

HeartOut User Guide for Jurors will provide information on do's and don'ts on our platform as well as a step-by-step guide to help you navigate the judging panel.

Login Credentials

As a Juror, you are granted access to our website by the organizers. By logging in, you will be able to browse through the list of applicants assigned to you, see their auditions, assign a score (if applicable), and send feedback for each audition.

You will receive an email from HeartOut with your login credentials to our website. It will usually look like this: *your email + juror@yourdomain.com*

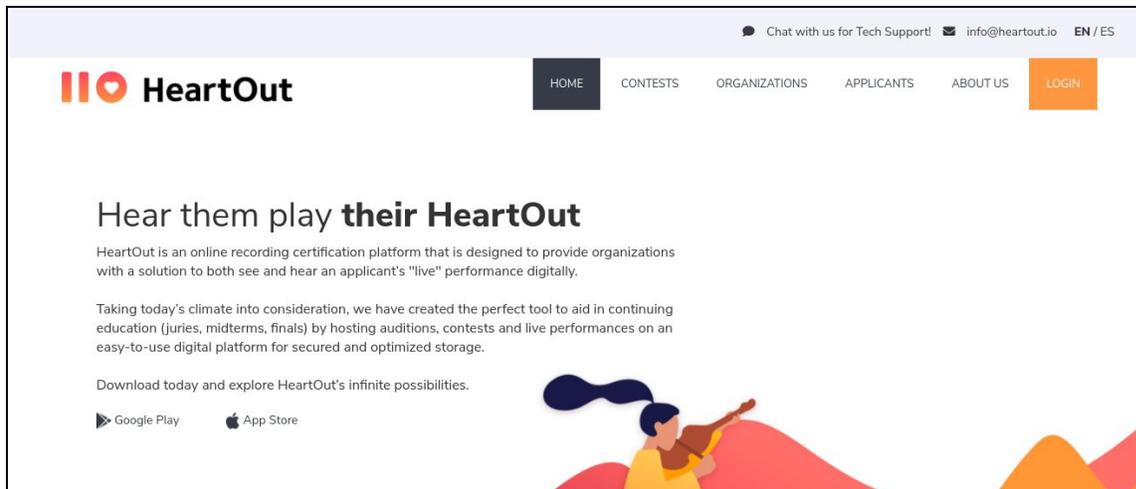
EXAMPLE: If your email is johnsmith@gmail.com, your login credentials may look like this: johnsmith+juror@gmail.com.

VERY IMPORTANT!

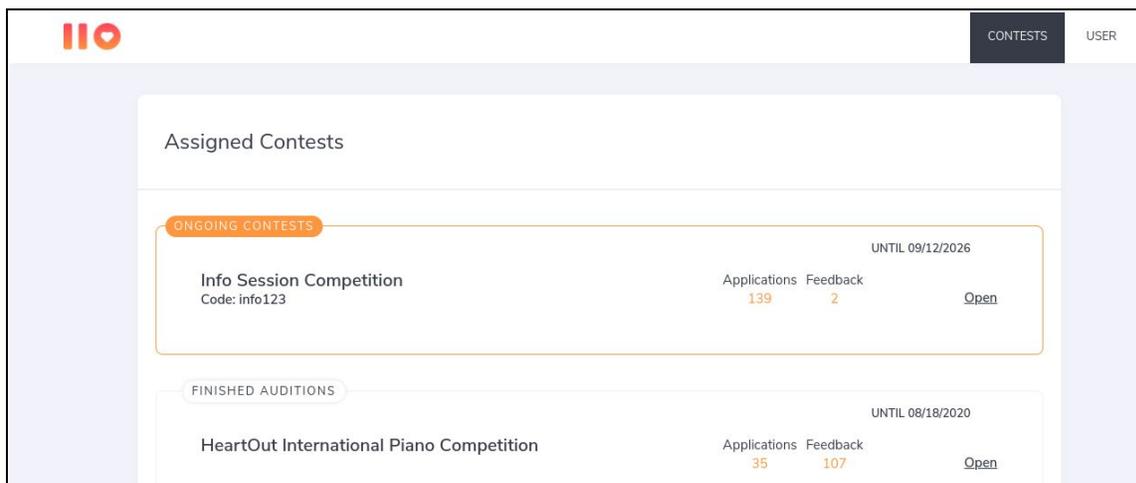
These login credentials will not work in the app. You have to Log In to our website to access the judging panel.

