

How to Submit Hallmark Award Applications

Please Note: Chapter members write most Hallmark Award entries under the guidance of a chapter advisor. Individual Award categories will note when a nomination is written by a chapter advisor OR other college personnel.

Step 1: Advisors Report Hallmark Awards Delegates

For Advisors

In the fall, all advisors have immediate access to their chapter's applications online at my.ptk.org (also known as scholarships.ptk.org). For an officer/member to be given access to the chapter's applications, the advisor must report them as a Hallmark Awards Chapter Delegate.

What is a Hallmark Award Delegate?

The Hallmark Awards Chapter Delegate position should be given to a chapter officer/member who will be responsible for entering the content into the online awards applications. Delegates will have access to view and edit ALL the applications for the chapter's Hallmark Awards.

We encourage chapters to collaborate outside of the online awards system on the content for each award application. Then copy and paste the finalized text into the online application form.

Advisors may report as many Delegates as they choose to give access to the awards applications; however, Delegates **cannot** work on the same online application at the same time.

How to Report Hallmark Awards Delegates?

The process to report is the same as reporting a chapter officer.

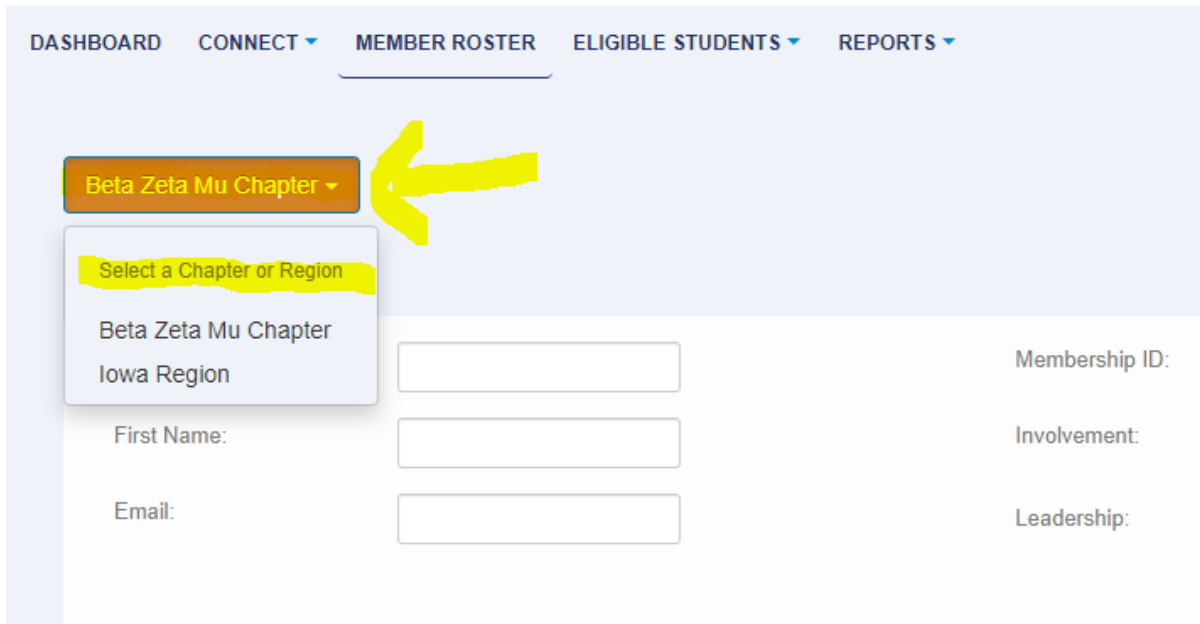
- Log in with your PTK username and password at <https://advisor.ptk.org/>
- At top of website, choose Member Roster. Screenshot below.



