

Kudos – Contributions are Key!

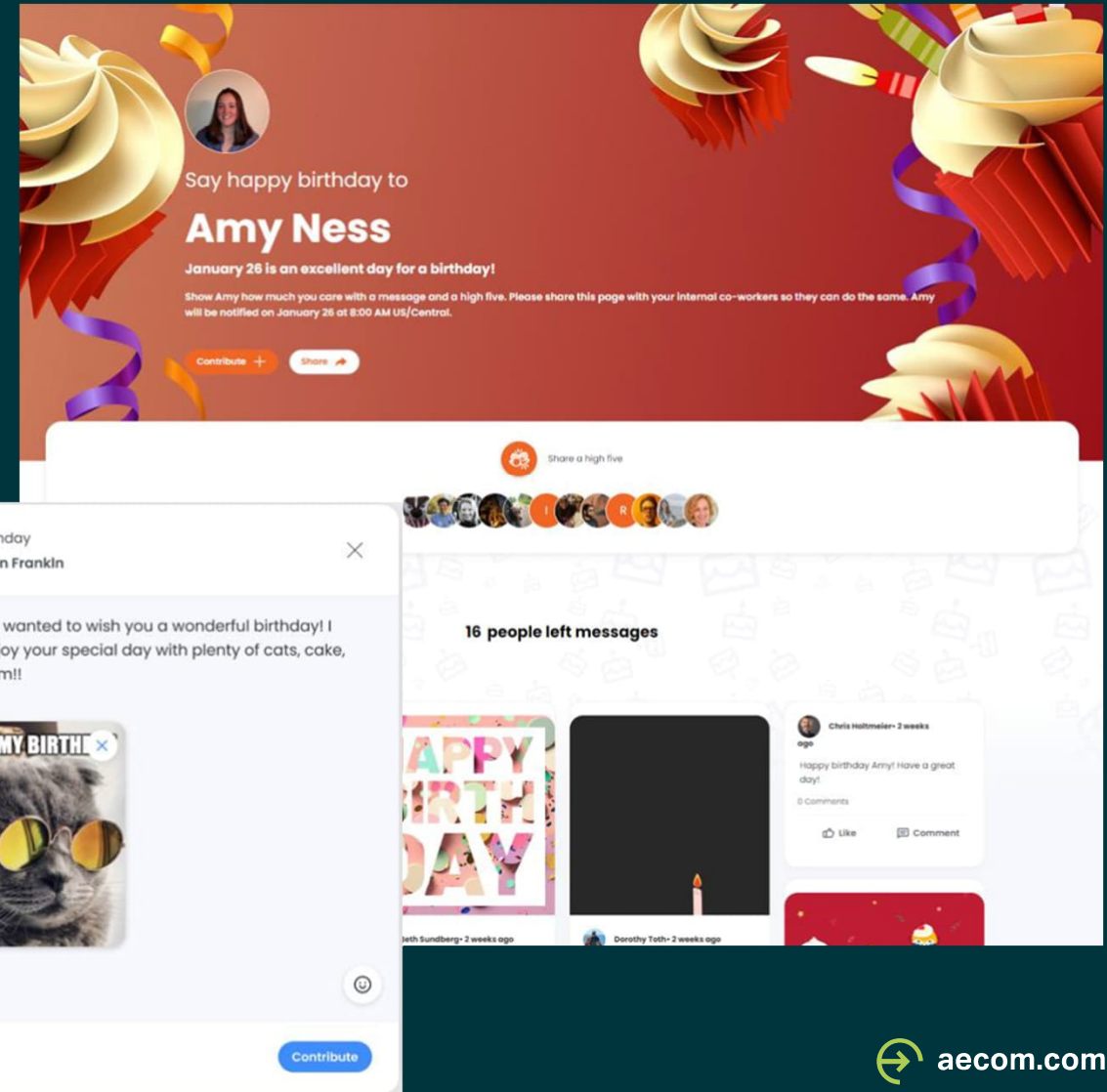
Employees who receive recognition are happier, more engaged and more committed.

