

# BEST IN MEDIA JUDGING INSTRUCTIONS

## The Simple Steps

1. Go to [www.bestinmedia.com](http://www.bestinmedia.com)
2. Log in using the username / passwords below. DO NOT ATTEMPT TO CREATE YOUR OWN ACCOUNT
3. Click on “JUDGING” in the top black navigator bar
4. On the next page, click on the organization name you are judging
5. Scroll down to the bottom of the next page and you’ll find links to the different divisions
6. Click on the division you have been assigned and a grid will appear with all the categories
7. Find your category(s) and each row is an entry with the information you’ll need.
  - a. Business Name or Call Letters
  - b. Category Name
  - c. Entry Name or Title
  - d. Link(s) to the media that was submitted for the entry
  - e. When you are done, use the “RESULTS” to open a prepopulated form to submit your results

[Click here](#) for a short video tutorial of this process

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## MORE DETAILED INSTRUCTIONS:

Welcome to the Best in Media awards entry and judging platform. We work hard to make your experience as a judge easy and workflow intuitive. We want to make your involvement as a judge as simple as possible so you can spend as much time focused on the content of the entries and not on the process. Here are a few simple instructions.

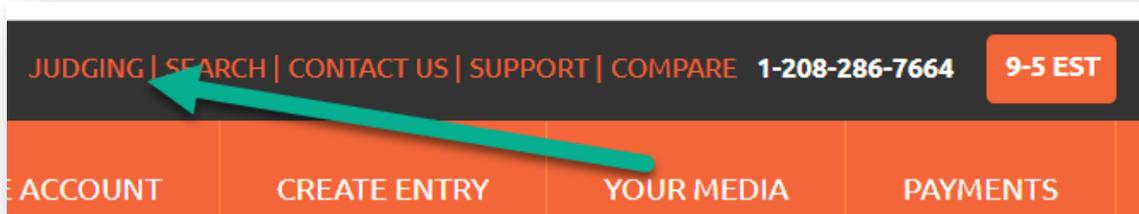
### Pre-Judging:

1. Make sure you have a clear understanding of what divisions / categories you have been asked to judge. This site does not have that information. If you have any questions, please contact the person who asked you to be involved in the judging process.
2. If you’re having any technical issues, believe you are not looking at the media that is associated with an entry, or a link to the media is broken, please call Tom Frazee / 208-286-7664

3. We have provided a link to a pre-populated Judging Results Form and there is a link to that form on each judging link sheet named “RESULTS”

#### Logging In:

1. Do not attempt to make your own account. This will not give you access to the judging area!
2. You can use any of the following:
  - a. judge1 / pa551
  - b. judge2 / pa552
  - c. judge3 / pa553
  - d. judge4 / pa554
  - e. judge5 / pa555
3. Once you are logged in, the word “Judging” will appear at the very top of the front page in the black navigator bar. Click on “Judging”. If you do not see this link, you probably tried to create your own account. See above.



#### Access Judging Sheets

1. Once you click on Judging, you will be re-directed to the Judging link page. Here you'll see a link to the organization you are judging. Click on it.

#### Judging Landing Page:

You're now on the organization's landing page. There is information specific to that organization's awards program. Here's the process:

1. Scroll down that page until you get to the Judging Grids
2. Below are the links to the individual division grid
3. Click on the division you have been asked to judge in. Make sure you know this information specifically.
4. You will now be taken to the division judging grid that will have all the categories grouped together with the individual entry in a row that has the following information per entry

Tech questions? Call Tom @ 208-286-7664

Idaho Press Club 2020-21

V=video, D=document

\*\*Categories may spill over to next page\*\*

TV-A DIVISION

Call letters or company name

Category

Entry Name / Title

Media Link(s) Could be a maximum of 4

Link key:

V=Video

I=Image

A=Audio

D=Document

W=Webpage

IS=Link to Issuu.com

eMagazine display

Link to Results Form

ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
	KTVB	TVA-001 General Excellence	KTVB General Excellence 2020	V1		
612	KBOI	TVA-001 General Excellence	KBOI	V1		
	Scripps	TVA-001 General Excellence	Idaho News 6	V1		
ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
761	KTVB	TVA-002 Best Morning News Program	Wake Up Idaho	V1		
430	KBOI	TVA-002 Best Morning News Program	CBS2 News on the CW	V1		
33	KIVI	TVA-002 Best Morning News Program	Good Morning Idaho	V1		
ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
898	Scripps	TVA-003 Best Evening News Program	TEACHER STRIKE, CONSTITUTIONAL AMENDMENT AND COUGAR ATTACK	V1		
804	Scripps	TVA-003 Best Evening News Program	COVID VACCINES AND RIBS	V1		
756	KTVB	TVA-003 Best Evening News Program	News At 10 Evening Newscast KTVB	V1		
742	KTVB	TVA-003 Best Evening News Program	The 208	V1		
		TVA-003 Best Evening News Program	6.5 Earthquake Hits Idaho	V1		
36	KIVI	TVA-003 Best Evening News Program	Idaho News 6	V1		
ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
774	KTVB	TVA-004 General News Report	Defund The Police Rally	V1		
770	KTVB	TVA-004 General News Report	It's A Good First Step	V1		
765	KTVB	TVA-004 General News Report	The Graduating Class of Covid-19	V1		
763	KTVB	TVA-004 General News Report	Plantation name Change	V1		
433	KBOI	TVA-004 General News Report	Boise Church Donates Food	V1		
ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
435	KBOI	TVA-005 Spot News Report	Highway 16 Crash	V1		
93	KIVI	TVA-005 Spot News Report	Phillips fire forces evacuation at Soldier Mountain Resort	V1		
ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS

\*\*Please note that documents do not stream. Wait for it! ;)

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5. We recommend you print out the grid page that has your entries so you can make notes as you view each entry for your final results
6. Once you have finished viewing all the entries, click on the "RESULTS" link to open up a prepopulated form you can use to submit your results

Rather watch a short video of the judging process? [click here](#)