

# GSCCC Judging Competition Checklist

as of July 23, 2017

1. Upon receipt of the entries, the judging club copies and pastes the data records from each submitting club into the red-tabbed "Results" worksheet of the Excel Competition Form, found at <http://www.gulfstatesccc.org/competing-club-rules/>. This will consolidate all entries for all clubs onto one page. Feel free to sort the page as you wish (but save prior to sorting and be certain to highlight and sort entire records to avoid corrupting the data). Please report to the GSCCC VP, Competitions (email address is below) any submissions that don't comply with our data requirements.
2. Create a backup at least after entering all entries and before judging commences.
3. Disqualify any entries for digital competitions whose image files are not within the maximum size dimensions (up to 1024 pixels wide and up to 768 pixels high).
4. Disqualify any print or digital entries that do not meet the category definitions as found on the Photographic Society of America website. Consult with GSCCC VP, Competitions in advance of judging if needed. Pictorial Color is an open competition, so do not disqualify an image for failing to meet a category definition for Pictorial Color competitions.
5. Consider using a printout of the Optional Scoring Sheet to record judges' scores. Prior to printing, copy the first four fields (cells) of each record from the Results worksheet to the Scoring Sheet in order to have the Photograph Title and other data (excluding the photographer and submitting club) to ensure the scores are entered on the proper record. If using the Scoring Sheet on a laptop, the total score for each image will sum automatically.
6. Enter the scores and awards in the worksheet tabbed "Results." Ensure that scores are entered on the correct rows, whether entering manually or copying from the Scoring Sheet. Only one Results worksheet is required—one or more competitions may be entered on the same sheet as each line designates the correct competition for the image. The records (data rows) may be entered in any order since they are subsequently sorted in a variety of ways during processing in the Master Database.
7. Judging clubs should email:
  - a) the completed Excel Competition Form with judging results, and
  - b) digital copies of every image that placed in the top five spots in each competition judged (including print competitions) to:

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**and**

GSCCC VP, Competitions  
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