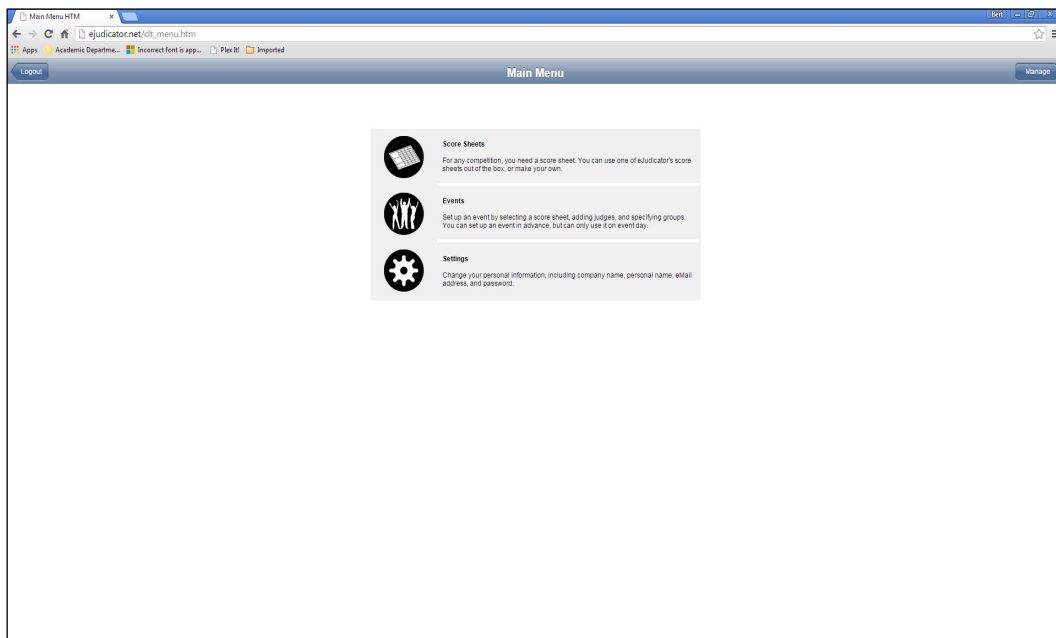


# ejudicator.com

Following is a brief explanation of how to use [Ejudicator.com](http://www.ejudicator.net) to setup an event. If you have different divisions, you'll want to setup a separate event for each one.

## STEP 1 – Login & Select Events

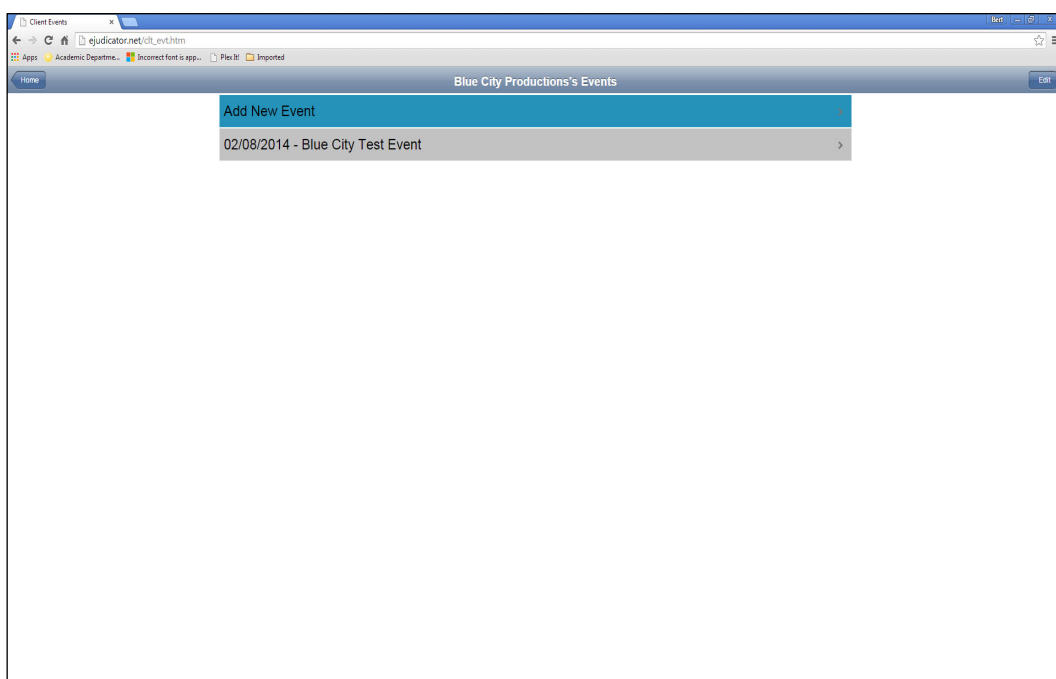
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Login at [www.ejudicator.net](http://www.ejudicator.net) and select the **EVENTS** icon.

