# **Detailed Judging Instructions for 2024 Calendar Photo Contest**

 **PLEASE NOTE:** To prevent duplicate voting instances by the same judge, you must complete the rating of all 53 images in one sitting. (1 to 2 hours).

You may change/correct image ratings as many times as you wish as long as you do not leave/quite/submit the form.  If you do accidentally quit the form, you will have to start over.

## **Reviewing the Photos Before Rating Them**

Before you start rating photos, you may want to scan through the form to get an overall impression of all the entries. As long as you do not enter any ratings, you can do this as many times as you want, in as many sittings as you want, and start the rating process later.

**To review full size images:**

1. Click the URL link for the judging form that was sent to you through email.
2. Click on any picture’s thumbnail image to display a larger display.
3. To exit the larger display, click on the “X” at top right of the display.
	1. DO NOT click the Back Arrow, as that will exit you out of the form.
4. As long as you have not voted on anything, this is bothersome but no harm, no foul. you can do this as many times as you want – even if you have to start over because you accidentally exited the form.

## **To Rate the Photos**

1. Open the Judging Form.
2. Click on a thumbnail image to view a full size picture.
	1. Close the large display
3. Rate the photo.
	1. There are three categories you will be rating:
		1. Composition
		2. Originality
		3. Technical Quality
4. Under each of these categories there are 5 possible ratings:
	1. 1 = Poor  2 = Weak  3= Acceptable  4 = Strong  5 = Excellent
5. Select your rating under each category for each photo by clicking the checkbox ***in front*** of the rating you want to give the picture.
6. Then repeat until you have rated all the photos.

**Submitting the Judging Form**

1. When you have rated all the images, click the Submit button.
	1. If you have accidently skipped a photo, or one of the rating categories, the form will automatically scroll up to the area in which there is a missing rating.