In Interclub, the judging of one Group is by a Host Club that belongs to another Group to avoid conflicts. The designated Host Club is responsible for downloading the entered images and aligned scoresheet and running the competition in a controlled manner. The Host Club’s Primary Representative is to choose a Judging Chair to run the competition and three judges. (see more information below)

If possible, it would be appreciated if judging could be completed in 3 weeks from the date of arrival which is usually 2 days after the Round’s deadline.

We are now offering ONLINE judging software- See below if you would like to use this new support.

RECEIVING FILES:
As a host club you will receive the images and scoresheet from the Division Director by WeTransfer or another electronic program that can send large files.
For We transfer You do not need the WeTransfer program

Here's how to download files that someone has transferred to you:
1. In your e-mail program, open the message from WeTransfer.
2. Click the Download button...
3. Click Download.
4. Choose where to put the file on your hard drive and click Save.
5. On the WeTransfer site, click Okay.

FILLING OUT SCORESHEET
- The scoresheet is in the CSV format: You may transfer this format into any other format (Excel or Numbers) during the judging.
- Fill out the top line with the names of

<table>
<thead>
<tr>
<th>Supervising Club</th>
<th>Judging Date</th>
<th>Supervisor</th>
<th>Tabulators</th>
<th>Assistant</th>
<th>Judge 1</th>
<th>Judge 2</th>
<th>Judge 3</th>
</tr>
</thead>
</table>

- Do not alter any columns as they must remain in the exact same column layout as sent to allow the software to record the results.
- However, you may sort score and image rows as needed to determine the top images. Please maintain the top 4 rows exactly as sent in the scores sheet.
- When judging is finished please export back to the CSV format and return the completed scoresheet to the director.
- Please ask the judges to send images to their trash and remove from their computers.

JUDGING OVERVIEW
Host Club: A Host Club is defined as the club Judging one group of the designated competitions. (Host clubs usually are participants of the Division Competition. Each club is judged by a club from a different group. Clubs from the same group will not be allowed to judge each other. If a club does not have enough experienced judges, outside judges can be invited, however these judges may not be part of the club they will be judging or related to any of the club members they will be judging.

Judging procedures: Each Host Club can decide how to judge the images.

- **In Person Judging:** Host Clubs may project images and have a face-to-face meeting. In Face-to-Face Judging the Host Club uses a suitable means of viewing the images for the judging. If a digital projector is used, the resolution must be at least 1400 pixels wide with enough brightness, contrast, and sharpness to display the images properly. Individual monitors may be used, as long as the judges can comfortably view the image. Extreme care must be taken to show the images on a calibrated device. Today there are many hardware/software solutions to calibrate the monitors. Verifying the accuracy with a grayscale and an image with flesh tones is highly recommended. For optimum viewing using a projector, the judges should be viewing from 2 to 2 1/2 times the distance of the width of a horizontally projected image. There are many suitable immediate scoring programs using either physical or Zoom meeting settings.

- **On-line Judging (your own process within your club):** In this format the Host Clubs utilizes on-line judging software or may wish to send the images and scoresheets to the judges. *WeTransfer* is a free program to use but there other similar programs. Each judge scores the images independently using their own computer and then sends the completed scoresheet back to the Judging Chair (supervisor). The Judging Chair or tabulator tallies all scores and schedules a zoom or face to face meeting to determine the Merit and HM awards. *It is felt by many in the field of judging that online judging that offers 4-5 days for the judges to peruse the images as the fairest method to judge and eliminates quick and hasty scoring.*

- **Materials:** All images for judging, and Scoresheets, will be sent to the Host club via WeTransfer and will be ready for judging. Such transfer does not require the software to be on the Host Club’s computer. The Host Club simply downloads the files to their computer’s hard drive. The Host club is to disperse the materials to the Judges as defined by Club procedures. After the Competition round, the Host Club and all judges are asked to remove the images from their computer using their computer’s trash system.

- Images and Scoresheet are in the CSV format and are aligned by filename.

- **Scoresheet:** The Scoresheet will be sent in the CSV format. No additional columns or Rows can be added. You may wish to use another format for judging like Numbers or Excel, but it is appreciated if the scoresheet is re-formatted back to the CSV format.

