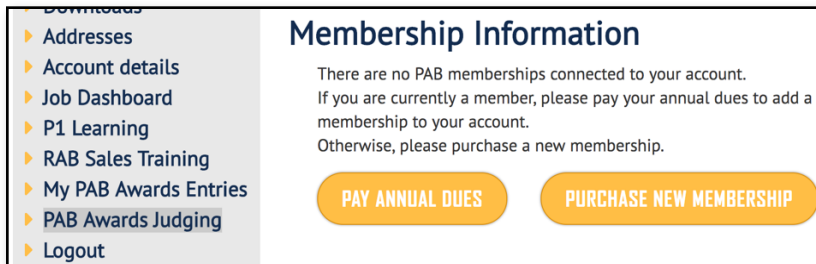


# How To Judge PAB Awards

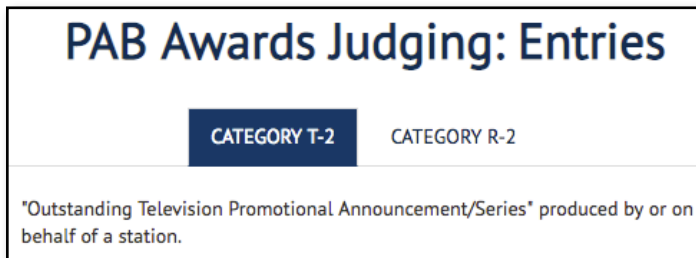
**\*\*Note: Your selections won't be finalized until the date/time that judging ends. Until then, you can change your selections. Winners won't be notified until after the judging is complete.**

1. Log in to your PAB account at: <https://pab.org/my-account/>
2. On the date that judging begins, your 'My Account' page will have a link for '[PAB Awards Judging](#)'.



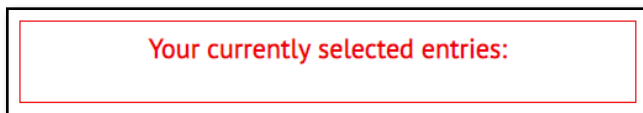
The screenshot shows a sidebar menu on the left with options: Downloads, Addresses, Account details, Job Dashboard, P1 Learning, RAB Sales Training, My PAB Awards Entries, PAB Awards Judging, and Logout. The main content area is titled "Membership Information" and contains the text: "There are no PAB memberships connected to your account. If you are currently a member, please pay your annual dues to add a membership to your account. Otherwise, please purchase a new membership." Below this text are two orange buttons: "PAY ANNUAL DUES" and "PURCHASE NEW MEMBERSHIP".

- a. **\*\*Note: You can hide the 'My Account' menu by clicking 'Hide Menu'.**
3. On the 'PAB Awards Judging' page, you should see tabs for the awards categories you're assigned to. Select a tab to view/judge entries in that category.



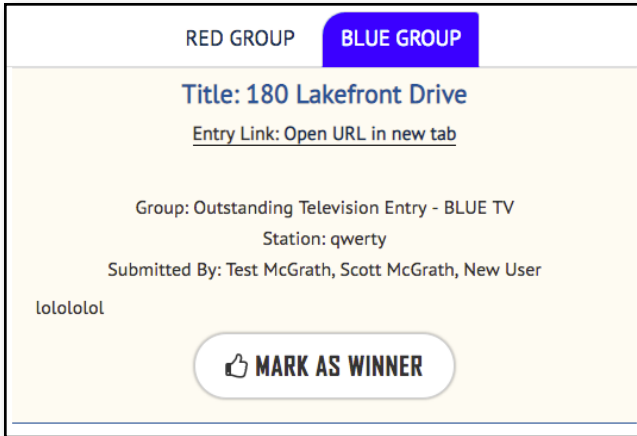
The screenshot shows the "PAB Awards Judging: Entries" page. At the top, there are two tabs: "CATEGORY T-2" (which is selected and highlighted in dark blue) and "CATEGORY R-2". Below the tabs, there is a text box that reads: "Outstanding Television Promotional Announcement/Series\* produced by or on behalf of a station."

4. Within each category tab there's a box to view 'Your currently selected entries'. As you select winners, they will be added to this box for reference.



The screenshot shows a rectangular box with a red border. Inside the box, the text "Your currently selected entries:" is written in red.

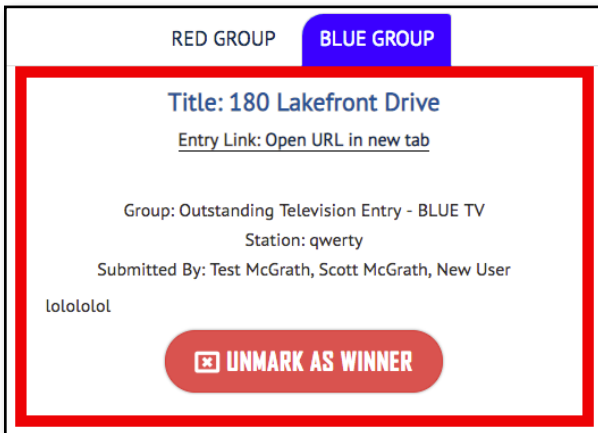
5. Below that are tabs for your assigned color groups within each category. Select a tab to view/judge entries in each group.



6. For each entry, you'll see:

- a. Title
- b. Link to audio/video content
- c. Category/group
- d. Station
- e. Names of Submitters
- f. (Optional) Description
- g. 'Mark as winner' button

7. To select a winning entry, click the 'Mark as winner' button. When your selection has been received, you'll see a red 'Unmark as winner' button and a red border around the entry.



- a. You're selections will also appear in the 'Your currently selected entries' box at the top of the page.
- b. **\*\*Note: You can click the 'Unmark as winner' button any time before the judging deadline, if you change your mind.**

8. Continuing judging the entries in each of your assigned categories/groups. Make sure your selections are finalized by the judging deadline.
9. That's it. Once judging is complete, we'll notify the winners.