

The



reviewr

Manual

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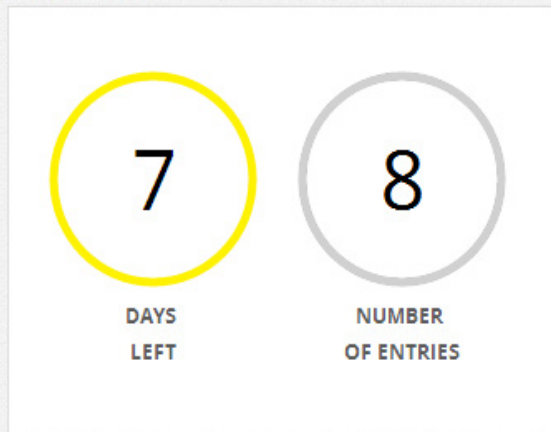
Dashboard

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

SUMMARY



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

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

Submissions

SUBMISSIONS

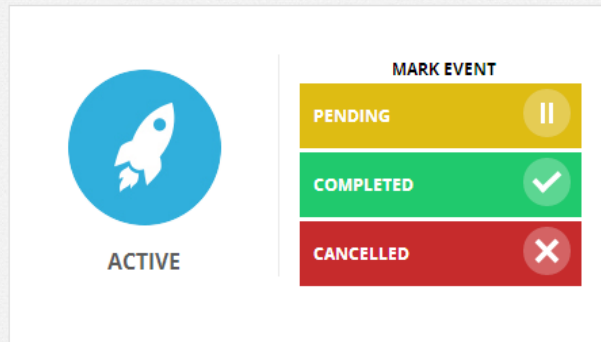
STATUS	COUNT
Accepted	2
Closed	0
Denied	0
Incomplete	0
New	2
Pending	0
Ready	1

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

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.

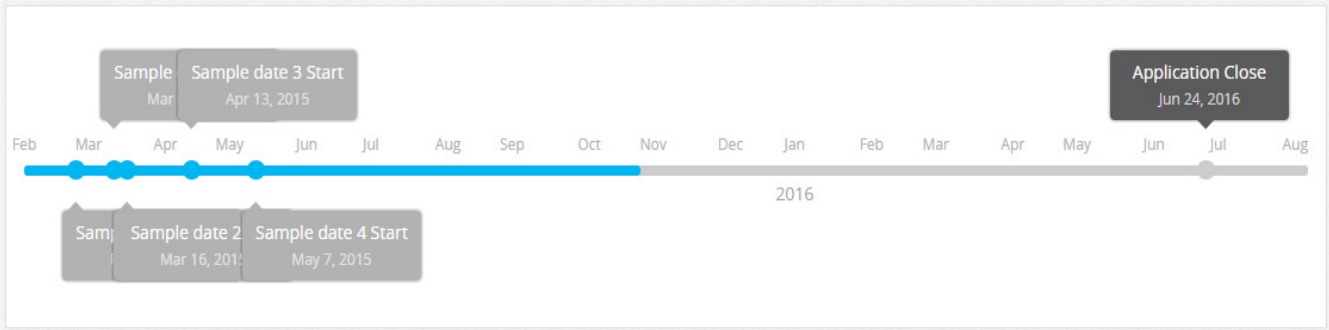
New= Anyone who has clicked on your form, but then clicked out of the browser (did not click save and exit). This number is to give you an idea of how much traffic your form is getting.

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

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

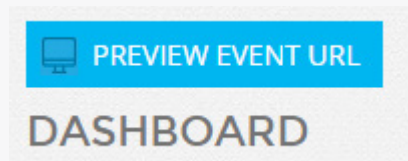
QUESTIONS FROM REVIEWERS ABOUT SUBMISSIONS AND THE EVENT.

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

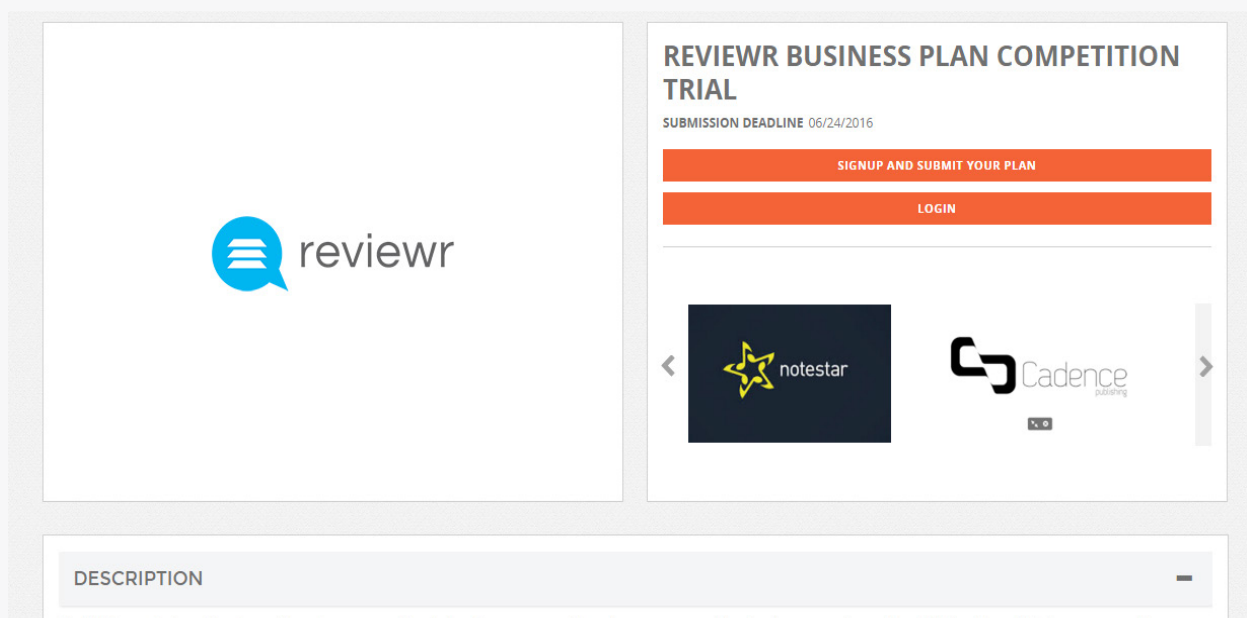
If judges leave comments for the applicant in the Questions/Comments section at the very bottom of their application, they will appear in this list. Click on the submission name to go directly to that submission to view its comments.