- Please fill in the information at the top of the scoresheet, the total scores for each, Merit and Honorable Mention awards, and any necessary comments. The scoresheet is sorted by filename to align with the images. The scoresheet can be resorted after judging to determine high scores.

- **Scoring/Awards:** All images including Makeup images shall be scored from 1 to 5, with 5 high and 1 low. The maximum total score of 15 points is possible. 20% of the scores, including make-ups images, are eligible for awards (Merit and HM), based on both the highest scores and judges’ discussion. One Method used is to form an eligible score group of images in excess of the needed number of 20% and use the standard “IN” and “OUT” method by the judges.

- Judges will select approximately one half of the 20 percent of the total number of images for Honorable Mention Awards, and one half for Merit Awards based on scores and discussion. Scores are not to be readjusted, based on the award level received. *Therefore, it is possible that a higher scoring image may be selected for a Honorable Mention Award.* However, if a judge feels
they made an error in their scoring, their score may be readjusted with the judge’s request and consent.

Support:

- For questions before or during judging please contact the Specific Division Interclub Director first. If unable to reach the director, feel free to contact the PSA Interclub Director Nancy Speaker at nspeaker1@gmail.com. Please put Judging Question in the Subject line for a quick response.

- If there is a doubt on an image’s score the final decision should favor the maker.

- All judging scores are considered final, if guidelines are followed. PSA Interclub does not accept Challenges to the scores.

Judging Chair: This person should have a good understanding of judging, how to use Excel and be able to follow directions to download the images from the internet or choose a club member knowledgeable on managing the technical and software needs of the competition. In addition, they are responsible to be sure the judging offers a fair scoring for the club members being judged and that judges understand the judging process and the definition of the Division they are judging. It is up to the Host Club as to the preferred software to use for viewing and scoring the images.

The Judging Chair will:

- Select three qualified judges. The Judging Chair may invite judges that are not members of the host club, as long as the invited outside judge is not a participant of the club being judged. No judge or relative of the Host Club may have images submitted into the competition.
- Select a Tabulator
- Notify all members of the judging Team of the date, place, and time of the event.
- Before Judging, share the Judging Packet with the judges which includes the Specific Division Scoring Guide, and Division handouts. Each Division has a unique division scoring guide based on its definition.
- Review the included definition, and the scoring guide values of 1-5 with the judges before beginning the judging.
- Send the images with the scoresheet to all judges. (If doing online Judging)
- Monitor the judging and remind judges the scoring guide should be followed.
- If using a projected method, it is recommended that Images not be previewed, to avoid positioning images relative to each other, rather than by absolute merit. Previewing non-competition images to the judges may be useful so that judges understand the projected quality before judging.
- Coordinate the discussion for awards after the judging
- The Tabulator Identifies all images that received a score of 1 by any judge and brings these specific image/s up for discussion. The judge marking the score of 0 or 1 must share the reason and have a discussion with the other judges. The judges are free to change their score or leave it and if the score of 1 remains a specific reason must be written in the Comment Column. If there is no comment and we are unable to verify with the host club the reason for a score of 1, the receiving director will change the score to 2.
- Guide judges in discussion for selecting awards. The tabulator identifies approximately 20% of the top scores, including make-ups, as images eligible for awards. Based on points and the judge’s comments, image entries in excess of the needed number shall be dropped using the standard “IN” and “OUT” voting method. (At least two judges must vote an image in.) Once approximately 20% have been selected, the judges will select approximately one-half for Honorable Mention, and one-
half for Merit and select specific images for Merit of Honorable Mention award selection using discussion.

- Reviews the tabulator’s scoresheet for accuracy.
- Ensure there are 20% awards recorded, and that the scoresheet is in CSV format.
- Potential problems that can create many misunderstandings from the receiving clubs include the following:
  - When an image receives a high total score and yet does not get an award. The Judging Chair must identify with the judges a clear reason for this. The Judging Chair may wish all judges to re-score the image or reevaluate their decision not to give an award to that image.
  - When an image receives a low total score, but the judges feel the image warrants a Merit Award. The Judging chair may wish to ask the judges to re-score the image.
- Sends the Completed Score sheet, and Judging Report to the Division Interclub Director.
- Judges scores can be changed after the scoresheet is submitted to the Director unless the Director and the Judging Chair both agree to the changes.