Send a Celebration Moment through Kudos.

1. Choose the celebration type: Birthday, Outstanding Performance, Team Accomplishment, etc...
2. Choose the recipients and timing
3. Invite others to contribute

Recipients can view their Celebration Page, add their own Likes & Comments and send a Thank You message to all contributors.

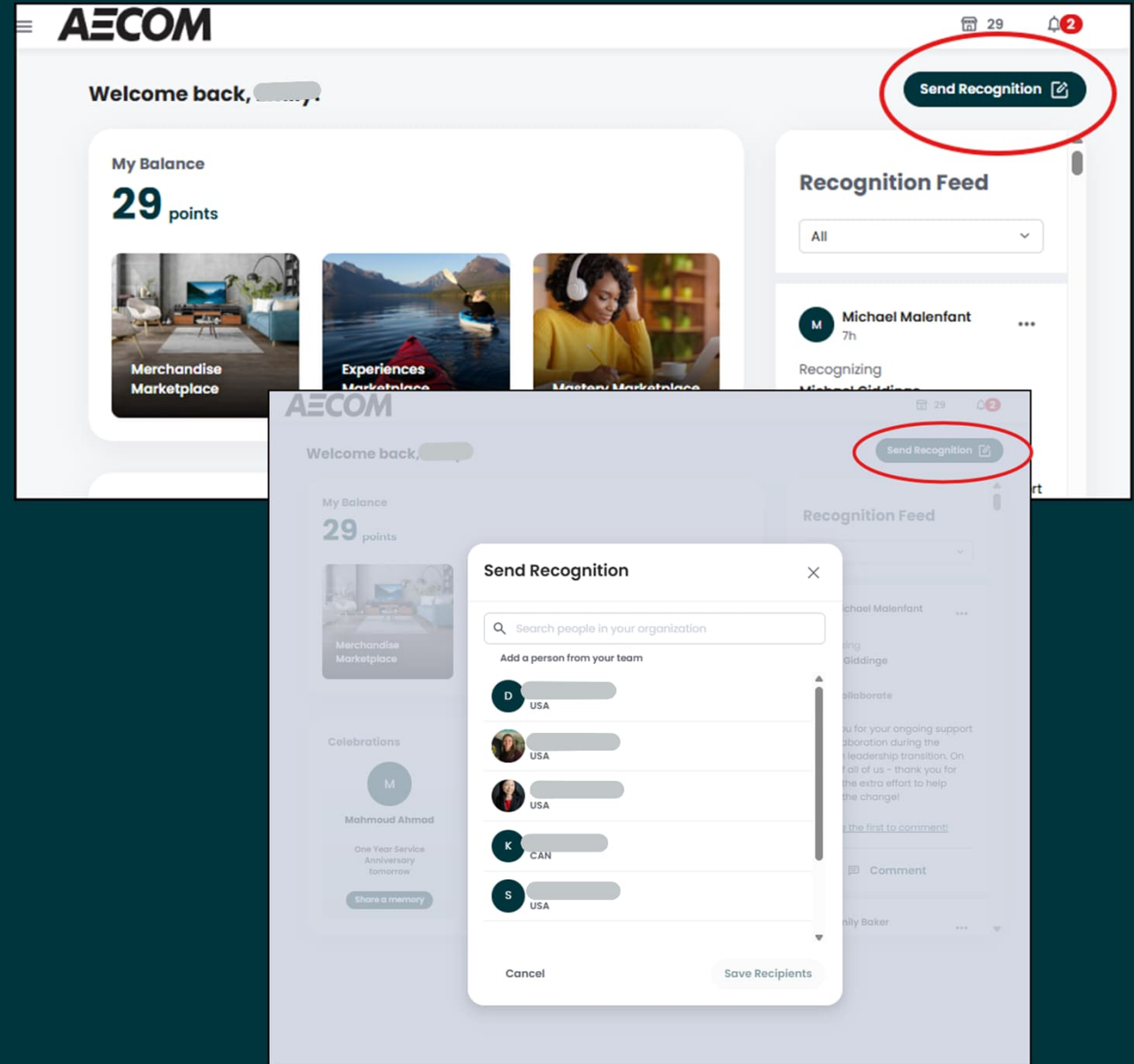
Don't forget to recognize outstanding work regularly!



