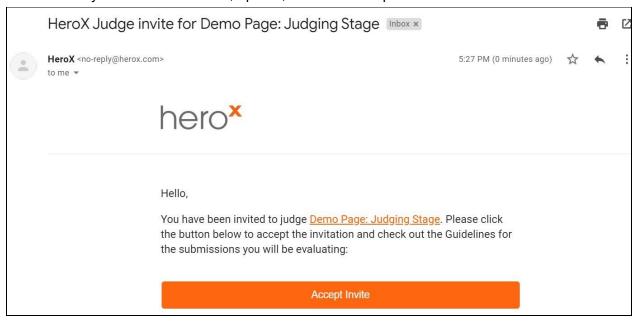
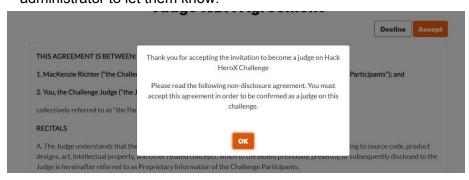
Here's what your can expect from your role as a judge

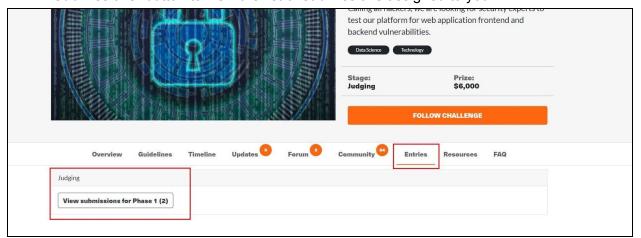
- 1. The challenge administrator or moderator will send you an invitation via email to accept your role as a judge
- 2. If you do not see the email in your inbox, please check your Spam or Junk folder. If you still do not receive it, please let the challenge administrator or a moderator know.
- 3. Once you receive the email, open it, click the 'Accept Invitation' button.



- 4. You will then be prompted to login or create an account.
- 5. Once you've logged in or created your account, you will be taken to the challenge to accept the invitation.
  - a. Please note, if you had to create an account, be sure to return to your email inbox to confirm your account creation.
- 6. If the challenge administrator has required you to accept a non-disclosure agreement (NDA), you will be taken to the agreement to review and accept.
  - a. If you accept the terms, click the orange 'Accept' button to proceed.
  - b. If you do not accept, click the 'Decline' button and you will not be added as a judge to the challenge. If this is the case, please contact the challenge administrator to let them know.



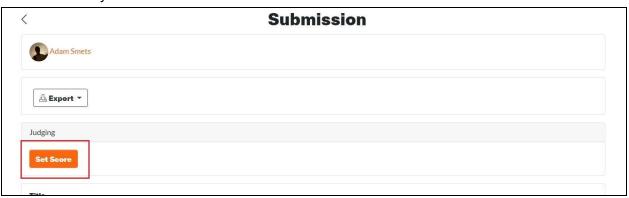
7. When it's time to judge, you will receive another email notification once the challenge administrator or moderator has assigned the submissions to you to review. You can click on the "Begin Judging" button within that email to start your evaluations. Or, you can return to the challenge page, and click on the "Entries" tab and then the "View Submissions" button to view the list of submissions assigned to you.



8. Once you are in your submissions list, click on the title of the submission to view it.

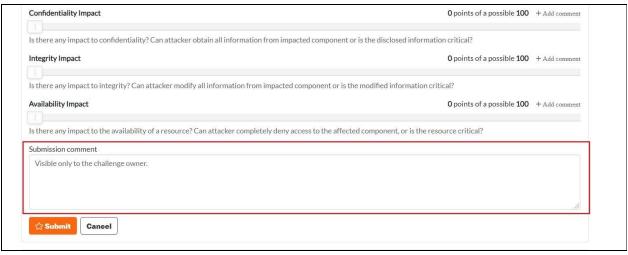


- 9. Review the contents of the submission.
- 10. When ready, click the orange 'Set Score' button towards the top of the submission to enter in your score.

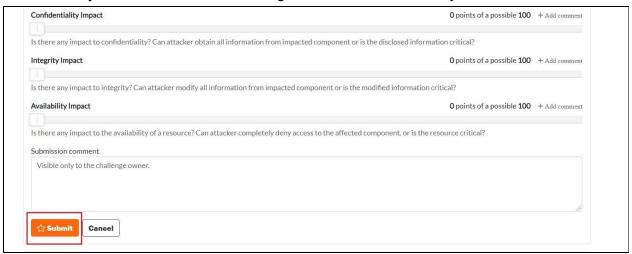


- 11. Rank the submission based on the criteria on the scorecard and any additional instructions that have been provided by the challenge administrator. If you have comments you wish to include, either click the "+Add Comment" link next to criteria you wish to add an explanation to, or write more general comments at the bottom of the scorecard.
  - NOTE: scores and comments will not be sent to the submitter

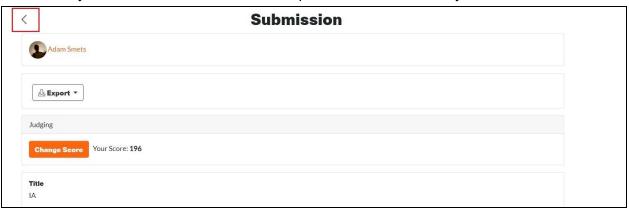




12. Once you're finished, click the orange 'Submit' button to save your score.



13. Lastly, click on the back arrow in the top left corner to return to your submission list.



14. Repeat steps 1-9 for all remaining submissions

NOTE: You can return to your submission list and edit/re-submit your scores as many times as you would like up until the judging deadline.