



Smarter Entry
Juror Instructions
For Single, or Multiple Jurors

Jury Application 3.5 - Updated 01/11/2018

Please take a few minutes to read this document, prior to jurying. For those that have used the jury system prior, please note that some significant changes were made to the Contact View on 1/11/2018.

Some jurors will find Smarter Entry to be intuitive, and will opt to not read over the documentation. This can lead to post-jurying, time-consuming issues, and may require you to repeat all, or some of your jurying. Please take note that jurying in Smarter Entry is a process of elimination, not acceptance, in the 'Jury Phase.'

Welcome! This is a comprehensive guide for jurying competitions (calls for entry), managed by Smarter Entry™. If this document looks unfamiliar to you, please read these instructions to receive the necessary information to successfully jury a competition.

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OVERVIEW

Jurying consists of two phases: Jurying, and Rating. In the jurying process, entries are rejected through a process of elimination to a specific number of entries, set by the administrator. During the rating phase, jurors assign a value to the entries from the jurying phase.

The Jurying Phase

Initially, jurors independently judge all of the submitted entries. A target number of entries needed is set by the event administrator, and will continually be tallied for the juror, during the process. This is the number of entries that will remain, after jurors have rejected the other images.

All entries are Accepted, until they are Rejected. There is no need to indicate the accepted entries, unless changing an entry from rejected to accepted, or as a personal marker.

At any time, and as often as useful, jurors can clear rejected images by clicking on [Next Pass]. *Please be certain that you want your rejected images removed permanently from your view, prior to going to the next pass, as only an administrator can send you back to previous passes.* Depending on the number of images, a juror can expect to run through several passes to achieve their final selection.

The Rating Phase

If there are multiple jurors, each juror will go into a locked status, after the Jury Phase, until the rest of the jurors have finished the Jury Phase. After the remaining jurors have completed the Jury Phase, the non-rejected entries, from each juror, are pooled into a new set for the rating phase. Each juror to complete the Jury Phase should receive an email directing them to log back in, for the rating phase of the competition, once the last juror completes the Jury Phase. The jurors will then access the pooled set of accepted entries to independently rate them. Upon completion of the rating phase, the values for each entry are added together, and presented to the event administrator, in their reports.

The process, with the exception of the locked status and pooled entries, will be the same for a single juror.

Browser Compatibility

The online jurying system was developed on Chrome 63, and has been tested on all common modern browsers, at the time of this writing (IE 11, Edge, Firefox 57, Chrome 63, Safari 11).

JavaScript must be enabled in your browser to use this application (on by default in most browsers).

Monitor and Computer Requirements

The jury application was designed for monitors with a minimum of 1280w x 800h resolution. Color calibration of the monitor is expected. The images will automatically size to a maximum of 800w x 800h pixels in preview, but are available at a maximum of 1920w x 1920h pixels (scaled), in the full-size view mode.

GETTING STARTED

The link to the Jury Application is as follows: <https://jury.smarterentry.com>

Enter the login and password, as provided by your event administrator.



