

## What do the Jurors see and do?

Jurors should follow the instructions below to score each applicant's body of work (images). You can print these instructions or email them if your jurors will work independently.

Click [here](#) for an overview on how jurors score using ZAPP®. For monitor juries, click [here](#) to see a video on using the scorecard. For projected juries, click [here](#).

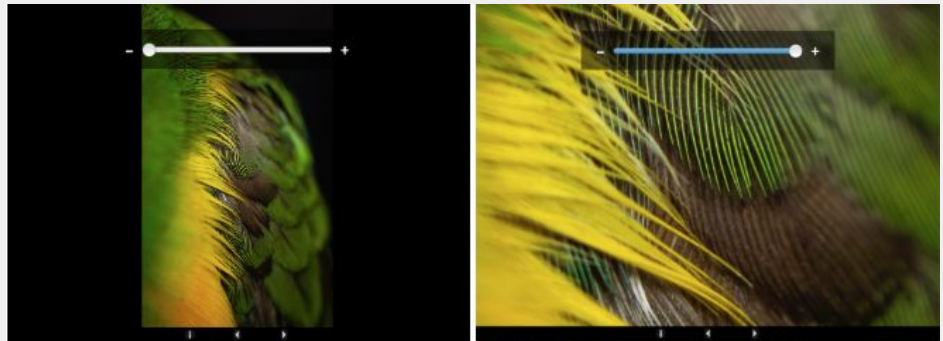
Action/Item	Description
<b>Log in</b>	Go to <a href="http://admin.zapplication.org/admin">http://admin.zapplication.org/admin</a> and enter the juror credentials provided to you. Select an event to jury. Click GO.
<b>Select Category</b>	This drop-down menu allows applicants to be filtered by medium category. Jurors must choose a medium category (or All Medium Categories) before scoring.
<b>Filter</b>	This text box allows jurors to search for artist applications by category, name, ID#, score, or comments.
<b>Sort the Application Table</b>	Selecting the header of any column (ID#, Name, Categories, Your Score, Your Comments, Action) will sort the table by that criteria.
<b>Show Thumbnails</b>	Clicking Show Thumbnails expands the table to show one thumbnail per application.
<b>Review Images</b>	This button is for previewing artists' images first without scoring.
<b>Score Button</b>	This button is for reviewing images and scoring.
<b>Score Remaining Artists Button</b>	This is used to find and score any missed artists or to return to scoring after a break. To see unscored artists in a given category, select the medium (e.g. Jewelry), then click the Score Remaining Artists button.
<b>ID#</b>	The identification number of the artist application.
<b>Name</b>	The artist's name will only be visible if the event chooses to display names. Collaborator names will be visible only if the event chooses to display them.
<b>Discipline</b>	The medium category for the application.
<b>Your Score</b>	The score you have assigned to the application.
<b>Action</b>	<a href="#">Review</a> or <a href="#">Score</a> links appear in this column. Review indicates that an application has been scored. Clicking Review shows the application again. Score indicates that the artist needs to be assigned a score; clicking the Score link takes you directly to the scorecard.
<b>Download Scoring History</b>	By selecting the Download Score History button, jurors can download their scores from any round for easy reference.

## How to Score

**Select Category** Choose the category you want to score.


- + **Click the “Score” button.** You will see a slide with the applicant’s body of work or the applicant’s first image (depending on the event settings).
- + **Click the “i” symbol** to view more information about the image.
- + Zoom in on the image by scrolling your mouse up or using the slider bar on the top when hovering your mouse over the image to see the detail of the work.
- + **Click the white arrow** at the bottom to advance to the next image

### See Artwork Images



**NOTE:** *If you cannot see the new window, ensure that your pop-up blocker is turned off and that the new window has not opened behind another window.*

### Monitor Fullscreen Mode

Click the fullscreen icon  in the bottom right corner of the pop-up window to expand the view across your entire screen.

### Assign and Save Score

- + The last slide for each applicant is the scorecard. Select the bubble next to the score you wish to assign. Add comments if instructed or desired.
- + Click **SAVE THIS SCORE** to save and continue to the next artist.
- + When you have scored all artists in a category, you will see a message: *There are no more artists to review in this category. Click here to close this window and return to the juror administration page.*

### Score Remaining Applications

Click the Score Remaining Artists button to see any artists who have not yet been assigned a score.

### Multiple Rounds

If the event juries in multiple rounds, the jury administrator will make the necessary cuts to the first round artists. Score subsequent rounds as instructed by your jury administrator.