



2018 Catholic Press Awards *Judging Instructions*

Welcome to the 2018 Catholic Press Awards

The purpose of the awards program is to recognize the contributions and hard work of association members throughout 2017.

We thank you for taking the time to evaluate submissions to the Catholic Press Awards. This is a valuable program for CPA members, and we could not manage this program without your expertise and your effort.

The following are instructions for judging the 2018 Catholic Press Awards. If you have any questions about the judging process, please contact Kathleen Holloway at cpaawards@catholicpress.org.

Thank you for participating!



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Getting Started

Awards Website

All judging for the Catholic Press Awards will take place in our awards website: <https://catholicpress.secure-platform.com/a/>. On this website, you can view all of your judging assignments, score entries, add comments, and choose winning entries.

Returning judges can log onto the website using the same email and password as last year. If you do not remember your password, click the “lost password?” link to reset it.

New judges: A profile has already been created for you in our system. When judging opens on March 1, you will receive an email that automatically assigns a password to your account. Use this password to log in, update your profile, and evaluate entries.

Hard Copy Submissions

The majority of categories only require online submissions. Some categories indicate a “HARD COPY” requirement, which means that copies of issues or samples are submitted for consideration. If you are assigned a hard copy category, the CPA Office will ship the entries to the address listed in your profile. Please refer to the hard copies while evaluating your entries.

General/Individual Excellence Categories

General and Individual Excellence categories end with “of the Year” (i.e., Writer of the Year). If you are judging a General Excellence or an Individual Excellence category, you have been paired up with another judge to evaluate the submissions. In this case, each judge will fill out their own evaluation form. Your scores will be averaged by the online system. The CPA Office will email you the results based on judges’ average scores and you will have a chance to voice any concerns before the winners are finalized. Please consult instructions on the next page when selecting winners.

Placement in Catholic Press Awards and Comments on Winners

Winners can achieve First Place, Second Place, Third Place, or Honorable Mention (fourth and fifth place). It is not required for judges to assign Honorable Mentions for each category. Please feel free to use it if you think someone earned it.

Please provide comments for any entries assigned First, Second, or Third Place. You are not required to provide comments for all submissions—only for First, Second, and Third Place. A couple of sentences that briefly summarize the reason an entry deserved placement can be useful to next year’s participants.

Eligibility and Disqualification

The CPA office does its best to run interference on entries that are incomplete or ineligible. Due to the high volume of entries, sometimes ineligible submissions get through. You have full authority to disqualify an entry for the following reasons:

- Incorrect number of elements (i.e., submitting one article where three are required)
- Content was not published in 2017
- Content submitted does not match category entered

If you need to disqualify an entry, please confirm with Kathleen Holloway by email **only** cpaawards@catholicpress.org so she can remove the entry from your assignments and keep record of the reason.



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INSTRUCTIONS

- 1. Access your assignments.** From the homepage of the awards website, enter your email and password to log in. Once you are in, click “My Judging Assignments.” Click “Open” on the line that indicates the 2018 Catholic Press Awards. Click “Open” again on the line that says “View All Categories.” All of your assigned submissions will show up. You can filter your submissions by category and status (scored or unscored) in the sidebar on the right side of the screen.
- 2. Evaluating an entry.** Click “View Application” next to an entry that you wish to judge. You will see two columns: the application on the left and the evaluation form on the right. Clicking “Next” at the end of the Applicant Information will pull up the Submission Form, which will have file uploads, URLs, and other information necessary to judge the submission. You can click back and forth between the Applicant Information and Submission Form and the Evaluation Form will stay where it is.
After evaluating the entry, click “Save and Back to List” to save your changes and go back to a list of submissions. Click “Save and Go to Next” to save changes and pull up the next unscored submission.
- 3. Editing judgments.** Nothing is final until the judging period is closed. If you want to change a score on an entry, search for it using the filters in the right side of the screen, then click “View Application.” Change scores as you see fit. Be sure to save your changes.
- 4. Assigning winners.** Based on a survey of judges, we updated the method of assigning winners for the 2018 Catholic Press Awards. You may now assign placement directly on the evaluation form under the field “Is this one a winner?” You are required fill in the field for all entries, so select “No Placement” for entries that do not place.

Since you will assign your winners during the evaluation process, Kathleen will not confirm the winners with you after you submit your scores. She will only confirm the evaluations if you are judging a General/Individual Excellence category (see Step 5) or if she finds something unusual with your evaluations.

- 5. If you are judging a General/Individual Excellence category:** Steps 1-3 are the same for categories with two judges. When two judges are assigned to an entry, judges submit scores independently of each other, and the scores are averaged by the online evaluation system. After receiving the scores from both judges, Elise will send you the winning entries based on your average scores. If you have any concerns about the winning entries, you will be able to discuss them at that time.

JUDGING DEADLINE:

11:59 p.m. CT – Saturday, March 31, 2017