

Adjudicator Log in and Ballot Scoring Instructions

From the main screen (arizoni.awardsplatform.com) enter your user name and password (if you've forgotten your password click on the "Have you forgotten your password?" link)

- On your initial sign-in to the system you will be asked to agree to the Adjudicator's Confidentiality Agreement in order to continue. If you do not agree to these terms please notify your Adjudicator Liaison ASAP so your shows can be reassigned to another adjudicator. Once you agree to this you will not see this notification again.
- As soon as you sign in, the "Important judging information" screen will appear. Please read this for information to familiarize yourself on what you've agreed to in serving as an arizoni adjudicator and some summary instructions (repeated below in more detail) in how to input your scores into the system.

Entering your scores for a Ballot/Entry

- Scroll to the bottom of your main page, below the "Important Judging Information," to the **Judge Entries** section.
- This will list all shows that you've been assigned to judge.
- **IMPORTANT: The shows assigned to you that appear in your "Judge Entries" list may not be in performance date order. Please familiarize yourself with the shows and performance dates that have been assigned to you on your initial log in and put the shows and show dates into your personal calendar. If there are any shows you know you will not be able to adjudicate please inform the Adjudicator Liaison ASAP.**
- **IMPORTANT: Do not enter any scoring information into an Entry/Ballot until you've attended the performance.**

Scoring a Ballot

- Click on the name of the show you wish to score – this will take you into the entry/ballot view for that production.
- When you click into a ballot entry, at the top of the screen will appear the performance dates and the performance location for this show. As you scroll down the screen, you will see the names entered by the theatre on the left side of the page in each category that you are to adjudicate. On the right side is where you input your scores in the scoring boxes.
- Scoring help:
 - Review the Adjudicator's Scoring Guide (Rubrics) for each category
 - Fill in applicable scoring in the "Rating" column. Score using 1.00 through 10.00. Do not give a score below 1.00 or above 10.00. Use TWO decimal places beyond the period for your scoring. You may use any two decimal point combination from .00 to .99, but please DO use two decimal places, as it will help prevent ties in scoring.
- Once you have scored all criteria, at the bottom of the ballot you must read and agree by typing in "YES" (or any other text) in the **Verify Scoring Entries and Confidentiality Agreement** comment box that verifies you've agreed to the Scoring and Confidentiality requirements.
- You do not have to complete your entire ballot in one sitting. Hitting **Save + Close** will save your scores and take you back to your main screen. Hitting either **Save + Previous** or **Save + Next** will save the scores you've input and take you to the previous or next entry to be score.
- If you hit 'Save + next' and there are no "next" entries in your list of shows to score the system will return you to your main page.
- **HELPFUL HINT: We recommend using the SAVE + CLOSE option since you will most likely only be inputting scores for one show/ballot at a time**

- You can also view/download a PDF for each entry for offline use. Click on the PDF image to the right of the entry on the **Judge Entries** section
- Once you have input **ALL** scores on your ballot and input YES (or any other text) into the **Verify Scoring Entries and Confidentiality Agreement** comment box and hit any of the **Save** buttons, the system will lock your ballot in 5 minutes. After 5 minutes you will no longer be able to make any changes, updates or corrections to your score. A **Lock Icon** will appear next to the status of your ballot to show that your ballot is complete and your scores will be counted.

IMPORTANT: If you do not see the “lock” icon next to the status, 5 minutes after you closed it, your ballot is not complete and it will not be submitted. Go back into your ballot to complete any missing information in order for your scores to be submitted correctly.

Ballot Statuses

- The status **to be scored** refers to an entry that is yet to be scored.
- The status **in progress** refers to an entry that hasn't had all the criteria scored yet (but you've commenced inputting scores).
- The status **complete** refers to an entry that has had all criteria scored and is therefore completed.
- Once you submit a completed ballot the system will give you five minutes before it will “lock” that ballot. After the 5 minutes have passed, a **lock icon** will appear next to the status. This tells you that your scores are locked for this entry and no further action is required on your part.
- **IMPORTANT: If you do not see the “lock” icon next to the status, 5 minutes after you closed it, your ballot is not complete and it will not be submitted. Go back into your ballot to complete any missing information in order for your scores to be submitted correctly.**

IMPORTANT: No one except the ariZoni's impartial accountant will have access to the scores in the system and no one has the ability to change your scores in the system.

You can always select the **Judge Entries** box in the upper left hand corner at any time to return to your main page

Please note: If you are unable to attend a production that you've been assigned to adjudicate contact your Adjudicator Liaison ASAP. They will reassign another adjudicator in your place and the ballot will be updated so it is no longer in your list of shows in the system that you need to input scores for.

Logging Out of the System, changing User Profile details (email address, password, contact info)

To **Log Out** of the system, in the upper right hand corner select your user name, and select LOG OUT

To **change the email address, password or contact information for your account**, in the upper right hand corner select your user name, and select Profile. In the email address you are able to change the email address that will be used to log in to your account. You are also able to change your password in the password field. (Please do not make any changes to the first or last name of your theatre company)

Click on the Account Fields button to input/update the **Contact Name and Phone #** for the main user of your account – this will help if we ever need to contact you.