## STEP 2 – Add a New Event

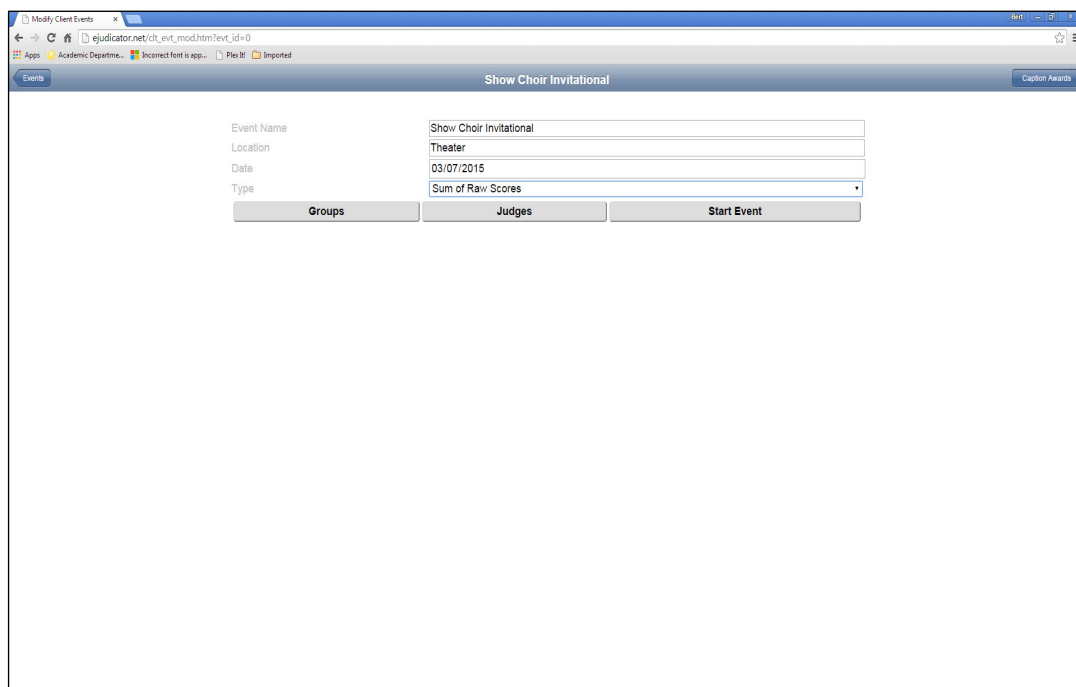
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Click on **ADD NEW EVENT** and type in the name of the competition. If there are different divisions within your competition, setup a separate event for each one.