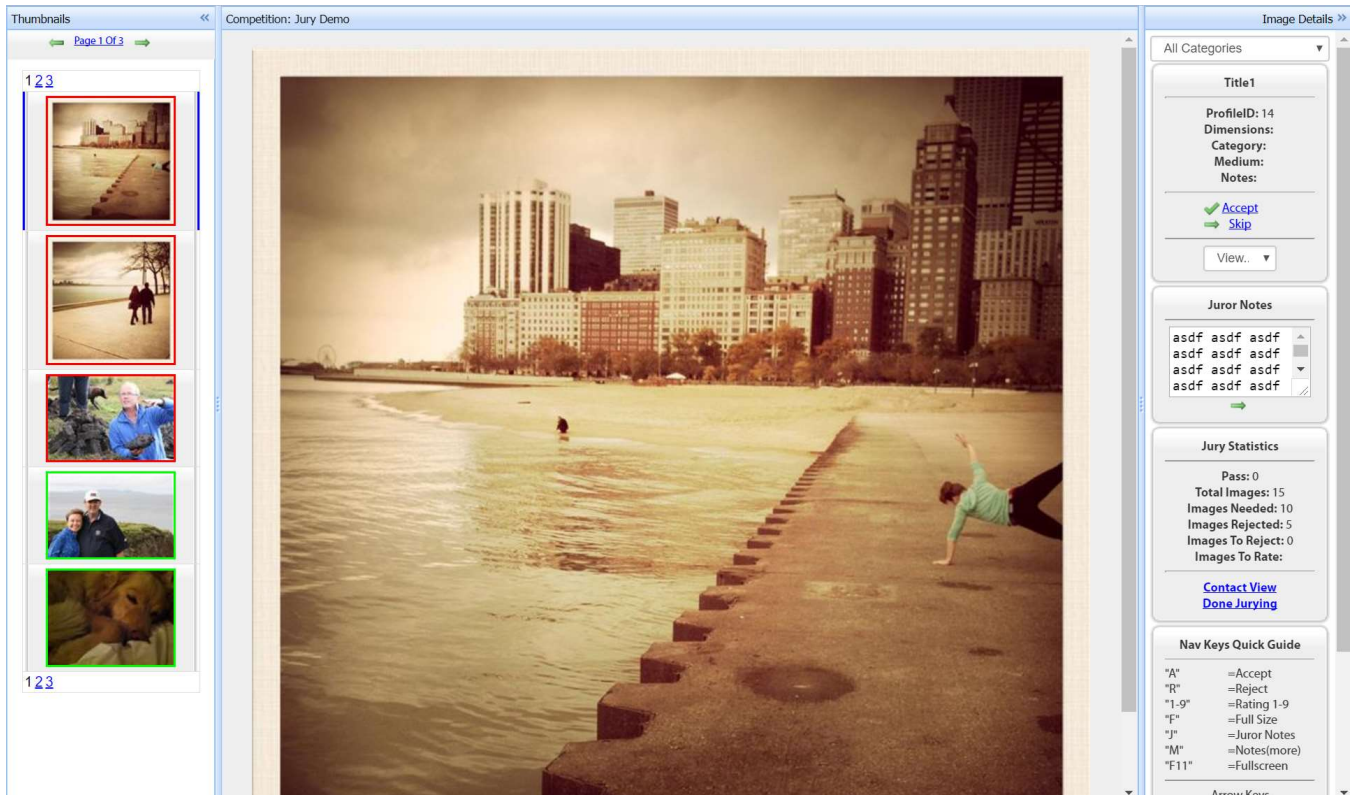
Jury Login

User Name:

Password:

After logging in, you will see one of the two following screen formats:

This is the **Standard View**:

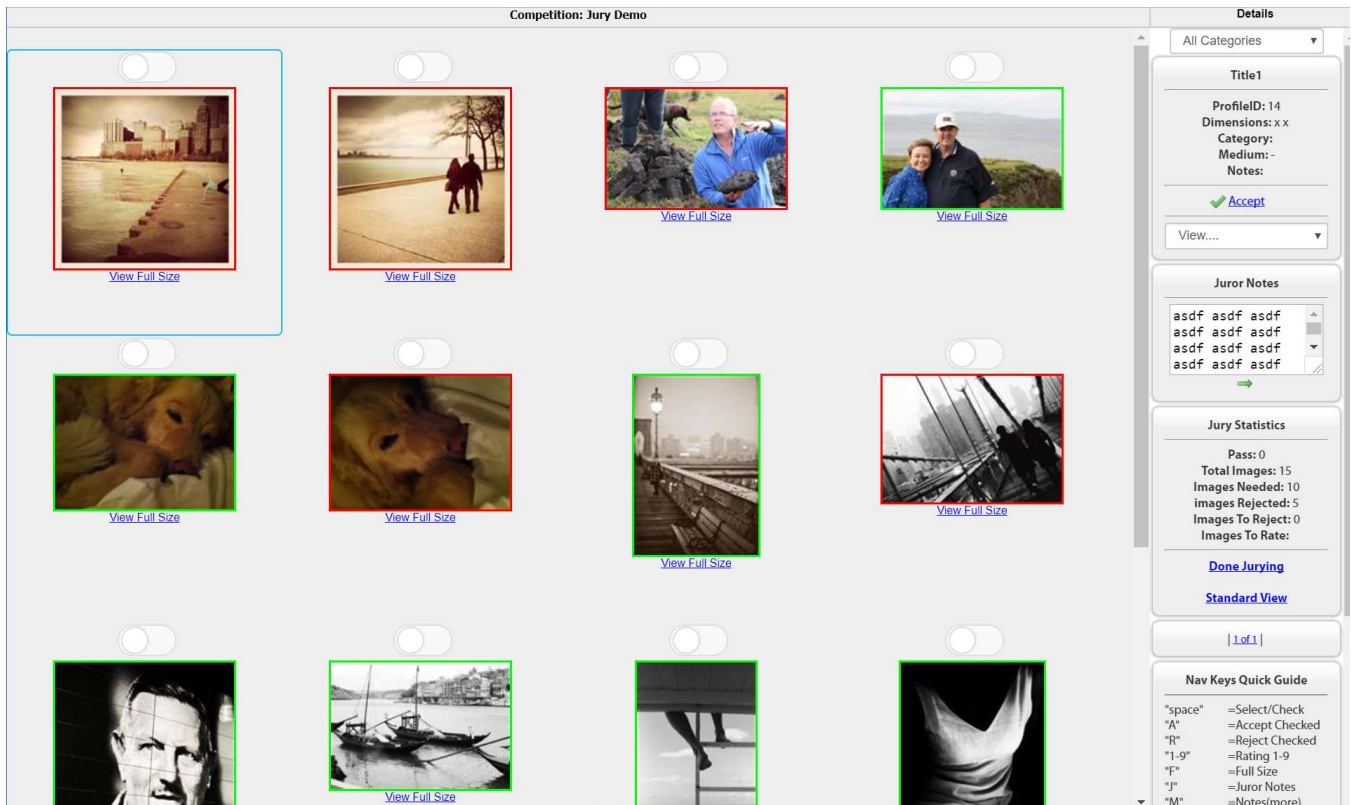


The screenshot displays the 'Standard View' of the SE Jury App. The interface is divided into three main sections:

