

PROCEDURE FOR JUDGING PRINT COMPETITIONS

What you will need:

- These instructions!
- Set of sheets 8 1/2 x 11 - with abbreviated divisions-levels on each for sorting:
P-B, P-I, P-A, P-M, M-B, M-I, M-A, M-M, N-B, N-A, C-B- C-A, T-B-, T-A, J-B, J-A, AND S (or equivalent)
- Labels for places. Avery address label size 5260. Normally, I will distribute copies of the labels to each club: 1 - 5th, HMs, Print of Month or, if necessary, send the .pdf file to you for print out. The colored dot for the year will be on each label

- 1) Pick up the prints at the N4C meeting going to your club for judging.
- 2) Let Joe Hearst, the Judge Chair, know in advance where you will be holding the competition and the date. Joe's email is : joe@jhearst.com.
- 3) Gene Albright will send to your club the following shortly after the N4C meeting:
 - (a) a .pdf file of the entered prints by club
 - (b) an Excel document with several tabs, including Print by Club (which is equivalent to the .pdf above) and Enter Results (which you will use when actually entering the results).

BE WARNED This file is large and takes several minutes to actually come up on your screen) I think he has a shorter version of it now.

- 4) When you have this information, print it out, preferably from the Excel file "Print by Club". I then use these sheets to check off the prints that are actually in your hands. The containers are by club. I usually check each club, placing the prints face down as they are checked off in typically four groups: Pictorial (color), Monochrome, and the two Special Print divisions which could be Travel and Journalism, or Nature and Creative, or, singly, Sequence. **The four piles are only used as a space saver. If you have a big room and lots of space you can sort into piles of division and level immediately.**

Often, there are missing prints, Put an X in the column on the printed out list if print is missing or wrong size (too big or too small). This should go in the same column as the checks for prints present and accounted for. If you find a print that is too large (over 16 x 20) or too small (under 11 x 14), it is rejected. If the name and thumbnail of the print do not match what is on the print, it should be rejected, as well. Also, if the print judge has his or her own prints in this competition, they should be removed for another competition and also given an "X" on the Excel sheet.

Sometimes there is a major mixup and prints on the list are not there at all. Other times there are prints that you have, but they are not on the list. If it is a large number, contact Gene Albright immediately and check it out with him. (genea.genea.@comcast.net.)

- 5) If you have already sorted the prints by division and level the following does not apply.

After all the clubs have been checked and their prints placed in the four piles, it is time to sort by level. We usually sort the special divisions first as there are only two levels: Basic and Advanced. When finished sorting, pile them up with a sheet between them indicating which division and level it is, e.g. N-A for Nature Advanced between each set (see list above). Again this is a spacesaver. When all are finally sorted and in order by Division and Level, they are ready for the judge. **It is not necessary to further sort alphabetically.** So this sorting should be done well before the judge is scheduled to arrive, such as the day before.

- 6) Go to the large Excel file and mark on the 'Enter Results'" sheet with an "X" for the corresponding missing prints in the green column where you normally put the print results. This should correct the Excel

database for missing prints and may change the originally shown number of places and HMs to agree with the actual number of prints in hand.

7) Print out the Excel Sheet using the tab "Enter Results." The corrections will have been done concerning the missing prints so what you print out should match what you have. In other words, the sheet may have originally said 25 prints, 5 places + 3 HMs. If four prints had been missing, it would now read 21

prints, 5 places + 2 HMs. To be safe you need to know that we give a total number of awards based on dividing the total number of prints by 3 and rounding UP. The printout is just a safety issue, so that you have hard copy of the results before you enter them into the online Excel sheet.

Number and level of awards issued in N4C Interclub Competitions

# Entries	Places	# HM
1, 2 or 3	1st	
4, 5 or 6	1st, 2nd	
7, 8 or 9	1st, 2nd, 3rd	
10, 11 or 12	1st, 2nd, 3rd, 4th	
13, 14 Or 15	1st, 2nd, 3rd, 4th, 5th	
16, 17 or 18	1st, 2nd, 3rd, 4th, 5th	1
19, 20 or 21	1st, 2nd, 3rd, 4th, 5th	2
22 and above	1st, 2nd, 3rd, 4th, 5th	3

Before awarding any HMs, you would give places 1 - 5. Any set of prints 22 or over has a maximum of 5 places plus 3 HMs. No more than 3 HMs.

8) Conduct judging. Titles should be read prior to the judging for all Prints: Pictorial, Monochrome, Creative, Nature, Travel, Journalism and Sequence.

Place the first place winners together for choosing Print of the Month for three categories: Pictorial (4 levels), Monochrome (4 levels) and the Best of the combined Special Prints (usually 4 total First Places unless Sequence is being judged that month, which would lower it to 3). On the back of ALL of the winning prints affix the placement label which now includes the colored dot. Place them directly below the big N4C sticker which the club print chairs should have affixed to all prints going to N4C. All prints should have the two labels in the upper left corner. The information label should be printed out from the ICM program (or equivalent) and the labels which include two large initials indicating the club can be found on the n4c.org websitez. Handwriting is disallowed except where a change has been made and it is no longer possible to print out a label. The handwriting must be legible. It is time to enforce this rule.

Separate the winners from the non-winners as a back-up in case of an error. So you should have three piles: the First Place winners, the other winners and the non-winners. You can start sorting the non-winners and placing them back in their club boxes at any time.

9) Use the printed out (hard copy) Excel Sheet from the tab labeled "Enter Results" to enter the results and show any problems or discrepancies. When finished and satisfied that all has been accounted for, enter the results on the Excel sheet on your computer in the green column where you have already added an X for missing prints. The Excel sheet will tell you if you have made a mistake by showing a red error message, but you might have to wait for that to show up. So, recheck after you have entered the results and to make sure you have not missed any winners. The Print of the Month is designated "1B." You should have only three of these total: Pictorial, Monochrome and one from the combined Special Prints.

10) Send the results to Gene Albright ASAP. Since the file is so large, you can do one of three things: . Recently, the file is about 11 megs and can be sent directly to Gene's email address: genea.genea@comcast.net.

Some other options are: Convert it to a Zip File and send as a regular email Send it using Hightail www.hightail.com (There is a free option)