The

reviewr

Manual

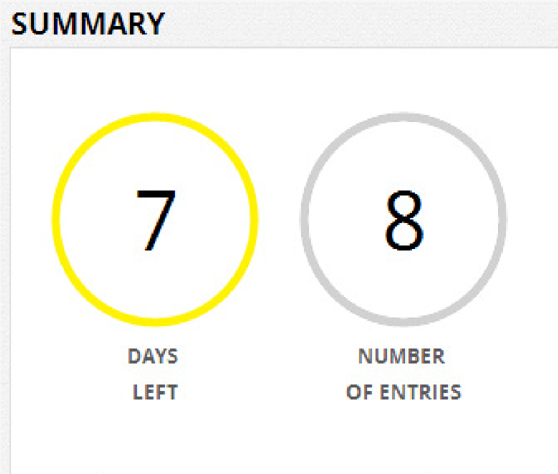
Table of Contents

Dashboard

On this screen you can:

- View a summary of your event including days left and number of submitters (divided by status)
- Event Flow timeline
- Read recent comments and/or notes from judges
- View the event microsite

Summary



This section shows you the number of days left until your submission deadline.

It also shows you the number of fully-submitted entires you have.

Submissions

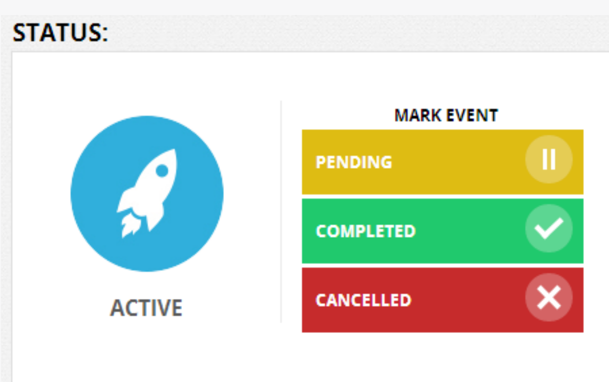
SUBMISSIONS

STATUS	COUNT
Accepted	2
Closed	0
Denied	0
Incomplete	0
New	2
Pending	0
Ready	1

This section outlines your applicants' various submission statuses.

A status denotes where the applicant is in the submission process. Each applicant status is outlined on the following page.

Event Status



The Event Status section allows you to set the status of your event. The larger event status to the left indicates what status your event is currently in. You may mark your event as any of the options to the right by clicking on them. However, applicants/reviewers may only access events marked as "Active."

Submission Status

SUBMISSIONS

STATUS	COUNT
Accepted	2
Closed	0
Denied	0
Incomplete	0
New	2
Pending	0
Ready	1

A submission status denotes where in the submission process the applicant is. A submission may be in any of the following statuses:

Accepted= Anyone that you have marked as accepted for the contest/ready for judging. These applicants will be sent an automatic email when you mark them as accepted. You may edit the text of this email in “Email Template Management.” Contact Reviewr if you would like this feature completely turned off. Submissions must be marked as Accepted to be scored.

Closed= Anyone that you have marked as closed will not be able to edit their submissions and they will not be visible by judges. Applicants will NOT be sent the automatic denied email.

Denied= Anyone that you have marked as denied for the contest/judging. These applicants will be sent an automatic email when you mark them as denied. You may edit the text of this email in “Email Template Management.” Contact Reviewr if you would like this feature completely turned off.

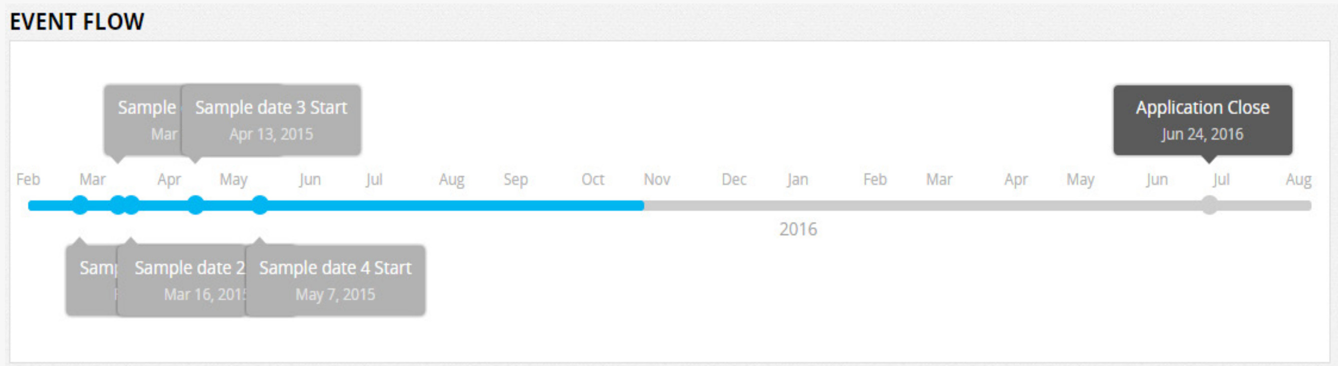
Incomplete= Anyone who has partially filled out the form and clicked save and exit to return/complete at a later date. These applicants may log back in, until the submission deadline, to fully submit.

New= Anyone who has clicked on your form, but then clicked out of the browser (did not click save and exit). This number is to give you an idea of how much traffic your form is getting.

Pending= Applicants in this status are fully submitted. This status also allows the applicant to log back in and fully submit before the submission deadline.

Ready= Anyone who has fully submitted. They still have the ability to log in and edit the form until the submission deadline.

Event Flow



This section gives you an overview of your events key dates. You may enter any/all key dates into the tool. As your event progresses, the blue bar will move to the right. Light gray events are those that have already passed. Dark gray events are upcoming.

Notes from Reviewers about Submissions and the event

NOTES FROM REVIEWERS ABOUT SUBMISSIONS AND THE EVENT.

SUBMISSION NAME	FIRST NAME	LAST NAME	NOTES	DATE CREATED
No Data				

If the Notes section is turned on, Reviewers have the ability to leave notes to themselves and/or other reviewers about the submission. These notes are visible to you in this section. The notes are NOT visible to the applicants.

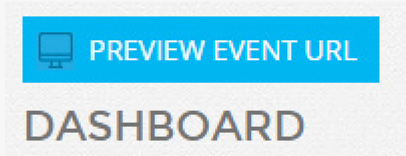
Questions from Reviewers about Submissions and the event

QUESTIONS FROM REVIEWERS ABOUT SUBMISSIONS AND THE EVENT.

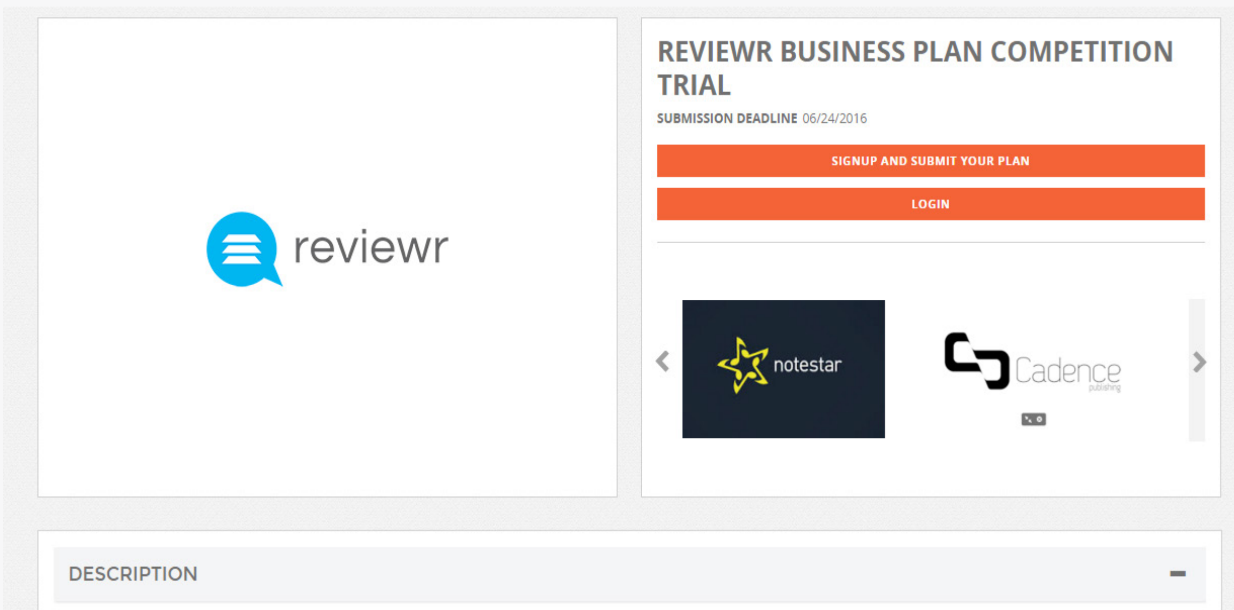
SUBMISSION NAME	FIRST NAME	LAST NAME	QUESTIONS	ANSWER	DATE CREATED
No Data					

If judges leave comments for the applicant in the Questions/Comments section at the very bottom of their application, they will appear in this list. Click on the submission name to go directly to that submission to view its comments.
Note: Applicants may view/directly respond to these questions/comments.

Preview Event URL



Click the blue “Preview Event URL” button on your dashboard to open your events landing page.



Opening the landing page allows you to view/review the landing page before the link is sent out.

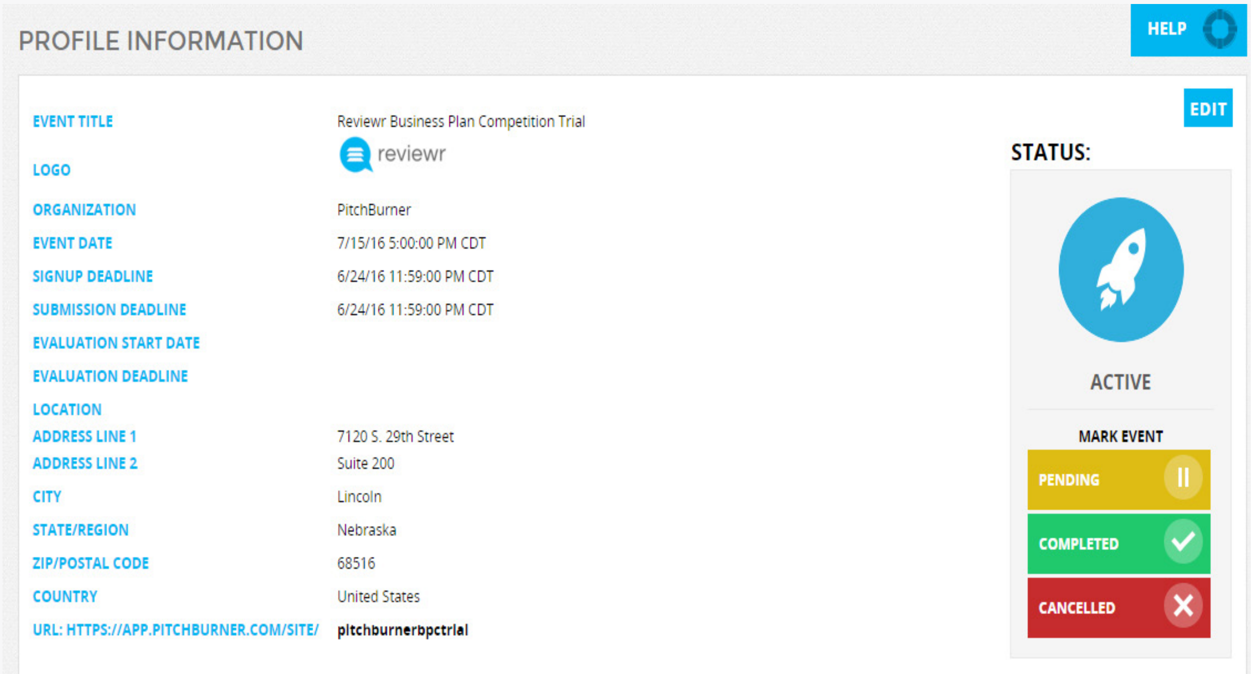
When you fully approve this landing page, clicking the “Preview Event URL” button will allow you to copy the URL from that page to send out to your applicants and/or sponsors.