- Thumbnails (Left):** A vertical list of five image thumbnails. The first thumbnail is highlighted with a red border. Navigation arrows and 'Page 1 OF 3' are visible at the top of this panel.
- Main Image (Center):** A large, high-resolution image of a beach scene with a pier extending into the water and a city skyline in the background. A person is visible on the pier in the foreground.
- Image Details (Right):** A panel containing:
 - Title 1:** Fields for ProfileID (14), Dimensions, Category, Medium, and Notes.
 - Action Buttons:** 'Accept' (with a green checkmark) and 'Skip' (with a red arrow).
 - View...:** A dropdown menu.
 - Juror Notes:** A text area with placeholder text 'asdf asdf asdf' and a 'View...' button.
 - Jury Statistics:**
 - Pass: 0
 - Total Images: 15
 - Images Needed: 10
 - Images Rejected: 5
 - Images To Reject: 0
 - Images To Rate:
 - Navigation:** 'Contact View' and 'Done Jurying' buttons.
 - Nav Keys Quick Guide:**
 - "A" = Accept
 - "R" = Reject
 - "1-9" = Rating 1-9
 - "F" = Full Size
 - "J" = Juror Notes
 - "M" = Notes(more)
 - "F11" = Fullscreen

This view allows you to navigate through multiple pages, while viewing an 800w x 800h (scaled proportionally) version of the selected image.

This is the contact **Contact View**:



This view is intended to allow you to view 100 images per page, in a thumbnail view, and view the full-size image upon request. This allows for bulk operations across multiple images.

You can switch between the different views at any time by clicking either “Contact View” from the Standard View, or by clicking “Standard View” from the Contact View, on the **right sidebar** of both interfaces.



ESSENTIALS OF THE JURING PROCESS

- **All competition entries are considered accepted, until they are rejected.** *As a juror, your job during the Rating Phase is to remove entries from the final group of accepted submissions. **Unmarked images are considered accepted.***
- To make it easier, Smarter Entry provides both single image and contact sheet views. You can reject entries in either view.
- You can limit entries by **categories**, if the competition contains categories. When filtering by category (dropdown in the top-right side bar), you can stay in the category until you have evaluated all the entries. You can switch between the contact view and standard view, and retain your category filter. Everything rejected in a filtered category will count towards the total statistics and the number of images rejected. If you have been assigned, by an administrator, to jury a single category, you will not be able to switch between categories.
- You can remove all your rejected entries at any time by clicking the 'Next Pass' link on the right sidebar. ***Be aware that when you do so, your rejected images will be removed permanently from your view, unless you request assistance from the organization administrator.*** You can alternatively switch back to the first page at any time by clicking on the page number, on the right sidebar, and selecting the first page ("1") from the dropdown menu that appears.
- When you flag an image for rejection, a **red** frame appears around the image.
- To visually help your selection process, you can specify an image as accepted, even though all entries are considered accepted until rejected. This will put a **green** frame around the image, and serves **solely as a marker for your personal use.**
- Initially, there are many pages, depending on the number of images in the competition, within a pass. You can move back and forth through the pages by selecting the page number in the right sidebar, then selecting the page from the dropdown menu that appears.
- Creating new passes makes it easier to select high quality images, while shortening the jury time.
- In the juror statistics information panel, to the right of the entries of both the Standard View, and Contact View, there is a counter indicating the number of entries remaining to be rejected, labeled "Images To Reject."
- When "Entries To Reject" reaches zero, you have rejected the required number of entries, and the link to reject further images will disappear. You can then click the '**Done Jurying**' link on the side-bar to complete the Jury Phase, and move on to the Rating Phase. You can also edit your selection further, by accepting previously rejected entries that have not yet been removed by proceeding to another pass.