## STEP 3 – Create the Event

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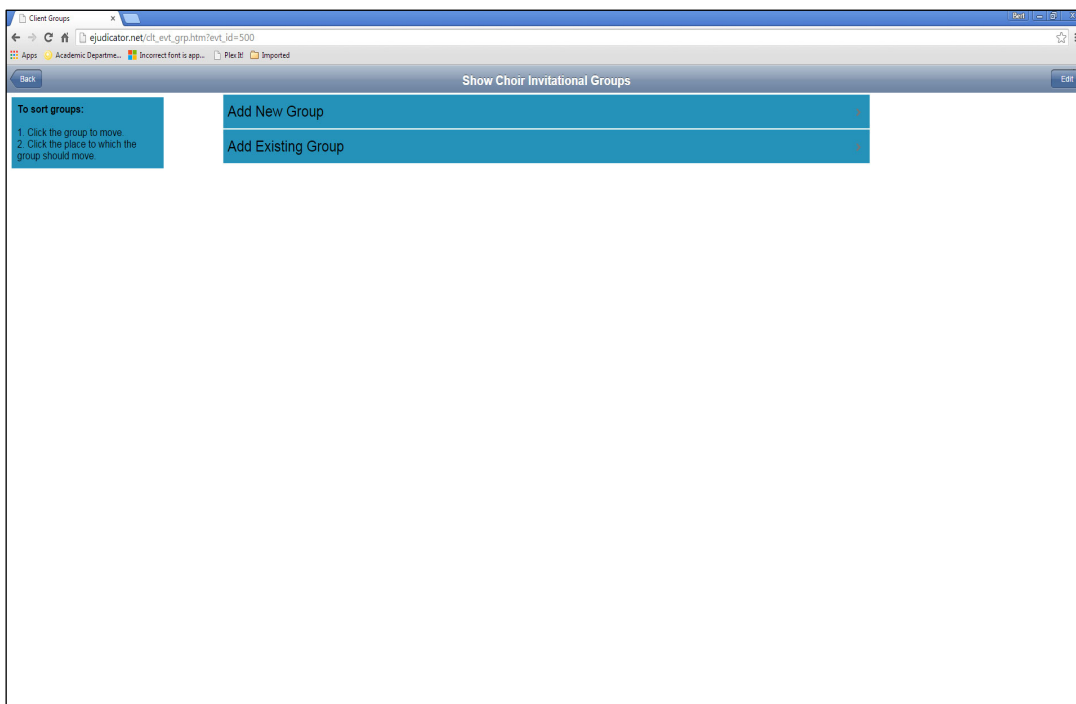
The screenshot shows a web browser window with the URL `ejudicator.net/evt_mod.htm?evt_id=0`. The page title is "Show Choir Invitational". The form contains the following fields and buttons:

- Event Name:
- Location:
- Date:
- Type:
- Buttons: , ,

Enter the Event Name, Location and Date. There are two options for adjudication. The first is **SUM OF ALL SCORES**. The second is **JUDGES RANK**. You can select which option at anytime prior to starting your competition. (The **GROUPS**, **JUDGES** & **START EVENT** buttons appear when the event name is entered.)

## STEP 4 – Adding Groups

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The screenshot shows a web browser window with the URL `ejudicator.net/evt_grp.htm?evt_id=500`. The page title is "Show Choir Invitational Groups". The page contains the following elements:

- Buttons: ,
- Section: "To sort groups:"
  - 1. Click the group to move.
  - 2. Click the place to which the group should move.
- Buttons: ,

Click on **ADD A NEW GROUP**. Enter the organization name, group name, director's name and email address. Repeat this process for all groups competing in the event.

## STEP 5 – Group Names

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The screenshot shows a web browser window with the address bar displaying `ejicator.net/ctrl_mod.htm?evt_id=500&grp_id=0`. The page title is "New Group". On the left, there is a "Back" button and a list of labels: "Sponsor Name", "Group Name", "Director Name", and "eMail Address". To the right of these labels are input fields. The "Group Name" field contains the text "Blue High". A dropdown menu titled "Matching Groups" is open, showing two options: "Blue Mushrooms / Blue High School / Jack Blu" and "Blue".

If a group has competed at any other competition they may be listed in the existing database. If so, you can select the group name there. If not, enter all the required information accordingly. Click on the [BACK](#) button in the left hand corner to return to the Event Screen and add Judges.

