you can use the navigation tabs on the left to look at Manchester's bespoke workbook. This has been developed to help you and your colleagues improve the environmental performance of your team.

If you click on the 'Bronze', 'Silver' and 'Bonus' tabs you will see the different criteria. You can work simultaneously through the different levels if you wish, however the accreditation is a cumulative process, so you will need to fulfil all the criteria in the Bronze level in addition to Silver, if you wish to get a Silver standard. The Gold standard is awarded to departments who also complete enough Bonus and Special criteria to score at least 300 points overall. The 'Special' tab is there for you to tell us of any other environmental initiatives you are involved in that are not covered by the Bronze, Silver and Gold criteria. Once you have finished all the work your team wishes to do this year and want to submit

Profile

Activity Log

Evidence Uploads

Archive Workbook

Logout

Team name:
example

Members:
example example

Tweets

SocialResponsibility @SocialResponUoM 18h
Excited to announce that our signature programme @GovernorsManUoM has been shortlisted for #THEawards bit.ly/1A9uW04 @timeshighered
t3 Retweeted by Think Sustainability Expand

When you are happy that you and your team have completed as many actions as you can, uploaded all of the right evidence and edited your comments to be suitable for your auditors to use, you are ready to submit your toolkit.

Simply click on the 'submit toolkit' button and you will be asked for any final comments before your toolkit gets sent to the Green Impact team at NUS.

You can then get excited for your awards ceremony!