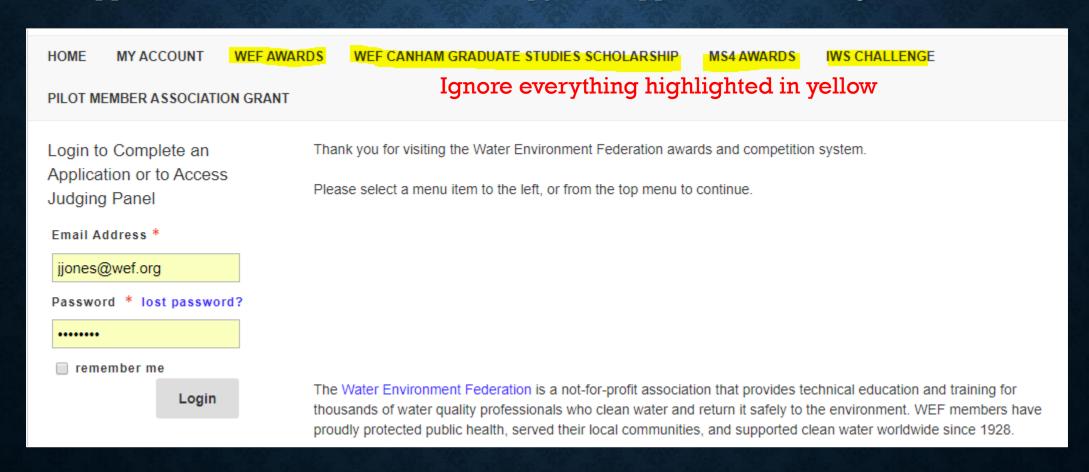
You will receive an email with instructions on how to set your password. After you have done so, use this link < https://wef.secure-platform.com/a/> to access all the applications. A pdf of all the applications will be included with a copy of this ppt and the training call video.



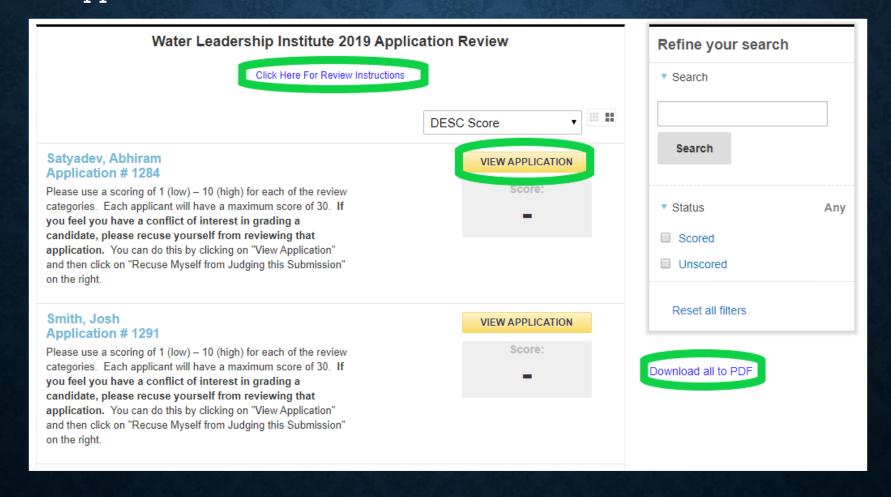
Click on "Continue into Judge Portal"

