

Judging an exhibition via the Web using PhotEx

Notes for organisers

Set-up

PhotEx has a feature that allows you to judge an exhibition in the usual way, but with the judges and moderator¹ in different locations connected to the internet.

Ideally you need to set up your competition to allow judging via the web by

- Ticking “The exhibition will be judged via the Web” on the “PhotEx” tab of PhotExCreator/”Update your exhibition data”. This prevents images being removed from the server when you download. If you have already downloaded some entries, this will cause those images to be re-uploaded, which may take some time.
- Adding judge information to each class you will be judging. You can do this at any time before the judging session.
 - Select the medium and class in PhotExCreator/”Update your exhibition data”. Click “Add” by the judges list and add a judge’s details. Note that the first name, last name and email address are required. As you add judges for additional classes you will see the judges you have already added. Tick any that will be also judging this class.
 - You also need to make sure that the “Score out of” option is set to the maximum for the class – that is the score per judge * the number of judges (so three judges scoring a maximum of 5 = 15)

If you are preparing to judge and have not yet done these steps, you can provide the information in PhotExPresenter.

- In PhotExPresenter, go to “Presentation options” and select “Judge via the web”.

You should see “You are judging via the web”. If you see the main selection screen first, click “Finish and set “Judge via the web” in “Presentation options”.

If all your images are not already on the web and your Entrants data has been uploaded in the “Finalise process”, you can click “Bypass” – otherwise click “Next” to upload them. This will take some time.

Judging

Judges can either download and use the PCS_Judge program, or a browser (Apple users must use the browser version). The same functions are available for both, but the program is faster.

¹ The “moderator” is the member of your organisation who is running the judging process using PhotExPresenter.

You should arrange with the judges a time at which all can be online. At that time, start PhotExPresenter click “Judge the exhibition”. When you see “You are judging via the web” you can click “Bypass” if you have already uploaded when setting up. If in any doubt, click “Next”.

Select a class and round in the usual way.

- You will see that the sector button for “keypad” scoring has been replaced by “Via the web”. This should be selected (You can still use the “Keyboard” option to adjust scores etc. without the judges.)
- When you click “Show”, you get a chance to change the details of the judges for the class. You are shown all the judges for the competition – those marked with a tick judge this class.
- When you click “Next”, an email is sent to each judge asking them to start their judging program (see the notes for judges) and the scoring boxes will appear. As they start, you will see their initials appearing in the boxes. Once all the judges have logged in, you can click “Show” to start the judging.
- All the usual facilities for judging are available, including auto-advance and going back to the previous image. You can use in-out buttons to split bands and to select award candidates.
- While you are not in “auto-advance” mode you can suspend getting scores from the judges. This lets you move back and forward on your screen, and when you click “Resume” the judges will be able to enter their scores for the entry currently shown on your screen.
- If you need to pause or stop a session you need to tell the judges to abandon their session with the Escape key. You can pick up again later by making sure “unscored” is selected when you restart.
- You need to agree with the judges the process for assigning awards. PhotEx will let you show the judges your candidate award winners, and they will see them on a lightbox, as you will. You can then ask them to select a number of candidates for an award, and they send them to you. You will then see who has selected which images, and can assign awards accordingly. For example, if you have 3 Gold awards, you could ask each judge to select 5 candidates and see what commonality there is among them. (See the example below.)
- Using the lightbox is easier if you have two screens on your computer. If not, you can swap between the lightbox and its controlling screen with the tab key on the lightbox to hide it and a button on the controlling screen to show it.
- When you have finished assigning scores the judges receive a message telling them to close the lightbox, and you are returned to the main selection form.
- If you want to judge another class, select it from the list. If you click “Finish” to leave the main selection form, you will be told that the session for this set of judges is complete and their judging programs will close.