Event Details: Profile

On this screen you can:

- Add in event information including event dates, a logo and landing page text.
- Add downloadable attachments to the landing page.
- Select the information sections you would like to appear on your landing page.
- Add in custom dates for your dashboards event flow timeline

Event Dates, Location & Logo



Click the blue “EDIT” button, located at the top right corner of the screen.

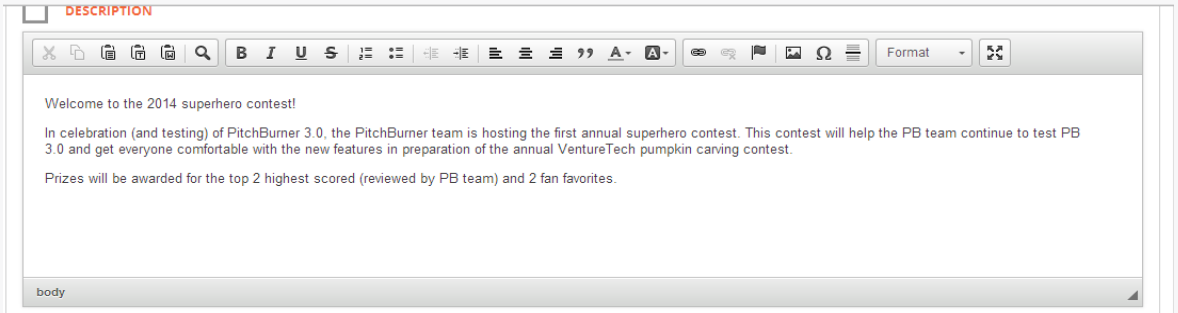
This will allow you to edit the dates of the event, upload your logo and enter your organization’s address.

Please Note:

- Event Date = date that the entire event wraps up
- Signup Deadline = date that you’d like signups to end
- Submission Deadline = date that you’d like applicants to be unable to submit/edit
- Evaluation Start Date = date reviewers may begin scoring
- Evaluation Deadline = date that reviewers can no longer review

You may edit these dates/times at any point in your event.

Edit Landing Page Text



Clicking the blue “EDIT” button, located at the top right corner of the screen, also allows you to edit the text of your landing page.

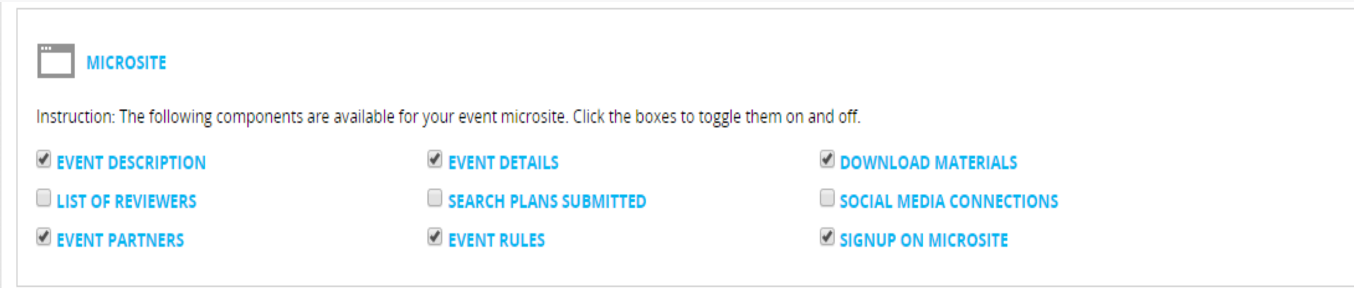
Scroll down the page and enter/edit text in the boxes labeled “DESCRIPTION” and/or “RULES.”

Be sure to scroll to the top of your page and click SAVE when you are done.

Add Attachments

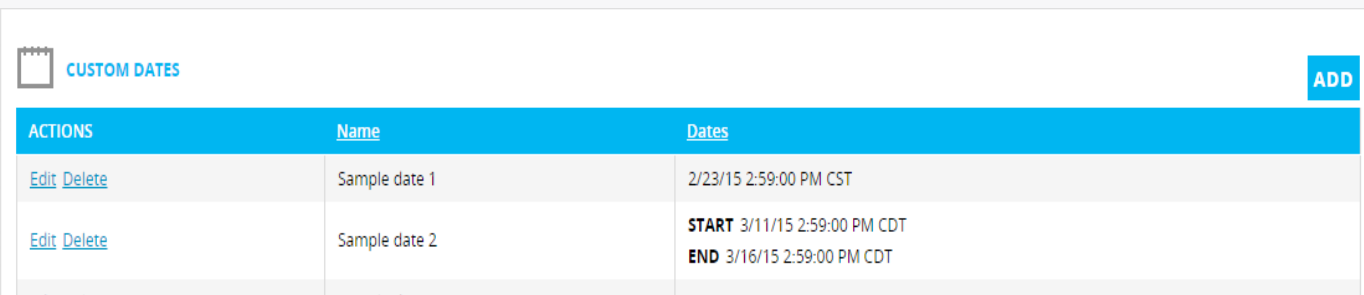
In this section, you may upload documents to your landing page. Your applicants have the ability to download those documents directly from your landing page.

Choose What Appears



In this section, you may select the sections that you would like to appear on your landing page.
Check the boxes to make them appear.

Custom Dates



ACTIONS	Name	Dates
Edit Delete	Sample date 1	2/23/15 2:59:00 PM CST
Edit Delete	Sample date 2	**START** 3/11/15 2:59:00 PM CDT **END** 3/16/15 2:59:00 PM CDT
Edit Delete	Sample date 3	4/13/15 3:00:00 PM CDT

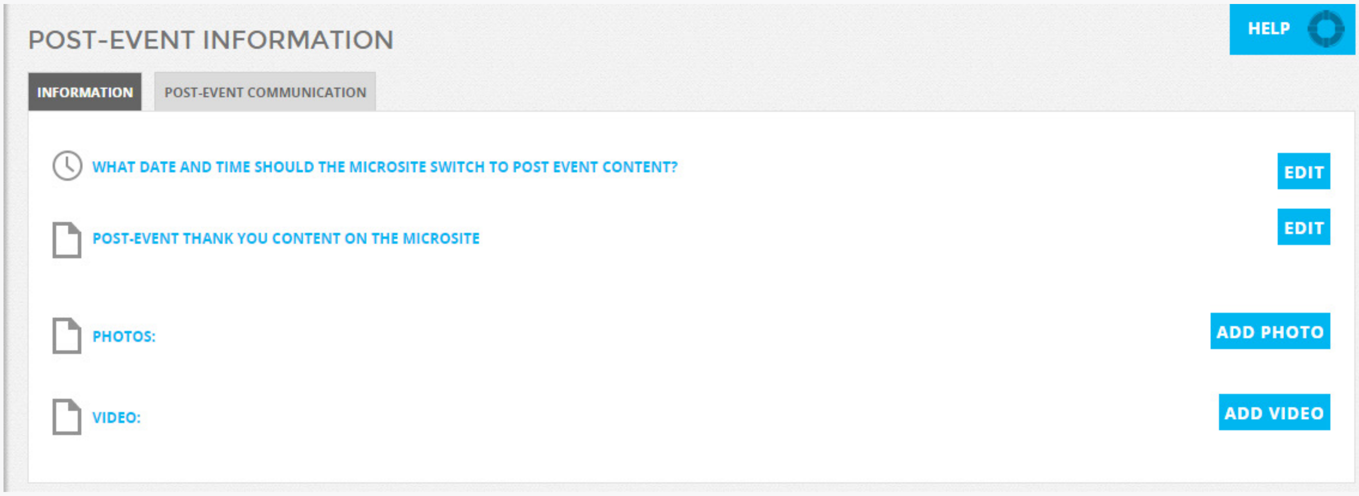
In this section, you may add additional (custom) dates to your dashboard. These dates are in addition to the ones already outlined at the top of the page.
All dates entered, both at the top of the screen and in this section, will appear on your dashboard's event flow timeline. Use it to help you keep track of your events flow.

Event Details: Post-Event Information

In this section, you can:

- Add post-event microsite information
- Send thank yous/access templates

Post-Event Information

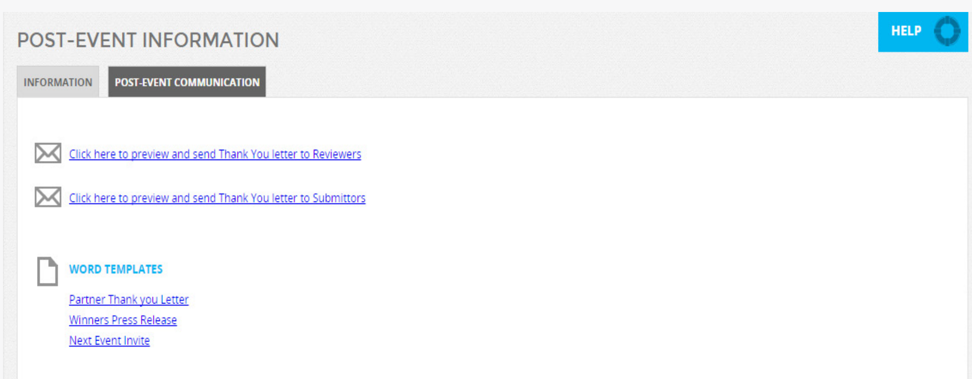


In this section, you can set the date that your microsite will switch to your post-event content.

Many clients include a thank you to current applicants, pictures, and/or videos from the event.

All of this may be added/edited in this tab.

Post-Event Communication



Click the “POST-EVENT COMMUNICATION” tab, located at the top of the screen, to access word templates for reviewers, applicants, sponsors and more to send them a thank you.

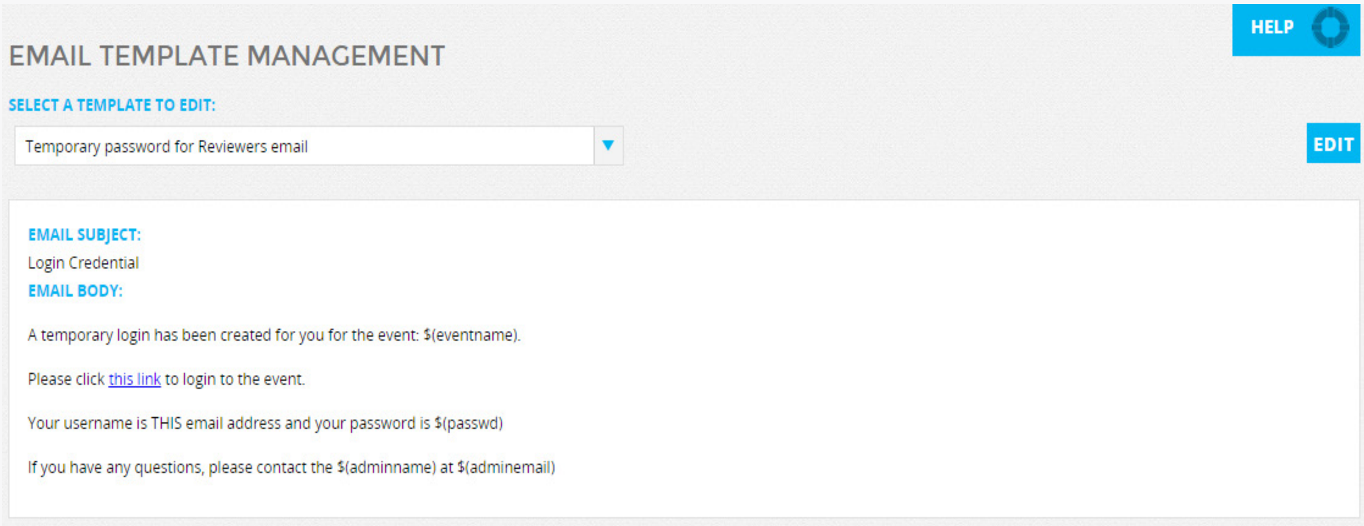
You may download, edit and send out these templates as you wish.

