



ART SELECTION ADVISORY COMMITTEE
Tuesday, August 28, 2012 2:00 PM – 3:00 PM
City of Fairbanks, City Hall, 800 Cushman Street
FMATS Conference Room

1. Call to Order
2. Introduction of Members, Staff and Attendees
3. Public Comment Period
4. Approval of the August 28, 2012 Agenda
5. New Business
 - a. CaFE Juror Training
6. Old Business
7. Public Comment Period
8. Other Issues
9. Adjourn

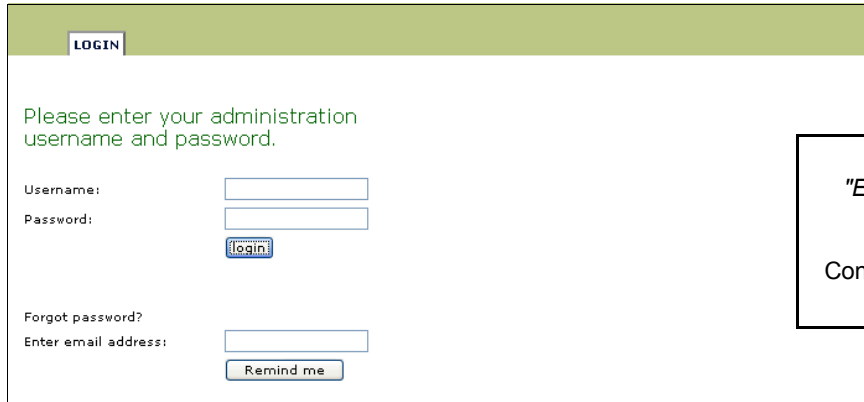
Next Meeting: September 7, 2012 at 1:00PM

The CaFÉ™ Jury Slideshow Scorecard

Jurors will **login** at this address: <http://admin.callforentry.org/admin>

Username: _____
Password: _____

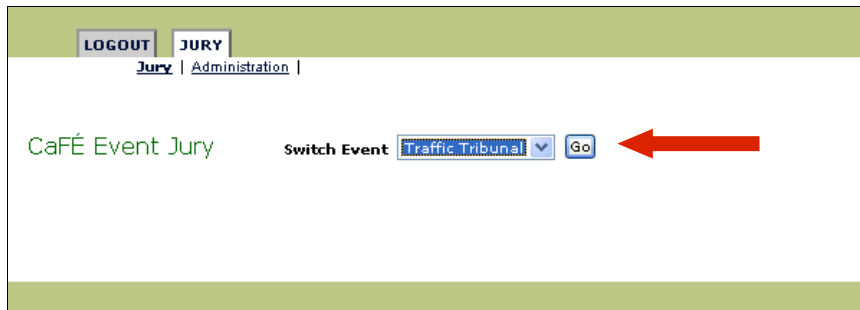
Only jurors assigned to review & score applications are authorized to login.



If you get this message:
"Error: You have not yet been assigned to any active Jury events."
Contact the project coordinator to activate the jury ASAP.

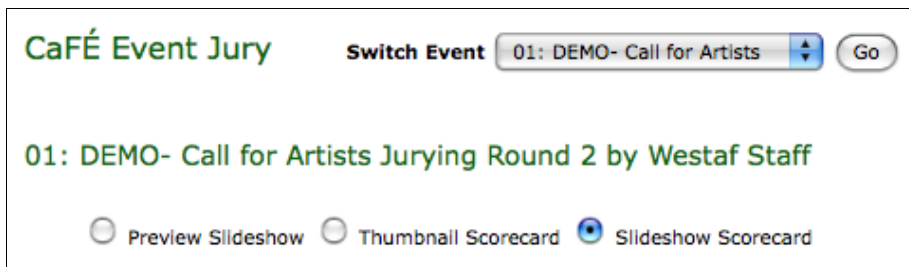
See page 4 for additional CaFÉ™ Online Scorecard Tips

Once you log on, switch to your event from the drop down menu and click **GO**



Step 1) Select your viewing or scoring preference.

- **Preview Slideshow** - Allows you to view images but not score.
- **Thumbnail Scorecard** - Allows you to view and enlarge thumbnail images and score.
- **Slideshow Scorecard** - Allows you to view images in slideshow and score.



You may switch review options at any time by selecting another preference.

Step 2) Click a number in the table, as shown below, to begin your review.

Remaining is the number of applications that have not yet been scored, *Scored* is the number of applications you have already scored, and *Total* is the total number of applications to be scored.

CaFÉ Event Jury Switch Event 01: DEMO- Call for Artists Go

01: DEMO- Call for Artists Jurying Round 2 by Westaf Staff

Preview Slideshow Thumbnail Scorecard Slideshow Scorecard

Click on one of the hyperlinked numbers in the table below to begin your review.

	Remaining	Scored	Total
Applications	3	6	9

Search by Application ID or Artist Name: Search

Your score report: Download

Step 3) Begin the scoring process.

If you selected *Slideshow Scorecard*, a new window with a slideshow will pop-up that begins with the first image for the artist in the selected group of applications. Arrows indicate a left or right action, place your mouse on either side of the image to see the white arrows. An “i” for *information* is located at the center of each image, place your mouse over the center of the image to click and view image details.

To view or hear time-based media, click 'play' button at center of the image.