THE CONTACT VIEW

Jury Phase

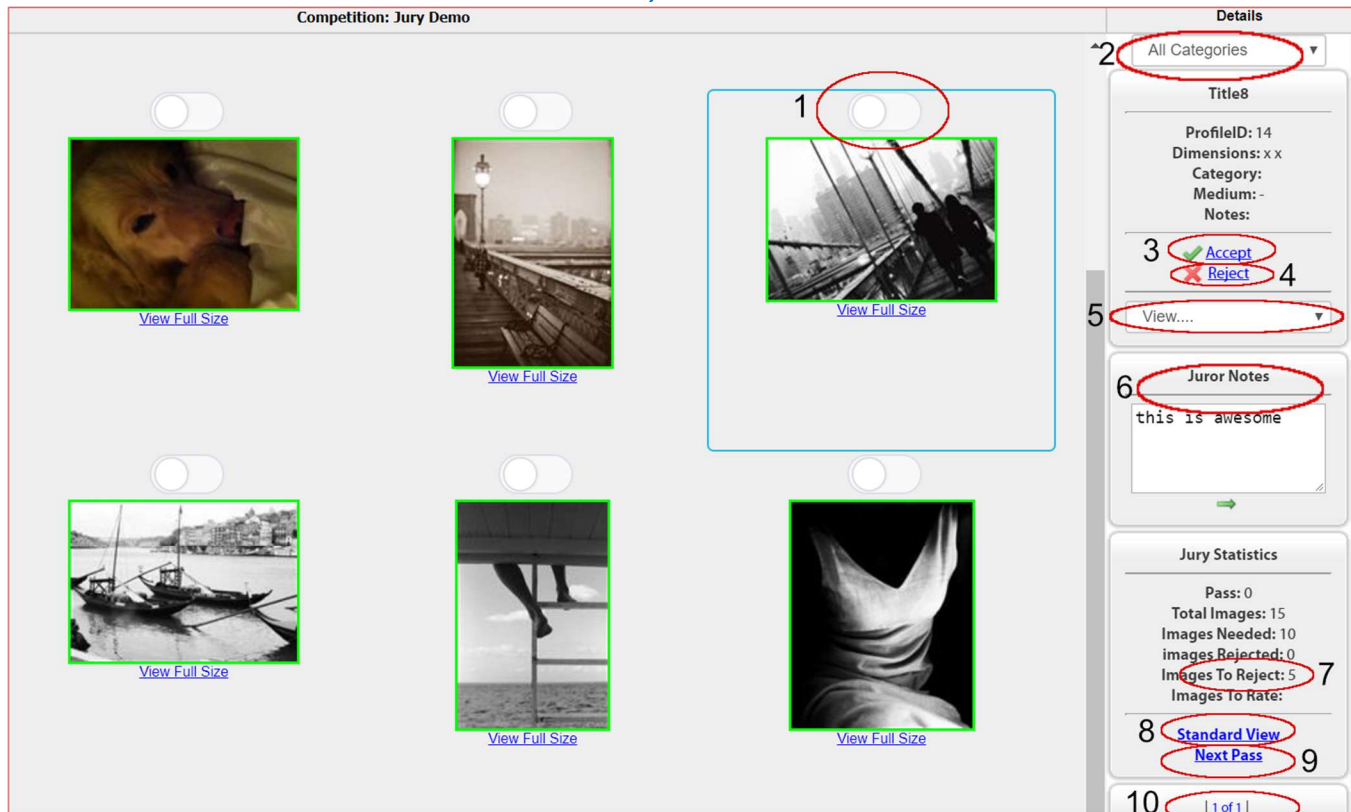


Figure 1

The Contact View makes it easy to gain a quick overview of the entries. In the initial pass, the Contact View can be used to quickly reject entries, that obviously do not meet your criteria, for further consideration.

To view the details of an entry, you can either use the **'Arrow' keys** for navigation on your keyboard to select the entry, or if you hover over any image, a gray outline will appear, and you can click on the blank space around the image, the multi-select switch¹⁻¹, or anything else within the outline. The details of the selected image will populate the details box above the 'Accept' link¹⁻³.

If an image contains **notes from the entrant**, the notes will be displayed above the 'Accept' link¹⁻³, along with a 'more' link, if the notes contain more than 30 characters. Clicking 'more' (**'M' key on your keyboard**) will display the notes full screen. Clicking the **'Close' button** (or using the escape key [*esc*] on your keyboard) will close the note, and return you to the main interface.

Clicking on any thumbnail will spawn a new tab/window on your browser that will display the **full-sized image** (**'F' key on your keyboard**). Using the escape key [*esc*] on your keyboard, or **clicking the 'Close this Window' link** will close the image window, returning you to the main interface.

In the Contact View, you can **select multiple entries** for rejection by toggling the switch above each image¹⁻¹ (**'space bar' on your keyboard**). You can then **reject the group of entries** simultaneously, by clicking on the 'Reject' link¹⁻⁴ in the right sidebar (**'R' on your keyboard**). If you opt to not select multiple entries, the currently selected image will be rejected. Rejected entries will then be outlined in **red**, indicating they have been rejected.

By clicking on the **'Next Pass'** link¹⁻⁹ in the right sidebar, you can **permanently remove** rejected images from your jury session.

Similarly, **groups of images can be marked as accepted**, by toggling the switch above each image, and clicking on the **'Accept'** link¹⁻³ in the right sidebar (**or 'A' on your keyboard**). Images marked accepted will be outlined in **green**.

If a competition contains categories, you can **filter by category** by clicking the dropdown menu titled: "All Categories,"¹⁻², and selecting the category you would like the list to be filtered by. To remove the filter from the list, select "All Categories" from the dropdown menu.

You can also **filter your images by accepted, rejected, and unmarked** by clicking on the dropdown menu titled: "View..."¹⁻⁵ By clicking on this menu, and selecting the desired filter, your list will only display the items that are accepted, rejected, or unmarked, based on your selection. To view all the images again, select "All" from the dropdown menu.

To **make comments on an image**, click on the box in the right sidebar, below the title: "Juror Notes"¹⁻⁶**('J' on your keyboard)**. Enter the comments you wish to make, and click the **green arrow** below the box, or tab out of the box, to save the notes. To undo your changes to your notes, hit the escape key (esc) on your keyboard, prior to leaving the notes box.

Your **entries left to reject**¹⁻⁷ will be shown in the Jury Statistics, on the right sidebar. When this reaches zero, the reject link¹⁻⁴ will be removed, and you must click the **'Done Jurying'** link, on the right sidebar, to proceed to the Rating Phase (*or you will proceed to "locked status," until all other jurors have finished the Jury Phase*).

If there are multiple pages of images, a 'Prev' link, 'Next' link, and a "{page} of {pages}" navigation will be present, on the bottom right of the right sidebar¹⁻¹⁰. To **change to a different page** of entries, you can either use keyboard navigation (**PC** = Page Down/Page Up, **Mac** = fn Down Arrow/fn Up Arrow), or you can use the paging navigation on the bottom right¹⁻¹⁰. By clicking on the page number, a dropdown menu will appear, which will allow you to change the current page you are on.