Event Details: Email Template Management

In this section, you can:

- Edit the emails that are built into the system.

Editing Email Templates



Use the drop down to select the email template you'd like to edit.

Click the blue edit button (right corner) to edit the subject line and/or body of the email.

Any information in the template with $ in front of it will automatically populate the information within the parenthesis when the email is sent. Please note that the system recognizes a "$" in a uniquely progromatic way. If entering a dollar amount, please spell out "dollars," rather than entering the dollar sign ($).

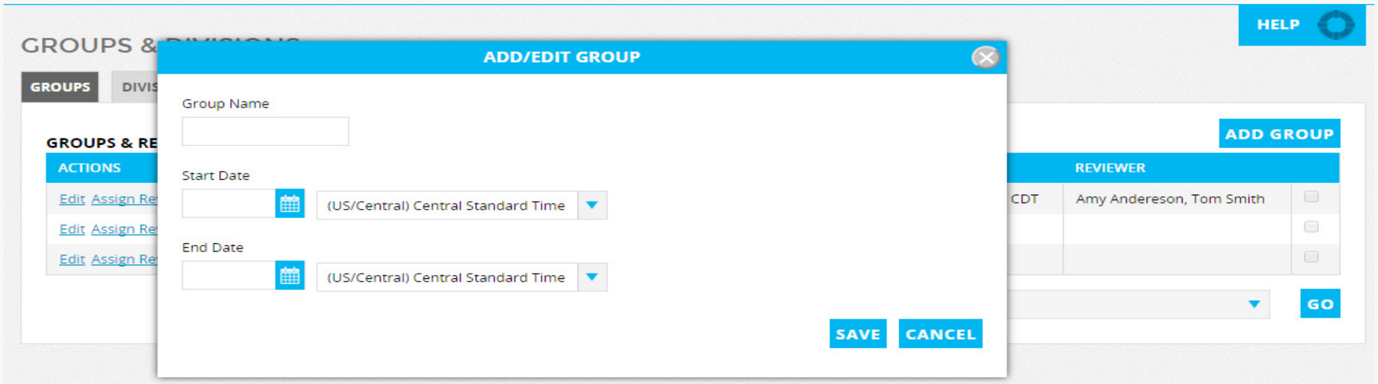
Be sure to click save to save your changes!

Event Details: Group and Division Management

In this section, you can:

- Add Groups
- Assign Reviewers to Groups
- Manage Assignments (2 Options)

Add, Edit, or Delete Groups

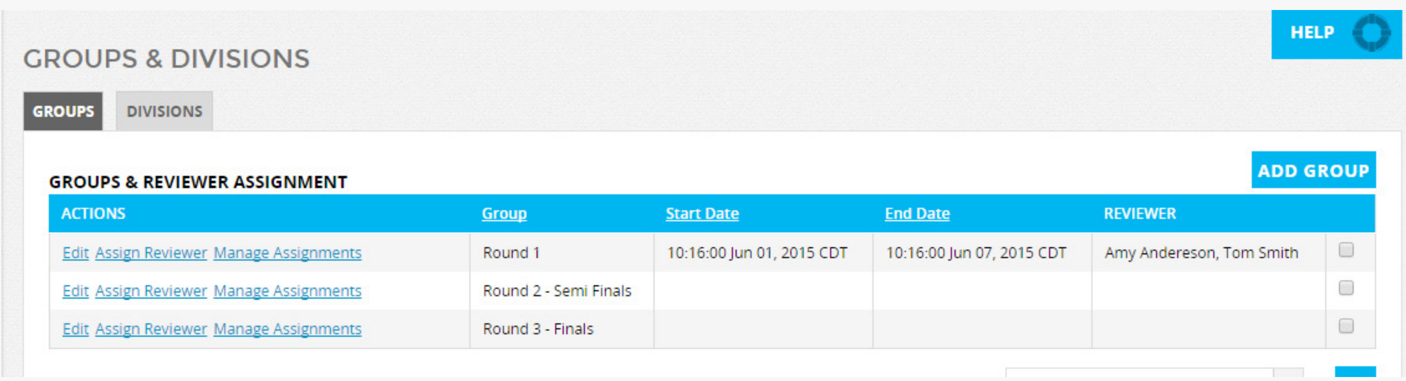


Click the blue "ADD GROUP" button to add your groups. You may add in as many groups as you'd like. You may name your groups whatever you'd like.

Click Edit to edit the group name.

Click Delete to delete the group completely.

Assign Reviewers



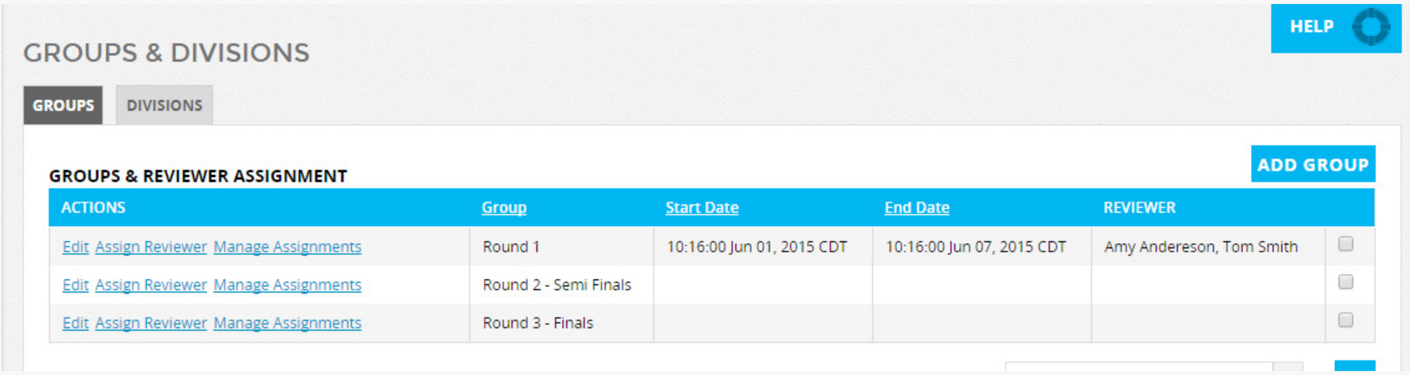
<u>For each group, you may:</u>

Click "Assign Reviewer."

This will pop up with a list of the reviewers you have added (See Manage Reviewers section).

Choose the reviewers you'd like to view this groups' submissions and click assign.

Manage Assignments



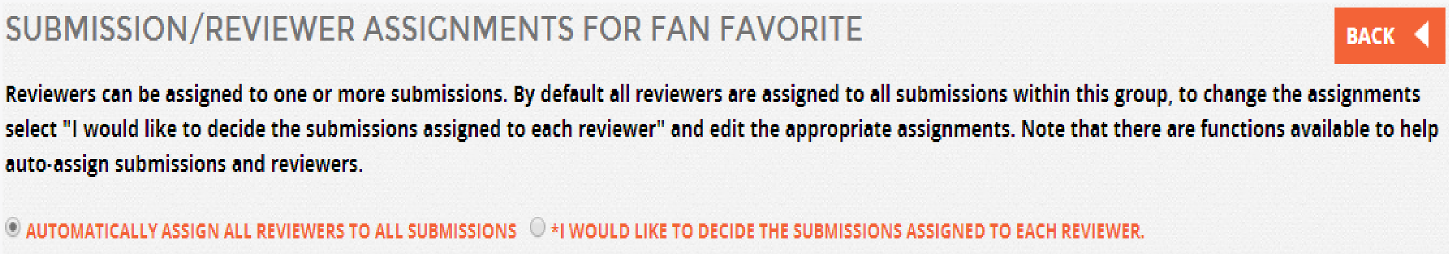
For every group, you can click Manage Assignments.

This will give you two options:

1. Automatically assign all reviewers to all submissions

2. I would like to decide the submissions assigned to each reviewer

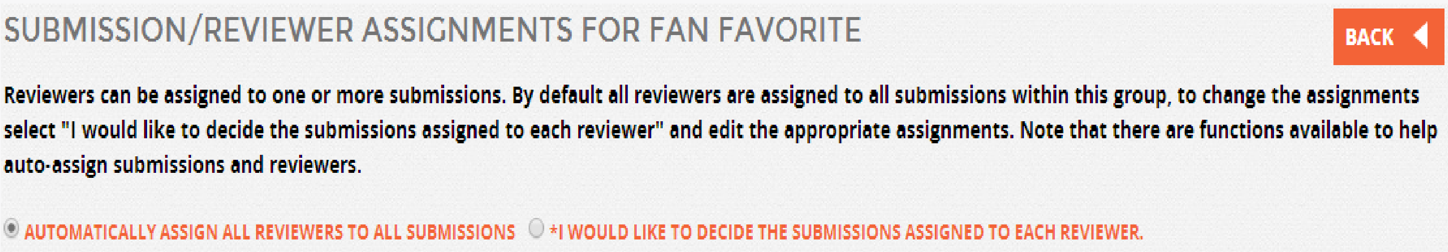
Manage Assignments, Option 1



“Automatically assign all reviewers to all submissions”:

This option gives the reviewers assigned to the group the ability to view ALL of the accepted submissions that are assigned to this group.

<u>Manage Assignments, Option 2</u>



<u>“I would like to decide the submissions assigned to each reviewer”:</u>

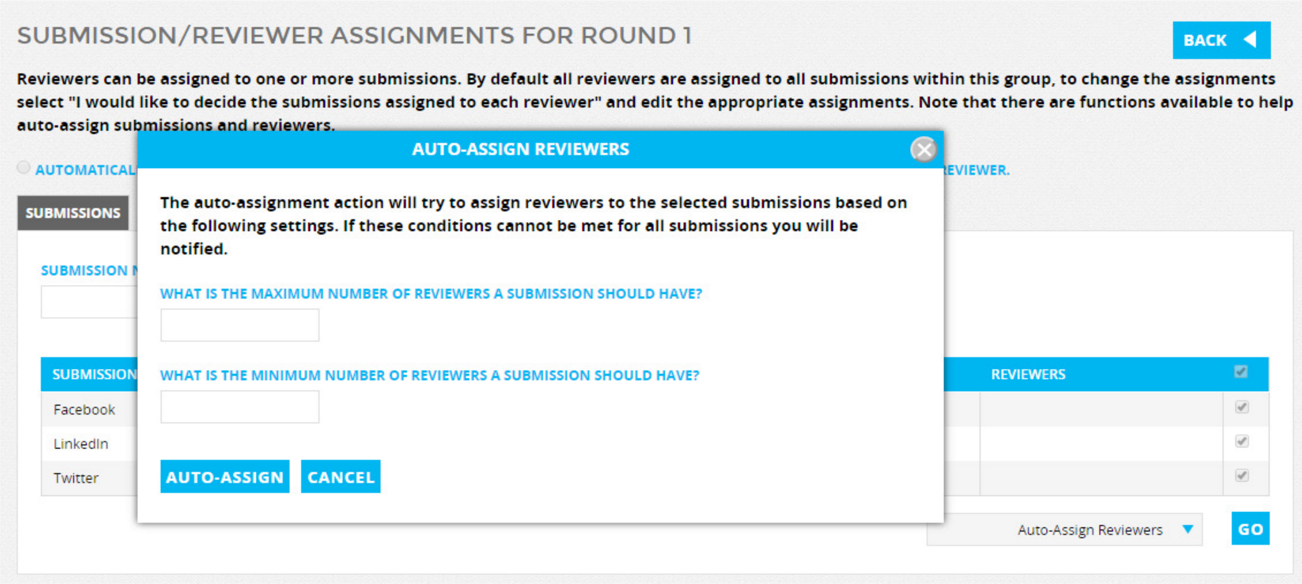
Choosing this option will pop up with a list of the submissions that are assigned to the group.

With this option selected, in the <u>SUBMISSIONS TAB</u> (at the top of your screen), you may:

1. Auto-assign reviewers
2. Clear assignments
3. Manually assign reviewers

<u>Please note</u> that all 3 of the options listed above will be explained on the following pages.