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


PROFILE INFORMATION

HELP

EVENT TITLE

Reviewr Business Plan Competition Trial

LOGO

 reviewr

ORGANIZATION

PitchBurner

EVENT DATE

7/15/16 5:00:00 PM CDT

SIGNUP DEADLINE

6/24/16 11:59:00 PM CDT

SUBMISSION DEADLINE

6/24/16 11:59:00 PM CDT

EVALUATION START DATE

EVALUATION DEADLINE

LOCATION

ADDRESS LINE 1

7120 S. 29th Street

ADDRESS LINE 2

Suite 200

CITY

Lincoln

STATE/REGION

Nebraska

ZIP/POSTAL CODE

68516

COUNTRY


United States

URL: [HTTPS://APP.PITCHBURNER.COM/SITE/](https://app.pitchburner.com/site/pitchburnerbpctrial)

pitchburnerbpctrial

EDIT

STATUS:



ACTIVE

MARK EVENT

PENDING

||

COMPLETED

✓

CANCELLED

✕

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

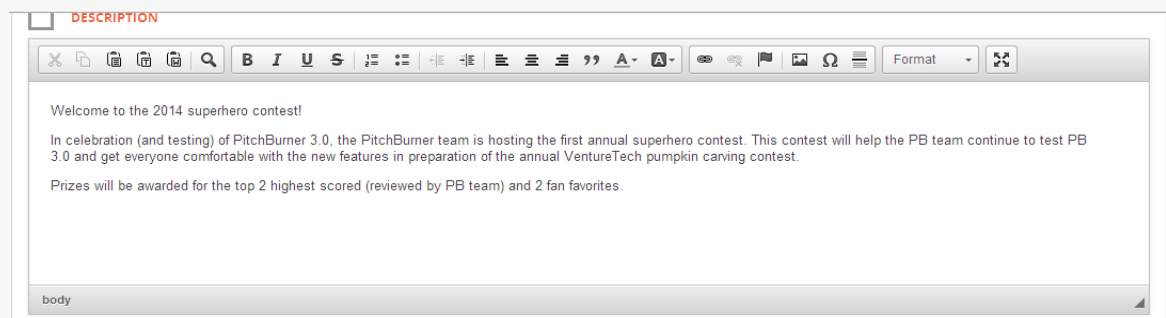
This will allow you to edit the dates of the event, upload your logo and enter your organization’s address.

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



The screenshot shows a web editor interface with a tab labeled "DESCRIPTION" in red. Below the tab is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, text color, background color, and a "Format" dropdown. The text area contains the following content:

Welcome to the 2014 superhero contest!

In celebration (and testing) of PitchBurner 3.0, the PitchBurner team is hosting the first annual superhero contest. This contest will help the PB team continue to test PB 3.0 and get everyone comfortable with the new features in preparation of the annual VentureTech pumpkin carving contest.

Prizes will be awarded for the top 2 highest scored (reviewed by PB team) and 2 fan favorites.

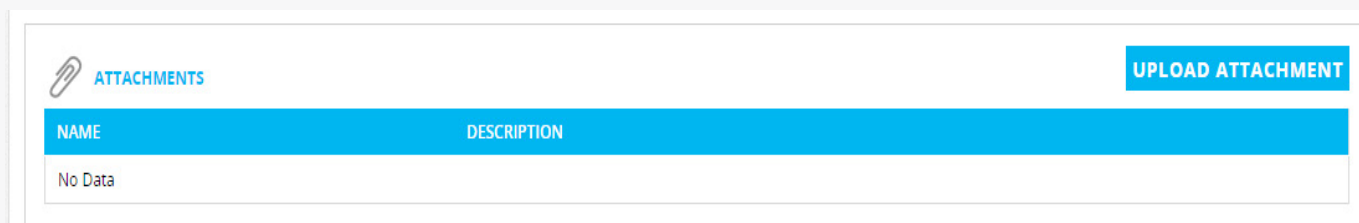
body

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




The screenshot shows the "ATTACHMENTS" section of the editor. It features a paperclip icon and the word "ATTACHMENTS" in blue. In the top right corner is a blue button labeled "UPLOAD ATTACHMENT". Below this is a table with two columns: "NAME" and "DESCRIPTION". The table currently contains one row with the text "No Data".

NAME	DESCRIPTION
No Data	

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

 **MICROSITE**


Instruction: The following components are available for your event microsite. Click the boxes to toggle them on and off.

<input checked="" type="checkbox"/> EVENT DESCRIPTION	<input checked="" type="checkbox"/> EVENT DETAILS	<input checked="" type="checkbox"/> DOWNLOAD MATERIALS
<input type="checkbox"/> LIST OF REVIEWERS	<input type="checkbox"/> SEARCH PLANS SUBMITTED	<input type="checkbox"/> SOCIAL MEDIA CONNECTIONS
<input checked="" type="checkbox"/> EVENT PARTNERS	<input checked="" type="checkbox"/> EVENT RULES	<input checked="" type="checkbox"/> SIGNUP ON MICROSITE

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

 **CUSTOM DATES** ADD

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.