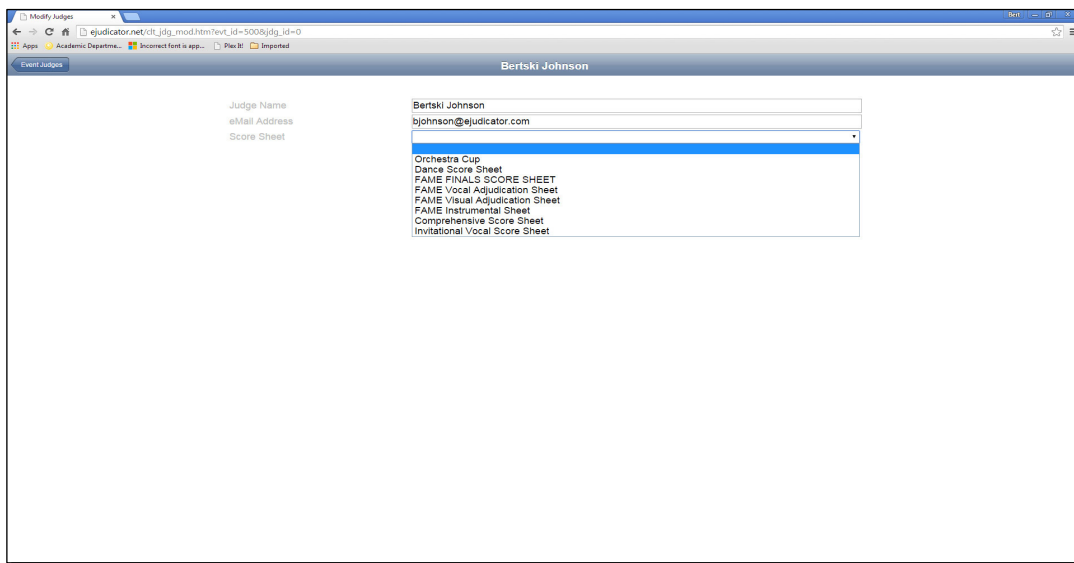
## STEP 6 – Add Judges

---

The screenshot shows a web browser window with the address bar displaying `ejicator.net/ctrl_evt_jdg.htm?evt_id=500`. The page title is "Show Choir Invitational Judges". On the left, there is a "Back" button. The main content area has two blue buttons: "Add New Judge" and "Add Existing Judge".

Click on [JUDGES](#) and [ADD NEW JUDGE](#).

