# **RULES:**

- You can only access the judging are by using any of the 5-pre-set log in username / password DO NOT ATTEMPT TO CREATE YOUR OWN USERNAME / PASSWORD. You will NOT be able to get into the judging area.
- You will be assigned Category(s) in a specific Division. Make sure you are clear of which ones you have been assigned. Typically, you WILL NOT be assigned an entire Division.
- You are being asked to return results for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. NO TIES.
- For each of the 3 positions, you will report the ENTRY NAME and IDENTIFIER (Call letters, Publication, Business or College / University) using the RESULTS form provided.
- There is an optional comment area if you would like to describe the winners in general and what led you to make your decision. Your comments are always welcome.

# JUDGING LOG IN'S:

judge1 / pa551, judge2 / pa552, judge3 / pa553, judge4 / pa552, judge5 / pa555

### DIRECTIONS:

- 1. Open your browser and go to <u>www.bestinmedia.com</u>
- Roll your mouse over the "LOG IN / CREATE ACCOUNT" then click on the "Log In / Log Out or Create Account" from the black box that drops down. REMEMBER. ONLY USE THE USERNAME / PASSWORD combinations provided above
- 3. Enter the username and password into the provided boxes on the log in box.
- 4. Click on the orange "Log In" button
- 5. In the top black menu bar, click on "JUDGING".



6. Scroll down the next page and click on IPC link.

7. Scroll down to the bottom of the page. You will see links to the different DIVISIONS. Click on the DIVISION you have been assigned. A JUDGING GRID FOR THE SELECTED DIVISION WILL OPEN

#### 8. This is an example of what the GRID will look like

Call letters or company name Category	ENTRY#	BIZ NAME KTVB KBOI	TV-A CATEGORIES TVA-001 General Excellence	Entry Name / Title	F1	52	
Call letters or company name Category	612 ENTRY#	KTVB KBOI	TVA-001 General Excellence			rZ	RESULTS
company name	612	KBOI		KTVB General Excellence 2020	<u>V1</u>		
Category	ENTRY#		TVA-001 General Excellence	KBOI	<u>V1</u>		1
Category	ENTRY#	ocripps	TVA-001 General Excellence	Idaho News 6	<u>V1</u>		
		BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
ntry Name / Title 🛛 🗨	761	ктув	TVA-002 Best Morning News Program	Wake Up Idaho	<u>V1</u>		
edia Link(s) Could	430	11-	TVA-002 Best Morning News Program	CBS2 News on the CW	<u>V1</u>		
e a maximum of 4	33	KIVI	TVA-00z - Morning News Program	Good Morning Idaho	<u>V1</u>		
ink key:	ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	F1	F2	RESULTS
V=Video I=Image A=Audio D=Document W=Webpage IS=Link to Issuu.com eMagazine display Link to Results Form	898	Scripps	TVA-003 Best Evening News Program	TEACHER STRIKE, CONSTITUTIONAL AMENDMENT AND COUGAR ATTACK	<u>V1</u>		
	804	Scripps	TVA-003 Best Evening News Program	COVID VACCINES AND RIBS	<u>V1</u>		
	756	ктув	TVA-003 Best Evening News Program	News At 10 Evening Newscast KTVB	<u>V1</u>		
	742	KTVB	TVA-003 Best Evening News Program	The 208	<u>V1</u>		
	144		TVA-003 Best Evening News Program	6.5 Earthquake Hits Idaho	<u>V1</u>		
	36	KIVI	TVA-003 Best Evening News Program	Idaho News 6	<u>V1</u>		
	ENTRY#	BIZ NAME	TV-A CATEGORIES	Entry Name / Title	171		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		1
	765	KTVB	TVA-004 General News Report	The Graduating Class of Covid-19	V1		1
	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 de	ocuments do not stream. Wait for it! :)				10

9. Scroll down the "GRID" until you find the CATEGORY you have been assigned. WE HIGHLY RECOMMEND YOU PRINT OUT THE PAGE YOU ARE ON SO YOU CAN TAKE NOTES AS YOU VIEW THE ENTRY MEDIA.

There can be up to 4 media files submitted with each entry. Click on the links in the order they appear in each row of the GRID.

- V1 This is a video that is running from YouTube. It will open in a YouTube viewer
- 11 This is an image. It will open in our image viewer
- A1 This is an audio file. It will open in our audio player
- D1 This is a document / PDF. (single or multiple pages) It will open in our document viewer. Note: It may take a moment for it to appear based on the document size.
- W1 This will open a specific webpage that might represent and article, page layout, web page design...depending on the category entered.
- IS1 This is a link to the eMag site issuu.com. The entrant has chosen to have you view their publication as it was published. It will typically be multipage and it will open in their viewer.

### IPC JUDGING BOOKLET

# STEPS:

- 1. Go to www.bestinmedia.com
- Log in using any of the following: judge1 / pa551, judge2 / pa552, judge3 / pa553, judge4 / pa554, judge5 / pa555
- 3. Click on "JUDGING" in the top black menu bar
- 4. Click on IPC link on the next page
- 5. Scroll down and click on the DIVISION you have been assigned
- 6. Locate the CATEGORY(S) you have been assigned
- 7. Use the link(s) at the end of each row to view all the media for each entry.
- 8. Once you finish viewing all the entries in your category, make your decision on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. NO TIES PLEASE
- 9. Click on the link at the end of each category header labeled "RESULTS."
- 10. A pre-populated RESULTS for will open.
- 11. Fill in your information on the first page.
- 12. Using the dropdown fields, chose the DIVISION and then the CATEGORY you are judging
- 13. Fill in the ENTRY NAME / TITLE as it appears on the GRID. You can type it or swipe / copy and paste it from the grid
- 14. Fill in the "Business or Call Letters" as they appear on the GRID
- 15. Optional. Feel free to add any comments about you selections
- 16. Submit the form. You will receive a copy of this Judging Results form in your inbox.

That's it! If you have any technical issues, call Tom 208-286-7664 M-F, 8A-8P Eastern time