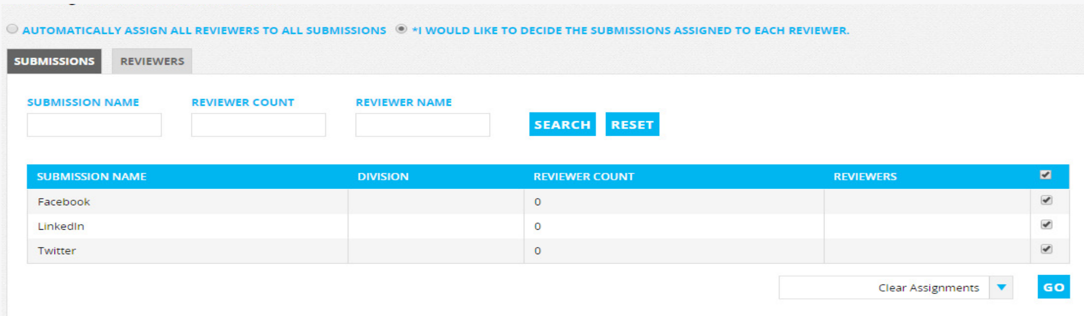
Manage Assignments, Option 2: Auto-Assign Reviewers



Auto-assign reviewers:

1. Select your submissions.
2. Using the drop-down at the bottom, click auto-assign reviewers.
3. Click Go.
4. Set the maximum and minimum number of reviewers the submissions should have.
5. Click Auto-Assign
6. The system will take into account how many reviewers you have assigned to the group and will randomly assign reviewers to the submissions, based on the numbers you entered.

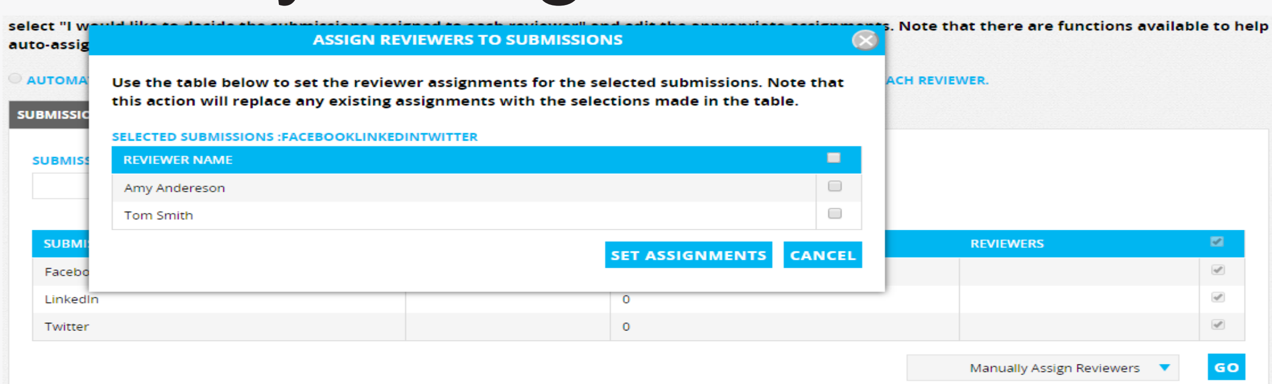
Manage Assignments, Option 2: Clear Assignments



Clear Submission Assignments:

1. Select the submissions you want to delete the judge assignments from.
2. Using the drop-down at the bottom, select "Clear Assignments."
3. Click "GO."
4. The assignments will be deleted.

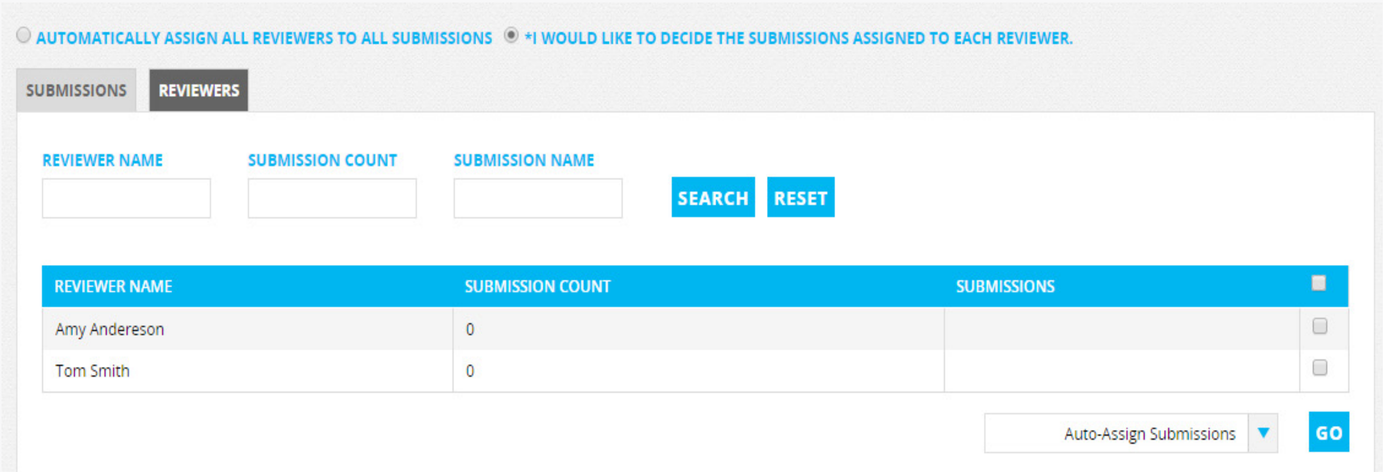
Manage Assignments, Option 2: Manually-Assign Reviewers



Manually-assign submissions:

1. Select your submission(s).
2. Using the drop-down at the bottom, click Manually Assign Submissions.
3. Click Go.
4. Select the reviewers the submissions should have.
5. Click Set Assignments.
6. This will assign those reviewers to the submissions.

Manage Assignments, Option 2: Reviewers Side



You can do all of these processes from the REVIEWER'S side of things, instead of the applicant's, by clicking the REVIEWER tab at the top.

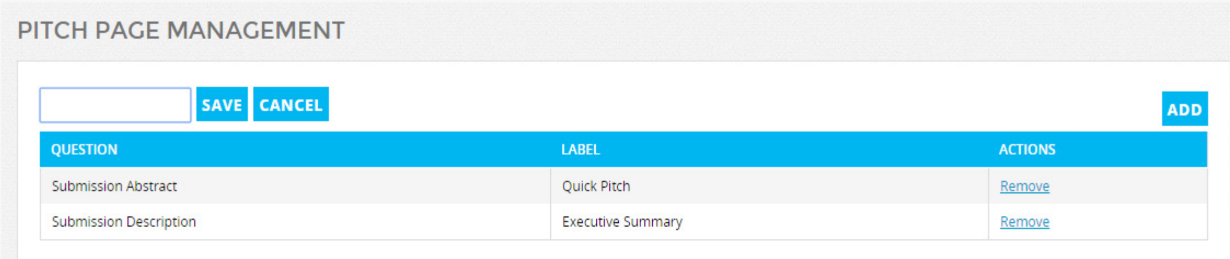
Using the same processes outlined on the other pages, you can Auto-assign submissions to reviewers (and set a max/min number of submissions a reviewer receives), clear assignments and manually assign submissions to reviewers.

Configuration: Pitch Page Management

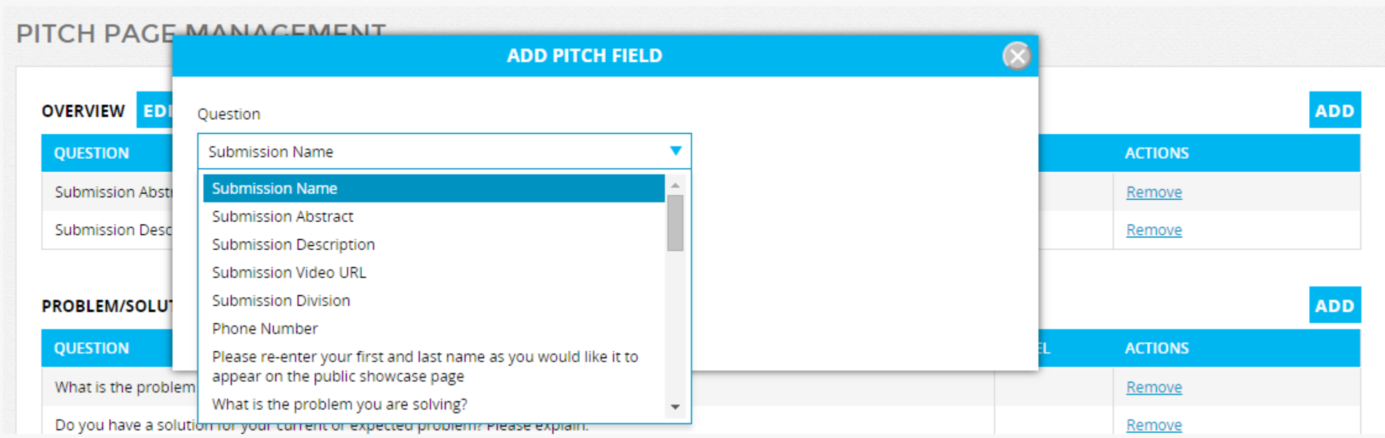
In this section, you can:

- Name/Add sections to a public Pitch Page

Pitch Page Management



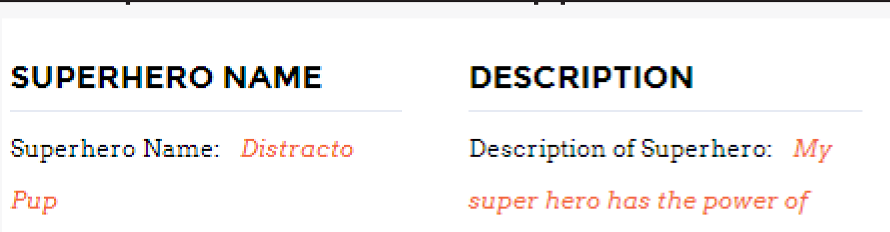
In this section, you control what appears on your Pitch Page and how it appears.
Click "Enable Block" and give it a name. This will appear as an overall section label for this section of your applicant's Pitch Page.



Click "ADD," located at the end of your newly-enabled block.
In the screen that pops up, select the question from the drop-down that you would like to appear on the Pitch Page.
Give that question a label (as only the answer will appear).

<u>PLEASE NOTE:</u> Information will appear on the Pitch Page in the order that you enter them on this page. They can not be re-arranged without deleting/re-adding the elements.

