

Judging an exhibition via the Web using PhotEx

Notes for Judges

Getting started

You will be judging the exhibition at the same time as the other judges, so you all see the same image at the same time. Only when you have all entered a score will the next image be shown. When the scoring is complete you will be asked to assign awards, and you will see a selection of images on a “lightbox” on your screen (see below).

You will need a computer with a reasonably fast internet connection and a recent version of Safari, Chrome, Edge, Internet Explorer 11 or Firefox.

Judging

At the agreed time you will be sent an email with a link to the PhotoCompEntries judging page.

Each images will be shown full-screen with a fading title. Click on the image to view full screen (use the F11 key or hover at the top of the screen and click the “X” that appears to leave full screen mode)

You enter your score using the keyboard or, if you have one, a keypad¹. (Note, if you are judging with a maximum score of 10 and above and want to enter a score below 10, you need to enter a leading zero – for example, “08”).

You may be asked to select images with “In-Out” keys: “In” in signalled by the Up arrow or Plus keys and “Out” by the Down arrow or Minus keys.

When you are assigning awards you can move the lightbox images around by holding the mouse down and dragging.

- Clicking on an image selects it, and the clicking on another image holding the Shift key selects those images and all between them. Clicking on images with the Ctrl key adds them to, or removes them from the selection.
- You can then move the selected images to the top or bottom of the lightbox with the buttons to the left of the screen .
- You can remove them from the light box altogether by clicking “Remove”. You can restore removed images with “Restore”
- You can make the images larger or smaller with the “Bigger” and “Smaller” buttons (Note: “Smaller” has no effect if all the images can be shown already on the screen at once.)
- You can find an image by typing its ID in the “Find” box and clicking “Enter”

¹ If you press a keypad key but it does not record a score, press the Num Lock key.

- Right-clicking on an image displays it full screen.
- If you are asked to send a selection to the organiser, select the images as above and click "Send selection".
- See below for a full list of actions

When the moderator starts judging a new class you will be returned to the login screen so you can start the process again.

Communications

You can send messages to the moderator and the other judges. Once you have logged in, press the M key. Messages from the moderator and other judges are displayed automatically.

The moderator may also arrange a conference call, especially during the awards process.

Recovery

If you close the program by accident, or your internet connection is lost temporarily, use the link again. If the moderator's program is still running you will restart where you left off.

Lightbox actions

T	Move to top	Move selected entries to the top
B	Move to bottom	Move selected entries to the bottom
+	Bigger	Make the images bigger (fewer per row)
_	Smaller	Make the images smaller (more per row)
Delete	Remove	Remove the selected entries from the lightbox
L,U	Restore	Restore the most recently remove entry
S	Send selection	Send your selection to the moderator
R	Refresh	Removes or shows entries selected by the moderator
M	Send message	Send a message to the moderator and other judges
Esc	Close	Exit the lightbox
Tab		Minimise the lightbox screen
	Right click	Show the image full-screen (click on it to close it)