

HOW TO SCORE

- Access the entry portal [here](#).
- Login with your assigned credentials (email address / last name lowercase).
- Once logged in, find the tab "Entries" to view your assignments.
- Select each entry title to review and score.
 - o After you have clicked on an entry title, the full entry form will open as well as the score sheet to its right.
IMPORTANT: Don't forget to download the campaign summary template for each entry as this will contain the full details of the campaign.
- Provide an overall score and comments.
 - o Once you have thoroughly reviewed the entry form, campaign summary, and creative pieces, provide your review comments. Your review reflects an overall score (1-5, 1 being poor; 5 being best). There will also be additional considerations for specific criteria for your use only. This can help you when deciding your overall score.
- Click SAVE & CONTINUE LATER to finalize your score at a later date. The portal will not do this automatically. View and access your pending assigned entries at the bottom of the "Entries" page. Use the column menu to navigate through "pending" or "complete."
- When you are completely finished reviewing, click SAVE & SUBMIT to send in your final score. No edits can be made after **June 17 (11:59pm EST)**.