**How to Complete Ready! Contest Peer Ranking**

Thank you for your participation in the American-Made Solar Prize Round 2! Below, you will find detailed instructions on completing the ranking of submissions assigned to you. You can also view a video walk-through of peer ranking [here](https://youtu.be/Xr80B8u-U8w).

1. Log into your HeroX account. You can tell if you are logged in by looking in the upper right corner of the screen to see whether your user icon or the default image appears. If you're not logged in, you will see the "Login" button instead.
2. Once you're logged in, click on the “Entries” tab located between the “Timeline” and “Updates” tabs. This is where the submissions you have been assigned will be located.
3. Click on the button that reads, "View Submissions for Ready Submission Form (judge) (5)". You will rank a set of entries on a scale of 1-5.
4. Click on one of the "View Submissions" buttons to begin (they are randomized, so order does not matter).
5. We recommend reading all entries before inputting your rankings. This will eliminate any potential back and forth to change your ranking later, as only one submission can be assigned to each ranking number.
6. Once you are in the “View Submissions” dashboard, click on the bolded entry title (above the orange username) to view the contents of an entry.
7. Repeat this step for each of the 5 entries in the set.
8. Once you are ready to input your ranking, go back into each entry and click the orange "Set Score" button. Drag the slider to the number you wish to rank it**. Ranking works on the following scale: 1 = the best; 3 = neutral; 5 = the worst.**
9. Be sure to consider the following when ranking each entry:
	1. **Problem-Solution Fit**: Development of a credible solution concept to a real-world problem faced by the solar industry. The performance of practical due diligence to gather feedback and validate that the proposed solution addresses a real problem and is technically feasible.
	2. **Team Capabilities**: Formation of an exceptional and committed team to accomplish the stated goals of the proposed solution. Note: a team comprised of an individual may be suitable if that individual can accomplish the stated goals.
	3. **Network Engagement**: Cultivation of relationships with members of the American-Made Network and/or other entities that can help maximize the likelihood of creating a viable business based on the proposed solution and enhance the quality of the proposed submission package.
10. Repeat this process for the remaining 4 entries in the set until each entry has a ranking (1-5) next to it. You cannot rank an entry as "0".
11. You can change the rank of any entry as many times as you would like before the ranking deadline on Thursday, September 25. To do so, go back into the entry you want to change, click the "Change Score" button, then the "Delete" button. Next, go to the other entry (or entries) you want to change and repeat this step. Once you have done this to all the entries you want to change, go back in and set the new ranking number for each that you reset.

If you have any questions or need to report a conflict of interest during the ranking process, you can email challenge@nrel.gov. If you experience technical issues with the ranking platform, contact HeroX.