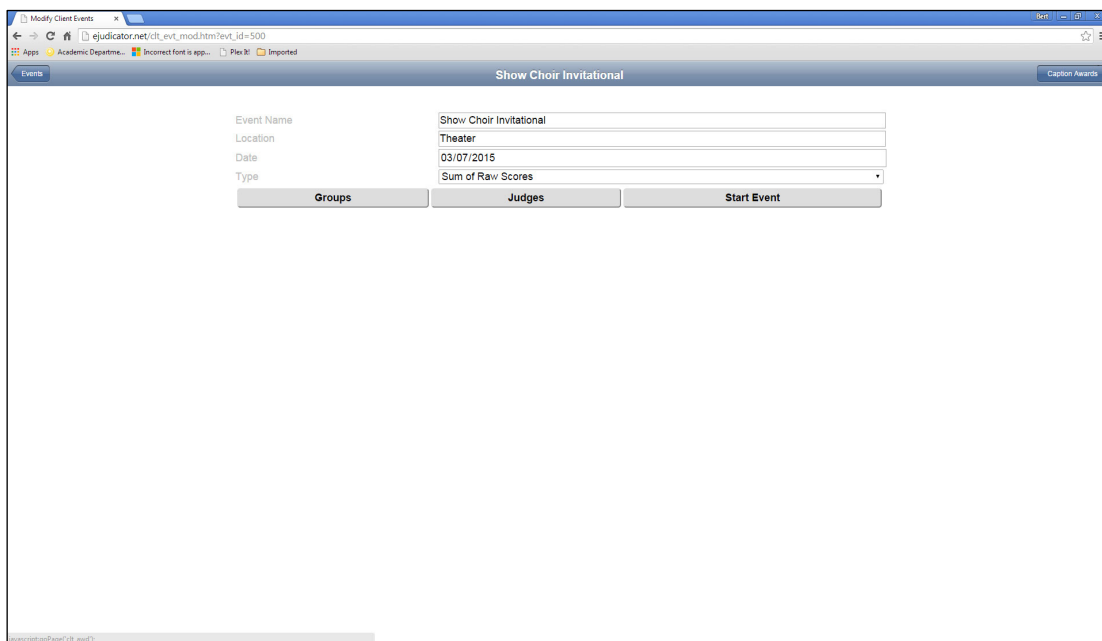
## STEP 7 – Judges Info



Enter a judges name. If the individual has used [Ejudicator.com](http://Ejudicator.com) before, they're in the database and you can select them. If not, enter the required information. (If you're running a test event, do not add an "actual" email address for the judge. Once you do, an automatic email is sent to that judge with a welcome letter about using [Ejudicator.com](http://Ejudicator.com).)

Select the score sheet of choice for that judge. You can select a different score sheet for each judge and the program will combine those accordingly for the overall score. Once all judges are entered, select [BACK](#) in the upper left hand corner to go to the Event Screen.

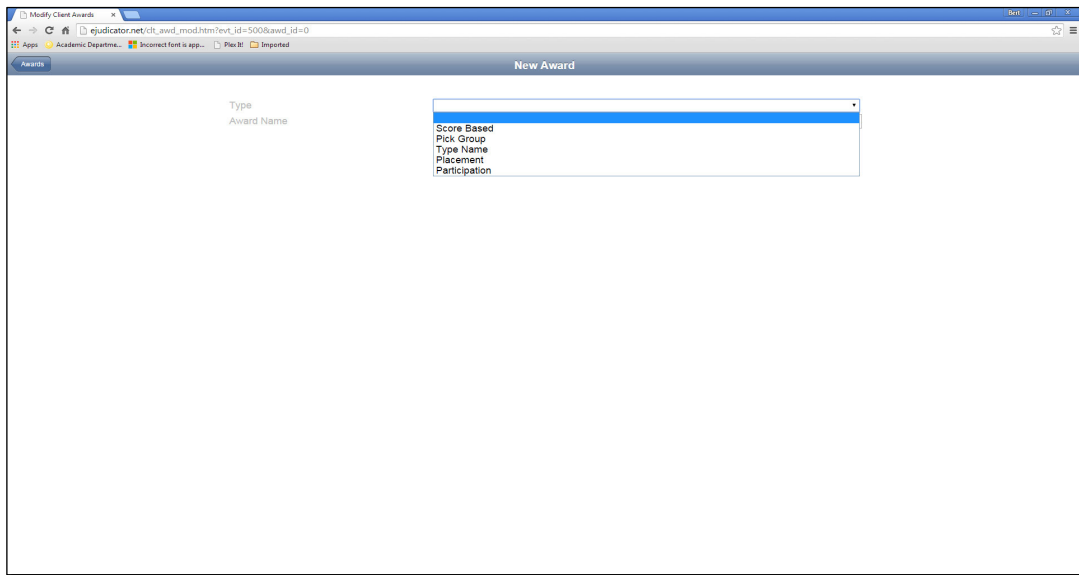
## STEP 8 – Caption Awards



Ejudicator.com is designed to assign [CAPTION](#) awards. You can select this option by selecting the [CAPTION AWARDS](#) button in the upper right hand corner.

