

Gateway Camera Club

Website Judging Instructions

A. Website Judging Procedure

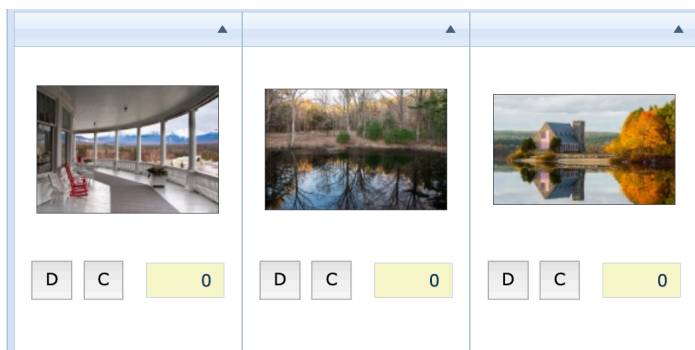
1. Judging is done via the website - <https://gatewaycameraclub.visualpursuits.com/default.aspx>
2. Log in using your email address and password
 - if you do not remember your password or do not have one, click on **Reset Your Password**
 - within a few minutes, an email will be sent with your new password



3. On the main menu, select **Judging** then **Judging Queue for Website Judging**
4. Click on **Select** to judge the first competition – (the below may differ from what might you see)

Select	2/9/2021	Black and White	Themes
Select	2/9/2021	Creative	Creative
Select	2/9/2021	Nature	Nature
Select	2/9/2021	Pictorial	Pictorial

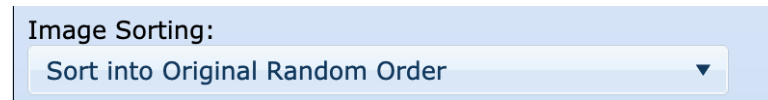
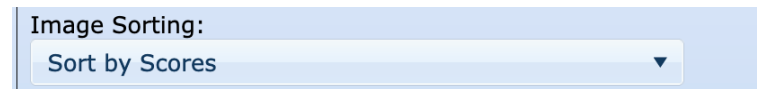
5. In “**Competition Level to Process**”, select the first class – B
6. You will now see thumbnails of all the images. You can click on each image to view a larger image.



D = disqualify (do not use)

C = critique. You may enter comments if you desire. It is not required at all. Only use the **Additional Comment** box.

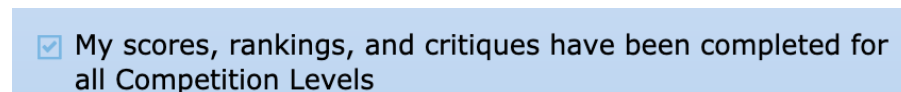
Enter your **score** in the box. Best to enter scores in larger view mode. After some scores have been entered, you may sort by selecting **Sort by Scores** from the dropdown box in the thumbnail view. Sometimes the image sorting is finicky so you may have to select another sort option and then go back and select Sort by Scores.

A screenshot of a light blue rectangular box. Inside, the text "Image Sorting:" is followed by a dropdown menu. The dropdown menu is open, showing the option "Sort into Original Random Order" with a small downward arrow to its right.A screenshot of a light blue rectangular box. Inside, the text "Image Sorting:" is followed by a dropdown menu. The dropdown menu is open, showing the option "Sort by Scores" with a small downward arrow to its right.

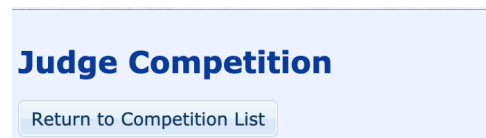
7. After you have finished with Class B, click on **Save Updates** and then select Class A from the **Levels Box**. Repeat the above steps, save and move on to Class AA.

8. Please do **NOT** assign awards or ribbons.

9. When finished with all four categories, check the **"My scores, rankings and critiques have been completed for all Competition Levels"** box in each category.

A screenshot of a light blue rectangular box. Inside, there is a checked checkbox (a small square with a checkmark) followed by the text "My scores, rankings, and critiques have been completed for all Competition Levels".

10. Click the **"Return to Competition List"** at the top of the screen to move onto the next category

A screenshot of a light blue rectangular box. At the top, the text "Judge Competition" is written in a bold, dark blue font. Below this text is a button with the text "Return to Competition List".

Additional resources:

[Competition Guide for Members](#): this document will give a complete description of the different categories, scoring and competition process.

[Competition Guide for Judges](#): this is a summary document highlighting key points about the different categories and judging criteria.