

2020 BEST IN MEDIA JUDGING INSTRUCTIONS

Welcome to the 2020 Best in Media judging system. Please take a moment to look over these brief guidelines so that we can provide the best judging experience. We appreciate your time and expertise!

JUDGING ASSIGNMENTS:

Best in Media does not have any information of what division(s) or category(s) you have been asked to judge. If you have any questions, please contact the person who asked you to adjudicate the entries.

RULES AND CRITERIA:

If you have any questions about how an entry was formatted, what the criteria was for a particular division or category, please contact the person that asked you to adjudicate the entries. Typically, the association or organization that you are judging has this information on their website.

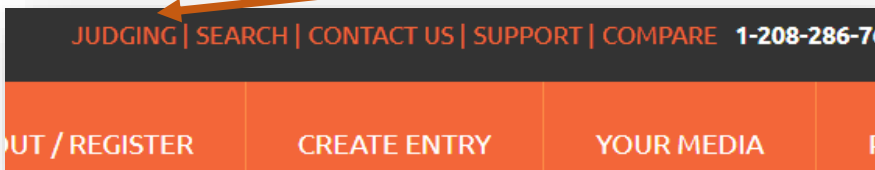
There are links on the “Judging Dashboard” (the page that has all the particular information and judging sheets) that will take you to the website for most of the information you might need

LOGGING IN:

1. Go to: www.bestinmedia.com
2. There are 5 preset judging level log in's: judge1 / pa551, judge2 / pa552, judge3 / pa553, judge4 / pa554, judge5 / pa555. You can use anyone at any time. NOTE: Do not attempt to create your own account. Only the above credentials will get you to the judging area.

GETTING TO THE JUDGING DASHBOARDS

1. Once you have logged in, you will see the link for “Judging” in the top black bar. Click on that link.



2. You will now be at a page that has a list of current associations / organizations available to be judged. Click on the one you have been asked to judge.
3. You will now be on the page that has specific information for the association / organization you are judging. Scroll down to the bottom of the page and there will be a list of links for the **DIVISIONS** to be judged. Find your division and click on it
4. This will open a pdf document organized by categories within the division.

At this point, we recommend you scroll to the page that has the category(s) you are judging and PRINT OUT the page(s) in order to have a place to write your notes

ANATOMY OF A JUDGING SHEET

Each judging grid has 8 columns plus a link to the results form you will be using to return your final decision. Check with the person that contacted you about what they want reported back ie., 1st, 2nd, 3rd. Winner, Runner-Up, etc. Typically no association will allow ties

ENTRY ID | BIZ NAME OR CALL LETTERS | CATEGORY | ENTRY NAME | MEDIA LINKS | RESULTS FORM LINK

ID#	BIZ NAME	PUBLICATION DAILY CATEGORIES	ENTRY NAME	F1	F2	F3	F4	RESULTS
1025	ID St. Journal	PD-002 General News Story	Man who mentors at risk kids to be honored as "Hometown Hero"	D1				
1024	ID St. Journal	PD-002 General News Story	Sheriff's office honors teen who drowned while rescuing girlfriend from River	D1				
1023	ID St. Journal	PD-002 General News Story	New memorial honors Idaho police K9s killed in line of duty	D1				
591	Idaho Press	PD-002 General News Story	Racist language remains in older homes' documents	D1	D2			
590	Idaho Press	PD-002 General News Story	New Middleton homes plagued by mold and standing water	D1	D2			
568	Times-News	PD-002 General News Story	Many of Jerome's historic rock structures are still standing <i>Paywall: TN-visitor / News1234</i>	W1				
533	Idaho Press	PD-002 General News Story	Woman feared ex-husband, sought support before murder-suicide	D1				
417	ID St. Journal	PD-002 General News Story	Bannock Dev. says funding cuts from county will hurt economic growth	D1				
414	ID St. Journal	PD-002 General News Story	Company undertaking massive project in Pocatello's Warehouse District	D1				
413	ID St. Journal	PD-002 General News Story	Dr. Bahim reflects on future of health care and Chubbuck's medical campus	D1				

Each entry is allowed up to 4 media files, or links per entry. Below is the key:

- D1 Document (run from our page)
- W1 Link to a website (opens a new tab and takes you to the webpage)
- I1 Image (run from our page)
- V1 Video (run from our page)
- A1 Audio (run from our page)
- IS1 A link to issuu.com that has their entry in flipping book format

PAYWALL LOG IN:

Many online publications sit behind a paywall that requires a viewer to log in. In many cases every user is allowed several "free views". If you are prompted to log in, the pre-set username and password will be located in the ENTRY NAME box *italicized*.

SUBMITTING RESULTS:

Once you have made you decision, click on the link marked "RESULTS" at the end of each category header. This will open up a form that has all the Divisions / Categories pre-populated to make it easier to organize your judging. PLEASE ONLY USE ONE FORM FOR EACH CATEGORY YOU HAVE BEEN ASKED TO JUDGE.

You will be asked to submit:

- Your personal information (this will not be shared)
- The information in the "Biz Name" column (swipe, copy and paste)
- The entire entry name WITHOUT THE PAYWALL INFORMATION (swipe, copy and pasted)
- Any general comments you would like to make

Once you submit your results, you will get a copy in the email you provided. These are just for your reference.