



## IMAGE COMP - CHAIR ASSISTANT

### ROLE:

Image Competition | Chair Assistant

### HOURS:

4/16/17 | Sunday | 2pm until image comp set up is complete

4/17/17 | Monday | 8:00am until judging has ended.

### OVERVIEW:

You will be meeting together with Laurin on Sunday during competition setup to review everything related to your role. As the image competition chair assistant it is your responsibility to help set up the computers for competition, run the computers for the chairperson, and announce image titles. You will also help to pack up the computers at the end of the competition.

### RESPONSIBILITIES:

- Set-up computers for Image Comp (login, setup browsers)
- Start Image Comp
- Run Computers for Chair
- Announce Image Titles

### PROCESS for Test Categories:

- Chair assist to make sure each judge is logged in on each computer - guest account (pw: SF2017) & competition page (everyone will have the full list of logins and passwords).
- On Chair computer:
  - In browser #1 (i.e. firefox) log in chair person at [competitions.behindtheshutter.com](https://competitions.behindtheshutter.com)
  - Click on test category for your room (test-yourname)
  - In browser #2 (i.e. chrome) log in with your own account to the admin side at <https://competitions.behindtheshutter.com/wp-admin/>
  - Click on digital image competition on the bottom left hand side. Locate shutterfest 2017 under competition name and click edit.
  - Scroll down to find your chair person's name and command click "spectate" for the test category with your name on it. Drag that new tab over to the right to display it on the projector and make it full screen.
  - Chair assist to walk through all options in the system with chair and judges before going live.

### PROCESS to Start Official Categories and Begin Competition:

- Hit the back button on chair browser #1 and select the proper category



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- Go back into the admin side on browser #2 and close out the old spectate window. Command click to spectate the next category. Drag the new tab over to the right to display it on the projector and make it full screen.
- Chair assist to click “Start Competition” on chair computer to start competition with will display first image.
- Chair assist to read image title into microphone.
- Judges are given some time to enter score.
- When Assist sees everyone’s score they click “Finalize”
- Score will appear on top of the image on all screens
- Chair or Assist will say score out loud.
- Chair will call on someone for commentary.
  - If Chair or judge would like to hide score click “hide score” located on the bottom left of the screen.
- If there is no challenge on the score:
  - Chair assist click “Submit Score”, score will appear on screens and be locked in.
  - Chair assist to click “Next Submission”
- If there is a challenge on the score:
  - Chair assist to click “Rescore” and repeat process.

### STATION SPECIFIC NOTES:

- **What happens if program crashes?** Quit and restart the browser on the affected computer, go to competitions.behindtheshutter.com and login again.
- **What if I click Next Submission and it's taking a long time to load?** You must wait and let the image load. Do not click Next Submission again or it will skip the image trying to load.
- **What if the image title is the photographer's name, random characters or has a watermark?** Announce it as “Untitled.”
- **What if the image title has some numbers and words in it?** Announce the words only unless it's the photographer's name. If photographer's name, announce as “Untitled”.
- **What if I have an issue and I don't know what to do?** Notify Laurin immediately @ 503-740-5179.