

The logo for the AJ100 survey, featuring the letters 'A' and 'J' in a stylized, multi-colored font, followed by the number '100' in a similar style. The letters are contained within white rectangular boxes with colorful borders.

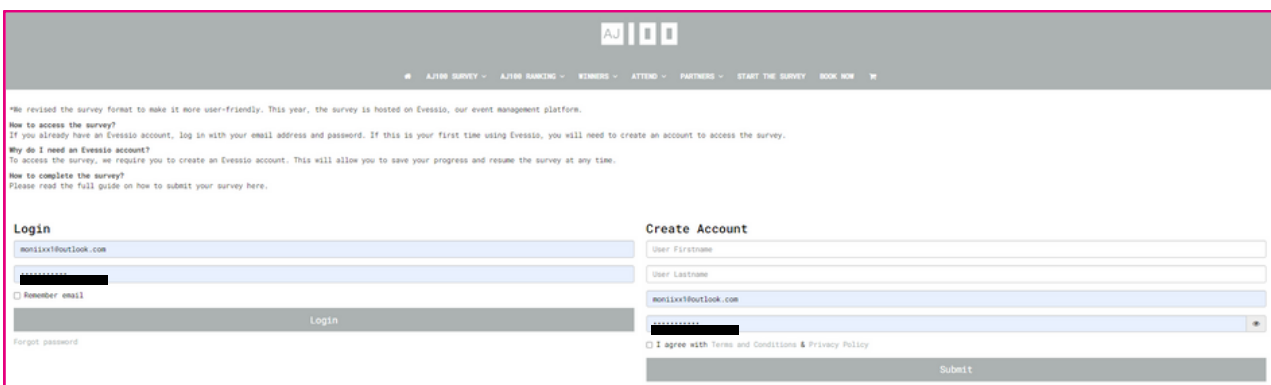
AJ

**Guide to completing the
AJ100 survey 2024**

This year, the AJ100 survey will be hosted on Evessio, our survey/event management platform.

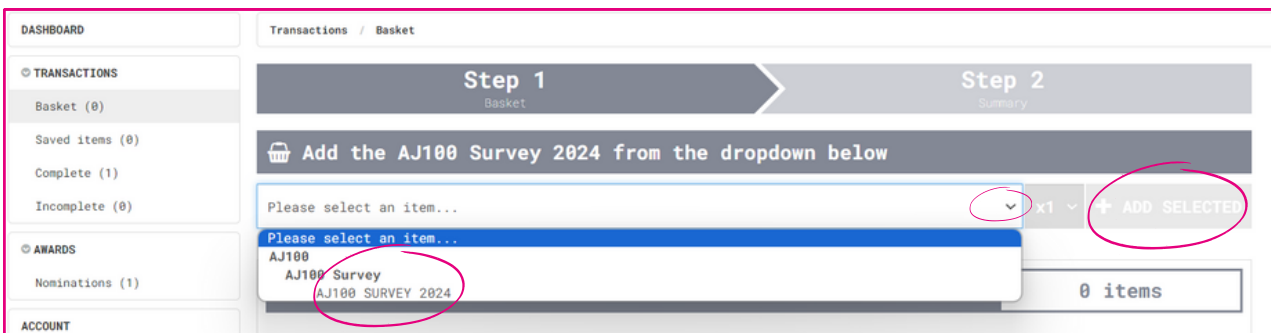
1) Click [here](#) to access the survey.

2) If you already have an Evessio account, log in with your email address and password. If this is your first time using Evessio, you will need to create an account.



The screenshot shows the Evessio login and create account interface. The top navigation bar includes links for 'AJ100 SURVEY', 'AJ100 RANKING', 'MEMBERS', 'ATTEND', 'PARTNERS', 'START THE SURVEY', and 'BOOK NOW'. Below the navigation bar, there is a message explaining the survey format change and providing instructions on how to access the survey, including login and account creation details. The 'Login' section contains fields for email (monlxx@outlook.com) and password, with a 'Remember email' checkbox and a 'Login' button. The 'Create Account' section contains fields for 'User Firstname', 'User Lastname', and email (monlxx@outlook.com), along with a password field and a 'Submit' button. A checkbox for 'I agree with Terms and Conditions & Privacy Policy' is also present.

3) Once you are logged in, you need to add the AJ100 survey to your 'basket'. Click on the drop-down arrow and select 'AJ100 SURVEY 2024' and then click on '+ ADD SELECTED'



The screenshot shows the Evessio dashboard with a sidebar on the left containing 'DASHBOARD', 'TRANSACTIONS', 'AWARDS', and 'ACCOUNT' sections. The main content area is titled 'Transactions / Basket' and features a progress bar with 'Step 1 Basket' and 'Step 2 Summary'. Below the progress bar, there is a section titled 'Add the AJ100 Survey 2024 from the dropdown below'. A search bar contains the text 'Please select an item...' and a dropdown menu is open, showing the following items: 'AJ100 Survey' and 'AJ100 SURVEY 2024'. The 'AJ100 SURVEY 2024' item is circled in red. To the right of the search bar, there is a quantity field set to 'x1' and a '+ ADD SELECTED' button, both of which are also circled in red. At the bottom right of the basket area, it says '0 items'.

