

## Reviewing and judging over the World Wide Web

You can allow a judge or judges to review entries and leave comments, and optionally score them, mark some as “held back” and assign awards.

This facility increases the load on the PhotoCompEntries website, so it is not part of the standard PhotoCompSoftware product: please contact [support@PhotoCompSoftware.com](mailto:support@PhotoCompSoftware.com) for details of how to install PCS\_Review, the program that lets you manage the process.

### How it works

You create a competition with PhotoCompCreator as usual, and upload it to the website. You use PCS\_Review to say who can review the entries and what they can do with them. You then send them a link and they log-in with the information you provided. They can do this as many times as they like. They see all entries or just those that have been made since their last log-in, so they can review them as they are uploaded by the entrants, or you can wait until the competition has closed and ask them to review all the entries at the same time.

If you have more than one reviewer/judge, they can see each others’ comments but not their scores etc. If you are asking them to hold back, then any judge holding back means that the entry will be marked “held back”.

When the reviewers have completed their task, you can download their results (comments, scores etc) and apply the scores etc to the competition data, ready to show at a club meeting in the usual way. You can also export the comments to Word or a text file for printing.

Note you should use PCS\_Review before any PDI entries are made, as image files are normally removed from the website once they have been downloaded - PCS\_Review causes them to be left on the website until 4-6 weeks after the competition has closed for entries. However, you can re-upload them again if necessary (for example, you have added entries with “Gather individual entries” or “Gather bulk entries” in PhotoCompEntries).

## Preparing the review

Run PCS\_Review and select the competition if it is not already shown in the dropdown. Click “Prepare review”.

The screenshot shows the PCS\_Review application window with the following settings:

- Review only:
- Hold back:
- Give scores to all entries:
- Give scores to all entries:
- Awards:
- Update FTP settings:
- Max score per reviewer:
- Description and additional instructions:
- Leave downloaded images on the website for review:
- Upload images before review:
- Allow reviewers to add comments:
- Reviewers table:

First name	Last name	Email	Password	ET	
					Add
					Update
					Remove
- Put the link to the review site on the clipboard:
- Buttons: Cancel, [About this page](#), Apply

The top rows let you set what you want the reviewer or reviewers to be able to do, and will depend on what options you have set for the competition in PhotoCompCreator (for example, in the screenshot above, the competition does not allow for the allocation of awards). You can also allow them to add comments if you wish.

(Note that assigning awards only really makes sense if you have a single judge)

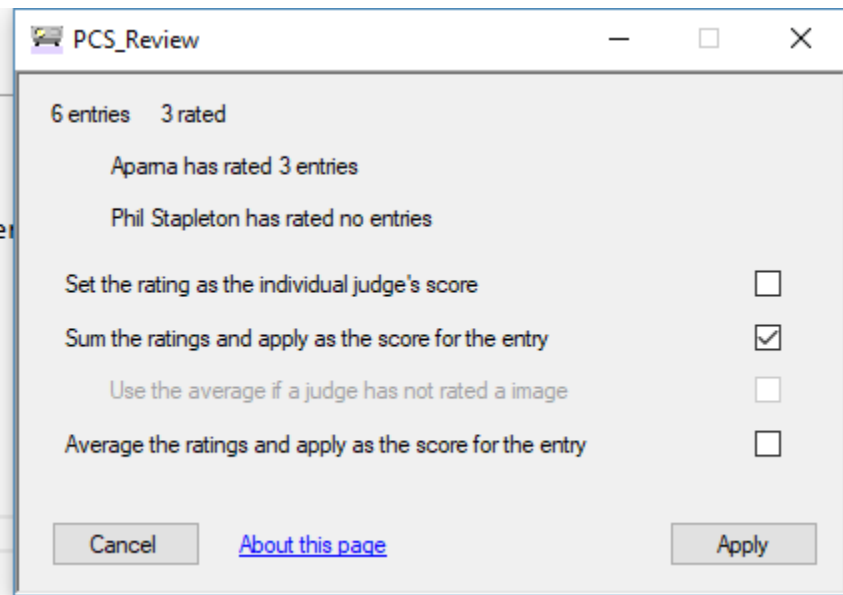
Click Add to add a new reviewer. You will be asked for their name, email address and you will need to set a password for them. You can also set a threshold (the ET column above) that will cause them to be sent an email when that number of new entries have been added (useful if they are only adding comments).

## Getting the results

When a reviewer has finished reviewing all the entries, they get the opportunity of sending you an email saying that their review is complete.

When the review is over, click “Apply results” on the main page

The contents of the next page depend on your settings, but here is an example of two judges scoring...



You have various options for assigning scores if you have multiple judges (note the page uses the word “rating” to distinguish the score as entered by the judge from the score that will be shown by the PhotoComp programs)

- Set the rating as the individual judge's score – this records the individual scores in the entry records. The PhotoComp programs will then sum them to get a total score
- Sum the ratings and apply as the score for the entry – this puts the total score as the score for the entry – this has the option of
  - Use the average if a judge has not rated an image – if you see from the counts that a judge has missed an image or images, you can use the average of the other judges scores for their rating
- Average the ratings and apply as the score for the entry – takes the average of the judges score as the score for the entry

## Printing comments

If there are comments for the images, the “Export comments” button will be available on the main page. Click this to produce a Microsoft Word document (If you have MS Word on your machine) or text document, containing a paragraph for each entry with the comments from each reviewer who left one.