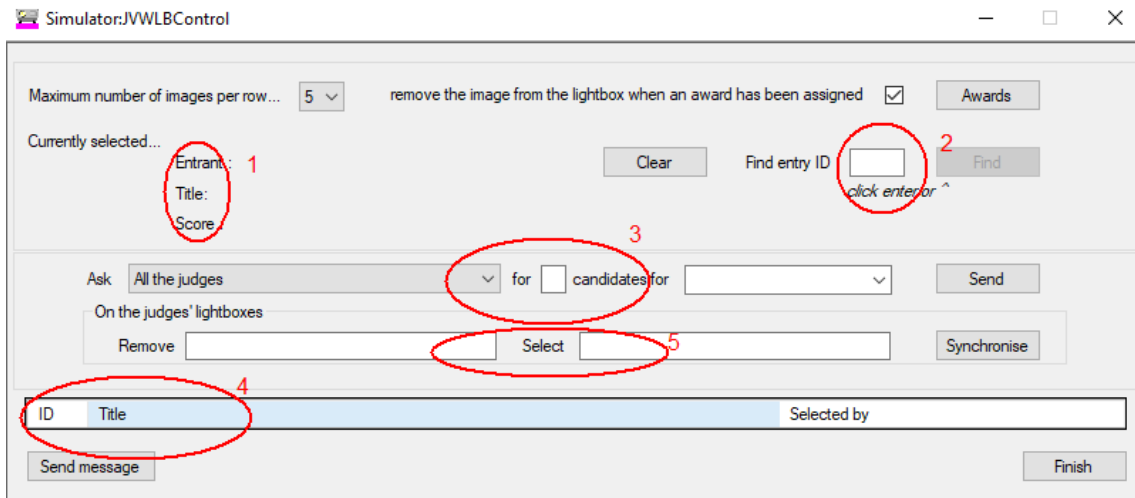
Notes on using judging (scores and in/out)

- How to go back ○ If you are using auto-advance, untick the box ○ All the judges must judge the current image. This score will be applied.

- Click “Suspend” – this makes “Previous” enabled and allows you to move forwards or backwards without asking the judges to judge the image
- When you are on the image you want the judges to score,
 - ✦ If you want to auto-advance, tick the box
 - ✦ click “Resume” and the judges will be shown that image and should score it.

Using the lightbox

When you select the lightbox you will be asked if you want to use the conventional process, sharing your screen with the judges via Zoom or similar, or to use the web. If you use the web, each judge will get their own lightbox and you will see a control screen as well as your lightbox.



1. This shows the information about the image selected in your lightbox
 2. The judges only see the entry ID, score and title. If they want you to look at a specific entry, they can tell you the ID and you can type it into the box. Click Enter or Find and the image will be selected in your lightbox
 3. You can ask one or more of the judges for suggestions for awards. When you click “Send” the judges receive a message asking them to select their candidates.
 4. This is where the candidates for awards are shown. The “Selected by” column shows the initials of the judge or judges who have selected that image. You can click on the entry in the ID column to select the image in your lightbox
 5. You can remove images from the judge’s lightboxes, or cause images to be selected. Type the IDs separated by a space or comma and click “Synchronise”. The judges will then be sent a message asking them to click “Refresh” in their lightboxes to effect the changes. ID’s are added automatically to the “Remove” list when you assign an award.
- Clicking “Clear” de-selects all the selected lightbox entries in you lightbox. **You should be careful when assigning awards as clicking on an award on the lightbox assigns it to *all* selected entries.**
 - You can use the following keyboard shortcuts on the lightbox:

T	Move selected image(s) to the top
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B	Move selected image(s) to the bottom
R	Remove selected image(s) from the lightbox
L,U	Show the last-removed image
Tab	Hide the lightbox
Esc	Close the lightbox

A typical process for assigning, say, three gold medals by three judges, would be

1. Use the “ask” function to get the judges to provide 6 suggestions each
2. If you get more than 3 images which all judges have chosen, move all those images to the top and get Judges to agree all Gold’s from those images – and you are finished.
3. If you get 3 or fewer images which all judges have chosen – Inform the judges and award these images Gold – also ask judges to Remove these images from their lightbox.
4. If you have Gold’s still to award, move all the images suggested by two judges to the top (#Move to Top) and ask Judges to try to agree on the remaining Gold’s from these images.
5. If they cannot agree on those, move all the images suggested by at least one judge to the top (*Move to Top) and get Judges to agree from all the images suggested by 1 or 2 judges.

*Move to Top:

Select images in your lightbox by clicking their entries in the results table. On the lightbox Type T or click the button to move them to the top. Then click “Synchronize” which asks the judges to click refresh. The judges will then see these entries selected at the top of their lightboxes.

Communications

This version of the software has a messaging system built in. You can send a message to one or all judges, and they can send a message to you. This may not be sufficient during judging, and you may need to set up a video or telephone conference.