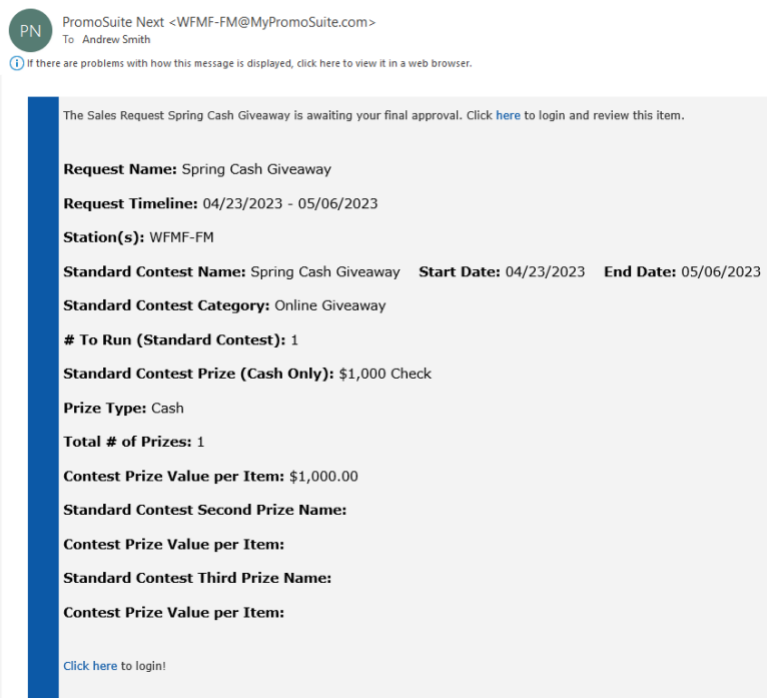# PromoSuite: Approving Cash Contests

Overview

This document is intended for users who are responsible for approving contests with CASH prizes in PromoSuite Next. After reviewing, you will understand:

1. How designated approvers get notified following a cash contest creation.
2. How designated approvers can respond to their approval notifications.
3. Additional actions designated approvers can take following approval to expedite contest setup and scheduling.
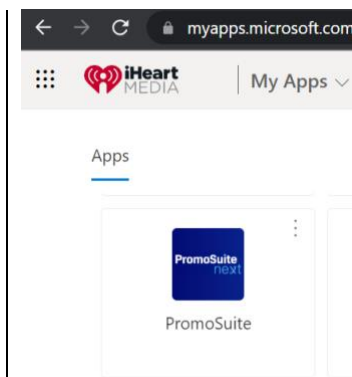
Approving a CASH Contest

- After someone submits a cash contest for approval, the designated approvers for a given market will receive an email notification.

Step 1: Go to PromoSuite Next

In response to that email notification, go to your My Apps dashboard and click PromoSuite.

Step 2: Locate the Promotional Request

1. Navigate to Sales > Requests > Existing Requests.

TIP #1: You can use the Stations filter to narrow your search for the request(s) you're looking for.

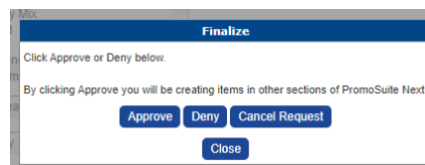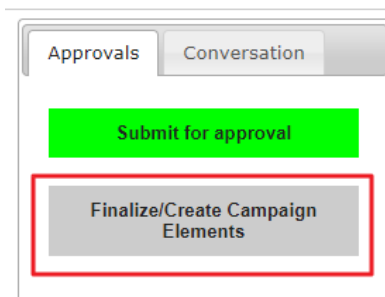**TIP #2**: You can also narrow your search by status, such as Pending.

4. Once you locate the Request, click on its name.

Step 3: Review and Act

After completing your review, click the Finalize/Create Campaign Elements button.

A popup will appear. You can choose to 'Approve', 'Deny', or 'Cancel Request'.
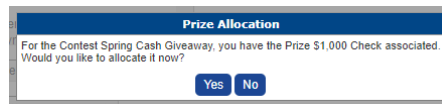
Step 4: Allocate the Prize (Optional)

If you chose to Approve, you will be asked to allocate the prize NOW or LATER.

NOTE: Allocating it NOW has advantages; it eliminates an extra step later for the local market user, providing them a contest that's fully ready to be scheduled. Otherwise, selecting NO means someone will need to complete that step PRIOR to scheduling the contest.

When YES is selected, the prize allocation grid appears containing the numbers entered during the request.
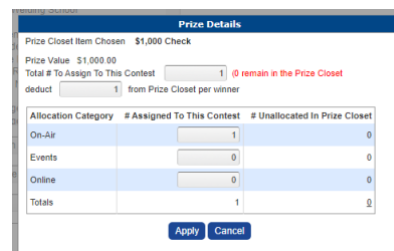
NOTE: These numbers can be adjusted if needed.

If everything looks good, click Apply.

Prize Allocation

For the Contest Spring Cash Giveaway, you have the Prize $1,000 Check associated. Would you like to allocate it now?

Yes   No

Prize Details

Prize Closet Item Chosen $1,000 Check

Prize Value $1,000.00
Total # To Assign To This Contest   1   (0 remain in the Prize Closet
deduct   1   from Prize Closet per winner

Allocation Category	# Assigned To This Contest	# Unallocated In Prize Closet
On-Air	1	0
Events	0	0
Online	0	0
Totals	1	0

Apply   Cancel

The request is now finalized. The user who entered the request will receive an email letting them know the contest is approved and ready for scheduling.

Additional Resources

For additional support and information, please consult:
- [PromoSuite Next Knowledge Base](#)