You can switch to the **Standard View**, at any time, by clicking the **'Standard View'** link¹⁻⁸.

*With every view, in every phase, you can find a **'Nav Keys Quick Guide'** by scrolling down to the bottom of the right sidebar. This will provide every currently available keyboard shortcut for navigating the interface.*

THE CONTACT VIEW

Rating Phase

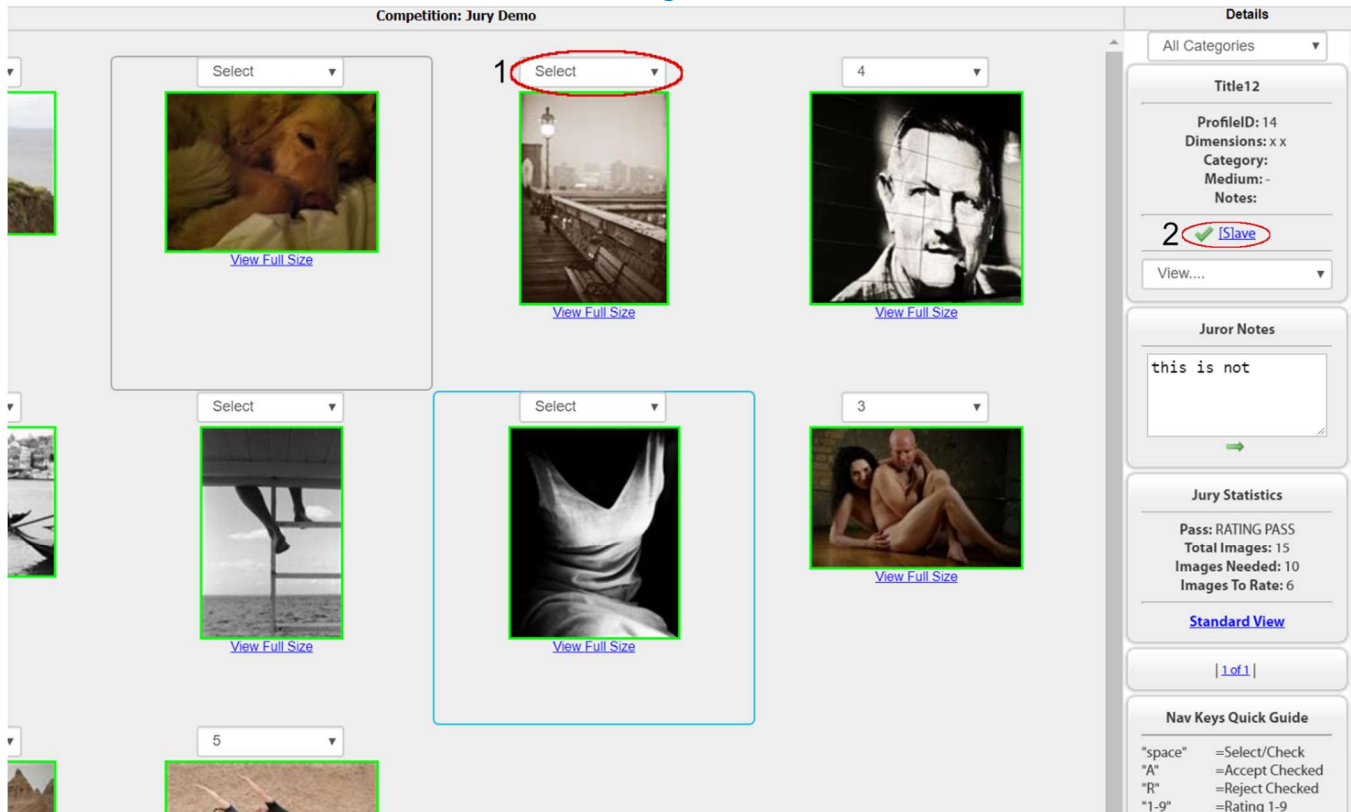


Figure 2

The Contact View's Rating Phase operates identically to the Jury Phase, except instead of switches, there are now dropdown menus²⁻¹ to rate, as well as a 'Save'²⁻² link. Your administrator may have specific rating instructions, for their competition.

To rate your images, select the **dropdowns**²⁻¹ **above every image** you wish to rate, and select the appropriate rating from the list. You can also use your keyboard arrows to navigate the images, and select the appropriate number **[1-9]** on your keyboard, for the desired rating of the entry. Once you are satisfied with all your selections, **it is important to click the 'Save'**²⁻² **link ('S' key on your keyboard)**, to save your selections.

Jury Statistics
Pass: RATING PASS
Total Images: 15
Images Needed: 10
Images To Rate: 0
Standard View
Done Rating

Once every entry rating is complete, a link titled **'Done Rating'** will appear below the link titled: **"Standard View"**¹⁻⁸. You can optionally continue refining your ratings, until you are content with the results. Clicking the 'Done Rating' link will finalize your jury results, and lock you out of the jury interface. At this point, you will be finished jurying, and may close your browser.

