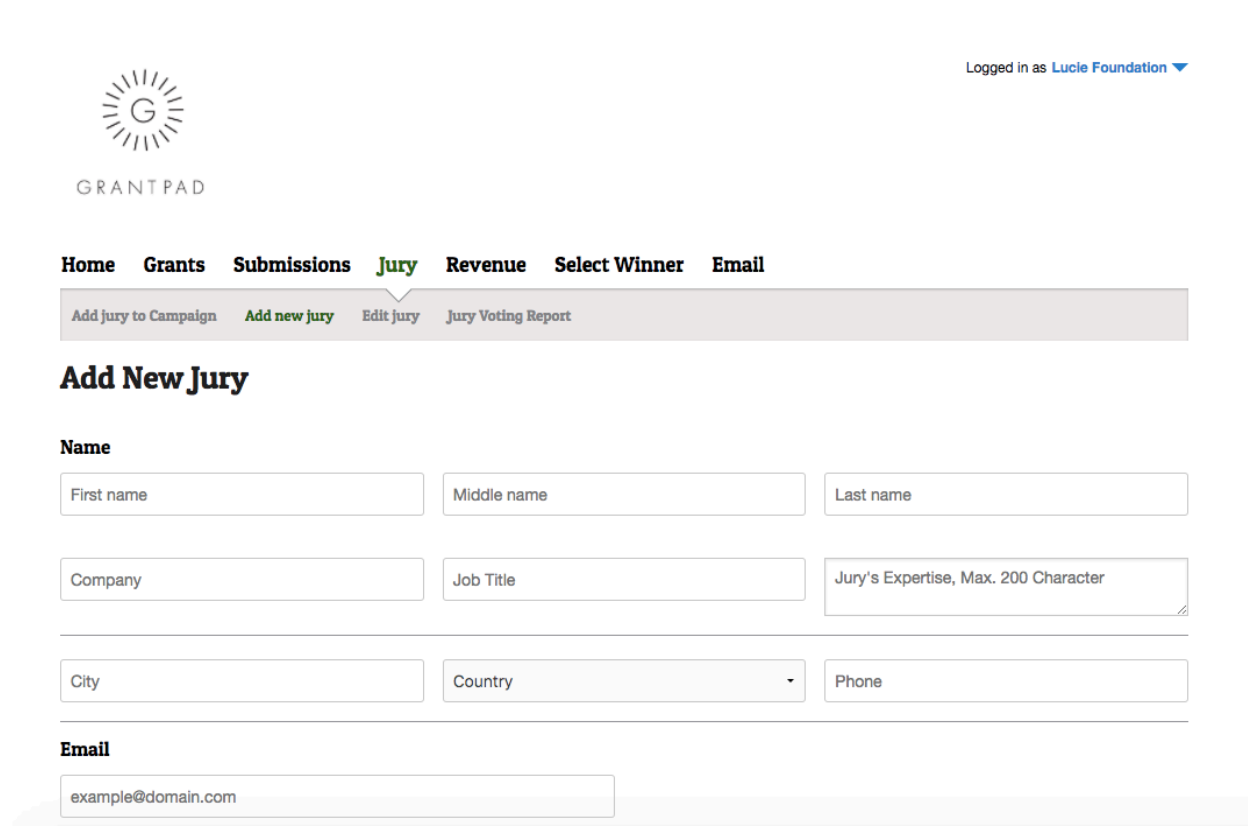


HELP - The Jurying Process

If your grant is juried you will need to go through the following steps to add and assign jury members, review their scores, and then select a winner.

1. Add New Jury

- Select “Add New Jury” under the “Jury” tab.
- Input the juror’s information.
- Click “Save”.



The screenshot shows the GrantPad interface. At the top left is the GrantPad logo, a stylized 'G' inside a circle of radiating lines. To the right, it says "Logged in as Lucie Foundation" with a dropdown arrow. Below the logo is a navigation menu with tabs: Home, Grants, Submissions, Jury (highlighted), Revenue, Select Winner, and Email. Under the Jury tab, there are four sub-links: Add jury to Campaign, Add new jury (highlighted), Edit jury, and Jury Voting Report. The main heading is "Add New Jury". Below this is a form with several input fields. The "Name" section includes "First name", "Middle name", and "Last name" fields. The "Company" section includes "Company", "Job Title", and "Jury's Expertise, Max. 200 Character" fields. The "City" section includes "City", "Country" (a dropdown menu), and "Phone" fields. The "Email" section includes a single email address field with the placeholder "example@domain.com".