Kudos – Contributions are Key!

How to create a Celebration Moment:

- [Log into your Kudos account](#) and click the Send Recognition button
- Choose who you want to recognize
- Choose someone from your team or search for another employee.
- If you choose multiple people, all will experience a shared Celebration Moments page

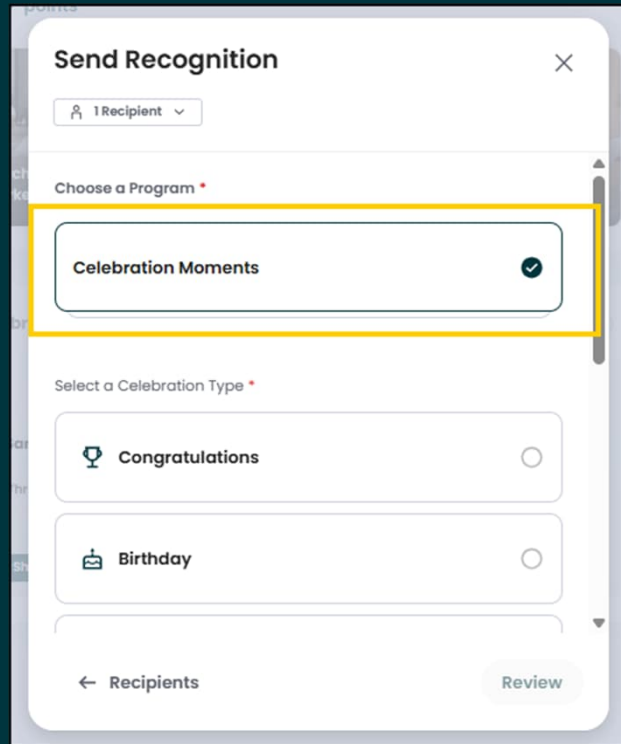


Create a Celebration Moment

1

Select Program

- Choose the Celebration Moment option

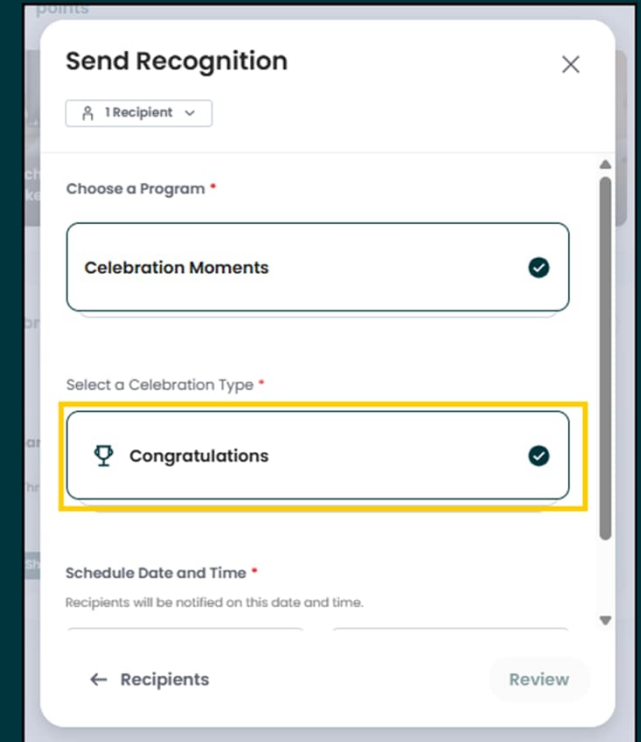


The screenshot shows the 'Send Recognition' form. At the top, there is a dropdown menu for '1 Recipient'. Below it, the 'Choose a Program' section is highlighted with a yellow box, showing 'Celebration Moments' with a checkmark. Underneath, the 'Select a Celebration Type' section has three options: 'Congratulations' (with a radio button), 'Birthday' (with a radio button), and an empty field. At the bottom, there are buttons for 'Recipients' and 'Review'.

