

MTNA Judges Guide to Acceptd

Logging In

As a new Acceptd user, you will receive a username and password from Acceptd via email. Please navigate to www.getacceptd.com and click **Log In** at the top right-hand corner of the screen. Enter your given username (email) and password. To change your password, click on the Headshot icon in the top right corner, and then select **Edit Account Details** to create your own permanent password.

If you did not receive an email to establish an account, first check your junk mail and if it is not there, contact your Division Competitions Chair.

If you have an existing account with Acceptd and provided the same email address associated with that account to your Division Competitions chair, you will receive an email instructing you to log in with your existing username and password.

*****If you have used Acceptd in the past, you may need to change your competition/organization using the dropdown on the top right of your screen.*****



If you are assigned to more than one additional organization, you will see all of your organizations listed in the dropdown menu. If you would like to change your default organization, you can do that in **Edit Account Details**.

Adjudicating

1. Navigate to **Submissions** and select **Submissions** from the dropdown menu.
2. From the Submissions Table, click **Judges' View**. You will use this view while adjudicating.

14 Judges' View

3. You MUST now sort the applications in one of two ways. ****Without sorting, you risk mixing up your rankings between junior, senior, and young artist.****

Option 1: Click the **Search** button at the top left of the table. Then above the **Select Competition** column you will see a dropdown menu that says **Select Options**. You can use this dropdown to narrow the results so that you are only seeing the competitors for one competition at a time.

Here is a list sorted for Senior Piano using this option:

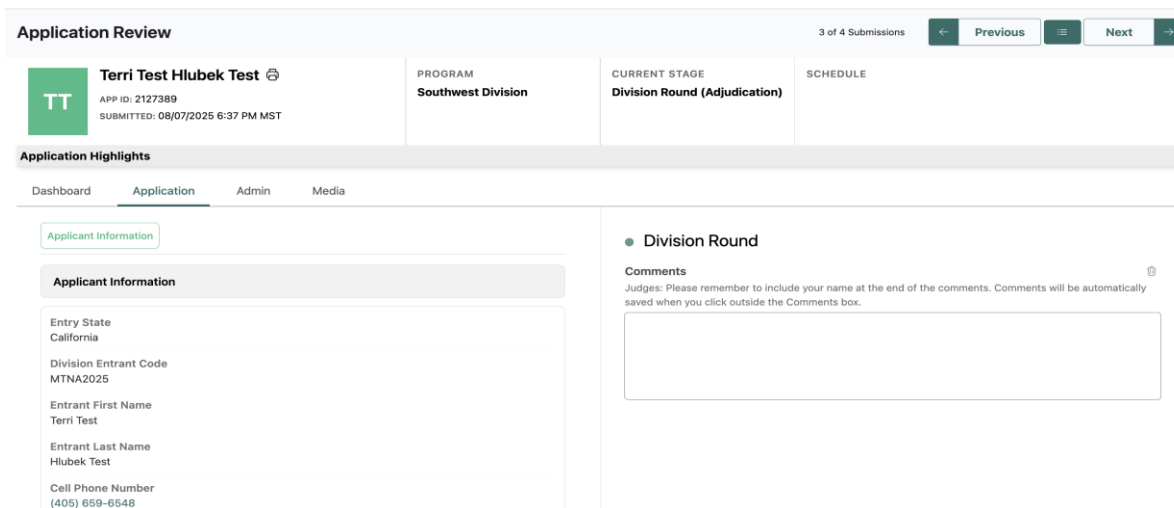
APP ID	PROGRAM	SELECT COMPETITION	INSTRUMENT	MY RATING PROGRESS
1162749	South Central Division	Senior Piano (ages 15-18)	Piano	
1201997	South Central Division	Senior Piano (ages 15-18)	Piano	
1206902	South Central Division	Senior Piano (ages 15-18)	Piano	

Option 2: You can sort by clicking the gear wheel next to **Select Competition**. This option shows you all competitors you are assigned to review, but they are organized by competition.

Here is the screen when using this option by selecting **Ascending**:

APP ID	PROGRAM	SELECT COMPETITION	INSTRUMENT	MY RATING PR
1177461	Eastern Division	Junior Piano (ages 11-14)	Piano	
1180403	Southwest Division	Junior Piano (ages 11-14)	Piano	
1199394	Southern Division	Junior Piano (ages 11-14)	Piano	
1203326	Northwest Division	Junior Piano (ages 11-14)	Piano	
1206458	East Central Division	Junior Piano (ages 11-14)	piano	
1206746	West Central Division	Junior Piano (ages 11-14)	Piano	
1206811	South Central Division	Junior Piano (ages 11-14)	Piano	
1162749	South Central Division	Senior Piano (ages 15-18)	Piano	
1201997	South Central Division	Senior Piano (ages 15-18)	Piano	
1206902	South Central Division	Senior Piano (ages 15-18)	Piano	
1191943	South Central Division	Senior Piano Duet (ages 15-18)	Piano	
1174230	South Central Division	Young Artist Piano (ages 19-26)	Piano	
1199774	South Central Division	Young Artist Piano (ages 19-26)	Piano	

- Once you have sorted the applications, you can click the row to open an individual application. The first screen you see will look like this:



The screenshot shows the 'Application Review' page for 'Terri Test Hlubek Test'. The header includes '3 of 4 Submissions' and navigation buttons for 'Previous' and 'Next'. The main content area is divided into sections: 'PROGRAM' (Southwest Division), 'CURRENT STAGE' (Division Round (Adjudication)), and 'SCHEDULE'. Below this is the 'Application Highlights' section with tabs for 'Dashboard', 'Application', 'Admin', and 'Media'. The 'Application' tab is active, showing 'Applicant Information' on the left and 'Division Round' on the right. The 'Applicant Information' section lists details such as Entry State (California), Division Entrant Code (MTNA2025), Entrant First Name (Terri Test), Entrant Last Name (Hlubek Test), and Cell Phone Number ((405) 659-6548). The 'Division Round' section has a 'Comments' field with a note: 'Judges: Please remember to include your name at the end of the comments. Comments will be automatically saved when you click outside the Comments box.'

To access the videos, you can either scroll in the left margin through the **Application** tab or navigate to the **Media** tab. In the right margin, you will see the box where you type **Comments**. Be sure to comment on each movement and each work presented.

Important: Comments will be automatically saved when you click outside the Comments box. When they have saved you will see a 'Last Updated' timestamp at the bottom of the ratings window.

- Once you have completed your review of the applications for a competition (ex. Junior Piano), enter your rankings on the form provided to you by your Division Chair. Once you have completed your comments and rankings, return this form to your Division Chair and the Director of Competitions. **Do NOT enter your rankings in Acceptd. Remember to rank ALL entrants with 1 as your top choice.**
- To move from applicant to applicant, simply click the right and left arrows at the top of the screen. You can return to your table view to select another applicant to review by clicking on the icon between the arrows.