2. Add Jury to Campaign

- Select “Add Jury to Campaign” under the “Jury” tab.
- Select the grant that you wish to add jury member(s) to from the drop down menu.
- Click “Assign” next to the jurors you would like to assign to the grant. And email will be sent to each juror with their log in details, the voting deadline, and a link to vote.

GRANTPAD

Logged in as Lucie Foundation

Home Grants Submissions **Jury** Revenue Select Winner Email

Add jury to Campaign Add new jury Edit jury Jury Voting Report

Select a Grant
Select Grant First to Assign Jury

✓ -- Select Grant First to Assign Jury --
ChromaLuxe X Lucie Foundation Fine Art Scholarship
2017 Photo Made: \$1000 Emerging Scholarship
2017 Photo Taken: \$1000 Emerging Scholarship
Emerging Artist Scholarship

GRANTPAD

Logged in as Lucie Foundation

Home Grants Submissions **Jury** Revenue Select Winner Email

Add jury to Campaign Add new jury Edit jury Jury Voting Report

Select a Grant
Select Grant First to Assign Jury

Emerging Artist Scholarship

Add jury to: Emerging Artist Scholarship

	Jury Name	Email	Password	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Assign
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Assign
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Assign

3. Create an email to send to your Jury

- Send any specific instructions or information you would like to provide for the jury before they enter their scores.
- To create an email template to send to all jurors select “Add a New Email Template” under the “Email” tab.
- Enter the Email Title (the title is for internal purposes only), Subject, and Footer.
- Select “Send to Jury” from the dropdown menu on the right.
- Enter the text of the email in the “Email Body” section. You make use of any of the dynamic variables listed below the text box within your email.
- Click Save.

[Home](#) [Grants](#) [Submissions](#) [Jury](#) [Revenue](#) [Select Winner](#) [Email](#)

[Email Templates](#) [Add a New Email Template](#)

Add/Update New Email

Title

Title is Required

Email Subject

Email Footer

Email Body

Dynamic variables for jury email template : {name}, {user_name}, {grant_name}, {password}, {deadline}

Dynamic variables for paid/unpaid email template : {name}, {title}, {grant_name}, {deadline}

Bold *Italic* Underline

Cancel

Save

4. Send the email.

- To send the email select “Email Templates” under the “Email Tab” and then click “Send Email” next to the email you would like to send.
- Select the Grant and “Send Email to Jury” in the top two dropdown menus.
- Review the information in the email and make any necessary changes.
- Send a test email to yourself to proof.
- Click Send Email to send the message to all jury members for the selected grant.

Send Email

-- Select Grant -- Send Email to Jury

Title

Jury Email

Email Subject

Dynamic variables for jury email template : {name}, {user_name}, {grant_name}, {password}, {deadline}
Dynamic variables for paid/unpaid email template : {name}, {title}, {grant_name}, {deadline}

Please Cast Your Votes for – ChromaLuxe X Lucie Foundation Fine Art Sc

Email Footer

Email Footer

Email Body

Dynamic variables for jury email template : {name}, {user_name}, {grant_name}, {password}, {deadline}
Dynamic variables for paid/unpaid email template : {name}, {title}, {grant_name}, {deadline}

Bold *Italic* Underline

Dear {name}

We are truly grateful to have your assistance jurying the {grant_name}, and we just wanted to send a reminder to cast your votes for the winners of this year's competition.

The jurying window will be open until {deadline}

We do value your time, and to accommodate your busy schedule, judging can be done online, at any time of day or night. I am including the online voting procedure again below, for your reference. If you have any questions, please don't hesitate to contact me.

email address to test

Test Email

Cancel Send Email

5. Start Scoring.

- Log in to your jury account at <http://grantpad.com/voter/>
- You will see a list of all the grants assigned to you.