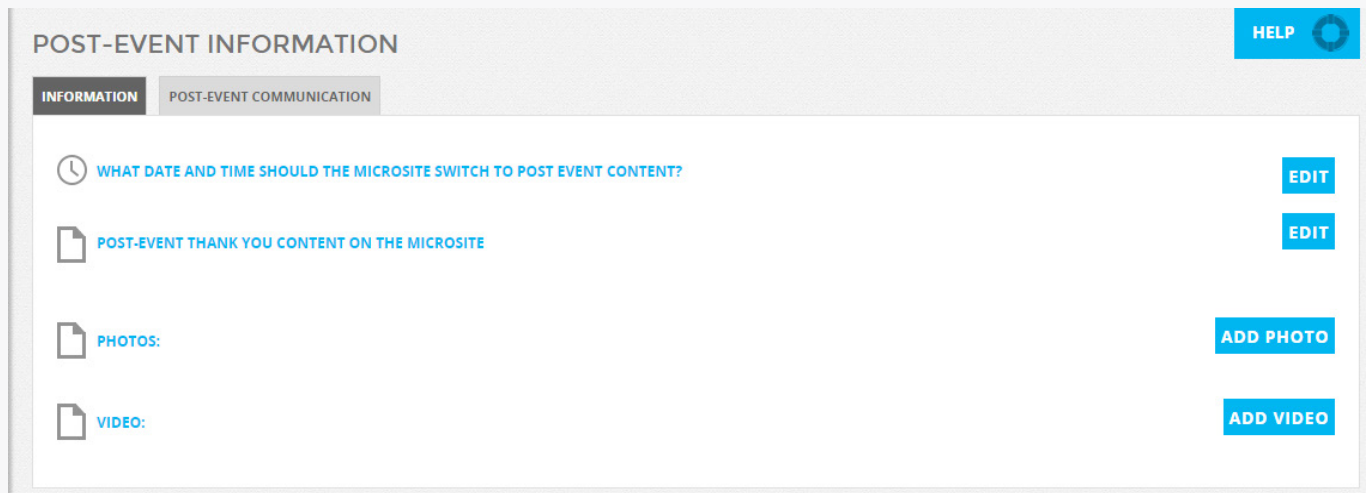
All dates entered, both at the top of the screen and in this section, will appear on your dashboard's event flow timeline. Use it to help you keep track of your events flow.

Event Details: Post-Event Information

In this section, you can:

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

Post-Event Information



POST-EVENT INFORMATION HELP

INFORMATION POST-EVENT COMMUNICATION

WHAT DATE AND TIME SHOULD THE MICROSITE SWITCH TO POST EVENT CONTENT? EDIT

POST-EVENT THANK YOU CONTENT ON THE MICROSITE EDIT

PHOTOS: ADD PHOTO

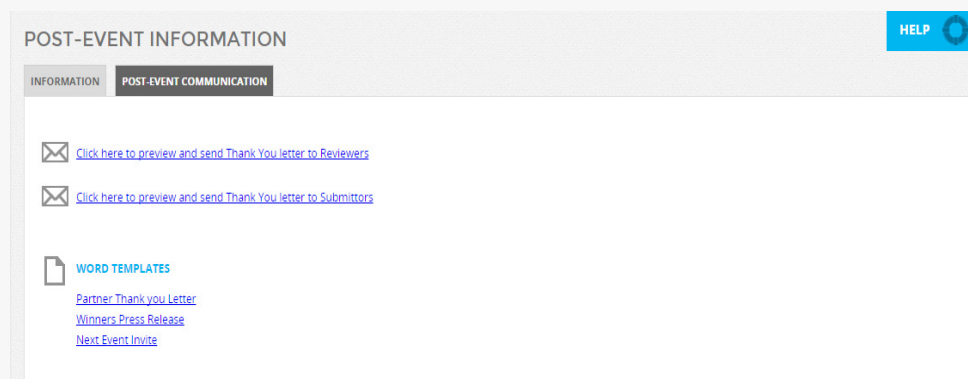
VIDEO: ADD VIDEO

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



POST-EVENT INFORMATION HELP

INFORMATION POST-EVENT COMMUNICATION

[Click here to preview and send Thank You letter to Reviewers](#)

[Click here to preview and send Thank You letter to Submitters](#)

WORD TEMPLATES

[Partner Thank you Letter](#)

[Winners Press Release](#)

[Next Event Invite](#)

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.

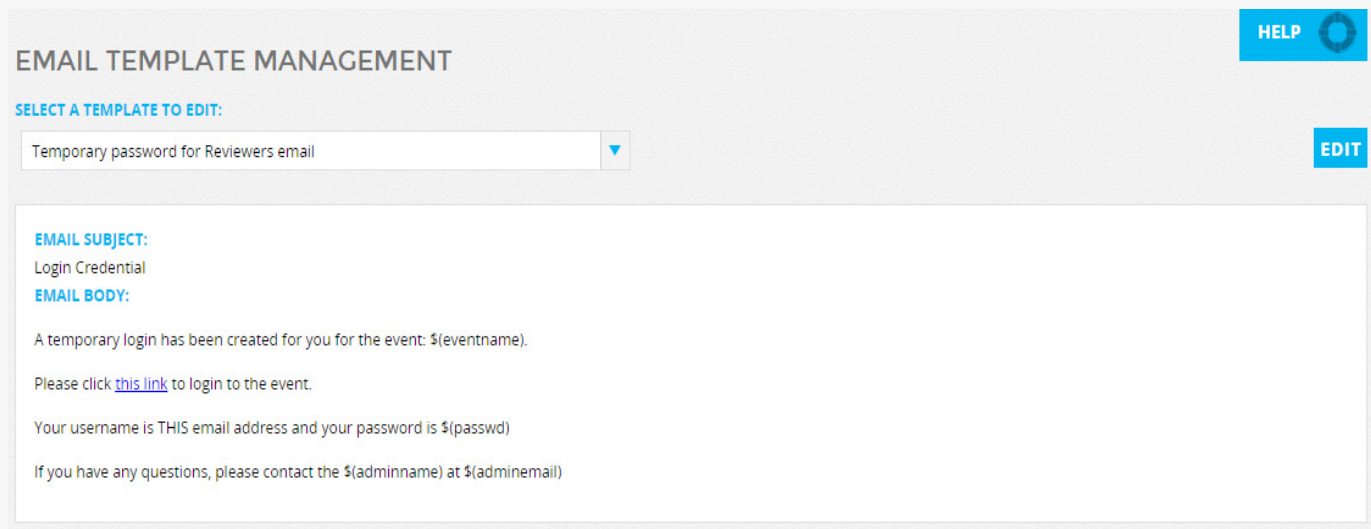
You may download, edit and send out these templates as you wish.

Event Details: Email Template Management

In this section, you can:

- Edit the emails that are built into the system.