## STEP 9 – Caption Award Setup

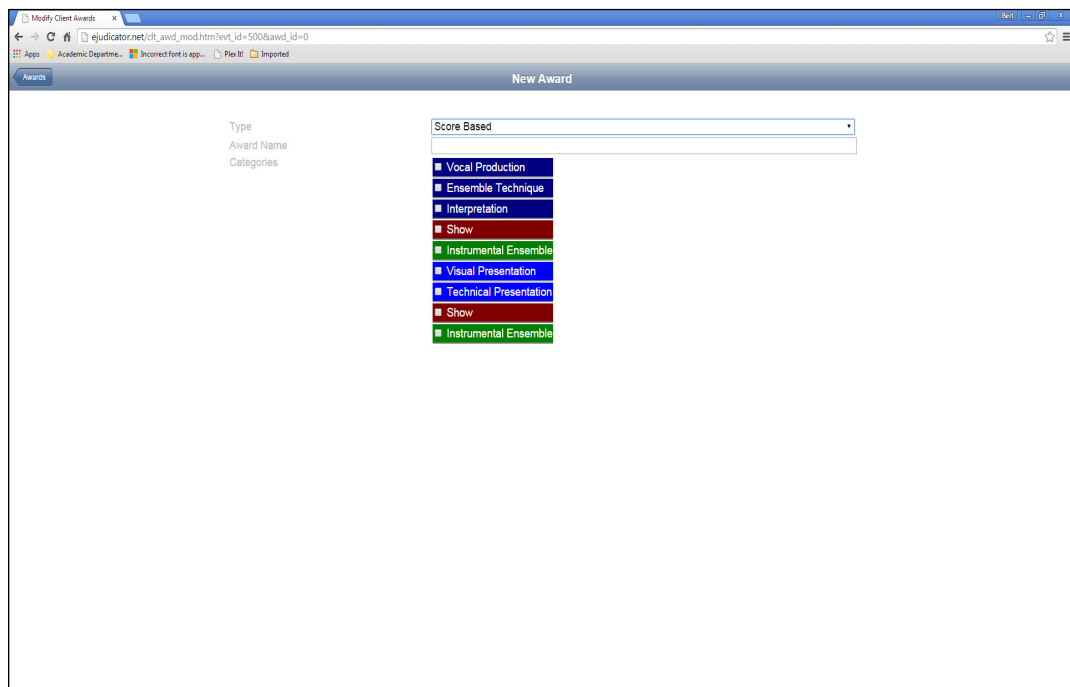
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Click on **ADD NEW AWARD** and then select the **TYPE** box. There are five different choices for awarding the caption, 1. Score Based; 2. Pick Group; 3. Type Name; 4. Placement; and 5. Participation. In this example, we'll select **SCORE BASED**.

## STEP 10 – Caption Award Setup

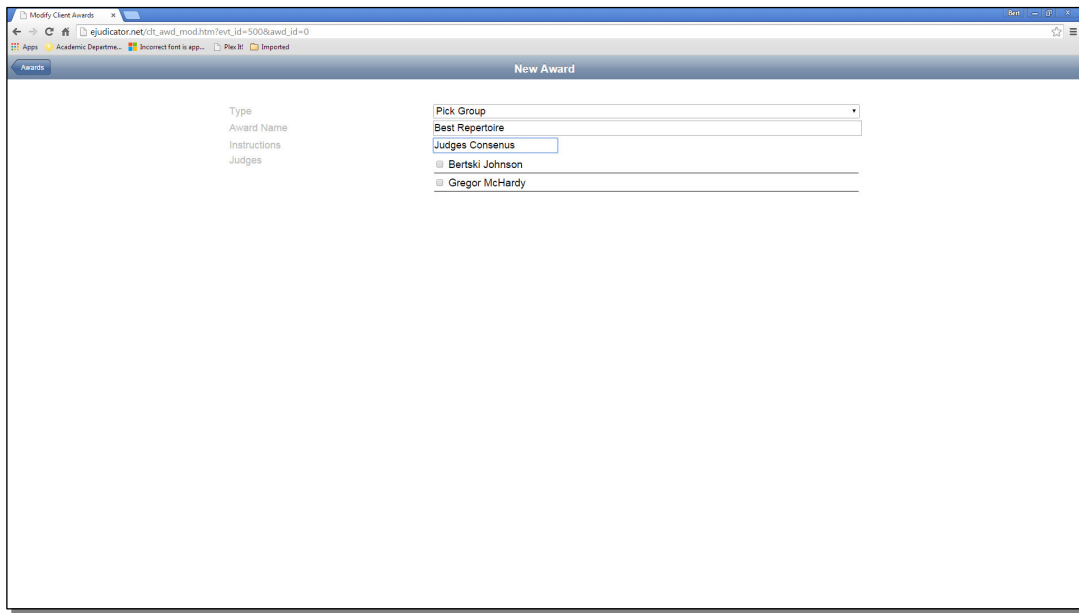
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Once you've selected your **TYPE** (in this case **SCORE BASED**) enter the name of the award and select the criteria the program will pull from to assign a winner. The criteria comes from the score sheet (either the one you've created or selected for each judge to use).

