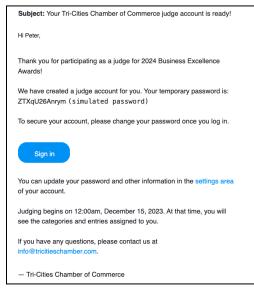
The Judging Process (Judge Perspective)

Once your judge account has been created, you will receive an email with information to log in to your account.

The Sign In button will take you to a login page where you can use the email at which you received the link and the temporary password to log in.



If the judging dates are open, you will see a list of the categories that have been assigned to you. If judging dates are not open, you will not see any categories. The Administrator of your account will send a second email once your judging assignments are ready to be judged. This email will look something like this:

Entries	
4 Judged + 20 Unjudged = 24 Total entries	
→ Business of the Year Judging ends 11:59pm, December 31, 2023	
13 Entries 1 Judged 12 Unjudged	
8%	
→ Best New Business	
3 Entries 1 Judged 2 Unjudged	
34%	
→ Best Workplace (Large Business 21+)	
2 Entries 0 Judged 2 Unjudged	
0%	

Subject: Your 2023 Business Excellence Awards judge assignments				
Hi Third,				
Thank you for participating as a judge for 2023 Business Excellence Awards!				
Here are your categories and judging dates:				
Category	Start	End		
Best New Business	12:00am, July 4, 2023	11:59pm, December 31, 2023		
Business of the Year	12:00am, July 4, 2023	11:59pm, December 31, 2023		
Sign into your account Your username is your email address, judge3@email.com. If you need to reset your password, use the "Forgot my password" link on the login page.				
Please let us know if you have any questions or need any help.				
Thank you for your participation!				
Your Local Chamber of Commerce				

Once it is time to start judging, log in to your account and you will see the list of categories, and the

number of entries in each category divided into 'Judged' and 'Unjudged'. The percentage bar at the bottom of each category gives a visualization of your completion.

Clicking into a category shows the entries in the category. Here is an example:

Entries

Business of the Year (1-10 Employees)

🛱 Judging ends 11:59pm, February 20, 2024

3 Entries

→ Si Senior Taqueria Fiesta Mexicana (Si Senior Taqueria Fiesta Mexicana) → Synthesis Legal Law Corporation Ltd. (Synthesis Legal Law Corporation Ltd.) → Carole Hall (TruSisu Management Consulting Inc.)

Clicking into an entry shows the contents of that entry form. Read through the entry, and assign scores using the criteria and the sliding scales on the right hand side.

You may also be able to leave comments for the entrant or the admin, if this option has been made available by the Administrator. If, for any reason, you feel unable to judge an entry without bias, there is also an option to recuse yourself.

Save your score for each entry, then move on to the next one.

Entries	JUDGING CRITERIA	
2023-A95Y4C-01 ← Business of the Year	Description of the origin of the business Weight: 15%	
Select your Industry	7/10	
✓ Retail	Sustainable business model Weight: 35%	
If other, please specify	7/10	
	Attainable future goals Weight: 35%	
Confirm that your business has been a Chamber member for a minimum of one (1) calendar year.	8/10	
√ Yes	Quality of 'other factors'	
Tell us about the origin of your business Include the year you were established, and the resources you used to establish your business.	Weight: 15%	

Complete your first round of judging, then if finalist judging is in place there will be a second round of judging. Log in to your account again, this time you will only see the finalists and you will be able to judge them in the same way as the first round.