Editing Email Templates



The screenshot shows a web interface for managing email templates. At the top, there's a header bar with 'EMAIL TEMPLATE MANAGEMENT' on the left, a 'HELP' button with a gear icon in the center, and an 'EDIT' button on the right. Below the header, there's a section titled 'SELECT A TEMPLATE TO EDIT:' followed by a dropdown menu currently showing 'Temporary password for Reviewers email'. The main content area is a large white box containing the email template details. It starts with 'EMAIL SUBJECT:' followed by 'Login Credential'. Then 'EMAIL BODY:' is followed by three paragraphs of text: 'A temporary login has been created for you for the event: \$(eventname).', 'Please click [this link](#) to login to the event.', and 'Your username is THIS email address and your password is \$(passwd)'. The final paragraph says 'If you have any questions, please contact the \$(adminname) at \$(adminemail)'.

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 programmatic 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

The screenshot shows a web interface with a modal window titled "ADD/EDIT GROUP". The modal has a blue header bar with the title and a close button. Below the header, there are input fields for "Group Name", "Start Date", and "End Date". Each date field has a calendar icon and a dropdown menu for time zones, currently set to "(US/Central) Central Standard Time". At the bottom right of the modal are "SAVE" and "CANCEL" buttons. In the background, a sidebar shows "GROUPS & DIVISIONS" with tabs for "GROUPS" and "DIVISIONS". The "GROUPS" tab is active, showing a list of groups with "Edit" and "Assign Reviewer" links. A "HELP" button is visible in the top right corner of the page.

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

The screenshot shows a web interface with a table titled "GROUPS & REVIEWER ASSIGNMENT". The table has columns for "ACTIONS", "Group", "Start Date", "End Date", and "REVIEWER". There are three rows of data. The first row shows "Round 1" with dates "10:16:00 Jun 01, 2015 CDT" and "10:16:00 Jun 07, 2015 CDT", and reviewer "Amy Andereson, Tom Smith". The second row shows "Round 2 - Semi Finals" and the third row shows "Round 3 - Finals". Each row has a checkbox in the "REVIEWER" column. In the background, a sidebar shows "GROUPS & DIVISIONS" with tabs for "GROUPS" and "DIVISIONS". The "GROUPS" tab is active, showing a list of groups with "Edit" and "Assign Reviewer" links. A "HELP" button is visible in the top right corner of the page.

ACTIONS	Group	Start Date	End Date	REVIEWER
Edit Assign Reviewer Manage Assignments	Round 1	10:16:00 Jun 01, 2015 CDT	10:16:00 Jun 07, 2015 CDT	Amy Andereson, Tom Smith <input type="checkbox"/>
Edit Assign Reviewer Manage Assignments	Round 2 - Semi Finals			<input type="checkbox"/>
Edit Assign Reviewer Manage Assignments	Round 3 - Finals			<input type="checkbox"/>

For each group, you may:

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

GROUPS & DIVISIONS

GROUPS

DIVISIONS

GROUPS & REVIEWER ASSIGNMENT

ADD GROUP

ACTIONS	Group	Start Date	End Date	REVIEWER	
Edit Assign Reviewer Manage Assignments	Round 1	10:16:00 Jun 01, 2015 CDT	10:16:00 Jun 07, 2015 CDT	Amy Andereson, Tom Smith	<input type="checkbox"/>
Edit Assign Reviewer Manage Assignments	Round 2 - Semi Finals				<input type="checkbox"/>
Edit Assign Reviewer Manage Assignments	Round 3 - Finals				<input type="checkbox"/>

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

SUBMISSION/REVIEWER ASSIGNMENTS FOR FAN FAVORITE

[BACK](#)

Reviewers can be assigned to one or more submissions. By default all reviewers are assigned to all submissions within this group, to change the assignments select "I would like to decide the submissions assigned to each reviewer" and edit the appropriate assignments. Note that there are functions available to help auto-assign submissions and reviewers.

☒ AUTOMATICALLY ASSIGN ALL REVIEWERS TO ALL SUBMISSIONS ☐ *I WOULD LIKE TO DECIDE THE SUBMISSIONS ASSIGNED TO EACH REVIEWER.

"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.

Manage Assignments, Option 2

SUBMISSION/REVIEWER ASSIGNMENTS FOR FAN FAVORITE

BACK ◀

Reviewers can be assigned to one or more submissions. By default all reviewers are assigned to all submissions within this group, to change the assignments select "I would like to decide the submissions assigned to each reviewer" and edit the appropriate assignments. Note that there are functions available to help auto-assign submissions and reviewers.

☒ AUTOMATICALLY ASSIGN ALL REVIEWERS TO ALL SUBMISSIONS ☐ *I WOULD LIKE TO DECIDE THE SUBMISSIONS ASSIGNED TO EACH REVIEWER.

"I would like to decide the submissions assigned to each reviewer":

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

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

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

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

Manage Assignments, Option 2: Auto-Assign Reviewers

The screenshot shows a web interface for managing assignments. At the top, it says 'SUBMISSION/REVIEWER ASSIGNMENTS FOR ROUND 1' with a 'BACK' button. Below this is a paragraph explaining that reviewers can be assigned to one or more submissions and that the system can auto-assign based on settings. A modal window titled 'AUTO-ASSIGN REVIEWERS' is open. It contains a message: 'The auto-assignment action will try to assign reviewers to the selected submissions based on the following settings. If these conditions cannot be met for all submissions you will be notified.' Below this are two input fields: 'WHAT IS THE MAXIMUM NUMBER OF REVIEWERS A SUBMISSION SHOULD HAVE?' and 'WHAT IS THE MINIMUM NUMBER OF REVIEWERS A SUBMISSION SHOULD HAVE?'. At the bottom of the modal are 'AUTO-ASSIGN' and 'CANCEL' buttons. In the background, there is a table with 'SUBMISSIONS' (Facebook, LinkedIn, Twitter) and a 'REVIEWERS' table with checkboxes. At the bottom right, there is a dropdown menu set to 'Auto-Assign Reviewers' and a 'GO' button.