<u>Example of how blocks appear on Pitch Page:</u>

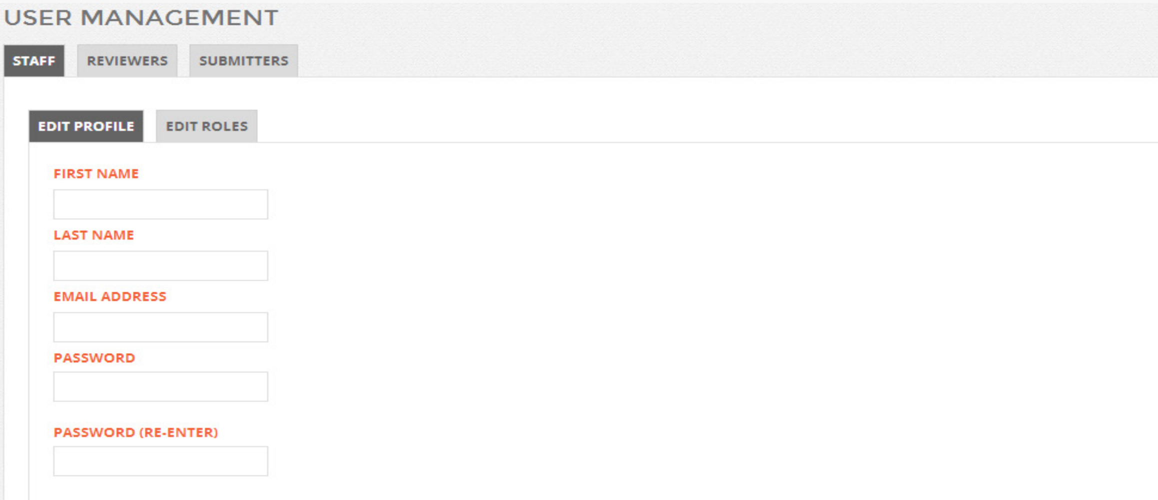


Management: Users

In this section, you can:

- Add New Users
- Log in as Reviewers/Submitters

Add Users (Administrators)

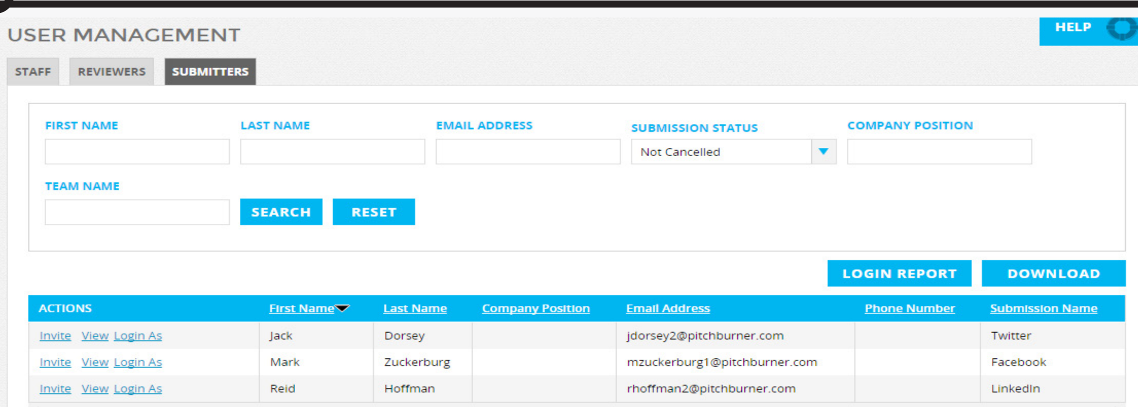


To add users:

1. Click the orange ADD NEW USER button
2. Enter in the required fields and click "SUBMIT."
3. Select their role as ADMIN and click SAVE.

PLEASE NOTE: These added users will have all the same administrative capabilities that you do.

Log in as Reviewers/Submitters



To log in as any of the reviewers or submitters, click their respective tabs at the top of the User Management page.

Locating their name, click "Log in as" next to it.

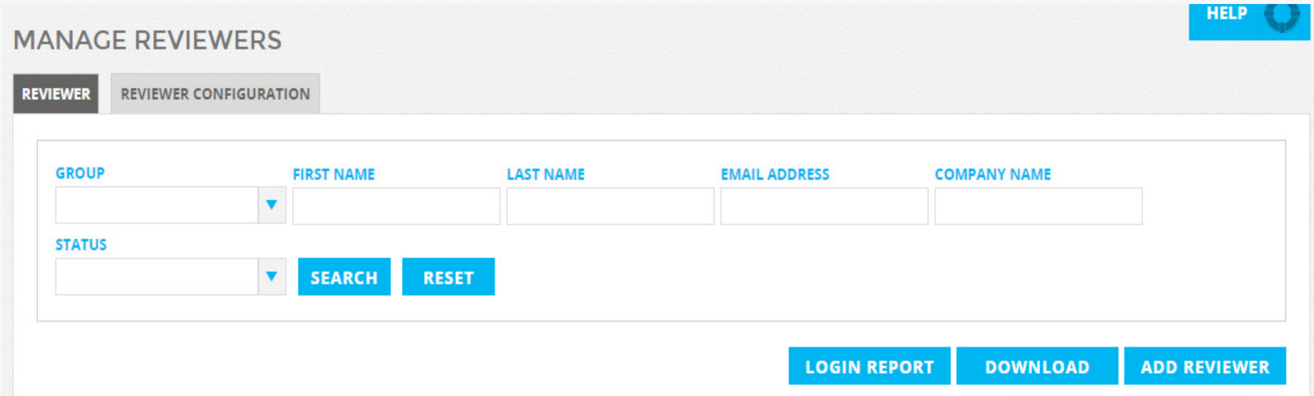
This will show you exactly what they are seeing when they log in.

Management: Reviewers

On this page, you can:

- Add reviewers
- Give reviewers access to the platform
- Assign reviewers to groups
- Send reviewers emails
- Log in as reviewers
- See a login report about reviewers
- Edit their instructions and resources

Add Reviewers Manually



<u>To add reviewers manually:</u>

1. Click the blue ADD REVIEWER button.
2. Enter in their first name, last name, company, and email address. Their email address will be their username.

Bulk Upload Reviewers

First Name	Last Name	Email Address	Company	Password
Bob	Smith	bobs@gmail.com		Welcome1
Annie	Marie	marie2@yahoo.com		Welcome1
Joe	Bob	jbob@me.com		Welcome1

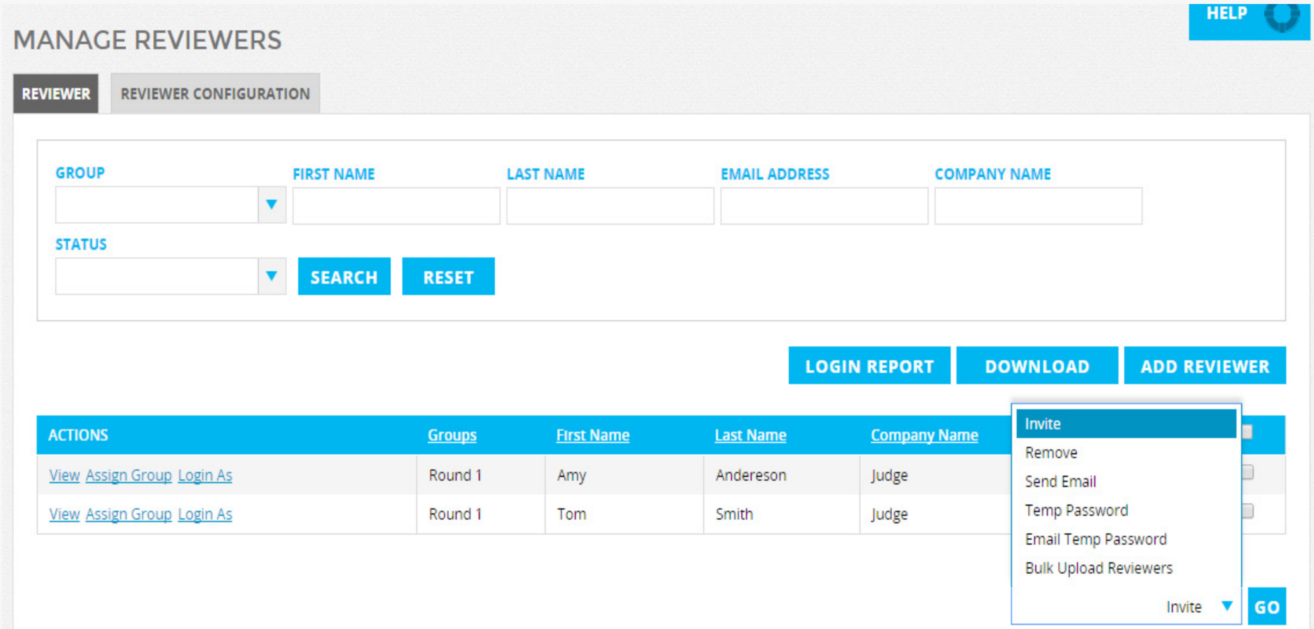
<u>To bulk upload reviewers:</u>

1. Have a .csv file that includes at least first name, last name and email address. You can also have a column that says temporary password (See screenshot for how it should be laid out).
2. Using the dropdown at the bottom, click “Bulk Upload Reviewers.”
3. Select your created .csv file.

Judges status will be “Pending” when you add them in.

You can filter (using the white drop-down boxes at the top) by any of the various statuses.

Giving Reviewers Access to Submissions

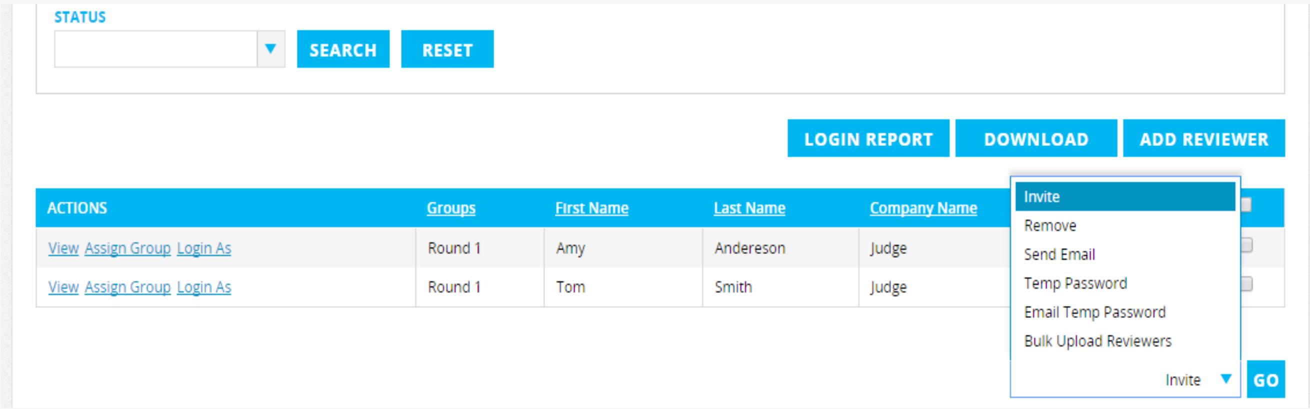


Once you have added in all of your reviewers and assigned them to a group, you can give them access to submissions in 1 of these 2 ways:

1. Invite the judges to create their own password.

2. Assign them a password and send them an email with their log in information.

Giving Reviewers Access to Submissions: Inviting



Invite judges:

1. Select the judges you'd like to invite to create their own password.

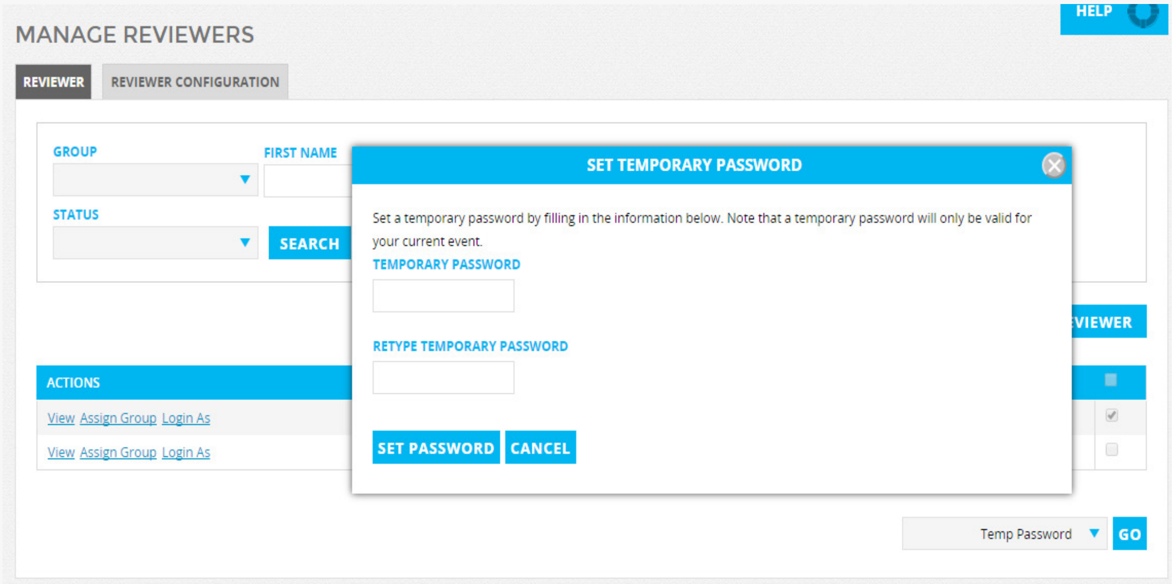
2. Using the drop-down at the bottom of the screen, select "Invite", then click GO.

