**JUDGES’ Site Substitute your Region#... i.e.r03 becomes r04**

Add your own login -

Username = your email

Password = Region#...for example Region3 ….substitute in the Region# you are evaluating

# Judge Pro - How to Submit an Evaluation



1. Navigate to the **URL** provided by your Chapter Advisor or State Administrator
2. Type your "**User Name**" in the "**User Name**" Field
3. Type the "**Password**" in the "**Password**" field
4. Click on the "**Login**" button

### How to Select the Event:



1. Locate the event and Click on the **"Select"** button
2. Click on the **"Continue Evaluation"** button next to the Participant ID's/Team

### How to View the Judges Guidelines:



1. Click on the "**Judges Guidelines**" link to view the judges’ guidelines

### How to View Student Project Attachments and URL's:



1. Click on **"Student Project Attachments"** link to view the attachment
2. Click on the **"URLs"** link to view URL link

### How to Complete Judge's Entry Evaluation Form:



1. Type the appropriate **"Score"** in the **"Judged Score"** field
2. Type the appropriate **"Comments"** in the **"Comments"** field
3. Click on the **"Save Evaluation"** button

### How to Submit Event Evaluations:



1. Click on the "**Submit Event Evaluations**" button
2. When the Confirmation dialog box appears **"This will submit all evaluations for sections that you have evaluations assigned. Please be sure you have completed all evaluations as necessary"**
3. Click on the **"Confirm"** button