The Tabulator will: Identify the top scoring range of eligible images for judges to use to choose the top 20% for Awards. **Make up images can receive awards.** *(The percentage may vary slightly if needed. For example, avoiding reviewing a large number of images just to drop or pick up one image. The Tabulator should try to achieve 20% if possible, though.)*

- Scores **may not** be readjusted, based on the Merit or HM level earned. However, a judge may request that their score be changed. A Judging Chair may ask a judge to change their score or re-score an image based on the discussion of possible infractions. The Tabulator records the new score.

The Judges will:

- **Favor the maker if there is a doubt about an image’s score.**
- Review the specific’s Division definition before the Competition. This definition must be understood by the judges.
- Read and familiarizes themselves with the judging process to be used. The Process can be Face to Face or Online Judging.
- Read and understand the Scoring Guide. The judge must have a clear understanding of any score of 1 and can share the specific reason when asked.
- Reads and understands all Division materials for judging.
- Judge the images when directed by the Judging Chair.
- Use the full scale of scores 2-5 to rate the images; will not assign just two or three of the scores to everything. *(A score of 1 is for a DQ criteria)*
- Participate in a discussion to choose the Merit and HM Award Images.
- Allow makeup images to receive an award.
- Ensure there is a specific comment on the scoresheet for every score that receives a score of 1 or 0.
  - No Judges’ scores can be changed after the scoresheet is submitted to the Director, unless the Director and the Judging Chair agree on a change.

The Director will:

- Ensure there are 20% awards recorded, and that the scoresheet is in CSV format.
- Ensure there is a specific comment on the scoresheet for every score that receives a score of 1 or 0.
• Upload the completed scoresheet into the new website’s software.

The Standings, the total score points for each club, headquarter file and rewriting of files names for posting on the PSA Web Site will be completed by the new software.

NEW

• We now offer ONLINE judging using our software. All Division Competitions listed below are prepared to offer this new option with limitations as noted: Nature (for USA clubs only) and Color, PJ and Photo Travel (all countries) The Monochrome Director often travels during the Competition season and is unable to offer this for 2023-24.

  o If you are judging one of the above competitions where the director is offering this new support, please let the Division Director know ASAP before the round deadline
  If you have judged Exhibitions, this is using similar software and process.

  o Send this information to the Director before the Round’s Deadline date or the files will be sent to you as before. It cannot be implemented after the deadline date.

  ▪ Names and email addresses of each judge
  ▪ Specific date and time (include your time zone) for the Final award selection Zoom Meeting. Since the software is managed by the Director, this time and date needs to be agreed to by the director as well. Offering several choices is usually best. The Color, Nature, and PJ directors live in the USA, the Photo Travel Director lives in India

  ▪ Procedures:
    • Dear Judges, please click on the link below to view an instructional video on how to navigate the Judging software. Hopefully your Interclub Rep has sent the judges’ email addresses, the desired hour your judging team wish to have the zoom scheduled, and I have confirmed that I can make that date I will send a judging email address link one week before the Scheduled Zoom Meeting. After you have judged the images, I will send a zoom link to view the results of your judging and choose the awards.
      o The online JUDGES judging tutorial is at:
        https://youtu.be/eA420Rr7mjg
      o WORLD CLOCK CONVERTER
        https://www.timeanddate.com/worldclock/converter.html

    • Once the information of names of judges, their email addresses and zoom meeting date is to me (the Director) a link will be sent to each judge to judge the images at their convenience one week before the zoom meeting. Judges will have one week to judge the images online. However, you can structure this time frame to increase this time if your judges need more time. It is suggested to give judges at least a week.

    • Judges will score the images based on the scale of 1-5 following our specific Scoring Guidelines Rubric for each division competition and using the Visual Guide
• On the date of your zoom meeting, the director will handle the software and you will need a Judging Chair to direct the judge’s discussion of Merit and HM images.