3. Send your selected judges the invitation email (which may be edited in the Email Template Management tab).

Reviewer's status will change from "Pending" to "Invited." When they create a password and log in, their status will change from "Invited" to "Registered."

You can filter by any of the various statuses, and/or search for a specific reviewer, using the white boxes at the top.

Giving Reviewers Access to Submissions: Temp Password



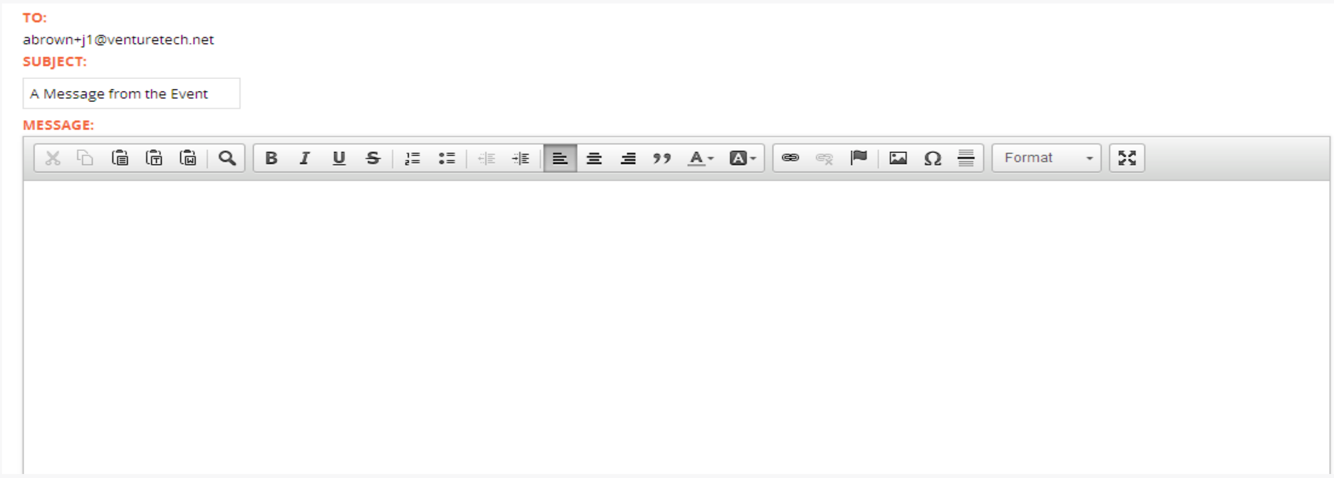
Give Judges Password and Email:

1. Select the judges you want to give a password to.
2. Using the drop-down, select Temp Password.
3. Enter whatever password you'd like (please note that they are case-sensitive!) and click save.
4. With your judges still selected, use the drop-down at the bottom and click "Email Temp Password." This email address will include where the judges go to log in, what their email address is and what their password is. This email may be edited in the Email Template Management tab.

Reviewer's status will change from "Pending" to "Set Password." When they log in, their status will change from "Set Password" to "Registered."

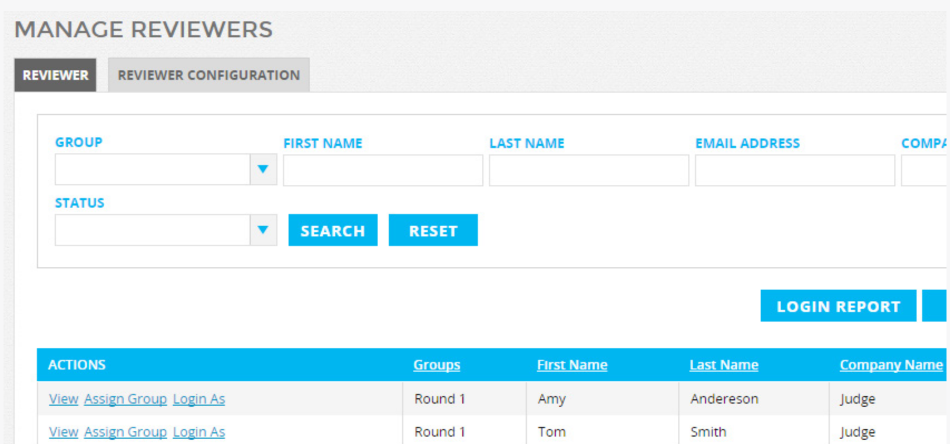
You can filter by any of the various statuses, and/or search for a specific reviewer, using the white boxes at the top.

Sending Reviewer(s) an Email



1. Select the judge(s) you would like to send an email to.
2. Using the drop-down, select “Send Email.” This will bring up a blank email template.
3. Enter in whatever text you’d like and click send.

Log in as a Reviewer



1. Locate the reviewer in your list.
2. Click the “Log in as” button next to their name.

This will log you out of your administrative view and log you in as the reviewer.

Reviewer Login Report

	A	B	C	D	E	F
1	First_Name	Last_Name	Email_Address	Last_Login	Submission_Count	Evaluation_Count
2	Kaitlyn	Noone	knoone+0123@vipasolutions.com	10/2/2014	7	0
3	Dao	Jude	dpham+vt-no-ca-2014.j-918.1021@i2rd.com	9/18/2014	7	0
4	Andrew	Grey	abrown+j1@venturetech.net	10/15/2014	9	1
5	Andrew	Green	abrown+j2@venturetech.net	10/15/2014	8	0
6	andrew	brown	abrown+judging@venturetech.net	10/15/2014	12	7

Click the orange “Log in Report” button on the “Manage Reviewers” page.

This csv file will show you:

- The reviewer’s name/email,
- The last day they logged in,
- The number of submissions they have assigned to them and, of those submissions, how many they still need to review.

That way you know which judges you need to give a little nudge.

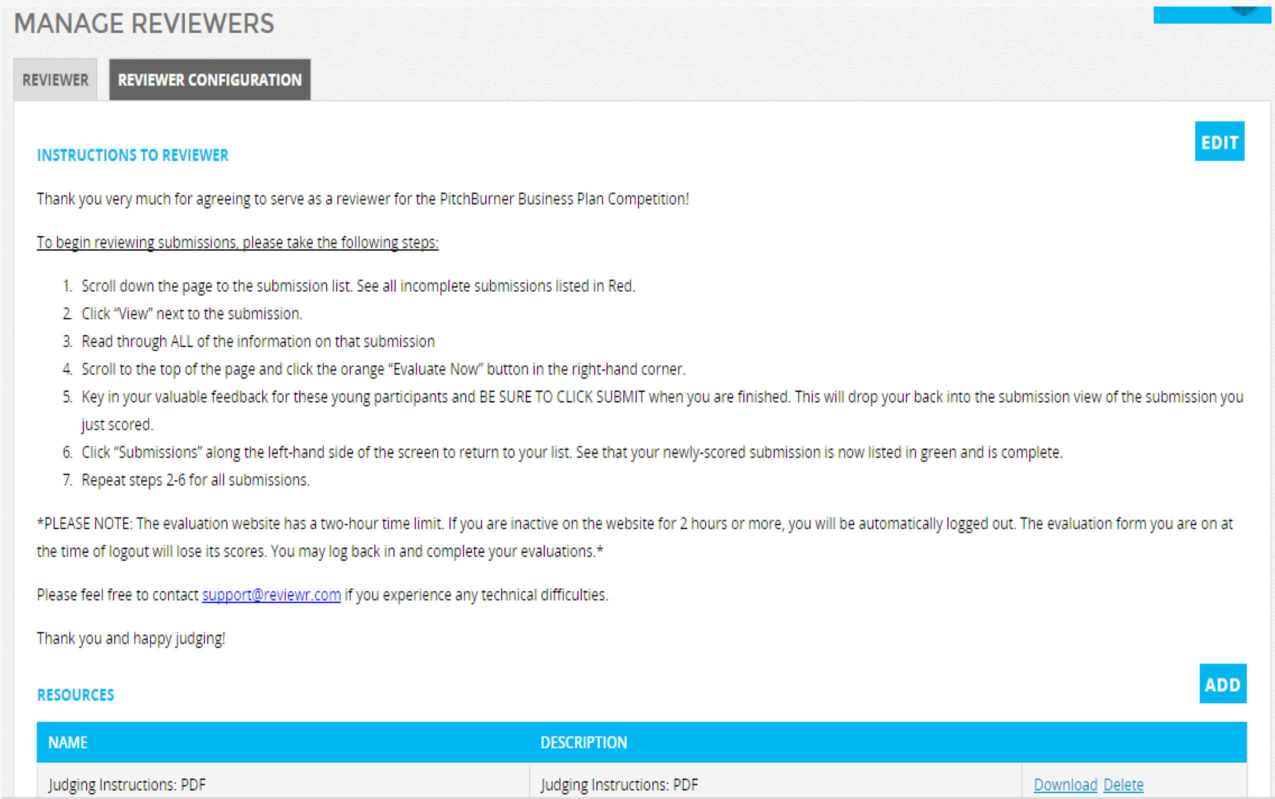
Reviewer Download

	A	B	C	D	E	F	G	H
1	First_Name	Last_Name	Organization	Email_Address	Phone	Status	Expertise	Biography
2	Andrew	Grey	Venture Tech	abrown+j1@venturetech.net	+1 (404) 555-1234	Registered	java and groovy	student
3	Andrew	Green	Venture Tech	abrown+j2@venturetech.net	+1 (404) 555-1243	Registered	creating cool stuff for pitch burner	student
4	Andrew	Brown	Venture Tech	abrown+judging@venturetech.net		Registered		
5	Dao	Jude	Reviewer & Co.	dpham+vt-no-ca-2014.j-918.1021@i2rd.com		Registered		
6	Kaitlyn	Noone	Vipa Solutions	knoone+0123@vipasolutions.com	+1 (555) 555-5555	Registered		

Click the orange “Download” button on the “Manage Reviewers” page.

This will download a CSV file with all of the information you have entered about your reviewers. We suggest keeping this information year to year for your records.

Reviewer Instructions and Resources Page



1. Click the REVIEWER CONFIGURATION tab at the top of the page.
2. Click the blue EDIT button.
3. Edit the text.
4. Be sure to CLICK SAVE to submit your changes.

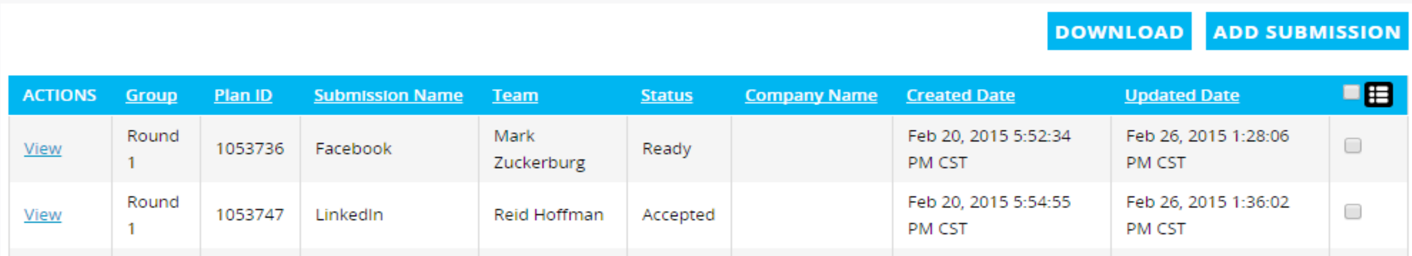
You may also upload any documents for all judges to review (parking passes, special instructions, a pdf printable version of the scorecard, etc.) in the Resources section by clicking the blue ADD button.