2

Confirm Program and Select the Celebration Type

- Celebration Types can configured by Program



The screenshot shows the 'Send Recognition' form. At the top, there is a dropdown menu for '1 Recipient'. Below it, the 'Choose a Program' section shows 'Celebration Moments' with a checkmark. Underneath, the 'Select a Celebration Type' section is highlighted with a yellow box, showing 'Congratulations' with a checkmark. Below that, there is a 'Schedule Date and Time' section with a note: 'Recipients will be notified on this date and time.' At the bottom, there are buttons for 'Recipients' and 'Review'.

Create a Celebration Moment

3

Select Delivery Date, Time and Time Zone

- This is the date the Recipient(s) will be notified that the page has been created

The screenshot shows the 'Send Recognition' form with the following elements:

- 1 Recipient (dropdown)
- Celebration Moments (checkbox checked)
- Select a Celebration Type *
- Congratulations (checkbox checked)
- Schedule Date and Time *
- Recipients will be notified on this date and time.
- 9/1/2025 (calendar icon)
- 8:00 am (clock icon)
- Time zone dropdown menu with options: Europe/Andorra, Asia/Dubai, Asia/Kabul, America/Antigua, America/Anquilla.
- Recipients (back arrow)

4

Review

- Final review screen to ensure all is correct
- Ability to make edits OR delete the page prior to delivery date

The screenshot shows the 'Send Recognition' form in the review stage with the following elements:

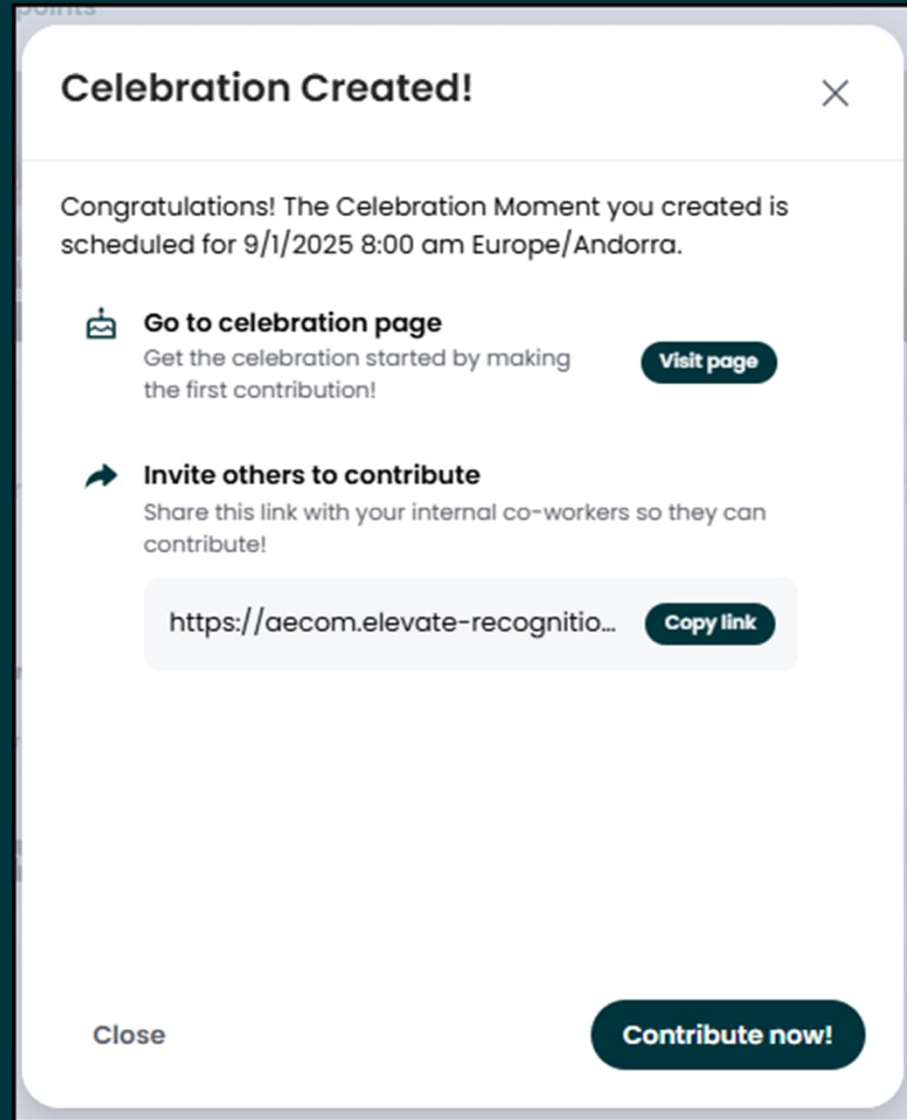
- 1 Recipient (dropdown)
- Program (dropdown)
- 1 Recipient (with Edit button)
- USA (with progress bar)
- Program (with Edit button)
- Celebration Moments
- Congratulations
- 9/1/2025
- 8:00 am Europe/Andorra
- Recipients will be notified on this date and time.
- Submit button