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

SUBMISSION NAME	DIVISION	REVIEWER COUNT	REVIEWERS
Facebook		0	<input checked="" type="checkbox"/>
LinkedIn		0	<input checked="" type="checkbox"/>
Twitter		0	<input checked="" type="checkbox"/>

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

REVIEWER NAME	
Amy Andereson	<input type="checkbox"/>
Tom Smith	<input type="checkbox"/>

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

☐ AUTOMATICALLY ASSIGN ALL REVIEWERS TO ALL SUBMISSIONS ☒ *I WOULD LIKE TO DECIDE THE SUBMISSIONS ASSIGNED TO EACH REVIEWER.

SUBMISSIONS REVIEWERS

REVIEWER NAME SUBMISSION COUNT SUBMISSION NAME

REVIEWER NAME	SUBMISSION COUNT	SUBMISSIONS	
Amy Andereson	0		<input type="checkbox"/>
Tom Smith	0		<input type="checkbox"/>

Auto-Assign Submissions

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

QUESTION	LABEL	ACTIONS
Submission Abstract	Quick Pitch	Remove
Submission Description	Executive Summary	Remove

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.

ADD PITCH FIELD

Question

Submission Name

Submission Abstract

Submission Description

Submission Video URL

Submission Division

Phone Number

Please re-enter your first and last name as you would like it to appear on the public showcase page

What is the problem you are solving?

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).

PLEASE NOTE: 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.

Example of how blocks appear on Pitch Page:

SUPERHERO NAME

Superhero Name: *Distracto*
Pup

DESCRIPTION

Description of Superhero: *My*
super hero has the power of

Management: Users

In this section, you can:

- Add New Users
- Log in as Reviewers/Submitters

Add Users (Administrators)

USER MANAGEMENT

STAFF REVIEWERS SUBMITTERS

EDIT PROFILE EDIT ROLES

FIRST NAME

LAST NAME

EMAIL ADDRESS

PASSWORD

PASSWORD (RE-ENTER)

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

USER MANAGEMENT

STAFF REVIEWERS SUBMITTERS

HELP

FIRST NAME LAST NAME EMAIL ADDRESS SUBMISSION STATUS COMPANY POSITION

TEAM NAME

SEARCH RESET

LOGIN REPORT DOWNLOAD

ACTIONS	First Name	Last Name	Company Position	Email Address	Phone Number	Submission Name
Invite View Login As	Jack	Dorsey		jdorsey2@pitchburner.com		Twitter
Invite View Login As	Mark	Zuckerburg		mzuckerburg1@pitchburner.com		Facebook
Invite View Login As	Reid	Hoffman		rhoffman2@pitchburner.com		LinkedIn

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. 27

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

MANAGE REVIEWERS HELP

REVIEWER REVIEWER CONFIGURATION

GROUP FIRST NAME LAST NAME EMAIL ADDRESS COMPANY NAME

STATUS

SEARCH RESET

LOGIN REPORT DOWNLOAD ADD REVIEWER

To add reviewers manually:

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

To bulk upload reviewers:

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

The screenshot shows the 'MANAGE REVIEWERS' interface. At the top right is a 'HELP' button. Below the title are two tabs: 'REVIEWER' (selected) and 'REVIEWER CONFIGURATION'. The main form contains fields for 'GROUP', 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', and 'COMPANY NAME', each with a dropdown arrow. Below these is a 'STATUS' field with a dropdown arrow, and 'SEARCH' and 'RESET' buttons. To the right of the form are three buttons: 'LOGIN REPORT', 'DOWNLOAD', and 'ADD REVIEWER'. Below the form is a table with columns: 'ACTIONS', 'Groups', 'First Name', 'Last Name', and 'Company Name'. The table has two rows of reviewer data. A dropdown menu is open over the first row, showing options: 'Invite', 'Remove', 'Send Email', 'Temp Password', 'Email Temp Password', and 'Bulk Upload Reviewers'. At the bottom right of the menu is an 'Invite' button with a dropdown arrow and a 'GO' button.

ACTIONS	Groups	First Name	Last Name	Company Name
View Assign Group Login As	Round 1	Amy	Anderson	Judge
View Assign Group Login As	Round 1	Tom	Smith	Judge

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

ACTIONS	Groups	First Name	Last Name	Company Name
View Assign Group Login As	Round 1	Amy	Anderson	Judge
View Assign Group Login As	Round 1	Tom	Smith	Judge

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

The screenshot shows the 'MANAGE REVIEWERS' interface. At the top, there are tabs for 'REVIEWER' and 'REVIEWER CONFIGURATION'. A 'HELP' button is in the top right. Below the tabs, there are input fields for 'GROUP' and 'FIRST NAME', a 'STATUS' dropdown, and a 'SEARCH' button. A table with 'ACTIONS' is visible, containing links like 'View', 'Assign Group', and 'Login As'. A modal window titled 'SET TEMPORARY PASSWORD' is open, displaying instructions: 'Set a temporary password by filling in the information below. Note that a temporary password will only be valid for your current event.' It has two input fields: 'TEMPORARY PASSWORD' and 'RETYPE TEMPORARY PASSWORD', followed by 'SET PASSWORD' and 'CANCEL' buttons. At the bottom right of the interface, there is a dropdown menu currently set to 'Temp Password' and a 'GO' button.

