

Website of the Year

Official Nomination Form

Submission Deadline: February 1

Eligibility: All IRWA Chapters, except winners of this award for the past three years

Submission Email: irwainecvicechair@gmail.com

Submission Items: Application and letter of nomination identifying the Chapter website

Application Receipt: You will receive acknowledgement of your application within 48 hours of submission

Winner Announcement: One winner will be announced at the Awards Luncheon during the Annual Conference

Award: Recognition plaque awarded to the Chapter Webmaster

Description

The Website of the Year Award recognizes a Chapter website that exhibits exemplary qualities in their portrayal of Chapter, Region and International information. Websites are judged on the following criteria:

1. **Website Identity:** The website should be a one-stop for all Chapter, Region and International activities. It establishes an overall Chapter identity that is consistent with the Chapter's newsletter and other Chapter publications. The website is easily recognizable by the member, who wants to visit the website, enjoys using it and looks forward to viewing it again and again.
 - Identity: Is the website easily recognizable as being associated with your Chapter and as part of IRWA? Is the IRWA Logo and Chapter identity prominently displayed on your homepage?
 - Style: Does the homepage attract the user's attention? Would your members want to explore the site because it is pleasing? Can the user easily locate the information they are interested in (news, Region, International, etc.)?
2. **Website Content:** A website must not only be rich in graphic design, but its content could also include services, products, audio, video, animation and other information, links and tools. The Chapter websites that present material in an appealing and engaging way and show clear relevance to their member audience will encourage the user to come back to their website again and again. Is the website content well written and marked by attention to detail with minimal grammatical and spelling errors? Does the website contain the following?
 - A List of Chapter executives with their contact information
 - Chapter committee members
 - Region Chair, Vice-Chair and Committee members
 - Current and past newsletters
 - Pictures of Chapter meetings and events
 - Recognition of past members, and/or current members that are in the news
 - Chapter minutes, bylaws, Chapter objectives
 - Articles that are right of way related and current
3. **Website Feature Functionality:** The links, scripts, forms and pages must all work well on a website for the user to enjoy maneuvering around the site.
 - Do the website links all work properly?
 - Do the website pages load quickly?
 - Do the forms open properly and do they line up accurately?
 - Can you load the forms into another program for editing (i.e. MS Word)?
 - Does the screen freeze or is it smooth in transitioning between screens?
 - Are there add-ons such as calculators and do they function properly?
 - Do all extras such as videos, animation and audio work properly?

4. **Website Usability:** The features and functionality provide the user with the necessary tools to accomplish the task whether it is to look up the latest Chapter news or to research information for an upcoming negotiation. Usability is defined as the way this design assists the user in finding key information and accomplishing the intended task. Are the features intuitive? in other words, can you easily figure out where to browse the website to find the information?
More Specifically:

- Is the site forgiving of user mistakes (does the site kick you out or let you re-enter data rather than give error messages)?
- Are there clear and easy to find hierarchies of information and content
- Are the links clearly defined?
- Is the site easy on the eyes, that is: a lack of clutter?
- Is the site easy to maneuver and impossible to get lost in?
- Can you always get back to the homepage from cascading screens?
- Can you get to main pages without using the back button?

Website of the Year

Award Nomination Application

Nomination Information

Chapter Website Address _____

Chapter # _____ Region # _____

Webmaster Name _____ Webmaster Email _____

Nominator Information

Name _____ Chapter Position _____

Chapter # _____ Region # _____

Cell Phone # _____ Email _____