

AssistExpo JUDGES MODULE: JUDGING SCHOOLS - CREATE REPORTS, LISTS OR MAILING LABELS FOR JUDGING SCHOOL PARTICIPANTS

Use these instructions:

- To create lists and mailing lists of current and past judging school attendees.
- To finalize judging school's successful participants once the school has completed
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A) VIEW & CREATE A LIST/REPORT/MAILING LABELS OF REGISTERED JUDGING SCHOOL PARTICIPANTS

- In the menu on the left, select your district and then select the "**Lists and Reports**" page.

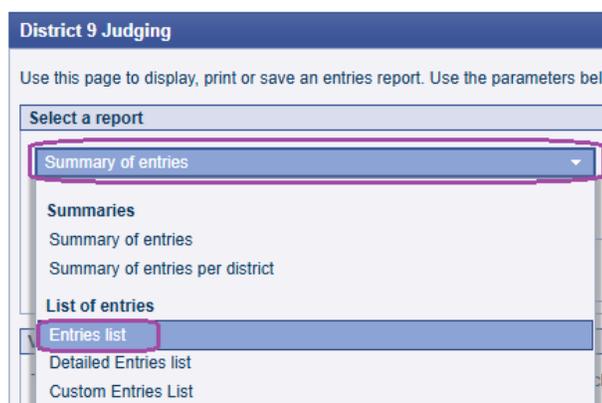


- Click on the first field and a dropdown will open.

Report 1 – Create participants' list for a single judging school - "Entries List"

This will create a list of the participants registered for that specific judging school with their name, address, town and telephone.

- Select a document called "**Entries List**".



- Select "**Please select an event**"
- Select the judging school you wish to create a list

District 9 Judging

Use this page to display, print or save an entries report. Use the parameters below

Select a report

Entries list

Please select an event...

Please select an event...

1: TEST -December 25, 2024 Baking District 9 TEST TEST

This will bring up a list of the entries.

Entries list: TEST -December 25, 2024 Baking District 9 TEST TEST

Test only - this is NOT an actual judging school

Participant	Address	Town	Telephone	Comment
Mother Test Gosling	12345 Goose Road,	Duckburg	613-000-9999	
Mother TEST Hubbard	1911 Testrack Rd	Test	613-999-1111	

Report 2 – Create participants’ list for a single judging school - Detailed Entries list:

This will create a list of the participants registered for that specific judging school with their name, address, town and telephone similar to Report 1 – **this list also includes if they completed the judging school.**

- Select a document called "**Detailed Entries List**".

District 9 Judging

Use this page to display, print or save an entries report. Use the parameters below

Select a report

Summary of entries

Summaries

Summary of entries

Summary of entries per district

List of entries

Entries list

Detailed Entries list

Custom Entries List

- Select "**Please select an event**"
- Select the judging school you wish to create a list

This will create a list of the participants registered for that specific judging school with their name, address, town and telephone – **this list also includes if they completed the judging school.**

Report 3 – Create participants’ list for a single judging school - Custom Entries List

This list allows you to add other information such as email addresses and/or mailing addresses with the option to create mailing labels.

Step 1:

1. Select a document called "**Custom Entries List**".

The screenshot shows the 'District 9 Judging' report configuration page. It includes a 'Select a report' section with dropdown menus for 'Custom Entries List' (1), 'All events together' (2), 'Sort by participant last name' (4), and 'Column headers, Participant' (5). Below these are buttons for 'Participant' and 'Enter a list title' (6). There are also buttons for 'Save list for future use' (7) and 'Reuse previous list' (8). A 'View, Print, Save to File' section contains options for 'New Window', '100% Normal', 'Helvetica', 'Letter - Portrait', 'Print', and 'Save to file'. A checkbox for 'Use mailing labels instead of list' (9) is also present. The bottom section shows the 'Entries list: District 9 Judging' with a title 'TEST -December 25, 2024 Baking District 9 TEST TEST' and a list of participants: 'Participant', 'Mother Test Gosling', and 'Mother TEST Hubbard'.

Step 2.

2. Select "**All events together**"
3. Select the judging school you wish to create a list for

The screenshot shows a dropdown menu with the following options: 'All events together', 'All events together', 'All events together', 'Only one event', and '1: TEST -December 25, 2024 Baking District 9 TEST TEST' (3).

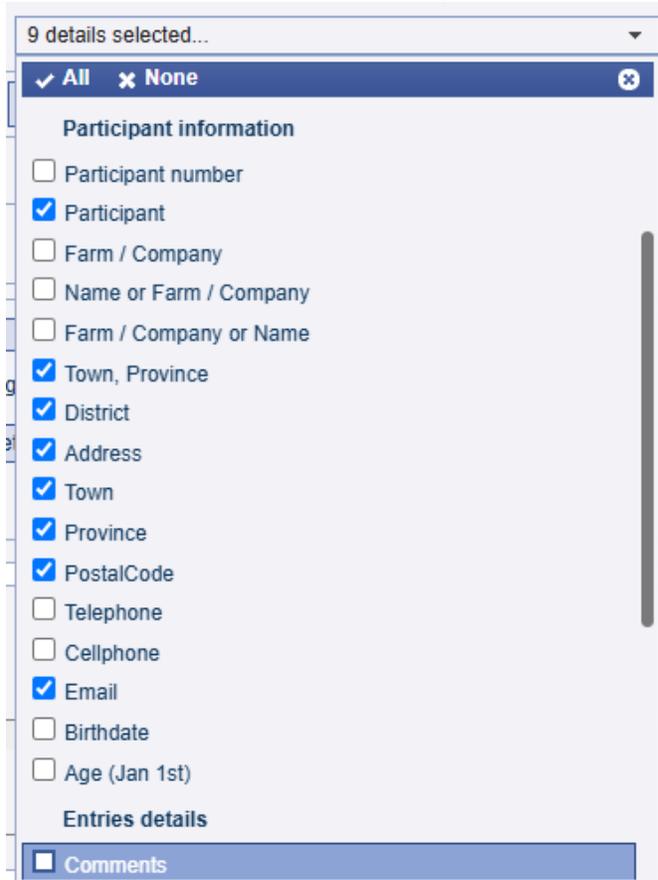
Step 3:

4. Select how the list should be sorted. E.g. "**Sort by participant first name**"



Step 4.

5. Select the “**Column Headers**” you want in the report.



Step 5.

6. Save the list - optional.
7. Click on this button to use a saved list.

Step 6.

8. Format and save the report.
9. Check this box if creating mailing labels are being creating.

B) CREATE A LIST OF PARTICIPANTS THAT HAVE ATTENDED PAST AND CURRENT JUDGING SCHOOLS HELD IN THE DISTRICT

- In the menu on the left, select your district and then select the “*Participants*” page.



- The “*Participants*” page under each district in the menu on the left lists all people who have registered to all of the **current and previous** district judging schools.

This is similar to the “*Entries*” page but it is under “*Participants*”, people are listed **once** regardless of the judging school.

Example – If Judging School A has 10 Participants and Judging School B has 12 participants – the “*Entries*” page will show 22 participants. However, if the 10 of the 12 people in School B are also attending School A – then the “*Participants*” page will show 12 participants.

Participants are people (actual judges or not) who registered to one of your judging schools.