



# 2019 Student & Alumni Awards Judging Instructions

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## Welcome to the 2019 Student & Alumni Awards

The Student and Alumni Awards is a recognition program for students and alumni from catholic universities or Catholic alumni magazine and highlights the work of members during the previous year.

We thank you for taking the time to judge the Students and Alumni Awards. This is a valuable program for CPA, and we could not manage this program without your expertise and your effort.

The following pages contain background information and steps for using the website to judge the 2019 Gabriel Awards. CPA staff are happy to answer your questions or offer assistance at [cpaawards@catholicpress.org](mailto:cpaawards@catholicpress.org), or 312.380.6789.

**Thank you for participating!**



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## ***Background Basics***

### **Awards Website**

- All judging for the Catholic Press Awards will take place in our awards website: <https://catholicpress.secure-platform.com/a/>. On this website, you can view all of your judging assignments, score entries, add comments, and choose winning entries.
- Returning judges: Log onto the website using the same email and password as last year. If you do not remember your password, click the “lost password?” link to reset it.
- New judges: A profile has already been created for you in our system. Before judging opens on March 1, you will receive an email that automatically assigns a password to your account. Use this password to log in, update your profile, and evaluate entries. You are encouraged to create your own password once logged in.
- Please email CPA at [cpaawards@catholicpress.org](mailto:cpaawards@catholicpress.org) if you have not received your log-in information by Feb. 15

### **Hard Copy Submissions**

Specific categories require the participant to submit a “Hard Copy” so that judges can review the actual product. The CPA office ships those copies to the judge in late February. Scoring is still done online for that category.

### **Placement and Comment Updates for 2019**

Judges may award up to five winners per category, a First, Second, Third, and two Honorable Mentions. Honorable Mention is to be used for entries that did not quite merit a Third-place position. Awards must be given in consecutive order so that Honorable Mention is only used if places 1-3 are filled, and only if you feel it is merited, it is not required.

Judges must provide comments for all First, Second, and Third place winners. The comments are read by all participants and should include a few positive sentences that summarize why the entry won.

### **Disqualification**

The CPA office does its best to run interference on entries that are incomplete or ineligible. Due to the high volume of entries, sometimes ineligible submissions get through. You have full authority to disqualify an entry for the following reasons:

- Incorrect number of elements (i.e., submitting one article where three are required)
- Content was not published in 2018
- Content submitted does not match category description

To disqualify an entry, state the reason in an email to establish an official record of the decision. CPA office staff will remove the entry from your assignments and keep a record of the reason. Email to [cpaawards@catholicpress.org](mailto:cpaawards@catholicpress.org)



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## *Judging Process*

### 1. Access your assignments.

- A. From the homepage of the awards website, enter your email and password to log in. Once you are in,
- B. Click “My Judging Assignments.”
- C. Click “Open” on the line that indicates the 2018 Catholic Press Awards.
- D. Click “Open” again on the line that says “View All Categories.”
  - i. All of your assigned submissions will show up. You can filter your submissions by category and status (scored or un-scored) in the sidebar on the right side of the screen.

### 2. Evaluating an entry.

- A. Click “View Application” next to an entry that you wish to judge.
  - i. You will see two columns: the application on the left and the evaluation form on the right.
- B. Clicking “Next” at the end of the Applicant Information will pull up the Submission Form, which will have file uploads, URLs, and other information necessary to judge the submission.
  - i. You can click back and forth between the Applicant Information and Submission Form and the Evaluation Form will stay where it is.

After evaluating the entry, you have two options

1. Stop Working: Click “**Save and Back to List**”
  - i. This saves your work and takes you back to the list of your assignments, where you log out
2. Continue working: Click “**Save and Go to Next**”
  - i. This allows you to go straight to the next entry to be judged

### 3. Editing judgments. You have until 11:59 pm CT on March 31 to make changes.

- A. To change the score of an entry, search for it using the filters on the right side of the screen, then click “View Application.” Change scores as you see fit. Be sure to save your changes.

### 4. Assigning winners. Judges may award up to five winners per category, a First, Second, Third, and two Honorable Mentions. Honorable Mention is to be used for entries that did not quite merit a Third-place position. Awards must be given in consecutive order so that Honorable Mention is used only if places 1-3 are filled, and only if you feel it is merited, it is not required.

Judges must provide comments for all First, Second, and Third place winners. The comments are read by all participants and should include a few positive sentences that summarize why the entry won.

## **JUDGING DEADLINE:**

**11:59 p.m. CT – Saturday, March 31, 2019**