

2021 Paragons: Instructions for **JUDGES**

#1. Log In

1. Look for an email from NCMPR (awards@ncmpr.org) with the subject “judge access granted.” If you don’t get the email, either check your spam folder or contact your judging coordinator.
2. Click the link in the email, and you’ll be directed to set a password to gain access to your account on the judging site.
3. When returning to the site, go to <https://paragons.secure-platform.com> and log in (the system should remember your email and password).

#2. Review and Score Your Assigned Entries

1. Once logged in, click on **My Judging Assignments** in your account dashboard.
2. Click **Open** next to each specific category to see a list of all entries in that category.
3. To view an individual entry, click on **View Entry** (yellow button).
4. The left-hand column contains:
 - a) The **Entry Information** with supporting narrative, including a description of the entry, intended audience, objectives, etc.
 - b) **Supporting Documentation**, including PDFs, URL links, photos and other entry files. To get to the supporting documentation, click **Next** at the bottom of the left-hand column or click **Supporting Documentation** at the top.
 - a. NOTES: Some files and URLs may be slow to load. For digital/electronic and campaign entries, look for active links to videos and other digital media embedded within the PDFs and view those as part of the judging process.
5. The right-hand column contains the Evaluation Form. You will score each entry based on five evaluative criteria. Each criterion is worth 20 points; input scores between 1 and 20, with 20 being the highest. Add general comments. Select **Save and Back to List** or **Save and Go to Next**. If you don’t wish to save your scores, select **Cancel and Go Back**.
6. Repeat these steps for each entry. You may come back to the awards site at any time during the judging period, which is open Dec. 6 to Jan. 7.

#3. Important Notes

1. Our members value judges’ feedback, so, if possible, please add general comments after inputting your scores for each entry. For large categories, at the very least, provide comments for your top 10 entries. These will be used in the winners’ awards video and showcase.
2. Please, no ties. Once you’ve completed judging a category, the entries will sort from highest to lowest score. If you see a tie in the top five scores, please go back to review those entries and break the tie.
3. To be sure all your assigned entries have been judged, go to **My Judging Assignments**. The number of entries in the **Pending** column should show zero. ***The deadline for completing your judging is Friday, January 7.***

#4. Questions?

If you have questions, please contact your judging coordinator or the NCMPR national office, Natalie Daggett, Associate Director - District Operation, at 505.349.0900, ext. 4 or ndaggett@ncmpr.org.