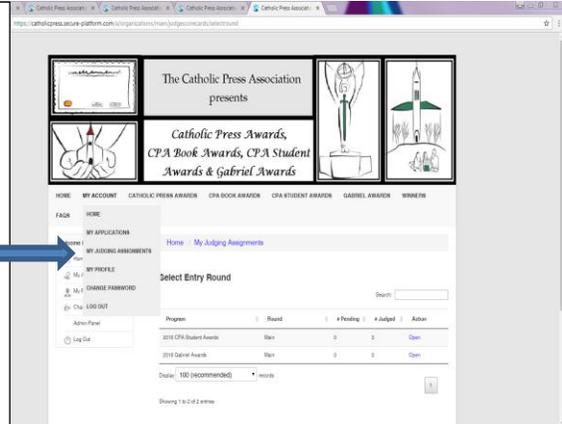


Steps for judging assignments:

Step 1: After you have logged in using your email address and your current password use these instructions. If you need help logging in please email kathleen at kholloway@catholicpress.org.

To the right hand side is the drop down box called my account. When you hover over this icon it will allow you to view the drop down where you will find your assignments called **my judging assignments**.

This will take you to the next screen. Step 2



*Judging assignments can also be found here:

On the left hand side of your screen (once you have logged in) you will see a box with a list of titles. One of the titles is my judging assignments.

*These two places will bring you to the **same** place to start judging your entries you have been assigned.

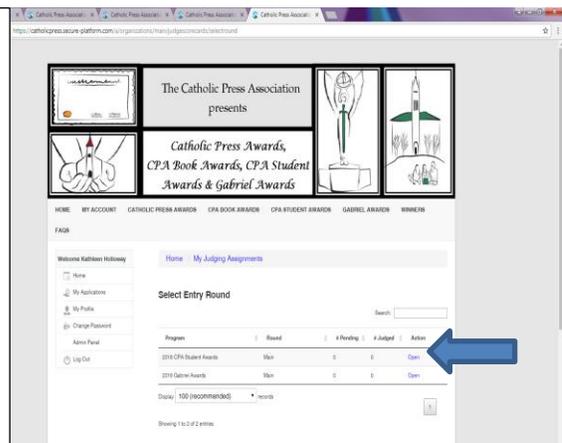
*Keep In mind, this is just another place you may start.



Step 2:

After you have selected that, the next screen should look like this. You should see a list of your assignments. You will then click open- the blue icon to the right of the entry.

This will take you to the next screen. Step 3



Step 3:

Once you click open, the screen should look like this with a list of view all categories. Click [open](#).

This will take you to the next screen. Step 4

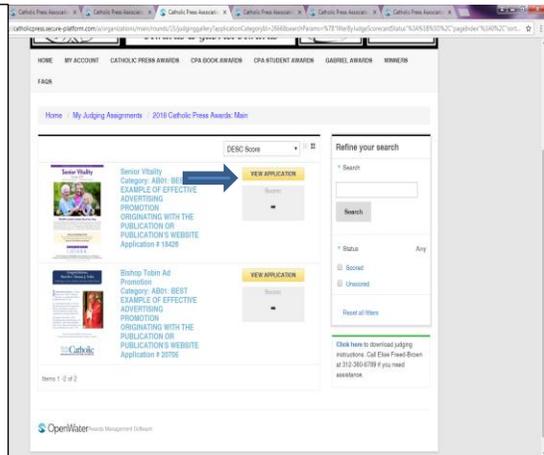


Step 4:

A new screen should appear with your assignments. To the right is an example of what this page will look like. From here, you can start judging!