## STEP 11 – Caption Award Setup

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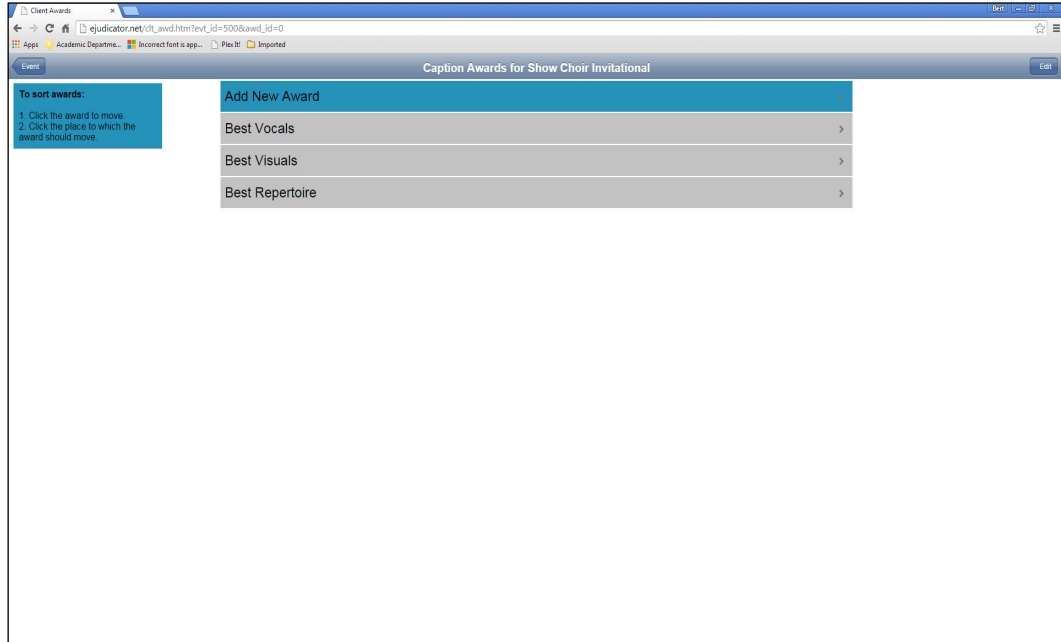


The screenshot shows the 'New Award' setup screen in the Ejudicator.com web application. The browser address bar shows the URL: `ejudicator.net/ctt_awd_mod.htm?evt_id=500&awd_id=0`. The page title is 'New Award'. On the left, there are labels for 'Type', 'Award Name', 'Instructions', and 'Judges'. On the right, there is a 'Pick Group' dropdown menu with 'Best Repertoire' selected. Below this, there is a 'Judges Consensus' section with two checkboxes: 'Bertski Johnson' and 'Gregor McHardy', both of which are currently unchecked.

If an award is not score based, a judge will need to be assigned to award the caption. Even though a consensus of several judges may be required, select one to make that assignment within Ejudicator.com. Otherwise each judge assigned will have to enter the required information.

## STEP 12 – Finished!

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The screenshot shows the 'Caption Awards for Show Choir Invitational' screen in the Ejudicator.com web application. The browser address bar shows the URL: `ejudicator.net/ctt_awd_mod.htm?evt_id=500&awd_id=0`. The page title is 'Caption Awards for Show Choir Invitational'. On the left, there is a blue box with the text 'To sort awards:' and two numbered instructions: '1. Click the award to move' and '2. Click the place to which the award should move.' On the right, there is a table with the following awards listed: 'Add New Award', 'Best Vocals', 'Best Visuals', and 'Best Repertoire'. Each award has a right-pointing arrow next to it.

That's it! Now you're ready to start the competition. If this is the actual event, select **START COMPETITION**. Once started, no changes can be made by the administrator, so be sure everything is setup as desired before selecting that option.

If this is a test event, be sure and write down the judge's login and password information before starting the event. After the event has been started, you can login as each judge and score your test groups to see how the program works.