[Home](#) [Profile](#)

Home

Campaigns Assigned to You

Grantpad Name	Starting Date	Deadline	Entries	Levels	Action	Admin Selected Entries
2017 Photo Made: \$1000 Emerging Scholarship	Mar 01 2017	Jun 30 2017	139	Amateur,Student	Vote	0
2017 Photo Taken: \$1000 Emerging Scholarship	Mar 01 2017	Jul 14 2017	133	Amateur,Student	Vote	0
ChromaLuxe X Lucie Foundation Fine Art Scholarship	Sep 20 2017	Jan 31 2018	195	Pro,Student	Vote	0
Emerging Artist Scholarship	Mar 01 2017	Jul 14 2017	271	Amateur,Student	Vote	0

- Click “Vote” under the “Action” column.
- You will see a page with a thumbnail, artist name, artist level, and a dropdown menu to score for each entry organized in a grid. Twenty entries are shown per page and you can click to the next page at the bottom of the screen.

[Home](#) [Profile](#)

Home

Votes on Campaign : 2017 Photo Made: \$1000 Emerging Scholarship



Joaquin Palting Student

9



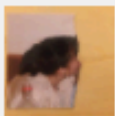
Zuzana Pustaiova Student

9



Patricia Voulgaris Amateur

10



Martina Zanin Student

1



Stephanie Taiber Amateur

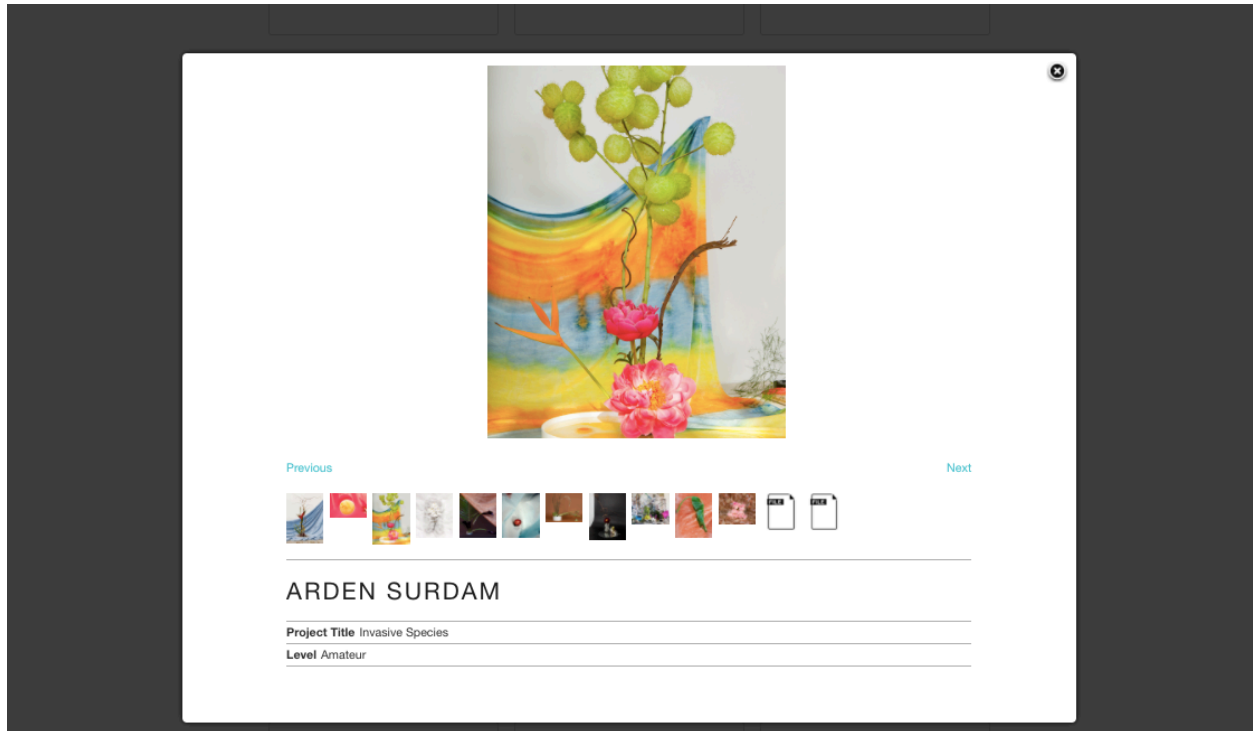
10



Hiro Tanaka Amateur

10

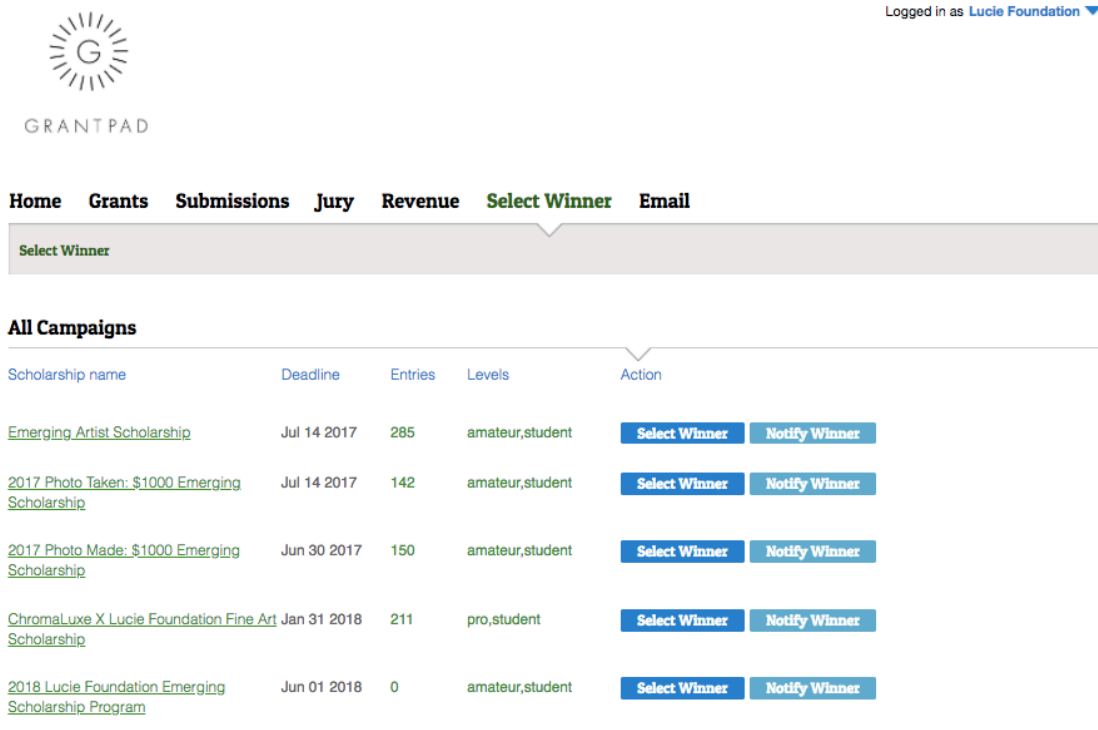
- To view each entry click on the thumbnail above the artist name.
- A window will pop up where you can click between all images submitted as well as any PDF's that were submitted. The PDF's will be placed at the end of the images.
- When you are done viewing the submitted materials click the x in the top right corner or anywhere outside of the pop up window.



- To score the entry, click on the drop down menu under the artist name and select your score from 1-10 (1 being the lowest score and 10 being the highest).
