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How do I create a HeroX.com account?

1. Go to <https://herox.com/>
2. In the upper-right corner, click the "Sign In" button
3. Select the "New User?" button at the bottom of the sign in page
4. Enter your name, email address, and a password
5. Click "Register"
6. A confirmation email will be sent to you
7. Click the link in the confirmation email to activate your account

How do I login to my account?

1. Go to <https://herox.com/>
2. In the upper-right corner, click the "Sign In" button
3. Enter the email address you used to create your HeroX account into the Email field
4. Enter your password in the Password field
5. Click the Login button

I can't remember my password. What do I do?

1. Visit the Lost Password page [here](#)
2. Enter the email address associated with your HeroX account
3. Click the Submit button
4. An email will be sent to you with instructions on how to reset your password

How do I get to the submissions I need to review?

Video walk-through: <https://www.herox.com/help/97-how-to-judge-screencast>

Log into your HeroX.com account and go to the challenge page for the challenge you are judging. Click the Entries tab and then the "View Submissions" button and you will see the list of submissions that have been assigned to you.

How do I score the submissions?

Video walk-through: <https://www.herox.com/help/97-how-to-judge-screencast>

Follow these steps to evaluate each submission:

1. Log in to HeroX.com
2. Go to the challenge page for the challenge you are judging
3. Click on the Entries tab and then the "View Submissions" button
4. Click on the title of the entry you want to view
5. Read the submission contents and any attachments
6. Click on the "Set Score" button
7. Score each of the criteria (each one comes up with an individual range)
8. Click the "Submit" button
9. Click on the back arrow in the left corner to return to your submissions list and move on to the next entry

How can I change my score on a submission?

Video walk-through: <https://www.herox.com/help/97-how-to-judge-screencast>

1. Log in to HeroX.com
2. Go to the challenge page for the challenge you are judging
3. Click on the Entries tab and then the "View Submissions" button
4. Click on the title of the entry you want to view
5. At the top where it lists your score, click the orange "Change Score" button
6. Revise your scoring, as needed
7. Click the "Update" button

What happens if I leave a comment in the Comments (Public) section?

If you leave a comment in the section labeled "Comments (Public)," which appears at the bottom of the page for an individual submission, that comment will be sent to the competitor who submitted the entry and it will be visible to everyone who has access to that submission. If you entered the comment here in error, you can delete the comment using the "Delete" button located beneath the message. Unfortunately, however, there is no way to recall the message that is sent to the competitor, so that competitor will receive the comment in his or her inbox.

What happens if I leave a comment in the Comment field on the scorecard?

The Comment field on the scorecard (the screen that has the sliding scales to set your scores) is for internal use only. You and the challenge moderators/administrators are the only ones who will see that comment. Competitors cannot see it and they will not be notified if you leave a comment.

Can I see the other judges' scores?

No. We do not allow judges to see each other's scores in order to maintain impartiality in the reviews.

Can I discuss my scores with the other judges?

We prefer that you wait until the final group call with all judges to discuss your scores with the group. This is to maintain impartiality in reviews and avoid unintended influence between reviewers.

Where can I get a refresher on my training?

Watch this short how-to video for a refresher on how to judge:

<https://www.herox.com/help/97-how-to-judge-screencast>