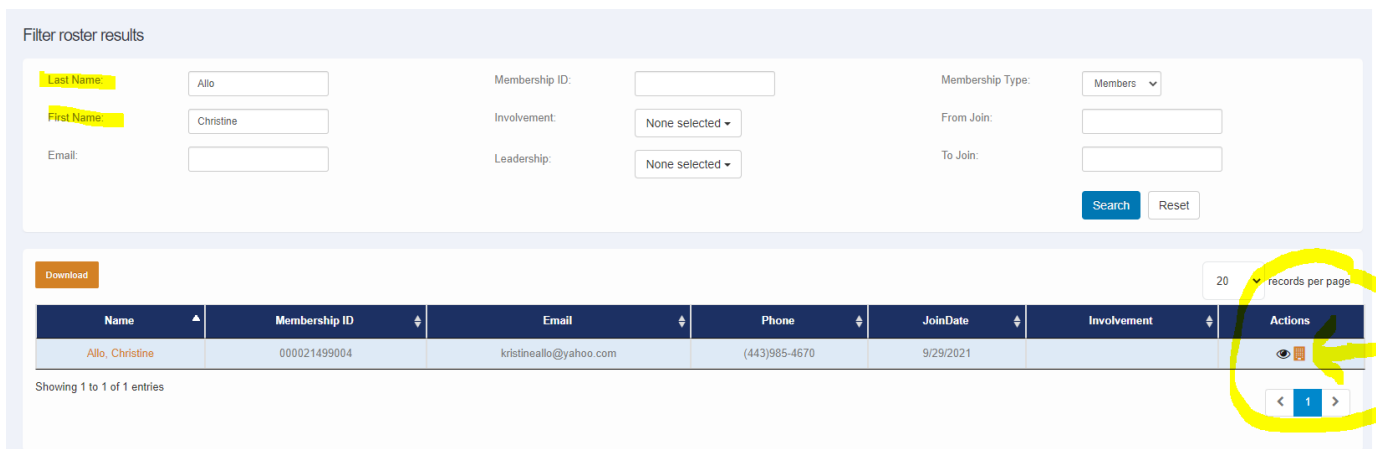
The screenshot displays the PTK Advisor Dashboard. On the left, there is a user profile for Sima Dabir, a PTK TEAM member, with a 'Help' icon. The main dashboard area has a navigation bar with 'DASHBOARD', 'CONNECT', 'MEMBER ROSTER' (highlighted in yellow), 'ELIGIBLE STUDENTS', and 'REPORTS'. Below the navigation bar, there is a dropdown menu for 'Beta Zeta Mu Chapter'. The main content area shows the chapter details for 'Beta Zeta Mu Chapter' (Id: #000012003419, Division III - Iowa Region, Western Iowa Tech Community College, Sioux City, IA) and a 'Five Star Progress' indicator with five blue stars and a 'View Progress' link. At the bottom, there is a 'Programs' section with filters for 'Program', 'My Chapter', 'My Region', 'My Society', and 'Actions'.

- Under "Filter roster results," search for the member you want to add as a Hallmark Delegate.

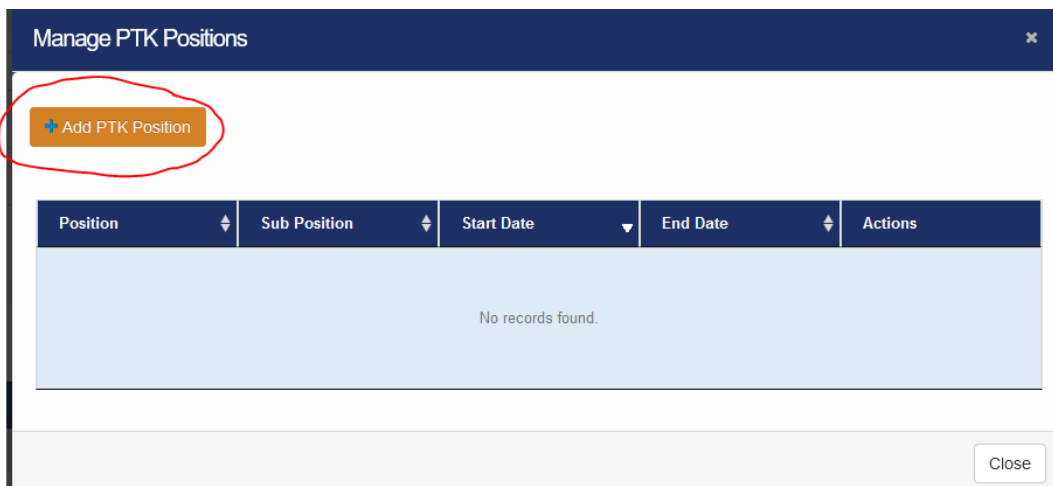
Note: For advisors of multiple chapters or regional coordinators, be sure you select the accurate chapter/region before searching for the member. Screenshot below.



