

Achieve Success with Blackbaud Award Management™

Blackbaud Award Management Project Prep Checklist

We are excited to be partnered with you on your Blackbaud Award Management project! We have developed a best practice checklist to help ensure your team is ready to begin your implementation project. Please work through the action items below to prepare for your project.



Create a Blackbaud ID

Each user will need a Blackbaud ID (BBID) to access Blackbaud.com, Blackbaud University, and Customer Support. Your initial organization administrator will receive an email invitation prompting them to accept their BBID. They can then [invite other admins](#) or [invite other users](#).

Additionally, if your campus utilizes Single-Sign On (SSO) to authenticate into your campus systems, you may be able to connect to your Award Management System using your current log in credentials. Review the [Single Sign On Authentication for Award Management Documentation](#) for more information. Please pass this along this information to your IT team, and your consultant will be able to provide further details once assigned.



Sign up for Training

Blackbaud University's mission is to accelerate the success of your organization. You should begin taking the recommended Implementation trainings right away to begin building your skillset in your new solution. These trainings will give you a better understanding of you solution and how to design the system and are critical to your overall success.

Blackbaud Award Management Learning Paths:

[Basics of Blackbaud Award Management](#)

[Blackbaud Award Management Fundamentals](#)



Complete and Submit the Opportunity Worksheet

To populate your Award Management system with your scholarships, please begin completing the scholarship Opportunity Worksheet. Once you have completed it, please email the worksheet to BBAMImplementationServices@blackbaud.com. Include your organization name and "Opportunity Worksheet" in the email subject line. Your Business Analyst will work with you on the details and possible updates to this data later in the project.



Complete and Submit Student Data Import File

Blackbaud Award Management can import student data from your student information system. Importing student information can serve as an integral piece in the qualification criteria configuration phase. Please review the document [User Import Process for Award Management](#), as this goes into detail on how the data file is used, formatted, and how to securely transfer it. An example of a file and sample fields can be found [here](#). Once complete, follow the instructions on the [User Import Process for Award Management](#).



Provide Copies of Existing Application Form(s)

Email forms to BBAMImplementationServices@blackbaud.com. Include your organization name in the Email subject line.