4) The survey is now in your 'basket'. At the top you will see the number of 'required' and 'optional' questions.

When your survey is in the 'basket', your question responses are automatically saved as you go along. Please allow the system a few seconds to complete this process when you move on to the next question.

When you are ready, start completing the questions, scrolling down to move through the survey.

Each required question can be readily identified as it will display red text below, indicating: (This question is compulsory).

1 Item 1/1

AJ100 SURVEY 2024 ITEM CLOSE DATE February 9, 2024, 11:55 PM

0/301 Required Optional Save for later Delete

IMPORTANT INFORMATION BEFORE YOU START YOUR SURVEY:

- Please read the full guide on how to submit your survey [here](#) . This includes vital information on how to save your entry as you go along.
- Before you commence, we recommend ensuring a robust internet connection for optimal performance. It is advisable to complete the survey on a PC rather than a mobile device.
- When your survey is in the 'basket' area, your question responses are automatically saved as you go along, therefore please allow the system a few seconds to process as you move on to the next question.
- If you 'save for later' and return to your survey, please ensure you move your submission from the 'Saved items' to the 'basket' area before continuing. Full details on how to do this are in the entry guide.
- Once the survey has been completed and submitted, you will not be able to edit your submission.
- * denotes compulsory question
- If you have any queries relating to the survey, please visit the 'Frequently Asked Questions' section on the website.

The accompanying AJ100 awards programme celebrates the achievements of these firms, including those leading the way on climate action. This year we have revised the categories with the addition of five new awards, reflecting a greater emphasis on practices and individuals who are driving positive change in the profession.

The survey is divided into two parts:

Part A - Practice data
Part B - Awards

PART A - Practice data (used to inform the AJ100 ranking and analysis)

Section 1: Practice information

1. Practice name *
(This question is compulsory)

2. URL of practice *
(This question is compulsory)

Save for later - explained

5) Although your survey responses will automatically be saved when in the 'basket', you also have the option to 'save for later'.



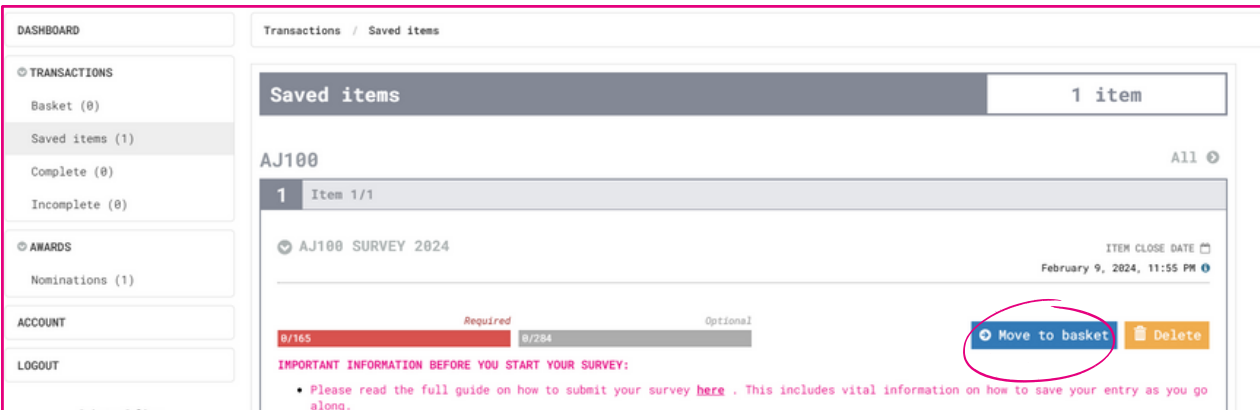
The screenshot shows a survey item page for 'AJ100 SURVEY 2024'. The page includes a progress bar with 'Required' (0/301) and 'Optional' (0/148) sections. A blue button labeled 'Save for later' is circled in red. Below the progress bar, there is a section titled 'IMPORTANT INFORMATION BEFORE YOU START YOUR SURVEY:' with two bullet points: 'Please read the full guide on how to submit your survey here' and 'Before you commence, we recommend ensuring a robust internet connection for optimal performance. It is advisable to complete the survey on a PC rather than a mobile device.'

6) When you are ready to resume your submission, click on your 'saved items' located under 'TRANSACTIONS' on the left hand side.



The screenshot shows the 'Transactions / Basket' page. The left sidebar has a 'TRANSACTIONS' section with 'Saved items (1)' circled in red. The main content area shows a progress bar with 'Step 1' (Basket) and 'Step 2' (Summary). Below the progress bar, there is a button 'Add AJ100 survey to basket' and a dropdown menu showing 'AJ100 SURVEY 2024' with a quantity of 'x1' and a '+ ADD SELECTED' button.