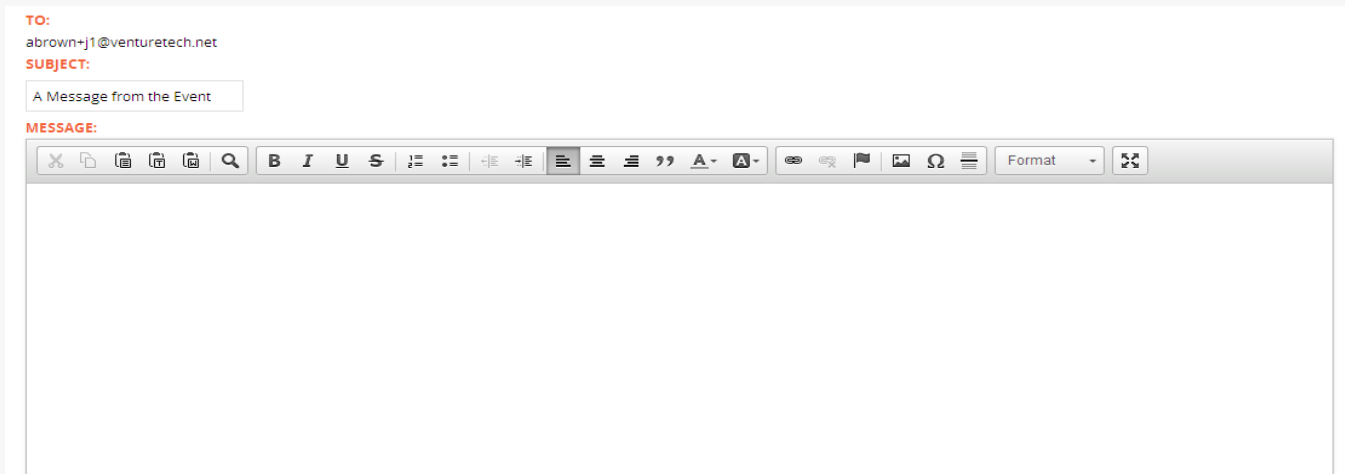
Give Judges Password and Email:

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



TO:
abrown+j1@venturetech.net

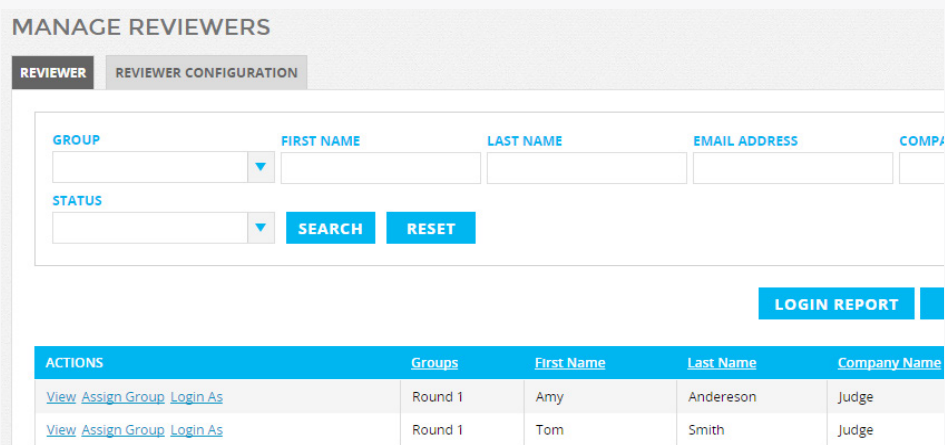
SUBJECT:

A Message from the Event

MESSAGE:

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



MANAGE REVIEWERS

REVIEWER REVIEWER CONFIGURATION

GROUP FIRST NAME LAST NAME EMAIL ADDRESS COMPANY NAME

STATUS

SEARCH RESET

LOGIN REPORT

ACTIONS	Groups	First Name	Last Name	Company Name
View Assign Group Login As	Round 1	Amy	Andereson	Judge
View Assign Group Login As	Round 1	Tom	Smith	Judge

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

MANAGE REVIEWERS

REVIEWER REVIEWER CONFIGURATION

INSTRUCTIONS TO REVIEWER EDIT

Thank you very much for agreeing to serve as a reviewer for the PitchBurner Business Plan Competition!

To begin reviewing submissions, please take the following steps:

1. Scroll down the page to the submission list. See all incomplete submissions listed in Red.
2. Click "View" next to the submission.
3. Read through ALL of the information on that submission
4. Scroll to the top of the page and click the orange "Evaluate Now" button in the right-hand corner.
5. Key in your valuable feedback for these young participants and BE SURE TO CLICK SUBMIT when you are finished. This will drop your back into the submission view of the submission you just scored.
6. Click "Submissions" along the left-hand side of the screen to return to your list. See that your newly-scored submission is now listed in green and is complete.
7. Repeat steps 2-6 for all submissions.

PLEASE NOTE: The evaluation website has a two-hour time limit. If you are inactive on the website for 2 hours or more, you will be automatically logged out. The evaluation form you are on at the time of logout will lose its scores. You may log back in and complete your evaluations.

Please feel free to contact support@reviewr.com if you experience any technical difficulties.

Thank you and happy judging!

RESOURCES ADD

NAME	DESCRIPTION
Judging Instructions: PDF	Judging Instructions: PDF Download Delete

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 Zuckerberg	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

The screenshot shows a web interface titled "MANAGE SUBMISSIONS". It has two tabs: "MANAGEMENT" (selected) and "ADVANCEMENT". Below the tabs is a search and filter section with the following fields:

- GROUPS**: A white drop-down menu.
- DIVISION**: A white drop-down menu.
- FIRST NAME**: A white text input box.
- LAST NAME**: A white text input box.
- EMAIL ADDRESS**: A white text input box.
- SUBMISSION NAME**: A white text input box.
- STATUS**: A white drop-down menu.
- SUBMITTED AFTER**: A white text input box with a calendar icon on the right.
- SUBMITTED BEFORE**: A white text input box with a calendar icon on the right.

At the bottom of the search section are three buttons: "SEARCH" (in blue) and "RESET" (in blue), and a "SUBMIT" button (in blue) to the right of the "SUBMITTED AFTER" field.

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

DOWNLOAD ADD SUBMISSION									
ACTIONS	Group	Plan ID	Submission Name	Team	Status	Company Name	Created Date	Updated Date	
View	Round 1	1053736	Facebook	Mark Zuckerberg	Ready		Feb 20, 2015 5:52:34 PM CST	Feb 26, 2015 1:28:06 PM CST	<input checked="" type="checkbox"/>
View	Round 1	1053747	LinkedIn	Reid Hoffman	Accepted		Feb 20, 2015 5:54:55 PM CST	Feb 26, 2015 1:36:02 PM CST	<input type="checkbox"/>
View		1053449	test		New		Feb 20, 2015 3:57:42 PM CST		<input type="checkbox"/>
View	Round 1	1053752	Twitter	Jack Dorsey	Accepted		Feb 20, 2015 5:54:55 PM CST		<input type="checkbox"/>
View		1223835	WSU		New		Jun 8, 2015 1:33:27 PM CDT		<input type="checkbox"/>

Mark as Pending
Mark as Ready
Mark as Accepted
Mark as Denied
Mark as Closed
Assign Group
Clear Group Assignments
Assign Division
Email Submission Editors
Mark as Pending

[GO](#)

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)

ASSIGN GROUPS

Use the list below to set the group assignments for the selected submissions. Note that this action will replace any existing assignments with the selections made in the table. If no selections are made the submissions will be removed from all currently assigned groups.