Management: Submissions

In this section, you can:

- View submissions
- Search for applicants
- Filter by submission status and/or groups
- Change submission status
- Assign submissions to your created groups
- Send emails to submission editors
- Download a submissions report
- Add in a submission

View Individual Submissions



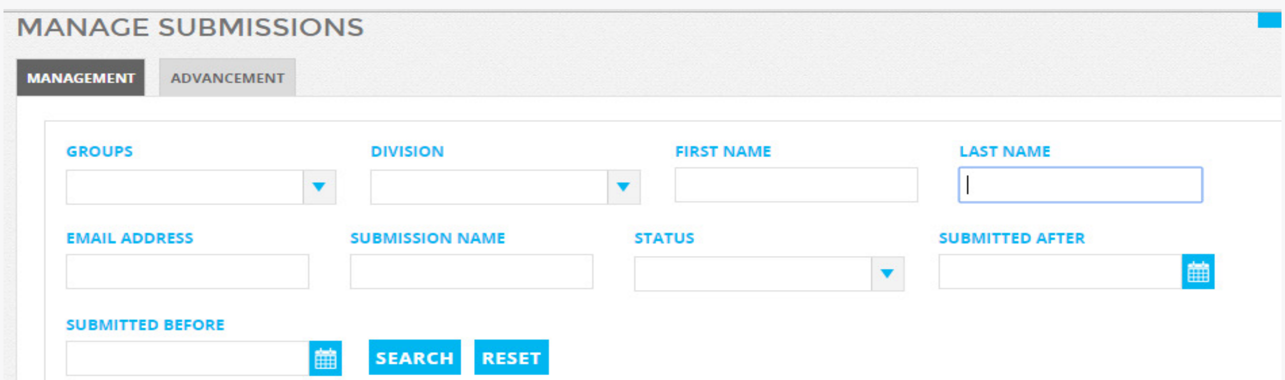
DOWNLOAD ADD SUBMISSION

ACTIONS	Group	Plan ID	Submission Name	Team	Status	Company Name	Created Date	Updated Date	
View	Round 1	1053736	Facebook	Mark Zuckerburg	Ready		Feb 20, 2015 5:52:34 PM CST	Feb 26, 2015 1:28:06 PM CST	
View	Round 1	1053747	LinkedIn	Reid Hoffman	Accepted		Feb 20, 2015 5:54:55 PM CST	Feb 26, 2015 1:36:02 PM CST	

To view submissions, click the “View” button, located to the far right of the submission.

This will open up all of the information that the applicant entered.

Search/Filter Submissions



You can search for applicants by first name, last name, email address, and/or submission name using the white boxes at the top of the screen.
Enter in the information you have about the applicant and click SEARCH.

Filter by submission status and/or groups:
Using the white drop-down box at the top, you can filter/view particular submission statuses and/or particular groups.

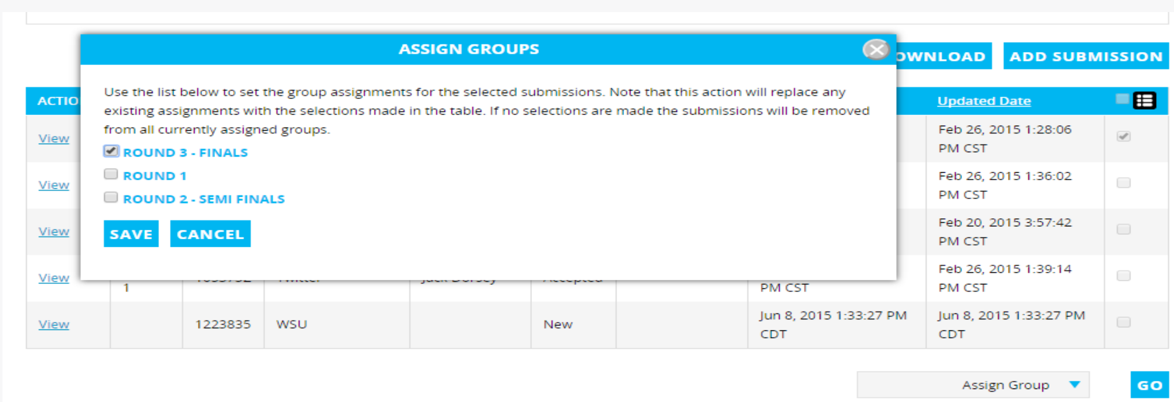
Change Submission(s) Status

Using the drop-down at the bottom of the page, select the status you'd like them to be marked as and click GO.

Please remember that:

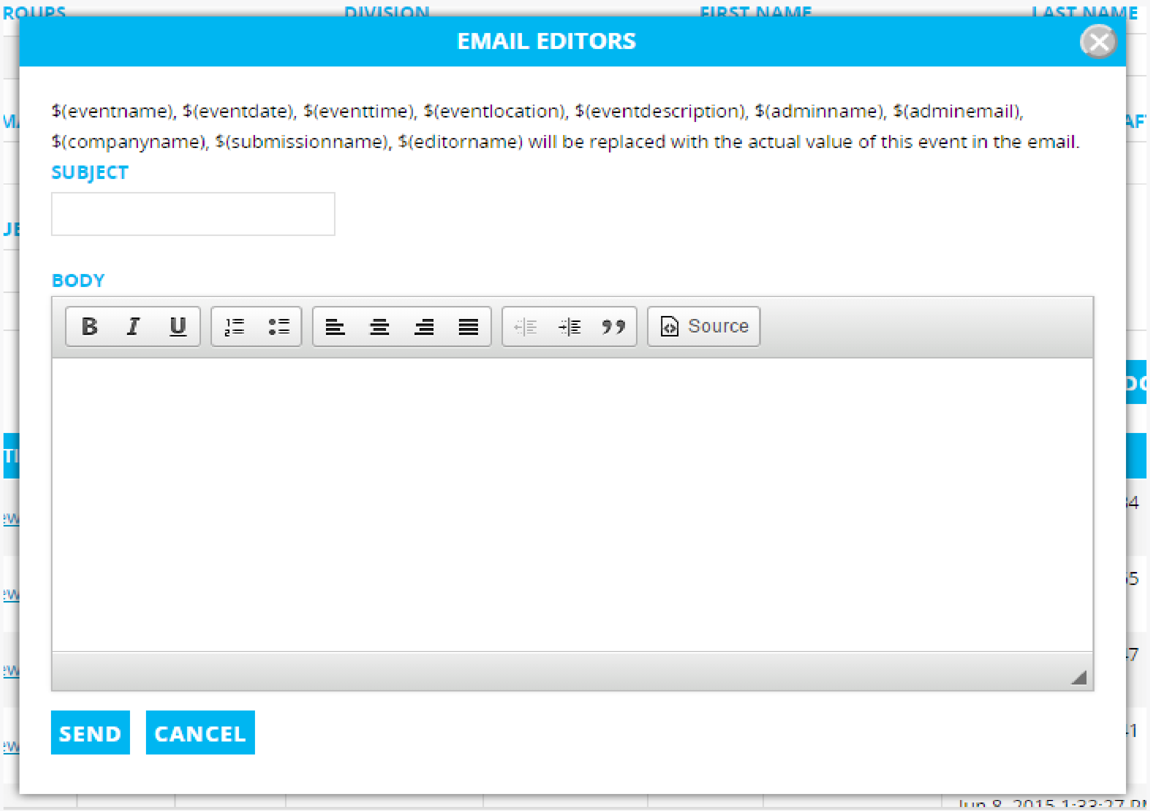
- Applicants will be sent an automatic email when marked as accepted or denied, unless you tell us to turn that function off!
- Judges can only view applicants that are marked as Accepted and assigned to their same group.

Assign Submission(s) to Group(s)



1. Select the submission you want assigned to a specific group .
2. Using the drop-down, click ASSIGN GROUP.
3. All of your created groups will appear.
4. Select the Group(s) you would like to assign that submission to.
5. Click SAVE.

Send Email to Submission Editors

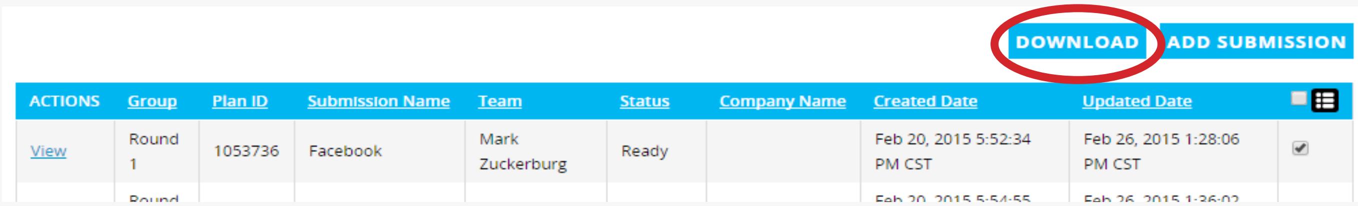


Submission Editors are the applicants that have the access/ability to edit the submission. This includes the Account Creator.

To send an email to all submission editors:

1. Select the submissions of the applicants you would like to contact.
2. Using the drop-down at the bottom, select Email Submission Editors and GO.
3. This will pop up with a blank email template for you to fill in. Note that you may use the tags (ones with a $) listed above in your email.
4. Clicking send will send that email to any applicant that was added as an editor on the submission.

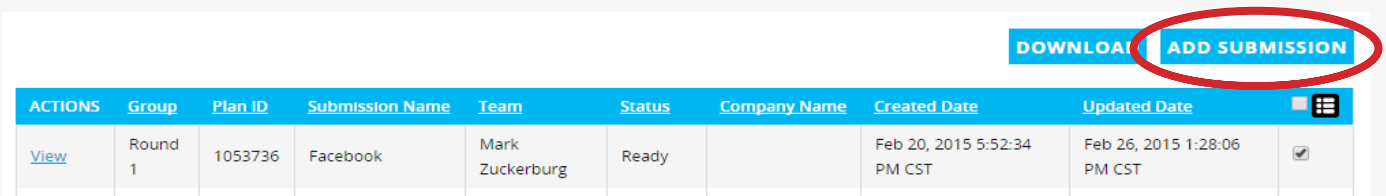
Download Submission Report



Click the orange DOWNLOAD button at the top of the submission list to download a csv. report of all of the applicant information entered.

You may download a submissions report for any/all of the various submission statuses (Incomplete, Ready, Accepted, etc).

Add a Submission



If you have an applicant reach out to you with a late submission or internet problems, you may choose to enter in their information for them.

<u>To do so:</u>

1. Click the orange ADD SUBMISSION button.
2. You will enter in all of the information on the form as if you were that applicant.

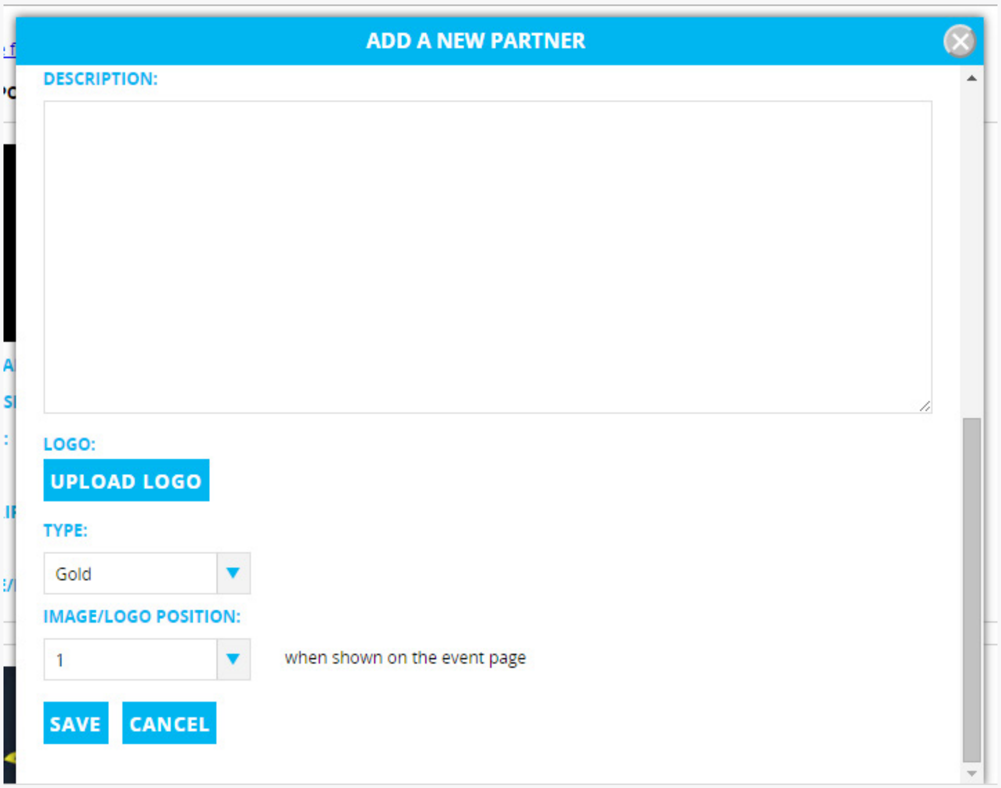
Note: After you submit for the applicant, you must add them as an editor (editor column) to the submission and invite them to the submission. This will give them access to the sumission.