Step-by-Step for Jurors:

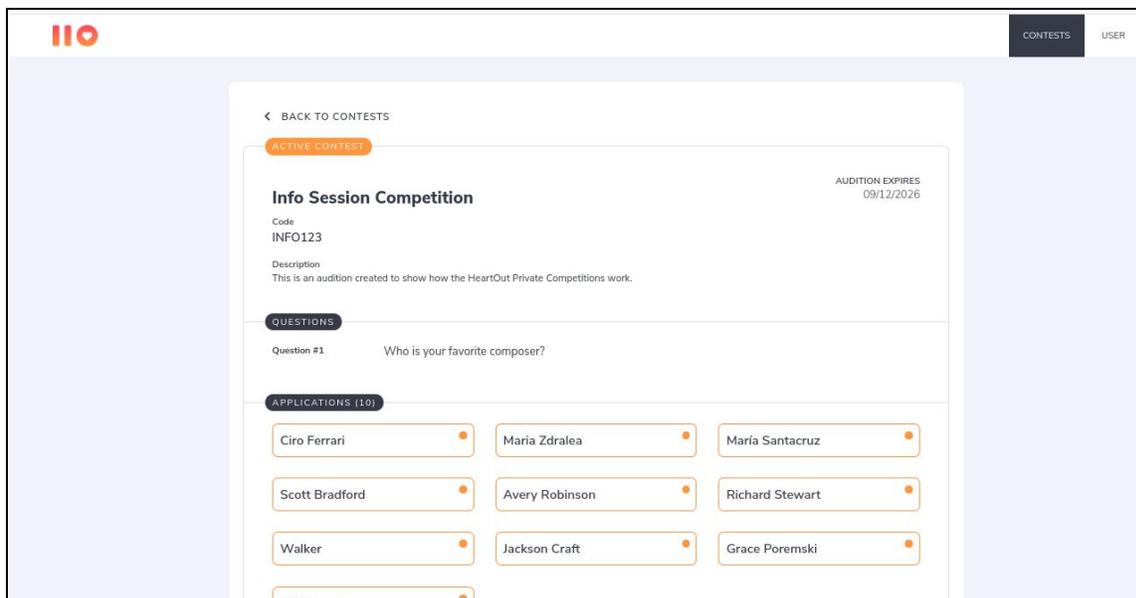
1. Go to our **website** (HeartOut.io) and **Log In** with your credentials



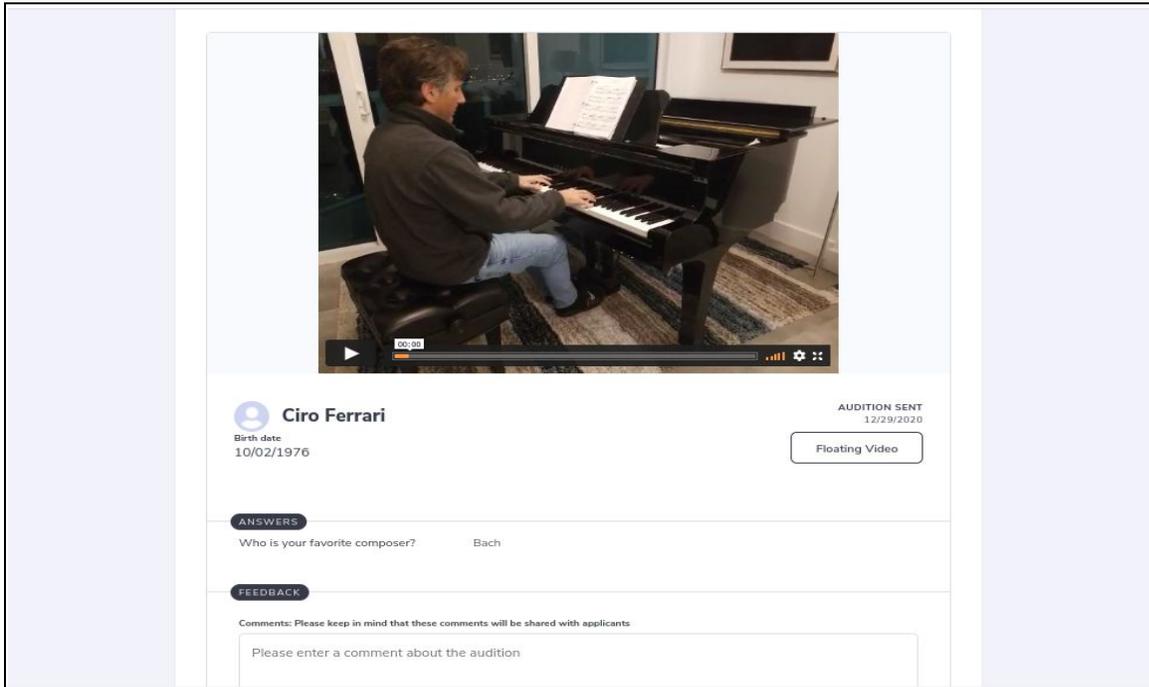
- On the first page you will see your **Assigned Contests**. Click **Open** to access the contest and see the auditions.



