

# FYI: Granting awards from one community member to another.

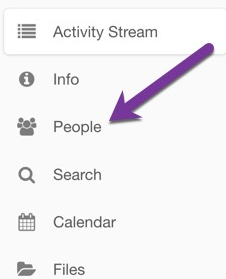
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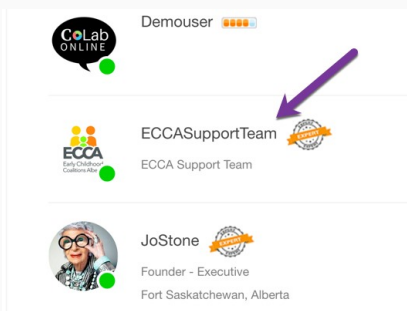
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### 1. Find your Recipient

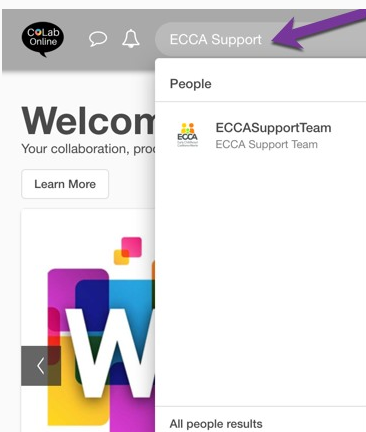
Option 1: Click on People on the Activity Stream Wall from spaces you belong to.



Next select the user you want to give a badge award to.








Option 2: Type a username into the search bar at the top of page. Names will automatically populate based on the letters you use in your search. Click on the username that you're looking for.



### 3. Community User Dashboard

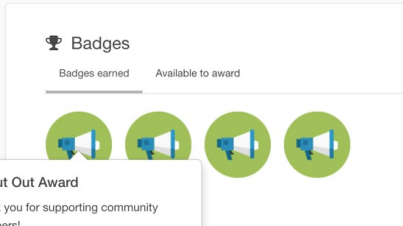
Click on the badge link found on the left of the user's profile page

-  Profile
-  Activity Stream
-  Relationships
-  Badges
-  Content



#### 4. View Details

Hovering your mouse over already earned badges will reveal why the community user earned the award. Left clicking on an earned badge will bring up two options, *View details* and *Wall Post*. Select *'View details'*.



**Shout Out Award**

Thank you for supporting community members!

Awarded to members who provide at least 20 likes and 10 comments. Recipients receive 500 community user points! Community members can receive this award multiple times.

Earned 6/19/2018 8:40 PM

[View details](#) [Wall Post](#)

#### 5. View Past Award Recipients

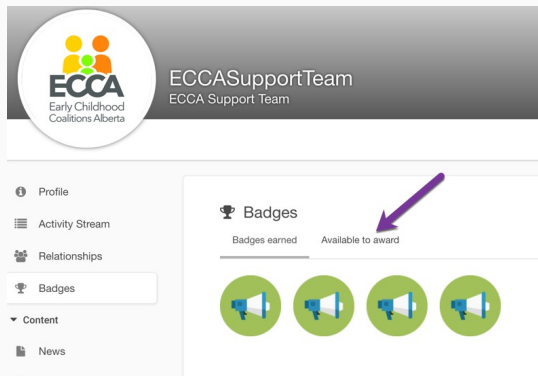
The *View Details* selection provides you with a list of the number of times past recipients have received awards. Note: some awards are only able to be earned once.



#### 6. Available to Award

Click the back button in your browser to return to the user's profile page if you visited the 'View Details' page.

Click on *Available to award* tab to see what badges you're able to give the community member.



#### 7. Review Awards

Read each badge to see what best fits your purpose.

Award recipients will receive anywhere from 100 to 750 community user points depending on the award.

## Badges

Badges earned

Available to award



### Key to Success Award

Community members can award this to any member they feel has played a big part in the success of a project, team or endeavour. Recipients receive 750 community user point...

[View details](#)

[Award](#)



### Appreciation Award

Any member can award other community members with the appreciation award. Recipients receive 100 community user points! Community members can receive this award multiple ...

[View details](#)

[Award](#)



### You made my day Award

Awarded by any member to another member who made their day. Recipients receive 300 community user points. Community members can receive this award multiple times.

[View details](#)

[Award](#)



### Thank you!

This award can be given by any member to any member as a thanks for going above and beyond. Recipients receive 250 community user points! Community members can receive th...

[View details](#)

[Award](#)

## 8. Select the Award

Click on 'Award' once you've made your decision.



### Key to Success Award

Community members can award this to any member they feel has played a big part in the success of a project, team or endeavour. Recipients receive 750 community user point...

[View details](#)

[Award](#)



## 9. Write a Message and then Award!

Write the recipient a message and click Award. Recipients will receive an immediate notification of the award plus it will be posted to their Activity Stream. Community User points will be added to their overall total.

**FYI:** Everyone who is 'Connected' to the community member will be able to view the Activity Stream's wall message. Great way to publicly recognize community member efforts! 😊



### Key to Success Award

Community members can award this to any member they feel has played a big part in the success of a project, team or endeavour. Recipients receive 750 community user point...

[View details](#)

Message:

[Award](#)

[Cancel](#)

tags : fyi