# Jury Checklist from ZAPP®

**Event > Management**
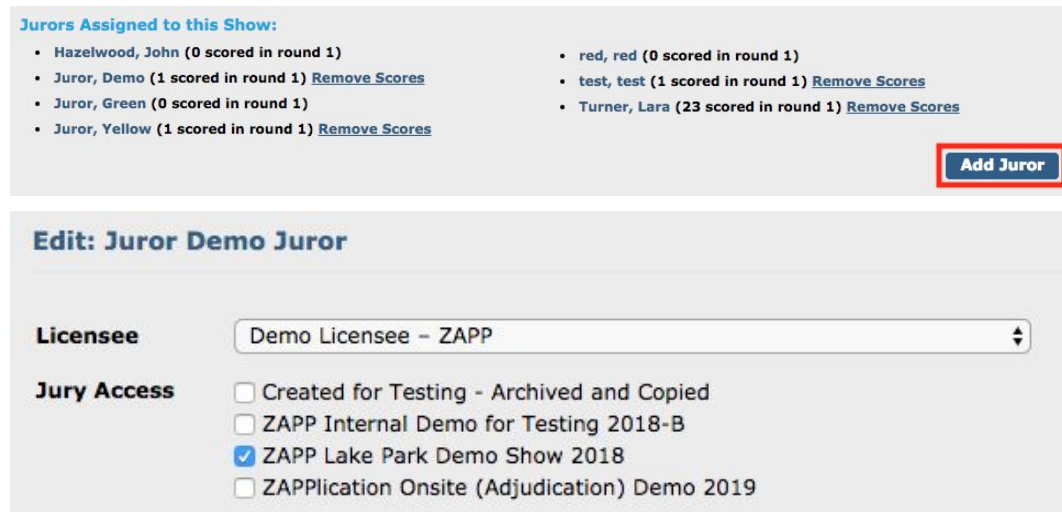*Pre-Jury preparation*
- ❏ Ensure that all artists being juried are in the *Received* status

**Jury > Administration**
*Setting up your jury*
- ❏ Assign Jurors to your show by clicking *Add Juror* and then giving them access to your show using the *Juror Editor*



- ❏ Change *Current Jury Status* to "In Progress," Change *Hide Current Artist Status* to "Yes"
- ❏ Each time a round of jurying comes to an end, ensure each juror has scored every applicant that they were assigned

*Removing Artists*
- ❏ After each round of jurying, remove the artists that have not met your criteria
  - ❏ Click *Remove Artists*



  - ❏ Check the boxes next to the disciplines from which you wish to remove artists

| Discipline Name | Juried Artists | Average Score | Remove Threshold | To Be Removed | To Remain | % Removed |
|---|---|---|---|---|---|---|
| 2D Mixed Media | 0 | 0.00 | | 0 | 0 | 0% |
| Drawing | 0 | 0.00 | | 0 | 0 | 0% |
| Fiber | 0 | 0.00 | | 0 | 0 | 0% |
| Glass | 0 | 0.00 | | 0 | 0 | 0% |
| Jewelry | 0 | 0.00 | | 0 | 0 | 0% |
| Leather | 0 | 0.00 | | 0 | 0 | 0% |
| Metalwork | 0 | 0.00 | | 0 | 0 | 0% |
| Mixed Media | 0 | 0.00 | | 0 | 0 | 0% |
| Other | 0 | 0.00 | | 0 | 0 | 0% |
| Painting | 0 | 0.00 | | 0 | 0 | 0% |
| Photography | 0 | 0.00 | | 0 | 0 | 0% |
| Printmaking | 0 | 0.00 | | 0 | 0 | 0% |
| Rockstars | 0 | 0.00 | | 0 | 0 | 0% |
| Speciality Foods | 0 | 0.00 | | 0 | 0 | 0% |
| Tye Dye | 0 | 0.00 | | 0 | 0 | 0% |
| Upcycled Art | 0 | 0.00 | | 0 | 0 | 0% |
| Totals | 0 | | | 0 | 0 | 0% |

**Update Thresholds**   **Preview**

❏ Click *Update Thresholds* and then *Preview*
❏ Change the status of artists in this category if you would like (it automatically defaults to *Not Invited*)

ZAPP Training Show 2019 . Artists to be Removed...

| ID# | | Discipline | Average Score |
|---|---|---|---|
| 1336347 | Received<br>Wait List<br>✓ Not Invited<br>Invited | Photography | 2.2000 |

❏ Click *Remove Artists* to save your changes


*Inviting Artists*
  ❏ Click *Invite Artists*

**Step 3: Finalize Jury Selection**
- After jurors have completed scoring the final round, click on **Invite Artists** to move to the next page where you will select the highest scored artists from the final jury pool and move them to the "Invited" status.
- Congratulations! This concludes your jurying. Each round's scoring history is available to view at any time.

**Invite Artists**

❏ Check the boxes next to the disciplines to invite artists from those categories
❏ *Click Preview, and then ensure that all statuses are either Invited or set to another status of your choice (e.g. Wait List)*
❏ Click *Invite Artists* to save your work on this page

**Event > Management**

*Post-Jury management*
- ❏ If you choose to waitlist artists, assign them *Wait List Numbers*
- ❏ If you choose to assign *Booth Numbers*, assign booth numbers

**Event > Communication**
- ❏ Contact your *Invited, Not Invited,* and *Wait Listed* artists with next steps

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***Any questions about your jury or something to add to this post? Email us at***
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