



Welcome to ZAPP™!

Please refer to the **table of contents** on the next page to easily access and learn to use the different parts of the ZAPP™ system.

TIPS for using the Table of Contents:

ORGANIZATION BY STAGES

The manual is broken into the five stages of managing applications for an event.

DIRECT LINKS

Click on any subject link within the table of contents to go directly to an explanation or tutorial.

SEARCHING

To search the manual, use the Find function in the PDF reader program you are using to view the manual (i.e. Adobe Acrobat, Preview). In the Find window, type the word or phrase you are looking for, then click Find. Please note that this function shows only exact matches to the text you enter.

PRINTING

Select the text you want to print by entering the desired page numbers into the print preview window. That way, you don't need to print the entire manual.

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Jury Panel

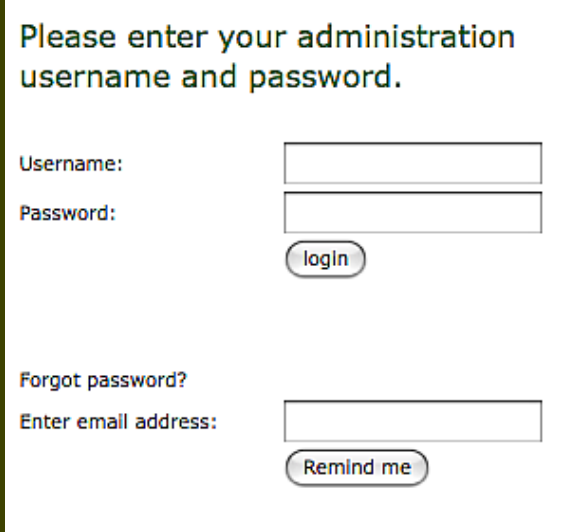

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Setup

ZAPP™ Administrative Web Site and Login

Action / Item	Description
Go to the administrative site.	http://admin.zapplication.org/admin
Login	
	
Enter username.	Delivered by ZAPP™ via email.
Enter password and click "login"	Delivered by ZAPP™ via email.
Choose Event on drop-down menu. Select Go.	You can choose to view a Current or an Archived Event.
Tabs on Top:	
	
Logout tab	Exits the system.
Events tab	Area where you manage your application.
<u>Communication</u>	Manage email with applicants.
<u>Coupons</u>	Create online coupons and discounts for invited or exempt artists.
<u>Management</u>	Edit the event application and review artists' applications.
<u>Jurors</u>	Create profiles for jurors.
Jury tab	Area where you manage juries.
<u>Administration</u>	Set the jury functions and add jurors.
<u>Jury</u>	Used by jurors only to review and score applicants.
Reports tab	Generate reports for particular periods of time.
<u>Income Breakdown</u>	Generate a report of purchases artists have made from you, and your total income.
<u>Bounce Report</u>	When you send emails to artists through ZAPP™,

	sometimes an artist's inbox will reject your ZAPP™ email. This section contains a list of emails that were rejected so that you can make sure necessary information is communicated to those artists by other means.
Licensee tab	This area of the site is a forum where ZAPP™ administrators can ask one another questions, share information, and offer tips to the ZAPP™ community.
Ticket tab	Send a Help Ticket to ZAPP™ management to receive assistance with a technological problem.

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Creating and Editing Your Event and Application

Action / Item	Description
On the Events tab, click the Management link.	
Select an event from the menu, and click Go.	Most of the time you will choose from the Switch Current Event menu to work on upcoming events. To see events that have passed, use the Switch Archived Event menu.
Click Edit to open the ZAPP™ Event Editor form.	
Create or Edit an Event	Fill out the ZAPP™ Event Editor form, using the fields listed below, to create a new event.
Show Name	Enter your event name.
Show URL	Enter the URL of your event website. Example: http://www.yourshow.com
Show Email	Enter the email address where you want applicants to contact you. Often this is a generic email. Example: staff@yourshow.com
Show Phone	Enter the phone number where you want applicants to call you.
Short Description	Write a short description of your event. This is the description applicants see when they browse the list of participating events on the ZAPP™ site.
Description	Describe the event in detail. This is the application or prospectus information.
Description Format	To include formatting in your description, cut and paste from a word processing document or use simple HTML. If you use a word processor, use a "Text only" format for your document. Otherwise, ZAPP™ may not recognize hard returns in your document.
Legal Agreement	Enter your event's contract or terms of application. The applicant will need to accept this legal agreement in order to apply to your event.
Mailing Address	Enter the mailing address that will be used to receive check payments from applicants.
Show Location	Enter the exact location or venue of the event. This appears in the event description.
Show State	Select the state where the event takes place.
Show Region	Select the region of the country where your event takes place.
Time Zone	Select the time zone where your event takes place.
Accept Applications	Enter the date you want to start receiving applications.
Application Deadline	Enter a date for the application deadline. ZAPP™ will accept applications until midnight on this day in the time zone that you have selected for your event. IF YOU RENT ZAPP™ EQUIPMENT FOR YOUR JURY PROCESS, THE DEADLINE NEEDS TO BE 2 WEEKS BEFORE YOUR JURY DATE. CONFIRM THIS DATE WITH ZAPP™ MANAGEMENT.
Accept Invitation and Purchase Deadline	This is the date by which artists need to accept your invitation and purchase booth spaces and/or products. After this deadline, they will not be able to accept or pay.