HOME MY ACCOUNT WEF AWARDS WEF CANHAM GRADUATE STUDIES SCHOLARSHIP MS4 AWARDS IWS CHALLENGE

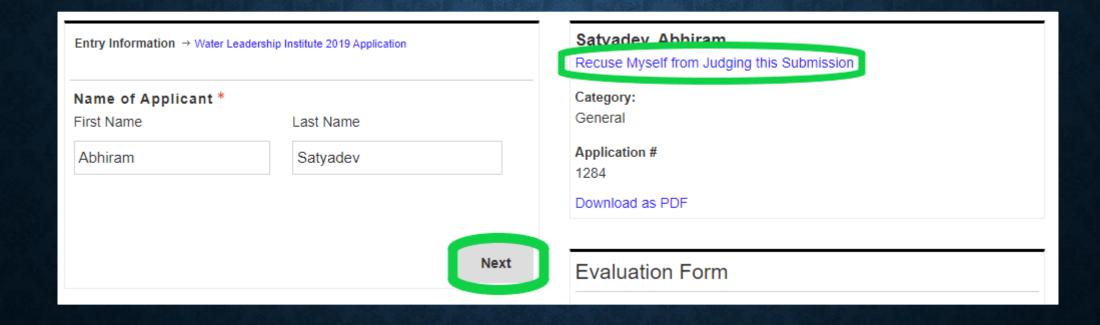
PILOT MEMBER ASSOCIATION GRANT Ignore everything highlighted in yellow

- Continue into Applicant Portal
- Continue into Judge Portal
- Continue into Awards Administration Portal

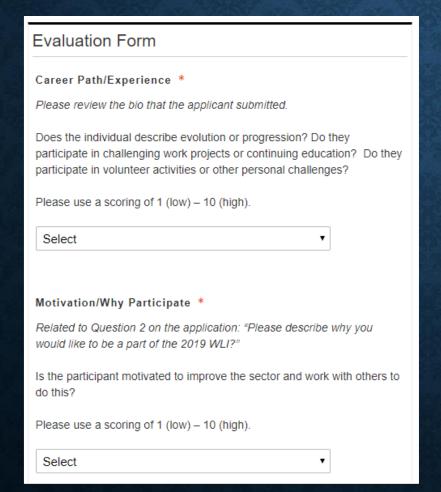
You will get to this page, and can see all the applications you need to review. For more instructions on how to review, click on "Click Here For Review Instructions". You can also Download all to PDF or just view them within the review portal. To review the application, click on View Application

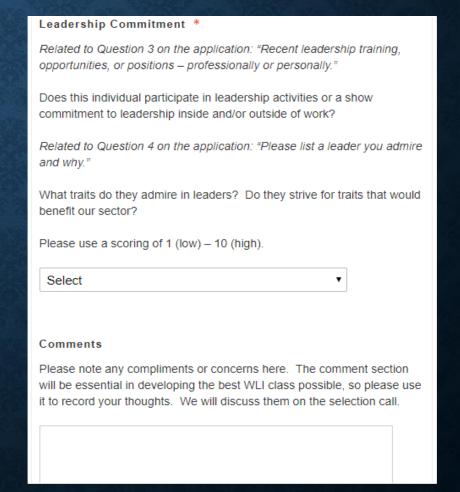


Content will be listed in two columns: on the left, it should show you the name of the applicant. Click "Next" here to view their full submission. On the right side, you will find the review form. If you have a conflict of interest, you should click "Recuse Myself from Judging this Submission".

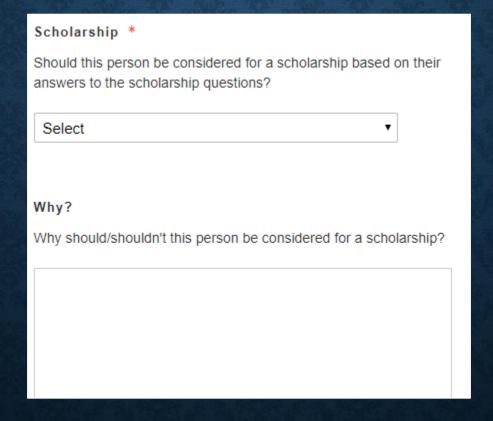


There are three questions. Select a number from the drop down to score their application, with 1 as the worst and 10 as the best. For the Leadership Commitment dropdown, it asks you to consider the applicant's answers to two questions and combine them into one numerical score. At the end of the review form there is a comment box. Write down all of your thoughts about this person's application





There is a question at the bottom asking if this person should be considered for a scholarship based on their answers below. If someone has said they don't want to be considered, please select No. There's space for you to add any comments as to why they should or should not be considered.



At the bottom of the review form you have three options

- Cancel and Go Back will not save your scores and will take you to the previous page where all the applications are listed.
- Save and Back to List will save your scores and take you to the previous page.
- Save and Go to Next will save your scores and take you to the next application so you can continue to review them.

Cancel and Go Back Save and Back to List Save and Go to Next