THE STANDARD VIEW

Jury Phase

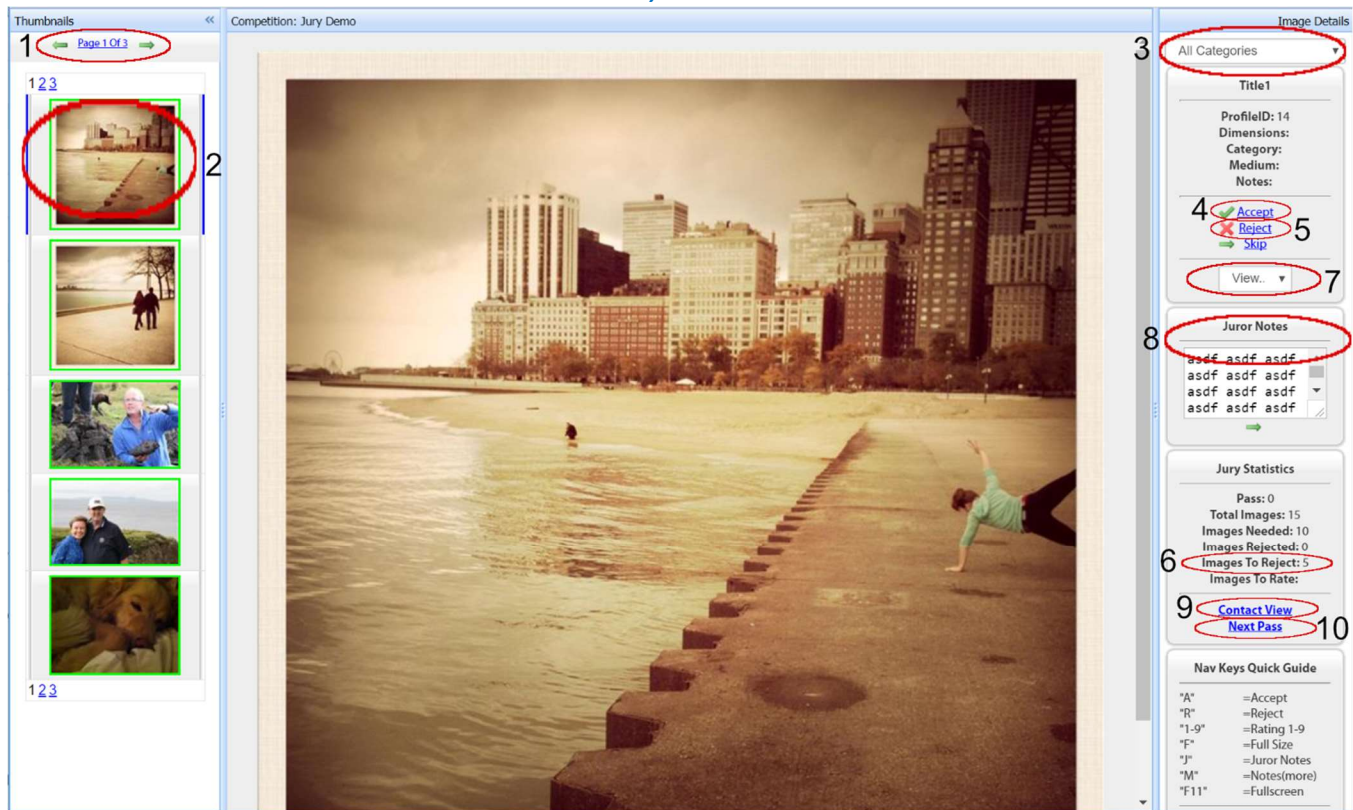


Figure 3

The Standard View is designed to allow for easy, single entry rating. The Standard View provides medium size enlargements of the thumbnail entries, on a left sidebar, and maintains common navigation, with the Contact View, on the right sidebar. *Due to the similarities with the Contact View, the Standard View documentation will contain brief information about the common controls.*

The **currently selected entry** will have two **blue bars** on each side of the entry selected³⁻². When selected, the medium sized image appears on the center panel. You can **navigate between the different entries** by clicking individual thumbnails, or using the 'up,' and 'down' arrow keys on your keyboard. You can also use the pagination controls, to navigate between pages of entries. Much like the Contact View, accepted items are simply a placeholder for the juror, and will be outlined in **green**, and rejected items will be outlined in **red**.

Pagination Controls³⁻¹ – Clicking the left, or right arrow, navigates to the previous, or next page, respectively. Clicking the 'Page {page} of {pages}' link exposes a dropdown menu that allows you to choose the page to navigate to. Like the Contact View, you can use the pagination keys on your keyboard (**PC** = Page Down/Page Up, **Mac** = fn Down Arrow/fn Up Arrow) to navigate between the pages, or you can also use the **'left' and 'right' arrow keys**.

For more details on everything listed below, please see the detailed explanations, on the Contact View – Jury Phase, starting on page 6 of this document.

The **'Categories'** dropdown menu³⁻³ allows you to **filter by category**, if the competition implements categories.

The **'Accept'** link³⁻⁴ marks the current image as accepted – *'A' key on keyboard.*

The **'Reject'** link³⁻⁵ rejects the current image – *'R' key on keyboard*

'Images to Reject'³⁻⁶ displays the number of entries left to reject, prior to moving on to the Rating Phase.

The **'View'** dropdown menu³⁻⁷ filters entries by accepted, rejected, or unmarked.

The **'Juror Notes field'**³⁻⁸ allows you to enter notes about the current entry – *'J' key on the keyboard, and escape (esc) to cancel any changes to the text entered.*

The **'Contact View'** link³⁻⁹ switches to the Contact View at any point in the process.

