

Hello

Thank you for judging the 2021 CMA Awards!

Judging ends on Monday, April 5, 2021 at 9am CT

A few kind helpful tips and reminders about the judging process.

1. When you login to see your **Assignments**, the program gives you the option to view entries in several different ways. You can click **OPEN** to **View All, Category, or Sub-Category (if applicable)**.
2. To judge and place entries for each of your categories, it is best to **OPEN** go into each individual category to judge. If you **open View All Categories** you will see ALL entries from all categories (see screenshot example)
 - a. *For example (see picture):* If you were assigned subcategories, such as B04a and B04b, each one needs to be judged individually. They should not be judged as B04.

b. *For example (see picture):* B39 has no subcategory: judge as category is.

Category Name	# Pending	# Judged	Action
View All Categories	22	0	Open
B02: Spirituality	7	0	Open
-- B02b: Hard Cover	7	0	Open
B04: Scripture	10	0	Open
-- B04a: Popular Studies	7	0	Open
-- B04b: Academic Studies	3	0	Open
B39: Newly Canonized Saints	5	0	Open

3. The program is set up automatically to list entries and winner score to the right of each entry. It does NOT tally your total score to the entire application.

So, if you would like to keep track of this, most of our judges will use a piece of paper and write down scores.

4. After looking over each entry and scoring them on this piece of paper, you can look at your list and determine who you would like to assign winner statuses. Then, you can click on each entry one by one and complete the scoring/placement under the **last question** on your evaluation form **before** the feedback/comment section.
5. Make sure to click “Save and Next” at the bottom of the screen so your work will be saved.

Once you log each winner status your list will include the scores to the right of each entry

50 for First place

40 for Second place

30 for Third place

20 for Honorable mention one

10 Honorable mention 2

Placements must be given consecutively so Honorable Mentions are only used if places 1-3 are filled, and only if you feel it is merited, it is not required.

****Each category can only have one 1st place, one 2nd place, one 3rd place, one honorable mention one and one honorable mention two.

Please choose "No Placement" for entries that are not receiving a placement.

You can go back and make edits until April 5, 9am CT.

If you have incomplete entries the number in this box will be a dash (-) indicating that you will need to complete this judging.

If you are unable to complete judging, please contact us as soon as possible.

To **disqualify an entry**, state the category, reason and submission number 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. You also may low score and give no placement to an entry.

I hope this helps, if you have any other questions please email us at cpaawards@catholicpress.org. Staff is working remotely during this time.

Thank you,

Kathleen Holloway and
Eucarol Juarez