

Multi-Contest Judge Access Portal Instructions

If you would like to judge at multiple contests, follow the instructions below.

Step 1: Creating a Judge Account

- You will need to create an account in one NHD contest before you can set-up your account in the Multi-Contest Judge Access Portal.
- Go to the contest URL. You can find all contest URLs at register.nhd.org/contests.
- Click **Create Account** in the toolbar, then select **Judge** from the drop-down menu.
- Insert your first name, last name, and email address. Click the checkbox next to **I am Not a Robot**. Then, click the blue **Next** button.
- Complete the Judge's Personal Information section. Then, click the blue **Next** button.
- Complete the Judge's Preference section. Then, click the blue **Next** button.
- Complete the Judge Permissions and Waivers section. Then, click the blue **Next** button.
- Registration is complete. Your username will appear on this screen. Record your system username and password.
- You will receive a registration confirmation email from Zfairs. Check your spam folder if you did not receive the email.

AFTER these steps are completed in one contest, judges can access the Multi-Contest Judge Access Portal.

Step 2: Accessing the Multi-Contest Judge Access Portal

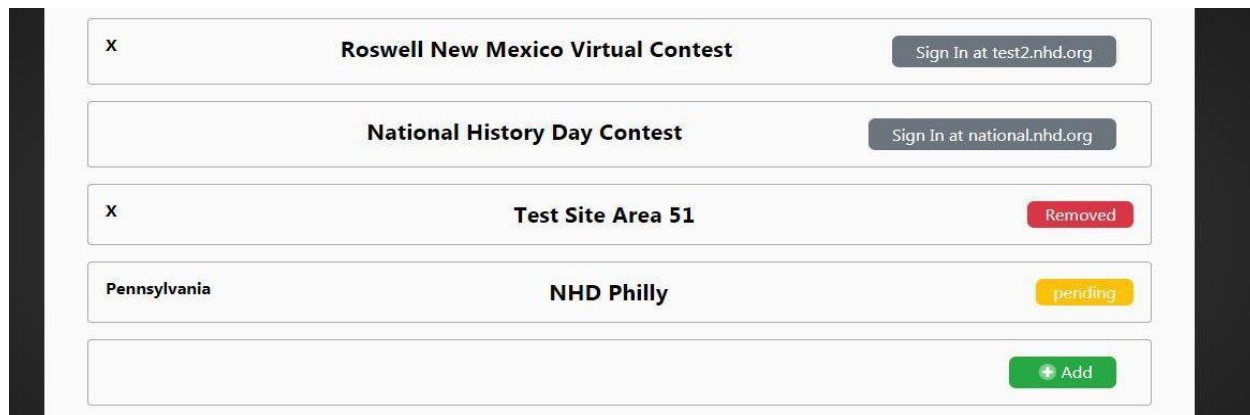
There are two ways to access the portal. You **MUST** complete the login process in this order.

1. Log in to your original contest, click **Judging** in the top toolbar, then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.
2. **AFTER** you access the **Multi-Contest Judge Portal** through your original contest one time, you can access the portal this second way.
 - a. Go to register.nhd.org.
 - b. Click the **Multi-Contest Judge Access** box.
 - c. Insert the email address and password used to create your initial judge account, and click the blue **Sign-in** button.

Step 3: Requesting to Judge Multiple Contests

- Once logged in to the Multi-Contest Judge Access Portal, click the green **Add** button to view the list of all NHD contests. Scroll down to any contest for which you would like to judge and click the green **Request Access to Judge** button.
 - **Note:** You can request to judge at multiple contests.
- After you request access, you will see a yellow **Pending** button next to the contest name.
- When you are finished requesting access to the contest(s) for which you want to judge, click the gray **Close** button at the top of the screen. This will bring you back to the homepage of the **Multi-Contest Judge Access Portal**. Here, you can track the status of the contests you requested to judge. Check back as often as desired, being sure to use the login you created for your initial judge account.
 - The yellow **Pending** button means your judge status in that contest is pending.
 - The red **Removed** button means that your request was removed for that contest (i.e., the contest already has enough judges).

- The gray **Sign in at ...nhd.org** means that your request was approved and now you can sign into that contest.



After Approval: Completing Additional Contests' Registration

- After being approved at a contest, click the gray **Sign in at ...nhd.org** button next to the contest's name.
- Once in the contest, click your name in the top right corner.
- In the drop-down menu, click **My Profile**.
- In your profile, complete the prompts and answer the questions on each of the tabs.
 - **Note:** Click the blue **Save** button once you complete the sections.
- Once you finish completing your profile, you can either:
 - Click your name in the top right corner and select **Logout**, or
 - Click **Judging** in the top toolbar, then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.

The Judging Period

- Once notified by a contest admin when to log in and begin judging, go to register.nhd.org
- Click the **Multi-Contest Judge Access** box.
- Insert the email address and password used to create your initial judge account, and click the blue **Sign-in** button.
- On the **Multi-Contest Judge Access Portal** homepage, select the gray **Sign in at ...nhd.org** button next to the contest name. This will bring you to the homepage for that contest.
- Click **Judging** in the top toolbar, then select **Judge Portal** from the drop-down menu to access your judge assignments.
- Once you finish judging, you can either:
 - Click your name in the top right corner and select **Logout**, or
 - Click **Judging** in the top toolbar, select **Judging**, and then select **External Portal** from the drop-down menu. This will bring you back to the **Multi-Contest Judge Access Portal**.