- Your score will be saved as soon as you select it. However, you can always come back and change your score before the jurying deadline.

6. Review total scores and select winner.

- Log in to your user account at <http://grantpad.com/user/login>
- Click “Select Winner” from the top menu navigation
- You will see a page with all grants that you have offered. Click the “Select Winner” button next to the grant that you would like to see scores and determine winner.



GRANTPAD

Logged in as [Lucie Foundation](#)

Home Grants Submissions Jury Revenue Select Winner Email

Select Winner

All Campaigns

Scholarship name	Deadline	Entries	Levels	Action
Emerging Artist Scholarship	Jul 14 2017	285	amateur,student	Select Winner Notify Winner
2017 Photo Taken: \$1000 Emerging Scholarship	Jul 14 2017	142	amateur,student	Select Winner Notify Winner
2017 Photo Made: \$1000 Emerging Scholarship	Jun 30 2017	150	amateur,student	Select Winner Notify Winner
ChromaLuxe X Lucie Foundation Fine Art Scholarship	Jan 31 2018	211	pro,student	Select Winner Notify Winner
2018 Lucie Foundation Emerging Scholarship Program	Jun 01 2018	0	amateur,student	Select Winner Notify Winner

- You will see a page with a list of all entries in order from highest scored to lowest scored.
- You can review their total score under the “Votes” column.
- You can also review the entry again by clicking “Zoom” under the “Image/Desc” column.
- Once you have reviewed all scores you can select the winner by clicking the dropdown menu “Select Prize” under the “Action” column and clicking on the award that you would like to offer the recipient.
- An email is not automatically sent to the recipient. You should compose an email from your organization notifying the recipient of their award.