How to Use the Website for Remote Judging

Sidney Camera Club uses the Visual Pursuits photo club website system to manage club activities, including some internal and external competitions and associated judging, live and remote. Judges require a Visual Pursuits account in order to login and judge SCC competitions.

If a judge already has a Visual Pursuits account, that account will allow login and judging on the SCC website for only the competition(s) to which the judge has been assigned. The login will not permit any other SCC website membership activities unless the judge is also a member of SCC. A new, separate Visual Pursuits account will not (cannot) be created as a person may have only one account on Visual Pursuits.

If a judge does not have a Visual Pursuits account an account will be created by SCC. This account does not grant membership to SCC and can only be used for login and judging competition(s) to which the judge has been assigned.

This Quick Tip walks through using the Remote Judging feature of the Visual Pursuits system used by SCC. Separate instructions will be provided regarding the judging, scoring and awards guidelines for the competition you are judging.

Using Website Remote Judging

Find the Competition(s) Assigned to You

- Go to www.sidneycameraclub.ca and click on the "Login" button on the right side.

- Log in with your Visual Pursuits account. If SCC has setup up the account for you, it is your email address as the login name and the password that has been sent to you by email.

- Click on "**Judge**" on the main menu bar.

- The Judging Queue page is displayed. Click on the box that says "Display only competitions where I am a judge". Each category is displayed as an individual competition.

- Click on the "Select" button beside the competition category you are judging.

- The Judge Competition page is displayed

- Scroll down and Click on the *"Competition Level to Process"* drop down arrow and chose *"Open All Levels"* or *"Combine All Levels"*.

- The images will be displayed at this point but you will probably have to scroll down to see the thumbnails of the images displayed at the bottom of the page.

- If you wish, you can turn off the titles by un-checking the box beside *"Display image titles"*.

- Click on the image you wish to judge to make the image fill the screen.

- Depending on your screen, you will probably have to scroll down to see the buttons at the
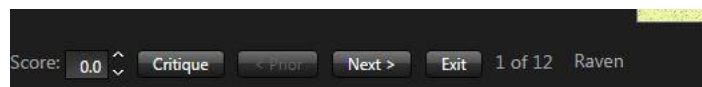
bottom of the image.

- Scoring:

- Use the "Score" Up/Down arrows or type in your score. Scoring system will depend on what competition you are judging. The scoring system for the competition you are judging will be given to you separately from this document.

- Critiques:

- Click on the "Critique" button and use the template presented and in accordance with the scoring instructions for the competition being judged
- Be sure to click on the **UPDATE** button at the bottom of the critique box before moving on to the next image. Check the bottom left side to ensure your score is still present when you have closed the critique box

- Click on the "Next" button to move to the next image.

- When you have finished judging all the images at the level:

- Click on the "Exit" button to return to the Judging Queue page.
- Click on "Sort by Score" to see the images displayed in order of their score.
- Check the thumbprints of the images to ensure each one has a score the last image may not save properly)
- You can change the score here if you want, but be sure to click on **SAVE UPDATES** before you leave this screen or your changes will be lost.
- When you have judged all the images in this category then check the "***My scores ... have been completed...***" box.
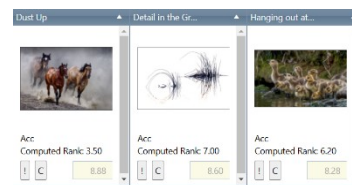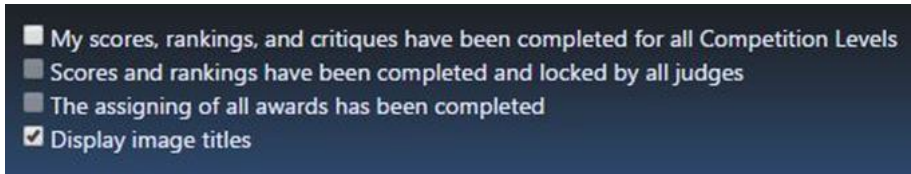

Assigning Awards

The judging (scores, critiques, ranking) of all images in the competition must be competed and marked completed (see above) before Awards can be assigned.

If you have been asked to assign awards:

- Select the competition level within the competition, then click on "Sort by Score".
  - The image thumbnails should now have a small grey box with an exclamation point beside the score. If this does not happen, try clicking on another level and then back to this one (bug in the system?).
- Now you are to assign the awards in accordance with the scoring directions for the competition:
  - Click on the grey box to see the awards options.
  - Click on the appropriate award.

- If you wish to award two images with the same placing you can override the options presented to you by clicking on the Override award box. Be sure to click on **UPDATE** before leaving this screen.
- Once you have completed the awards for this competition level click on **SAVE UPDATES**.
- When you have completed assigning the awards, then check "**The assigning of all awards has been completed.**" box.

Note: Video Help

- If you are judging with this software for the first time, we strongly recommend that you watch a video on how to use the software.
- Click on the box that says "Help with Website Judging" then scroll to the very bottom of the page and click on the link in blue "How to Judge Using the Website". This is an 11 minute video that goes through the process of judging on the website.
- You can ignore the first minute as we will create an account for you and have assigned you to a competition.
- We are using a numeric scoring system. We are not using the star system as shown in the video.
- When you have finished watching the *"How to Judge Using the Website"* video, close the *"edcenter.softwarepursuits"* tab at the very top of the screen to return to the Website Judging page.
- Close the *"Website Judging"* tab at the very top of the screen to return to the Judge Competitions page.