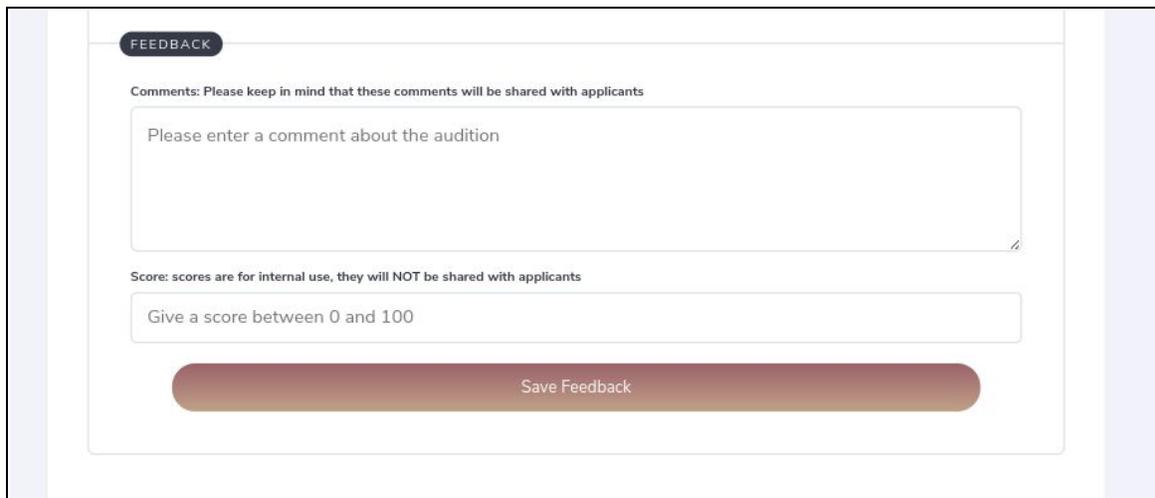
- For each contest you will see the audition info as well as the list of participants assigned to you. To begin adjudicating, **click on the name of the participant**. The auditions that have not been adjudicated will have an orange border and dot accompanying them. ●



- For each participant you will see their Name and Info, Video, Question Response (if applicable)



- **Floating Video** - Use the Floating Video feature to continue watching the video as you scroll down to write comments and complete your judging sheet.
- You can **Add comments** and give feedback, as well as **Give a score** (if applicable)

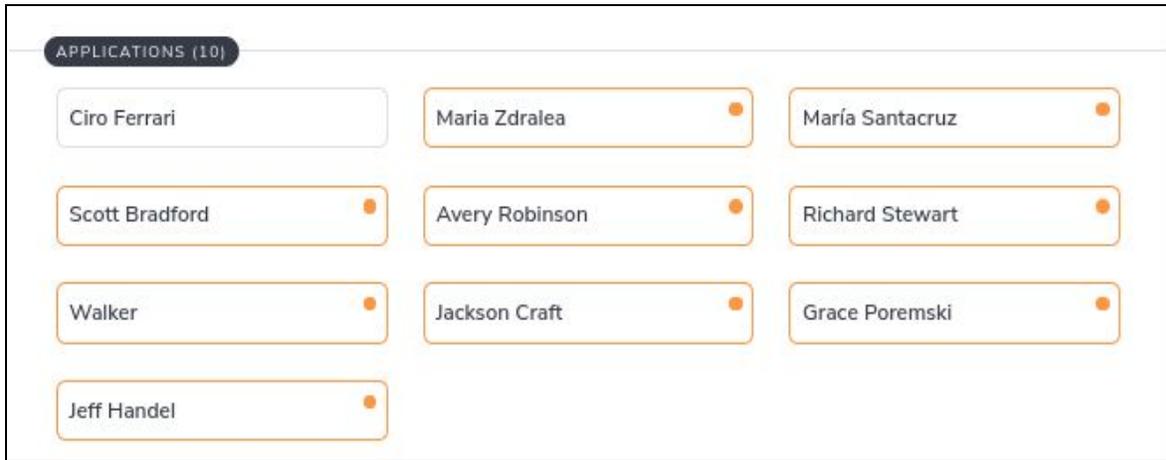


- Make sure you **Save** every time before exiting an audition and moving on to another participant

IMPORTANT!

Please note that your judging sheet will be an electronic version of the MSHSL Critique Sheet that has been used previously. However, it may look slightly different when you see it on the HeartOut website.

- After you have saved your comments, the audition will appear in the list without the orange border and dot.



Click on the link below to watch a quick tutorial

[HO Juror Guide - Video](#)

For HELP and SUPPORT

If you have any *technical* questions or concerns, please feel free to contact us through our **Chat feature** on our website at [HeartOut.io](#).

Please contact your Section Music Coordinator if you have any specific questions regarding rules and guidelines for judging/scoring.