

## Judging instructions

1. Your login information will be provided to you. Please make sure that pop-up windows are allowed for this site.
2. Once logged in, you will see a drop-down bar that reads “Please select.” This is where you will choose your first category to judge. Only categories (or classes) assigned to you will appear in the drop-down menu. You will need to judge all of the categories listed one at a time.

*NOTE: The rules for the contest you’re judging are available in the top green bar; you may need to scroll to the right to see them. If you have any questions about the categories you are judging, please refer to these rules.*

3. When you select a category to judge, all of the entries in that category will appear in the window below the green bar.
  - a. To view a JPG image, click on the thumbnail of the image to open it in a pop-up window. If there is more than one image for that entry, you can flip through the images using the arrows that appear on the image.
  - b. Clicking on the file name for the image will allow you to download the image to your computer so you may view the images in another viewer and side-by-side on your screen.
  - c. Clicking on a PDF file icon or file name will create an action based on your own browser settings. It may open a download window, download automatically or give you the option of viewing the file either in the browser or by another application such as Acrobat.
  - d. Entries that include URLs have clickable links under the URL heading. If a URL is listed in the Explanation instead of in the URL column, you will need to copy and paste the URL into your browser window.
  - e. Entries may have text under the “Explanation” heading. This will give you more information about the entry. Larger blocks of text are truncated, so clicking on the underlined word “More” will allow you to read the full text.

**4. To record changes (ie, judge the entry)** you must press the “Judge” button next to each entry that you wish to record. Pressing the “Judge” button activates the optional Judges Rating, Placement and Judge Notes. It also activates the “Save” and “Cancel” buttons. *NOTE: Each entry must be saved or your changes will be lost. You can save all the changes at once by pressing the “SAVE ALL FIRST” button that appears in the green bar at the top.*

- a. The Judges Rating allows you to give a quick assessment of an entry. This rating is not seen by the entrant and has no impact on the actual judgment of the entry. It merely allows you to rate entries so you can narrow down the field.
- b. After saving your ratings, you can sort the entries by their ratings by clicking on the Judges Rating link in the green bar. Click it again to reverse the order.

c. After rating the entries, determine the placements. Under the placement heading, there is a drop-down menu when an entry is open for judging. You may have more than one entry open for judging at the same time.

d. When giving an entry a placement, please also write in judge's comments in the box that opens underneath the Judge Notes heading.

e. Be sure to save your changes. Again, you may use the "SAVE ALL FIRST" button at the top if you prefer.

5. After saving all your judgments, you are ready for your next category if there is one. Use the "Please select" drop-down menu to select your next category. Judge the same way as the first one.

6. When **all** of your categories have been judged and saved, you are ready to click the "Done Judging" button. After verifying that you are done, clicking the "Done judging" button will send an email to the press association letting them know that the entries assigned to you have been judged.

That's all there is to it. If you have any questions, please call the press association that is hosting the contest.