Contribute

5


Copy Celebration Link


- Copy link and share with others or select 'Contribute now!'



Celebration Created! ✕

Congratulations! The Celebration Moment you created is scheduled for 9/1/2025 8:00 am Europe/Andorra.

 **Go to celebration page**
Get the celebration started by making the first contribution! [Visit page](#)

 **Invite others to contribute**
Share this link with your internal co-workers so they can contribute!

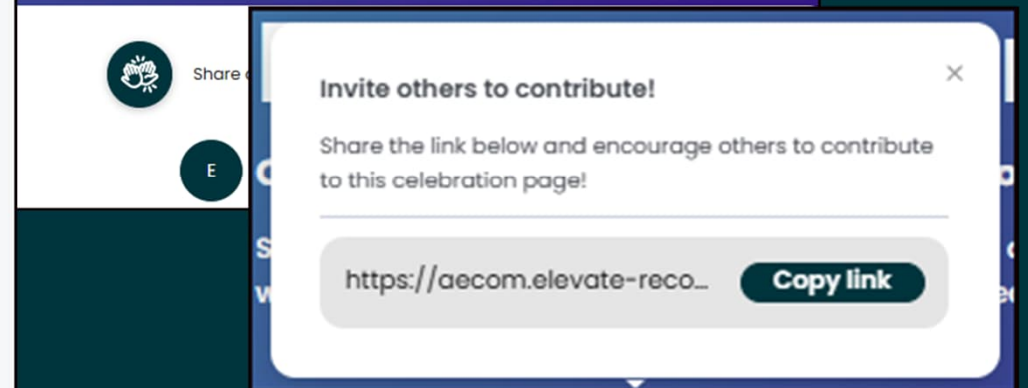
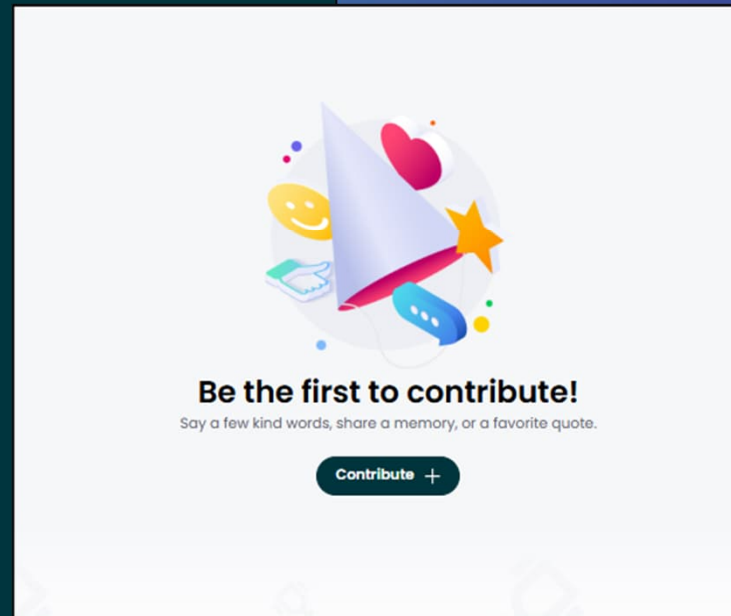
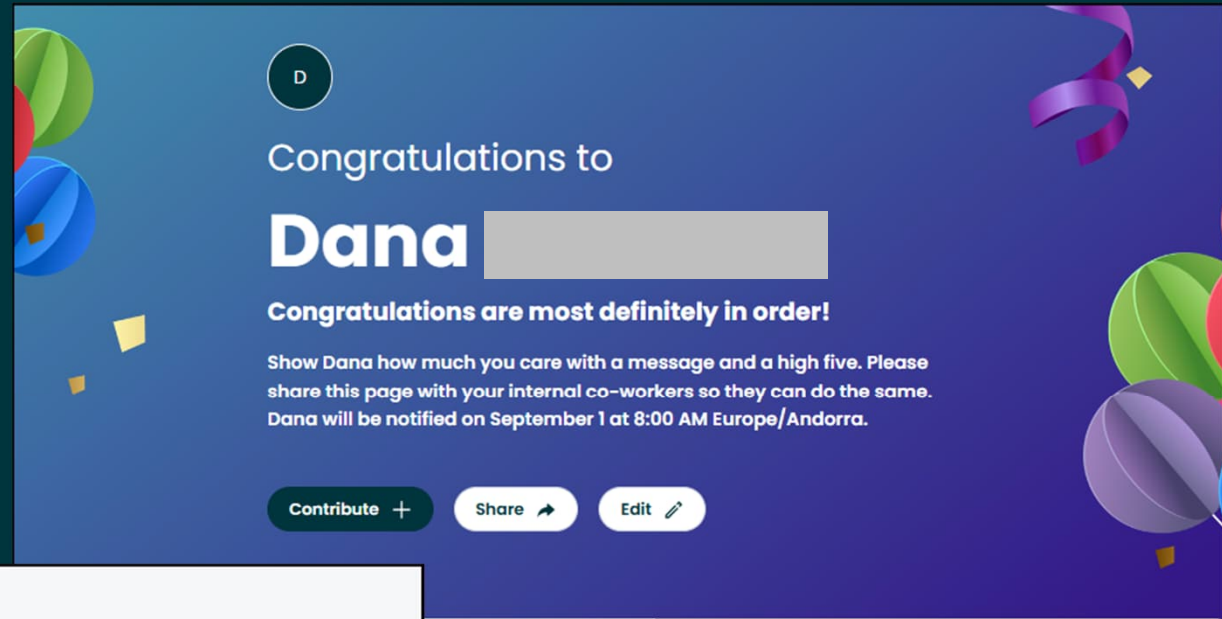
<https://aecom.elevate-recognition.com/celebration/1234567890> [Copy link](#)

[Close](#) [Contribute now!](#)

Contributions are key!