At the end of the individual artist's set of images is the Score function. Choose your score and click **SAVE THIS SCORE.**

Artist Name: Laurel Sherman
Artist ID: 31763
Application ID: 64468
Sequential Application Number: 4 of 8
Title: test
Sequential Image Number: 2 of 2
Medium: lkjhikjh
Dimensions: 2" x 2" x 2"
Price: \$9.00
Year Completed: 7852

Artist Name: Laurel Sherman
Artist ID: 31763
Application ID: 64468
Sequential Application Number: 4 of 8
Statement: [view](#)
Application Questions: [view](#)

Score: Yes No Maybe Remove Score

Comments:

Flower 2
2" x 45" x 13"
Price: \$5

fest
2" x 2" x 2"
Price: \$9

SAVE THIS SCORE

[Review Artist Images](#)

Continue to the next artist and repeat the slideshow review process and scoring for each artist thereafter.

If you select *Thumbnail Scorecard*, click a number in the Applications table options; *Remaining*, *Scored* or *Total*, or click Score under Action column.

The screenshot shows the 'CaFÉ Event Jury' interface. At the top, there is a 'Switch Event' dropdown set to '01: DEMO- Call for Artists' and a 'Go' button. Below this, the event title '01: DEMO- Call for Artists Jurying Round 2 by Westaf Staff' is displayed. Three radio buttons are present: 'Preview Slideshow', 'Thumbnail Scorecard' (which is selected and highlighted with a red box), and 'Slideshow Scorecard'. A message says 'Click on one of the hyperlinked numbers in the table below to begin your review.' Below this is a table with columns 'Remaining', 'Scored', and 'Total'. The 'Total' cell contains the number '9' and is pointed to by a red arrow. Below the table is a search bar and a 'Search' button. A main table lists applicants with columns 'ID#', 'Name', 'Your Score', 'Your Comments', and 'Action'. The 'Action' column contains 'Score' links for each row, with the link for ID# 64468 also pointed to by a red arrow. At the bottom, there are pagination controls (Page 1, show 20, sort by Default) and a 'Download' button for the score report.

The *Thumbnail Scorecard* lists the applicant's name, artist's statement, question & answers, score type, a space for your comments, delete score option and images.

The screenshot shows the 'Thumbnail Scorecard' for applicant ID# 64466, Seyan Lucero. It includes fields for 'Statement', 'Category', 'Citation' (with a link 'View questions and answers'), and 'Score' (with radio buttons for Yes, No, and Maybe). There is a 'Remove' section with a checkbox for 'Delete this Score' and a 'Comments' text area. Below the comments is a 'SAVE THIS SCORE' button. At the bottom, there are two thumbnail images labeled '01' and '02'. Image '01' is 1" x 1" x 1" and image '02' is 02" x 02" x 02". Both have a price of \$0 and a year field. A red arrow points to the thumbnail images. At the very bottom, there is another 'SAVE THIS SCORE' button and a link 'Create full, printable score sheet.'

Click View questions and Answers to open a separate window of answers to custom questions such as resume, references, etc.

Click thumbnail images to enlarge. Multiple images can be viewed as slide show after enlarging.

Check off your score by clicking a choice. Score types are pre-set for you: Yes, No, Maybe; 1 - 7; 1 - 20. ****Twenty or Seven being the highest score and one being the lowest score. Yes, No, Maybe is equal to 3, 1, and 2.**** Click **Save this Score** and move to the next artist. To review or edit scores, click #. in **Scored**, in the green/white rows choose the ID# or artists whose score you want to review or edit, then click **Score** under Action.

If you want to save your score report to a spreadsheet, simply click Your Score Report **Download**.

Your login is not to be shared with anyone unless approved or authorized by the project coordinator.
If you lose your login information please contact the project coordinator for a login reminder.
Only jurors assigned to review & score applications are authorized to login.

CaFÉ™ Online Scorecard Tips:

- DISABLE firewalls.
- DO NOT BLOCK browser pop-up windows.
- ENABLE cookies and javascript.
- DISABLE anti-virus software.
- SECURITY SETTINGS set to Medium or default.
- You may want to consider keeping notes on a separate piece of paper or enter your brief comments into the comments field text box.
- All image thumbnails are clickable and will allow you an enlarged view; a brief image description will also be displayed.
- If you do not see any images, wait for the page of images to fully load or enable Compatibility View (the compatibility icon in the top-right corner in Internet Explorer browser.)
- If you do not see video or hear the audio, you need to have Flash Player installed (<http://www.adobe.com>)
- The images are best viewed with a monitor/display setting resolution of 800 x 600 pixels.

Understanding Images

The artists who apply are responsible for digitizing and modifying their images. There are some images that will not look consistent with the majority of the images. For example, jurors may see images that:

- do not have black borders
- are too small
- are blurry or pixelated
- are a composite of images
- have text on or over artwork

These image issues are not the result of the CaFÉ™ system. These images have been uploaded that way by the applicant.

Recommended Browsers

CaFÉ™ recommends the most recent version of **Mozilla Firefox**.
To download Mozilla Firefox for free, go to: <http://www.mozilla.com/firefox>

Older versions of Internet Explorer, Netscape Navigator, Safari, and other web browsers are not supported by CaFÉ™. If you find that your browser is not properly displaying CaFÉ application information, try switching to Mozilla Firefox. We recommend a hard-line internet connection.

AOL is not recommended as it is not supported by CaFÉ™. If you are using Earthlink Accelerator or AOL Optimized (or another ISP with an "accelerator") and are unable to log in, try disabling the "Accelerator" before connecting to CaFÉ. If you are able to log in, and you are not over dial-up, this is likely the problem.

Notes:

If you are a juror and need technical assistance please contact:
CaFÉ™ / WESTAF 1743 Wazee Street Suite 300 Denver CO 80202
T: 303.629.1166 T:888-562-7232