Management: Sponsors

In this section, you can:

- Add the logos of your event sponsors and/or partners to your landing page
- Arrange the way these logos appear on your microsite

Add/Arrange Sponsor and Partner Logos



In the Sponsors section, you may add the logos of any sponsors, partners, etc. for your event. These logos will display in a scrolling fashion on your landing page.

To add logos:
1. Click the blue ADD NEW PARTNER button in the upper right-hand corner.
2. In the box that pops up, click the blue UPLOAD LOGO and select your sponsor's logo.

We suggest PNG files as they appear across all browsers.
However, JPEGs work well on most browsers as well.

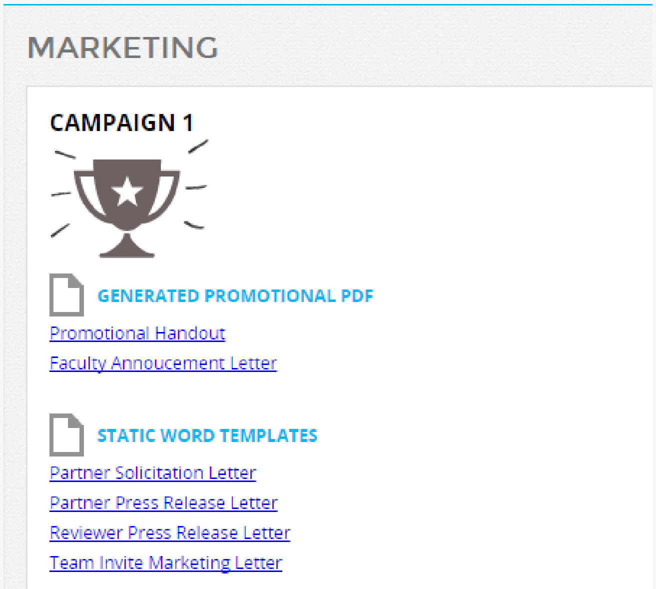
After you upload them, you may select the order you wish them to scroll in by using the drop-down located next to your uploaded logo(s).

Management: Marketing

<u>In this section, you can:</u>

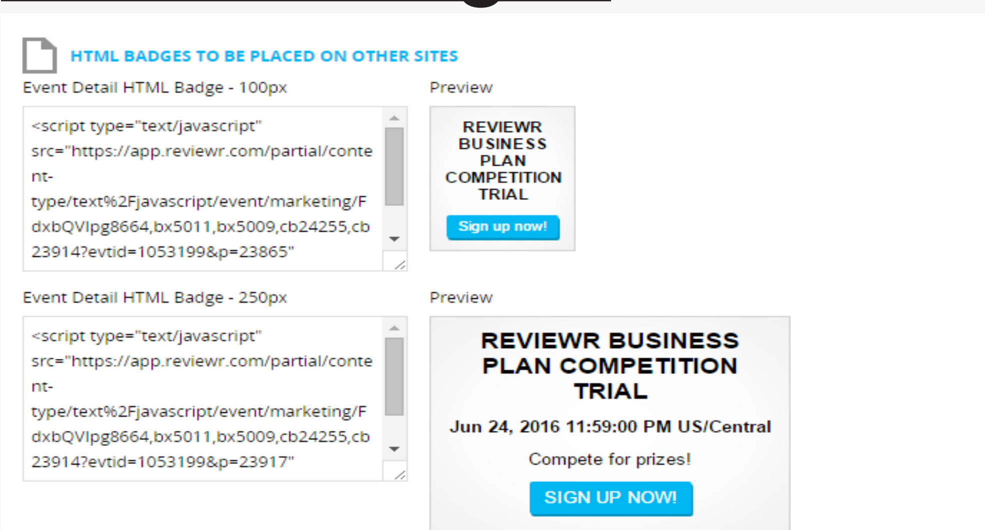
- Download templates for promotional purposes
- Send HTML badges to sponsors and/or partners

Promotional Templates



We offer you stock templates that you may use for promotional purposes. You may click the links to download the documents and edit/use as you wish.

HTML Badges



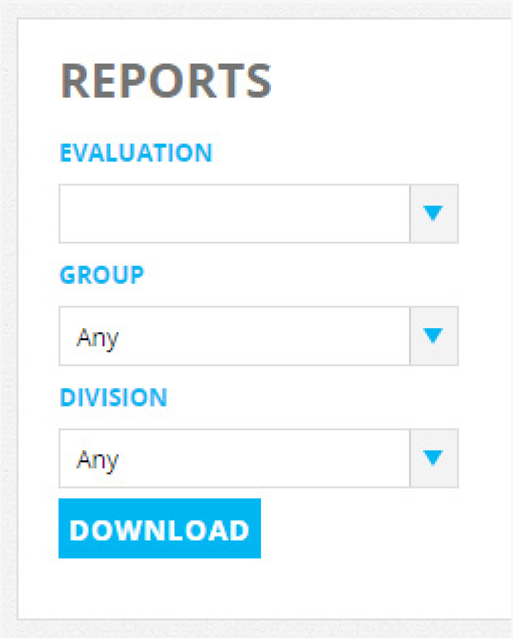
You may copy the HTML script (left) and send it to your sponsors and/or partners. They may put that script on their website. When they do, a badge (right) will appear. Anyone who clicks on the badge from their website will be directed to your landing page.

Management: Reports

In this section, you can:

- Download a report of evaluation scores
- Download a report of missing evaluations
- Download a report of your public ratings

Reports: Evaluation Scores



In this section, you can download reports for any/all evaluation cards and/or groups.

To do so:

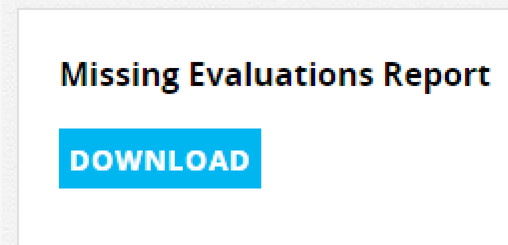
1. Select your desired scorecard in the “Evaluation” drop-down.

2. Select your desired group in the Group dropdown.
NOTE: *If you leave the group as “ANY,” it will download all evaluations from all groups.

3. Click the blue DOWNLOAD button.

This will download a csv. file of all of the reviewer’s scores for each submission. The submissions will be grouped by name with the scores of each reviewer listed. The last line in the group is an average of the reviewers’ scores.

Reports: Missing Evaluations

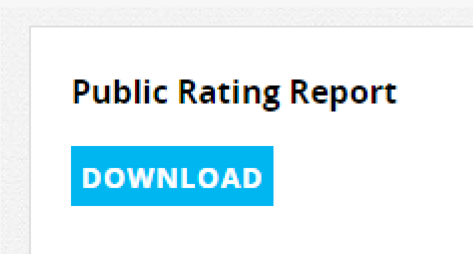


In this section, you can download a report of missing reviewer evaluations.

This report will show you the judge's name and the name of the submission(s) that they have yet to judge.

We suggest downloading this report at least 3 days before the reviewing period closes so that you have time to contact the reviewers that still need to score.

Reports: Public Rating



In this section, you can download a report for all of your pitch page's ratings.

This report will list the applicant information including:

- Submission Name
- First Name
- Last Name
- Email Address
- Applicant's rating

<u>If you're using hearts</u> (1-5 or 1-10), the report will show you the submission's average rating.

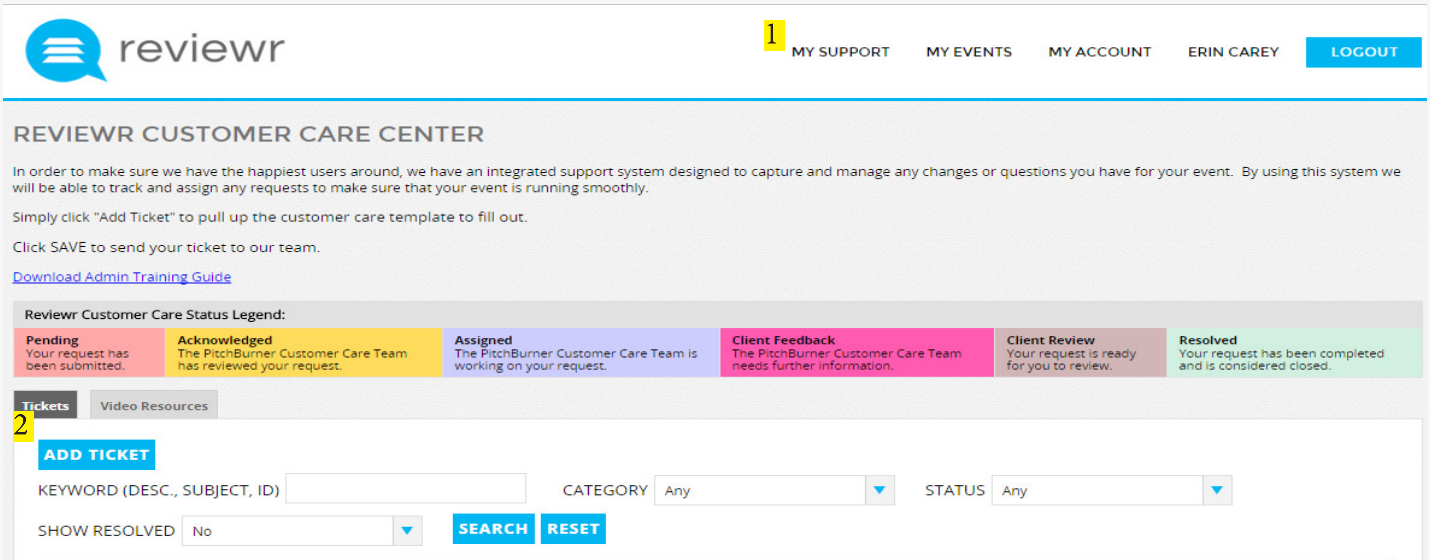
<u>If you're using likes</u> (thumbs up), the report will show you the total number of likes for that submission.

Customer Care

In this section, you can:

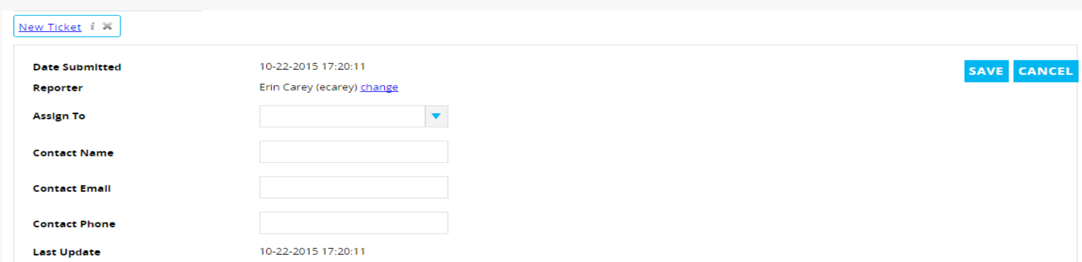
- Submit a Customer Care request for clarification or support

Request Customer Care:



Are you unsure how to do something or is something not working the way you feel it should? Do you want something on your forms updated? Tell our Customer Care Team!

1. Click the “My Support” navigation, located at the top of your screen.
2. Click the “Add ticket” button to enter a new ticket.



3. Enter in the required fields, explaining your question/concern.
4. Click “Save” to save the ticket to our system and send it to our team.

You will receive an email to confirm that you have submitted the ticket, one when a team member has read your request, etc.

You may track the progress of your request(s) at any time by visiting the “My Support” tab after you submit.

reviewr

Still have questions? Contact us!

Email: support@reviewr.com

Phone: (402) 261-5802