## A. Website Judging Procedure

1. Judging is done via the website - https://www.gatewaycameraclub.org/Default.aspx

2. Log in using your email address and password if you already have a Visual Pursuits account.  If not, credentials will be sent to you.

3.  On the main menu, select **Judging** then **Judging Queue for Website Judging**
     - check the box next to "**Display only competitions where I am a judge**" or find your competitions in the list

4.  Click on **Select** to judge the first competition.

**Competitions Needing Judging**

| Select | Competition Date | Competition Title | |
|---|---|---|---|
| Select / Analyze Judging | 9/21/2021 | Open | Open |
| Select / Analyze Judging | 9/21/2021 | Solitude | Theme |

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.
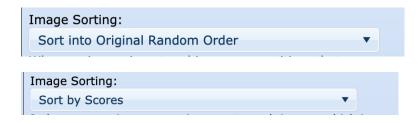


| D | C | 0 | | D | C | 0 | | D | C | 0 |

**D = disqualify** - do not use
**C = critique** – not required but you can if you want.  Use the comments box instead of the "canned" sections

**Scoring:**  Enter your **score** in the box.  You may enter scores in thumbnail view or in larger view.  It's best to use the larger view to score images. After some scores have been entered, you may sort by selecting **Sort by Scores** from the dropdown box in the thumbnail view on the thumbnail screen.  Sometimes the image sorting is finicky so you may have to select another sort option and the go back and select **Sort by Scores**.

We ask the judge to score each image on a scale of 18-30 with outstanding images receiving scores in the mid-upper twenties, average images in the lower to mid- 20's and poorer quality images in the high teens

Image Sorting:

Sort into Original Random Order ▼

Image Sorting:

Sort by Scores ▼

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 and then save.  Repeat for Class AA

8.  When finished with all two classes, check the "**My scores, rankings and critiques have been completed for all Competition Levels**" box.  Do not assign awards.

☑ My scores, rankings, and critiques have been completed for all Competition Levels

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

**Judge Competition**

Return to Competition List