☒ ROUND 3 - FINALS
☐ ROUND 1
☐ ROUND 2 - SEMI FINALS

[SAVE](#)
[CANCEL](#)

ACTIONS	Group	Plan ID	Submission Name	Team	Status	Company Name	Created Date	Updated Date	
View	Round 1	1053736	Facebook	Mark Zuckerberg	Ready		Feb 20, 2015 5:52:34 PM CST	Feb 26, 2015 1:28:06 PM CST	<input checked="" type="checkbox"/>
View	Round 1	1053747	LinkedIn	Reid Hoffman	Accepted		Feb 20, 2015 5:54:55 PM CST	Feb 26, 2015 1:36:02 PM CST	<input type="checkbox"/>
View		1053449	test		New		Feb 20, 2015 3:57:42 PM CST		<input type="checkbox"/>
View	Round 1	1053752	Twitter	Jack Dorsey	Accepted		Feb 20, 2015 5:54:55 PM CST		<input type="checkbox"/>
View		1223835	WSU		New		Jun 8, 2015 1:33:27 PM CDT	Jun 8, 2015 1:33:27 PM CDT	<input type="checkbox"/>

Assign Group

[GO](#)

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

EMAIL EDITORS

\$(eventname), \$(eventdate), \$(eventtime), \$(eventlocation), \$(eventdescription), \$(adminname), \$(adminemail), \$(companyname), \$(submissionname), \$(editorname) will be replaced with the actual value of this event in the email.

SUBJECT

BODY

B I U [List Icons] [Quote Icon] [Source]

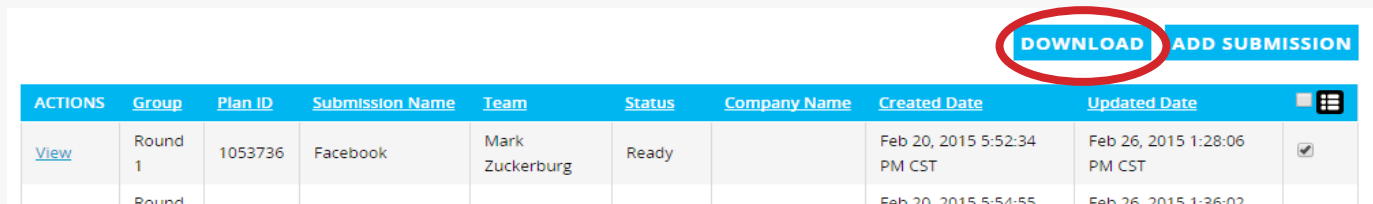
SEND CANCEL

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

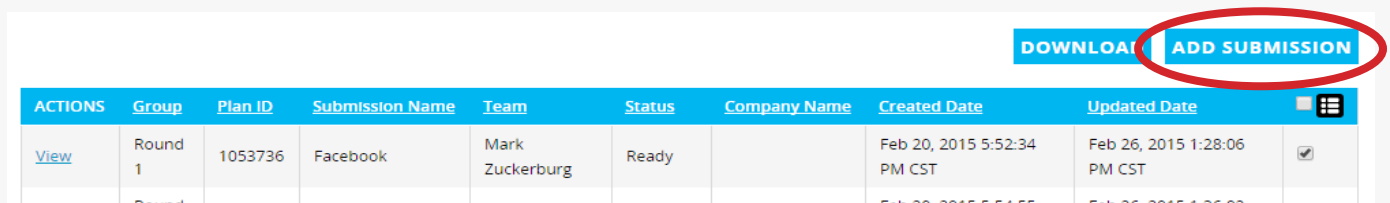


										DOWNLOAD	ADD SUBMISSION
ACTIONS	Group	Plan ID	Submission Name	Team	Status	Company Name	Created Date	Updated Date			
View	Round 1	1053736	Facebook	Mark Zuckerberg	Ready		Feb 20, 2015 5:52:34 PM CST	Feb 26, 2015 1:28:06 PM CST	<input checked="" type="checkbox"/>		

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



										DOWNLOAD	ADD SUBMISSION
ACTIONS	Group	Plan ID	Submission Name	Team	Status	Company Name	Created Date	Updated Date			
View	Round 1	1053736	Facebook	Mark Zuckerberg	Ready		Feb 20, 2015 5:52:34 PM CST	Feb 26, 2015 1:28:06 PM CST	<input checked="" type="checkbox"/>		

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.

To do so:

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.