The **'Next Pass'** link³⁻¹⁰ permanently removes your currently rejected images from your jury session.

To view the **full-sized image** on the Standard View, you can either **click the large image in the center**, which will open a new tab/window, or **press 'F' on your keyboard**. Using the escape key (esc) on your keyboard, or clicking the 'Close this Window' link will close the image window, returning you to the main interface.

*With every view, in every phase, you can find a **'Nav Keys Quick Guide'** by scrolling down to the bottom of the right sidebar. This will provide every currently available keyboard shortcut for navigating the interface.*

THE STANDARD VIEW

Rating Phase

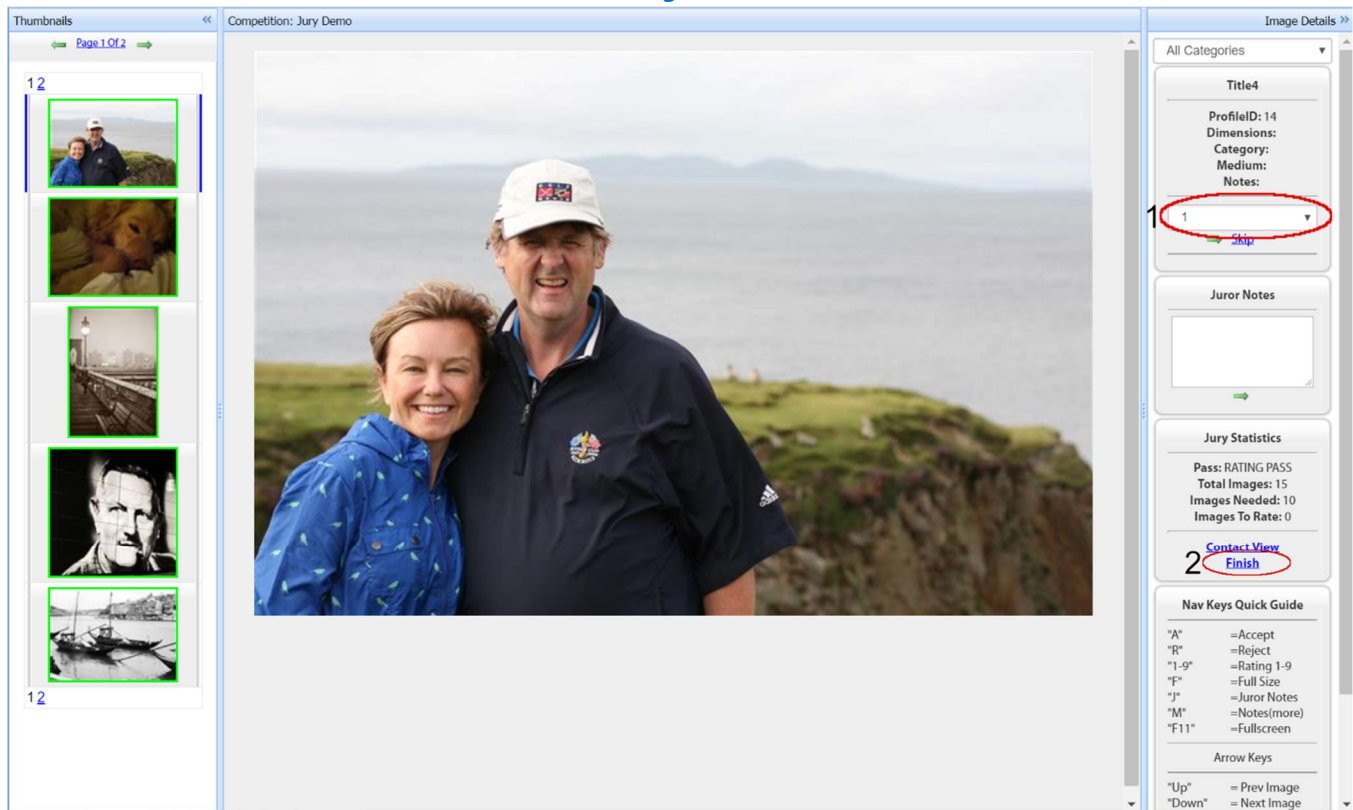


Figure 4

Similar to the Jury Phase of the Standard View, the Rating Phase of the Standard View closely mirrors the functionality of the Contact View, but for single image jurying. For that reason, this section will be brief, and go over the basic controls that are pertinent to the standard view, for the Rating Phase.

The Rating Phase of the Standard View contains the same functionality, and navigation as the Jury Phase, but without the ability to accept, or reject, entries. At this point in the program, you will be rating individual entries, on a (default) scale of 1-9, to determine ranking of images. Your administrator may have specific rating instructions, for their competition.

For more details on everything listed below, please see the detailed explanations, on the Contact View – Rating Phase, starting on page 8 of this document.

During the Rating Phase, there will be a **dropdown menu, with a set of numbers**⁴⁻¹ (default). These numbers indicate a **scale of ranking** of the entry, with 9 being the highest (e.g. best in show), and 1 being the lowest. To select this number, you can either type the appropriate number on your keyboard [1-9], or manually select the rating from the dropdown menu. Once selected, your rating will automatically be stored, and the interface will proceed to the next entry.

