

# Judge STEM Wizard Guide



## Registration:

**Step 1:** Go to the [STEM Wizard page](#) for your fair and select the Registration option. Judge will be one of the options in the drop-down menu.



**Step 2:** The Judge Registration is fairly basic, including things like your name, email address, etc.

## Profile Update

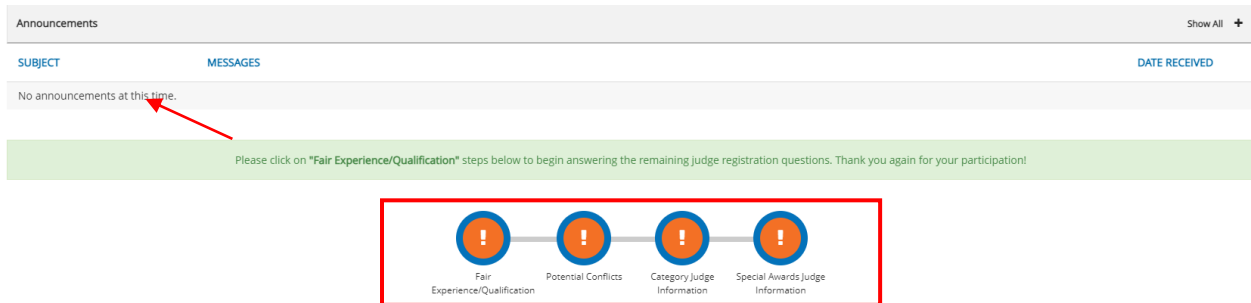
After your account is created, you can make changes to your personal information:

- Click on your name on the upper right.
- Click Profile.
- Click Edit.
- Submit.

A screenshot of the 'Judge Registration' form. The form is titled 'Judge Registration' and contains several input fields: 'Mr.' (with a dropdown arrow), 'First Name \*', 'Last Name \*', 'Phone \*' (with an 'Extension' field to its right), 'Address', 'City', 'Select State' (with a dropdown arrow), and 'Zip'. Below these fields is a section titled 'Account Information' with three more input fields: 'Email Address \*', 'Re-enter Email Address \*', and 'Password \*'. The form is styled with light blue and white colors.

## Dashboard


This page displays all the milestones that judges will be required to complete, as well as announcements from the fair admin. By clicking on the milestone, it will take judges to the Registration Wizard page for them to complete their milestone.




Announcements Show All +

SUBJECT	MESSAGES	DATE RECEIVED
No announcements at this time.		


Please click on "Fair Experience/Qualification" steps below to begin answering the remaining judge registration questions. Thank you again for your participation!




Fair Experience/Qualification



Potential Conflicts



Category Judge Information



Special Awards Judge Information

To complete the milestone:

- Click on "Fair Experience/Qualification" milestone.
- Enter info in the field box.
- Save and continue to the next milestone.

## Messages

Judges receive messages from fair admin on this page. Judges can also send messages to fair admin. To send messages:

- Click on "New Messages".
- Click on "Contact list".
- Select your desired recipients and Click "+ ADD" icon on the bottom right.
- Write the email and Click "Send".



**NEW MESSAGE**

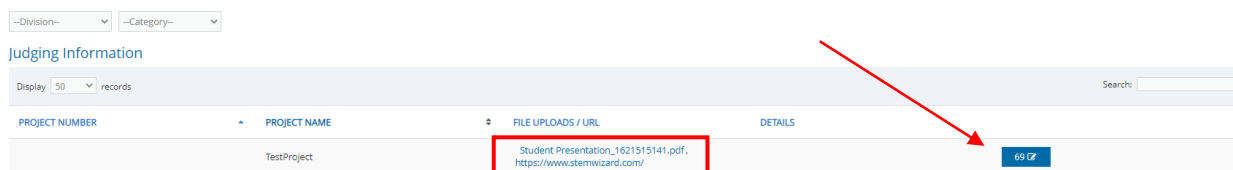
INBOX (0) SENT MAIL

SHOW ALL SHOW ONLY UNREAD MARK AS READ MARK AS UNREAD DELETE

## Judging

Judges view student projects and add feedback on this page once the fair admin releases the projects for the judges to review. Judges can filter by division and category. To view projects and add feedback:

- Click on the file under "File Uploads/URL" to view the submitted project by the student.
- Click on the blue icon to add Score and any feedback if desired.
- Save.



Division: -Division- Category: -Category-

Judging Information

Display 50 records Search:

PROJECT NUMBER	PROJECT NAME	FILE UPLOADS / URL	DETAILS
	TestProject	Student Presentation_1621515141.pdf, <a href="https://www.stemwizard.com/">https://www.stemwizard.com/</a>	69 