- When the member's name appears, click on the "Manage PTK Positions" icon under the Actions column on the far right.



- Then click on "Add PTK Position"



Select the following:



- **Position:** Chapter Delegate
- **Sub Position:** Hallmark Awards
- **Start Date:** Today's Date
- **End Date:** February 1

- Then click the save icon under “Actions” on the far right.

Note: Regional/Associate Regional Coordinators should select Regional Delegate for regional awards.

Manage PTK Positions ×

+ Add PTK Position

Position	Sub Position	Start Date	End Date	Actions
Chapter Delega	Hallmark Award	11/01/2023	02/01/2024	 

Close

- To add another Hallmark Delegate, close this screen and reset the search process to bring up the next member's record.

Note: If the selected member is already on the Alumni Roster, the advisor will need to edit the membership end date for the member to accurately reflect active membership in chapter before being able to appoint them as a Hallmark Delegate.




Step 2: Submitting Applications

For Advisors, Regional Coordinators/Associate Regional Coordinators, and Hallmark Award Chapter and Regional Delegates

- Log in at my.ptk.org (also known as scholarships.ptk.org).

Note: Multiple people cannot enter content on an application at the same time.

- You will be directed to the Dashboard which displays the statuses of all applications (including the scholarship application for students).

Symbol	Status
	Unopened applications will be noted with this symbol for incomplete.
	Applications in progress will be noted with an orange triangle.
	Applications considered completed/submitted will be notated with a green check mark.

- The Dashboard is the best location to view the statuses of all your applications.

- Use the Hallmark Awards drop down menu on the top navigation bar to quickly move to another application.
- **Applications that have been started** as well as the Honors in Action and College Project apps will appear at the bottom of the webpage.
- **Click “Begin Now” to open an application from the Dashboard.**
- **Enter application content.**
 - It is best to remove all formatting in your text before copying and pasting it into the form.
 - Be sure to proof the content for any errors *after* pasting.
 - The application text automatically saves as you enter content.
 - The word count for the responses will count down as content is entered. You will not be allowed to go over the word count as you will no longer be able to enter further text.
 - Formatting such as indentation, bold, italics, and underline will be removed if content is pasted. Formatting functionality is not currently supported within the online applications.
 - Certification from an advisor is **not** required to submit the application. Advisors can access the application at any time to verify content entered.
- **Submit application.**
 - Once content is entered in every text box, the application is considered complete.
 - You may click the “Submit” button as a formality, but fully completed applications will be considered as submitted as of the deadline date. Click on “Submit,” choose “OK” to be directed back to the main dashboard or click “Stay” to remain in the application.
 - Edits can be made at any time until the deadline.
 - **Need a copy of your completed application?** Click the “Download” button to save your application as a PDF file *BEFORE* the deadline.
 - To verify if your application has been submitted, view the Dashboard up until the deadline to confirm the status of your application – incomplete, in progress, or complete.
 - All complete applications will be considered as submitted as of the deadline.

Note: Email confirmations will NOT be sent out.

Questions? Please contact Jennifer Stanford at jennifer.stanford@ptk.org or 601.984.3532. To reach another HQ staff member, call 601.984.3504 or email help@ptk.org.