To Judge: **Click view application**

This will take you to the next screen. Step 5



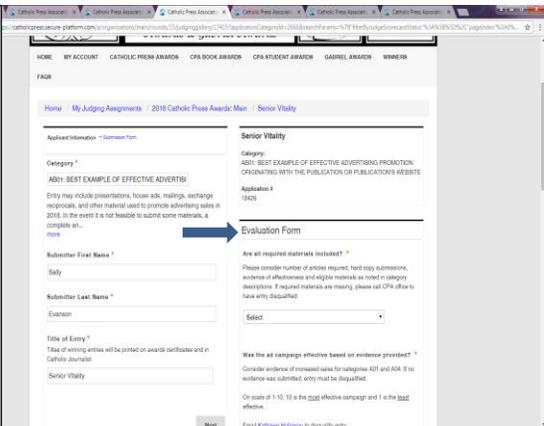
Step 5:

The next screen should look like this. You are now on your first entry and ready to get judging!

To the right hand side of your screen is the evaluation form where you will rate the entry-

To the left side of the screen is the application of the applicant. Please read the entry in full before judging

*If you need help with rating please refer to the judging instruction manual.



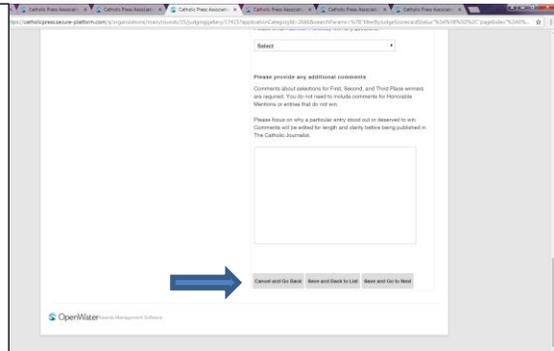
Step 5 Part 2:

At the bottom of this same page you will see these three icons.

*If you want to complete this entry you must click **Save and Go to Next**.

*If you need to log out and come back to the entry later, no worries, just click **save and Back to list**.

*If you DO NOT want to save any of your work you can click **Cancel and go back**.

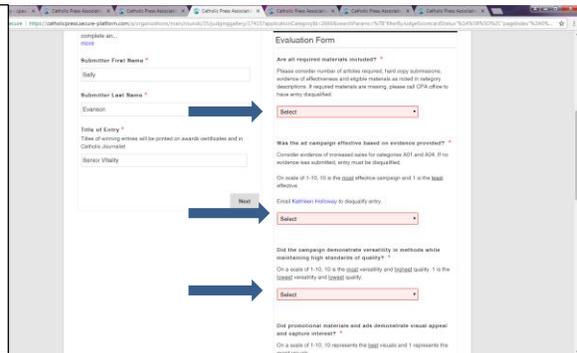


Please remember, the application will not let you proceed to the next page unless you have answered all questions.

If you have not, the questions will appear in red.

*Examples of unanswered questions:

If the system is not allowing you to proceed, look for these red boxes. This will indicate an unanswered question.

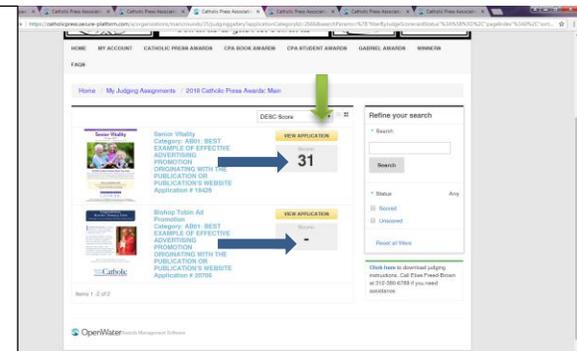


If there is a second page of the form, it will appear here. Due to applicants content, the form might be pushed onto a second page. If not, the system will bring you to the next entry, or back to the main page if you do not have any more entries to judge.

Score:

Once you have scored your entry and returned to the applications page, you can see your entries and their scores. To the right is an example of a scored entry and an entry with no score. This will help you make sure you are completed with an entry.

*If you need to go back and change something click on view application. (green arrow).



If you have any other questions or need further assistance, please contact the office at (312) 380-6789 or email cpaawards@catholicpress.org.