Once all ratings have been entered, for each entry, a **'Finish' link**⁴⁻² will appear on the interface. At this point, you can click this link to **finalize your results**, which will lock you out of the jurying. You can continue to edit your ratings further, until you are content with the results.

PORTFOLIO JURYING (series)

Portfolios, and Grouped Entries (series)

In portfolio (series) competitions, all the entries, in each portfolio, will be presented on a single Standard View, or Contact View page.

When jurying portfolios, you will be accepting, or rejecting, an entire portfolio/series of entries. In Contact View, you need only click on the switch, above one of the entries, to select the full portfolio. You do not need to select each individual entry. After selecting one of the entries, click on the action (*'Accept' link, 'Reject' link, 'Rating' dropdown menu, or related keyboard command*), to take the related action on the entire portfolio. To reverse a rejected portfolio, similar to a standard jury session, you must accept the portfolio, prior to moving on to another pass.

MULTIMEDIA JURYING

For everything, but viewing the full-sized image functions (which instead, opens up the media), the standard interface controls apply (pages: 6-11).

Please review these, prior to jurying a multimedia competition.



Multimedia entries will either have cover art, uploaded by the submitter, or an icon, similar to that on the left. When jurying multimedia, clicking on the cover art/icon will take you to an external link that the artist has chosen, which contains the media entered into the competition. Once you have reviewed the media, you can close the tab/window, and return to the main jury interface.

GENERAL TIPS FOR JURYING

Suggested Strategy

It is recommended that you be generous in the first pass, rejecting only those entries, that you know for certain, you will not want to consider further - *keep in mind that the Jury Phase is a process of elimination, not acceptance*. Using the Contact View is extremely efficient for this purpose. In the second, and third passes, you will be more familiar with the entries, and can be more selective with your entry rejections. Typically, four to six passes, of perpetually fewer entries, will bring you to the end of the Jury Phase. In practice, using multiple passes speeds up the process, and makes it easier to achieve your choice of the best entries.

Remember: *Every time you go to the next pass, you cannot access the rejected images of that pass without administrative intervention, so ensure you are ready to remove the rejected images, prior to going to the next pass.*

Number of Entries per Artist

The artist's profile number is displayed in the information panel, to the right of their work. The work of each artist is presented in the order submitted. During your last pass, prior to rating, you can review the profile numbers for each artist with multiple entries, and decide if you wish to replace one entry with that of another artist.

Interruptions and Restarting

During your jurying, you may need to interrupt the jurying process for any number of reasons. When you exit your browser, Smarter Entry remembers the pass, and page number, you are on. When you are ready to restart, you simply need to log in again. You will be taken to the page where you left off.

During your jury session, if there is no activity for an extended duration, the system may automatically log you off, requiring you to sign in again.

No Image

On rare occasions, you may encounter a 'no image' thumbnail (thumbnails with a red x, or some other symbol), or a Smarter Entry 'No Image' placeholder image. This usually indicates someone uploaded a non-image, or a corrupt file. If this is an image-based competition, just reject it, and continue. After the first pass, you should not encounter similar instances.

TIPS FOR CATEGORICAL JURYING

After the first pass, you may find it easier to filter the remaining entries by category, if categories are a part of the event. You can then jury the entries, within a category, without being distracted by entries from the other categories. Please note that the artists may have submitted the same entry to more than one category.

Hint: It is important to keep in mind the total number of Entries Needed, as defined by the administrator, and stated in the **Juror Statistics** information panel, on the right sidebar. The administrator may wish to have an equal distribution of entries across categories, so please refer to the administrator for more specific instructions.

In order to have approximately equal number of entries in each category, divide the **Entries Needed** by the number of categories. This will serve as your guide to the *approximate number of entries* to select from each category.

Example: If there are three categories, and a total of 50 entries needed, then you should figure that approximately sixteen entries per category should be left, prior to moving on to the Rating Phase. In the event that you find one category does not offer the number of quality entries, then you can equally distribute the remaining number, from that category, into the two remaining categories.

Note: There is no rule as to how many entries must be selected per category, unless specified by the event administrator. The above is meant to help you create a final selection, with *approximately* an equal distribution of selected entries, in each category.

SUGGESTIONS FOR RATING ENTRIES

The following rating guide acts a **suggestion**. Please consider any instructions that the administrator has provided as superseding these suggestions.

The default rating system are numbered 1-9. The following is a suggested guide to assigning values:

- 1 Not eligible for further consideration.
- 2-3 Of merit, but not event worthy.
- 4-6 May consider for the event.
- 7-8 Should be in the event.
- 9 Exceptional - The juror's choice for best of category, or best of show.

A suggested variation, if the administrator is looking for a category/best of show ranking would be as follows:

- 7 Honorable mention
- 8 Best of category/Runner up
- 9 Best overall/Best of show

NOTE: If 9 is to designate 'Exceptional' for a category, it should only be used to award one image per category. If it is to be used for best overall, or best of show, it should be only used once for the entire event. The same would be true for honorable mention, and runner up, unless there was an undisputed tie.

SUPPORT

If you are in need of jurying assistance, please contact your event administrator – not Smarter Entry.

Smarter Entry enhancements are ongoing. If you happen to come across an error, or an issue, please detail what you were doing, by copying the error message, or screenshot the issue, paste it into an email, and send it to your event administrator.