Official Nomination Application for the
Website of the Year Award Competition Rules

This application, along with all supporting material, should be sent via email to Kristopher Koehler at irwainecvicechair@gmail.com by February 1 to be eligible for this award. Please ensure you receive an acknowledgment email receipt within 48 hours of submitting your application.

Submittal is to be via letter of nomination including chapter or region represented by the website; website address, webmaster name, and contact information and contact information for the nominator. All nominations will be notified via email of the receipt of nomination.

Winners of three previous years are not eligible.

Awards for website design and content will be granted to the chapter webmaster that exhibits exemplary qualities in their portrayal of chapter, regional and international information.

All chapters are urged to participate.

Rating criteria:

The websites are judged on the following criteria:

1. WEBSITE IDENTITY
   The website should be a one stop for all of the chapter, region and international activities. Establishing 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 open the website, per using it and looks forward to viewing it again and again.
   - Identity: Is the website readily 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 member 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. Are the website contents well written and marked by attention to detail with minimal grammatical and spelling errors?

Does the website contain?
- A List of Chapter executives with their contact information;
- Chapter committee member's
- Region Chair, Vice-Chair and Committee members
- Current and past newsletters
- Pictures of chapter meetings, events
- Recognition of past members, and/or current members that are in the news
- Chapter minutes, by–laws, chapter objectives
- Articles and 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's 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 (like 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 around in 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