7) Click on 'Move to basket' and resume the survey.



The screenshot shows the 'Transactions / Saved items' page. The left sidebar has a 'TRANSACTIONS' section with 'Saved items (1)' selected. The main content area shows a 'Saved items' section with '1 item'. Below this, there is a survey item for 'AJ100 SURVEY 2024' with a 'Move to basket' button circled in red. The page also includes a progress bar with 'Required' (0/165) and 'Optional' (0/284) sections, and the same 'IMPORTANT INFORMATION BEFORE YOU START YOUR SURVEY:' section as in the previous screenshot.

It is important to note that if you do not move your survey to the 'basket', your responses will not be saved automatically when completed in 'saved items'. You can still complete the survey, but you will need to scroll to the bottom and click 'save' manually.

8) When you are ready to submit your survey, read and accept the 'Terms and Conditions' then click 'CONTINUE'.

Please ensure that you have answered all the required questions. You won't be able to press 'CONTINUE' unless all the required questions have been completed.

Basket Summary 1 item

AJ100 Required fields

AJ100 SURVEY 2024 Required 165/165

I have read and accept the Terms and Conditions

CONTINUE >

Step 1 Basket Step 2 Summary

9) Review the brief summary and when you are ready, click on the green button 'COMPLETE' to submit your survey.

AJ 100

AJ100 SURVEY AJ100 RANKING WINNERS ATTEND PARTNERS START THE SURVEY BOOK NOW

DASHBOARD

TRANSACTIONS

Basket (0) Saved items (0) Complete (0) Incomplete (1)

AWARDS

Nominations (1)

ACCOUNT

LOGOUT

Step 1 Basket Step 2 Summary

Summary

Product

AJ100 Items 1

AJ100 SURVEY 2024

Nomination name: x

Nomination code: 8216V8075TLGNZG

Personal Details

COMPLETE >

Step 1 Basket Step 2 Summary

If you do not click on 'COMPLETE' then your survey will be moved to the 'Incomplete' area located under 'TRANSACTIONS' on the left hand side.

DASHBOARD

TRANSACTIONS / Basket

TRANSACTIONS

Basket (0) Saved items (0) Complete (0) Incomplete (1)

AWARDS

Step 1 Basket Step 2 Summary

Add the AJ100 Survey 2024 from the dropdown below

Please select an item... x1 + ADD SELECTED

10) To submit your survey when it's been moved to the 'Incomplete' area, click on 'Incomplete' located under 'TRANSACTIONS' on the left hand side, then click on 'complete' under actions.

DASHBOARD Transactions / Incomplete

The status of the following ITEMS is Incomplete.
Use the button(s) in the Actions column to Complete, Delete or Re-process the items as applicable.
To view the content of the ITEM click on the Transaction ID number.
Use the menu on the left to view your Basket, Saved or Complete items.

#	Transaction ID	Date Time	Amount	Current status	Items	Actions
1	TEST_M00G282308804	01/05/2024 10:33 AM	0.00	Incomplete	1	Complete

Show 10 entries

11) You will once again reach the 'Summary' page. Click on the green button 'COMPLETE' to submit your survey.

AJ 100

AJ100 SURVEY AJ100 RANKING WINNERS ATTEND PARTNERS START THE SURVEY BOOK NOW

DASHBOARD

TRANSACTIONS

Basket (0)

Saved items (0)

Complete (0)

Incomplete (1)

AWARDS

Nominations (1)

ACCOUNT

LOGOUT

Step 1 Basket

Step 2 Summary

Summary

Product

AJ100

AJ100 SURVEY 2024

Nomination name: x

Nomination code: 82T6V807STLGNZG

Items 1

Personal Details

[COMPLETE >](#)

Step 1 Basket

Step 2 Summary

AJ 100

CATEGORIES AJ100 RANKING AWARDS ATTEND PARTNERS START THE SURVEY BOOK NOW

Thank you

Thank you for your submission.

12) Your survey is now submitted. You will shortly receive an email from noreply@evessio.com including PDF attachments of your survey responses. Please be sure to check your junk/spam mail folder.

AJ100 AWARDS CATEGORIES

Please find below the list of awards categories you can enter in 'Part B' of the survey.

NEW - AJ100 Champions

NEW - AJ100 Change-maker of the Year

NEW - AJ100 Communication Initiative of the Year

NEW - AJ100 Mentor of the Year

NEW - AJ100 New Talent

AJ100 Client of the Year

AJ100 Community Impact of the Year

AJ100 Contribution to the Profession

AJ100 Employer of the Year

AJ100 New Member of the Year

AJ100 Practice of the Year

AJ100 Sustainability Initiative of the Year

AJ100 Sustainability Leader of the Year

[View the categories](#)

Get in touch

If you have a query on the wording of a question, please contact Pamela Buxton at pamela.buxton@emap.com.

If you have a technical query on the survey, please contact Monika Wysocka at monika.wysocka@emap.com.

[View the FAQs](#)