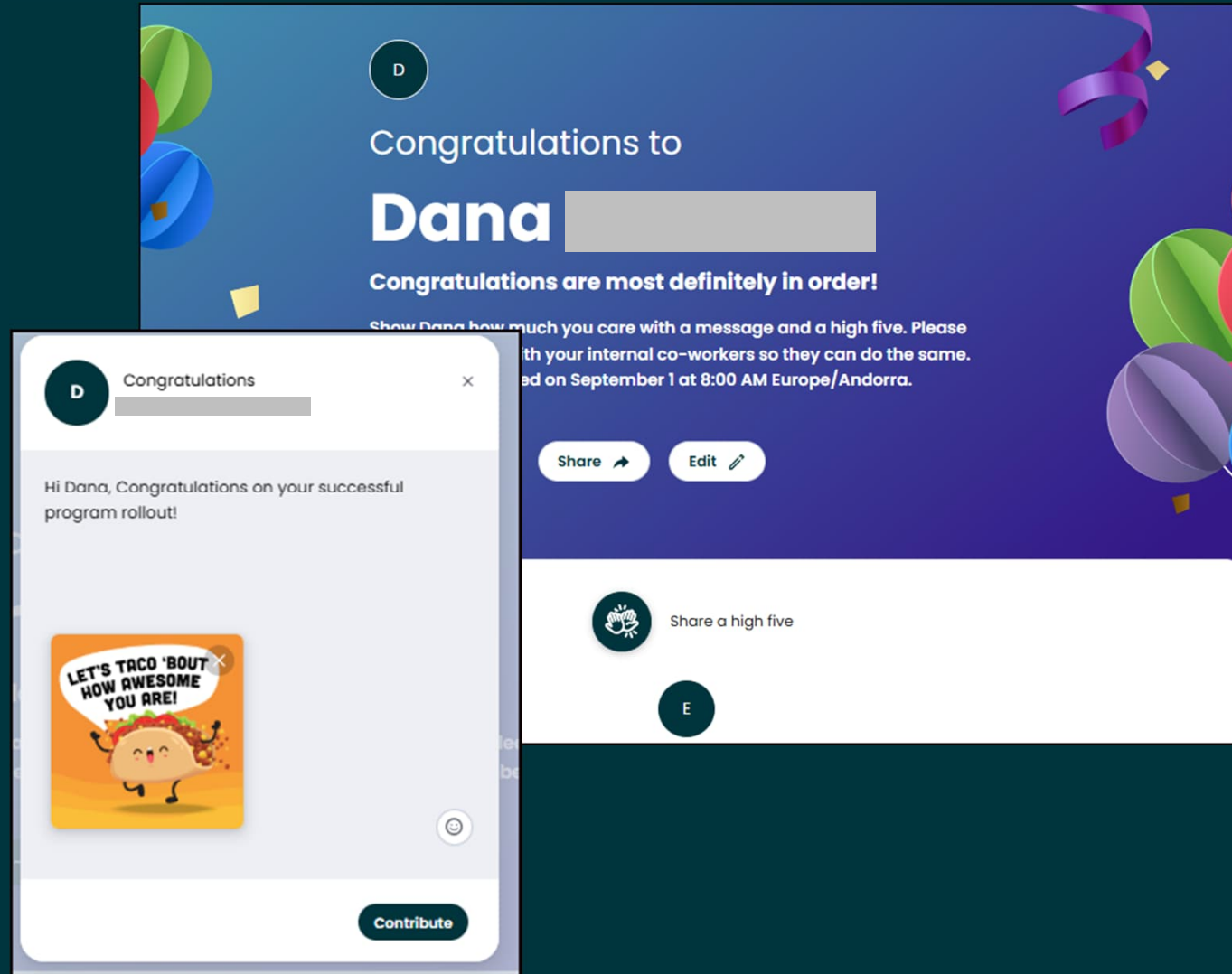
Contribute and Invite Others!

- Add the first contribution
- Give a High Five
- Click and share the link to begin the celebration contribution process



Contributions are key!

- Contributors can personalize their message with photos, gifs and emojis
- A library of stock images or Instagram-like backgrounds is also available
- Likes and Comments will enhance the social experience.



Recipient Experience

- When the big day arrives, Recipients are notified about their Celebration Moment!
- Recipients can view their Celebration Page, add their own Likes & Comments and send a Thank You message to all contributors.