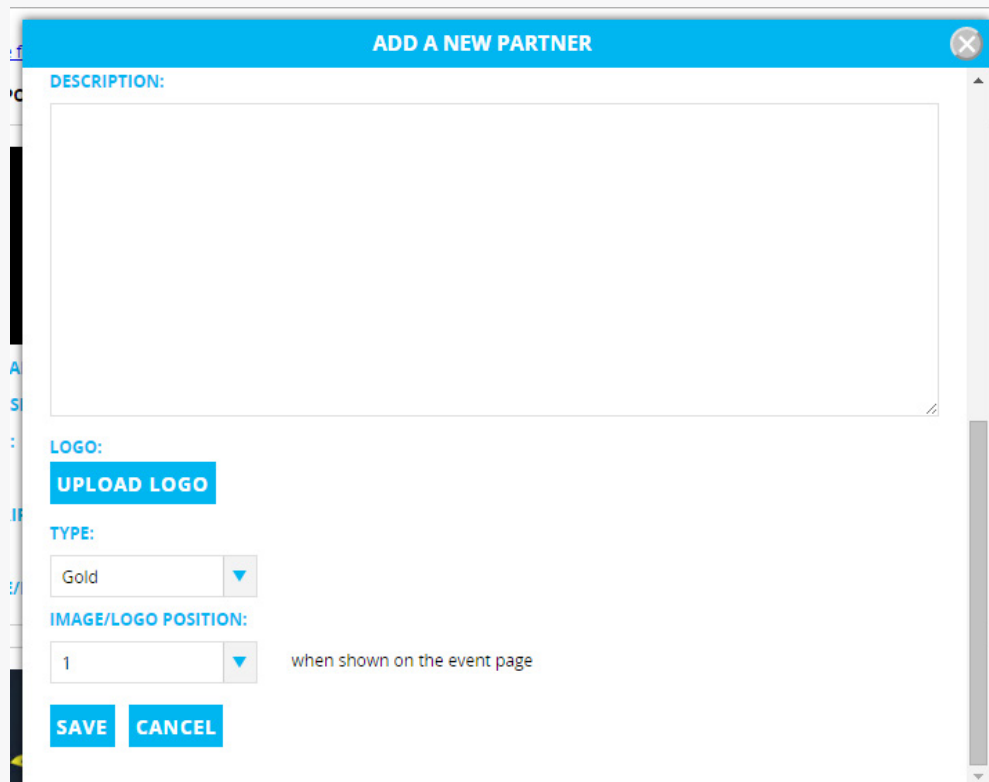
Note: After you submit for the applicant, you must add them as an editor (editor column) to the submission and invite them to the submission. This will give them access to the submission.

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


In this section, you can:


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

Promotional Templates

MARKETING


CAMPAIGN 1


 **GENERATED PROMOTIONAL PDF**
[Promotional Handout](#)
[Faculty Announcement Letter](#)

 **STATIC WORD TEMPLATES**
[Partner Solicitation Letter](#)
[Partner Press Release Letter](#)
[Reviewer Press Release Letter](#)
[Team Invite Marketing Letter](#)

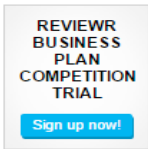
We offer you stock templates that you may use for promotional purposes. You may click the links to download the documents and edit/use as you wish.

HTML Badges

 **HTML BADGES TO BE PLACED ON OTHER SITES**

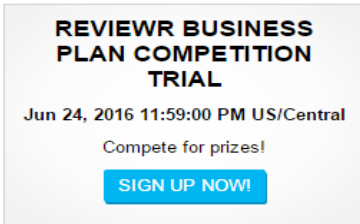
Event Detail HTML Badge - 100px

```
<script type="text/javascript"
src="https://app.reviewr.com/partial/conte
nt-
type/text%2Fjavascript/event/marketing/F
dxibQVlpg8664,bx5011,bx5009,cb24255,cb
23914?evtid=1053199&p=23865"
```

Preview


Event Detail HTML Badge - 250px

```
<script type="text/javascript"
src="https://app.reviewr.com/partial/conte
nt-
type/text%2Fjavascript/event/marketing/F
dxibQVlpg8664,bx5011,bx5009,cb24255,cb
23914?evtid=1053199&p=23917"
```

Preview


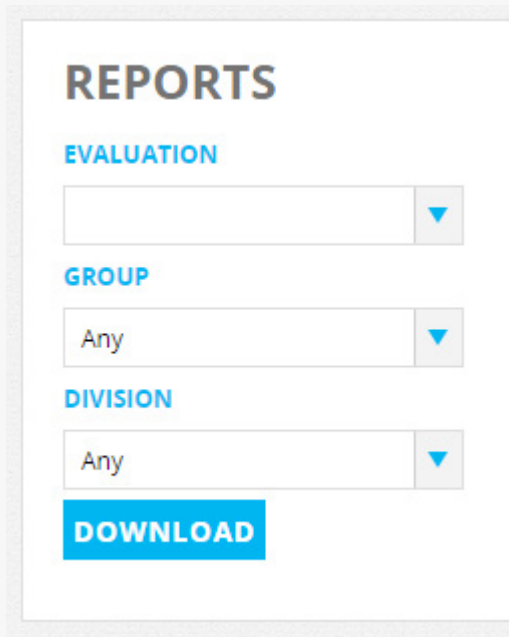
You may copy the HTML script (left) and send it to your sponsors and/or partners. They may put that script on their website. When they do, a badge (right) will appear. Anyone who clicks on the badge from their website will be directed to your landing page.

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



The screenshot shows a web interface titled "REPORTS". It contains three filter sections: "EVALUATION" with an empty dropdown menu, "GROUP" with a dropdown menu showing "Any", and "DIVISION" with a dropdown menu showing "Any". Below these filters is a blue button labeled "DOWNLOAD".

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

Missing Evaluations Report

DOWNLOAD

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

Public Rating Report

DOWNLOAD

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

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

If you're using likes (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:

reviewr

1 MY SUPPORT MY EVENTS MY ACCOUNT ERIN CAREY LOGOUT

REVIEWR CUSTOMER CARE CENTER

In order to make sure we have the happiest users around, we have an integrated support system designed to capture and manage any changes or questions you have for your event. By using this system we will be able to track and assign any requests to make sure that your event is running smoothly.

Simply click "Add Ticket" to pull up the customer care template to fill out.

Click SAVE to send your ticket to our team.

[Download Admin Training Guide](#)

Reviewr Customer Care Status Legend:

Pending Your request has been submitted.	Acknowledged The PitchBurner Customer Care Team has reviewed your request.	Assigned The PitchBurner Customer Care Team is working on your request.	Client Feedback The PitchBurner Customer Care Team needs further information.	Client Review Your request is ready for you to review.	Resolved Your request has been completed and is considered closed.
--	--	---	---	--	--

Tickets Video Resources

2 **ADD TICKET**

KEYWORD (DESC., SUBJECT, ID) CATEGORY STATUS

SHOW RESOLVED **SEARCH** **RESET**

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.

[New Ticket](#)

Date Submitted 10-22-2015 17:20:11

Reporter Erin Carey (ecarey) [change](#)

Assign To

Contact Name

Contact Email

Contact Phone

Last Update 10-22-2015 17:20:11

SAVE **CANCEL**

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.



**Still have
questions?
Contact us!**

Email: support@reviewr.com

Phone: (402) 261-5802