Jury Start	The date your jury starts. THIS DATE SHOULD BE 2 WEEKS AFTER THE APPLICATION DEADLINE AND NEEDS TO BE CONFIRMED BY ZAPP™ MANAGEMENT. This date will not be seen by applicants.
Jury End	The last day of the jury. This date will not be seen by applicants.
Event Start	The date the event starts.
Event End	The date the event ends.
Total Number of Images	The number of artwork images you require from each applicant. If applicable, include the booth shoot in this number.
Booth Shot	Choose ACTIVE if you require a booth image, choose DISABLED if you do not. When an artist's images are received and displayed, the booth shot is the last image.
Project	Enter the number of images you wish to have projected per row for your jury. You may choose to look at 1 to 12 images at a time. Artists working on their applications can see their images in the same format and order in which they will be projected for your jury.
Allow Artists to Archive	Choose DISABLED until you have completed the jury for your event. This setting will ensure that artists cannot remove images from their applications to your event. Change this setting to ACTIVE when the jury selection process is finished. This allows artists to release the images used during your jury process and to use them for other applications.
Show Waitlist Number to Artists	If you set this to ACTIVE, it will display artists' wait-list numbers in their ZAPApplication™ profiles. Set to DISABLED to hide waitlist numbers from the applicants.
Display Slideshow Images	Choose whether to display the artist's images separately or together as thumbnails on the Event Management page.
Entered	The date you first entered the information above will be displayed on the page for your reference.
Updated	The name of the person who last changed the event information and the date the changes were made will be displayed on the page.
EDIT	CLICK EDIT TO SAVE YOUR WORK.
Logo	Upload your logo in JPG format. The logo is limited to 300 pixels on the longest side. It will appear on the Participating Shows, Apply to Show, and Show Application pages. The logo will link to your website. Upload your logo to the site from your computer by clicking the Browse button, selecting the image file for your logo, and clicking Upload Logo.
Product Editor	Set up purchasable products and fees for your event. (See detailed explanation, below .)
Application Custom Questions	Create customized questions for your application. (See detailed explanation, below .)
Medium Categories Editor	Create a list of medium categories that applicants will use to describe the medium of their work when they apply to your event. (See detailed explanation, below .)

Post Jury Information on ZAPApplication.org™

Create an informational webpage to tell applicants about your jury. Choose an event and click GO. Next, click on the Jury tab, then the Administration link, to reach the ZAPP™ Jury Administration page:

ZAPP Jury Administration

Switch Current Event
Switch Archived Event

demo123 Jury Administration

[Edit Jury Information Page](#)

Jurying has not yet been started.

There are currently 19 applications ready to be judged.
There are 177 days left until the application 12/14/2008 deadline.

Click the Jury Information Page link

The Jury Information page for your event will load.

Image Review: Indicate how artists' images will be viewed at your jury. Add additional information in the "Comments" box.

Order of Application Review: You can tell applicants how applications will be sorted for review.

Scoring System: Explain how you judge and score applications.

Jury Participants: Indicate the size of your jury.

Jury Review: Describe how the jury will operate.

Applications Received: Tell applicants how many applications you receive for this event per year.

Juried Artists: Tell applicants how many artists are juried by this event each year.

Participating Artists: Tell applicants how many artists the jury plans to select for this event.

Invited Artists part 1: Indicate how many artists you generally invite to participate in the event without having been juried.

Invited Artists part 2: Tell applicants by what criteria these returning artists are invited to participate without having been juried.

Jury Observers: Tell artists who is permitted to observe the jury process.

The information you entered will be saved in the JURY DETAILS section of your event listing.

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Product Editor

The Product Editor allows you to list products for purchase by artists. Products may include jury fees, booths, parking, corner booths, electricity, t-shirts, and more. The jury fee, paid by applicants when they apply, is created for you. To reach the Custom Question section of the site, click the Events tab, then the Management link, then the Edit button. The Product Editor table is located on the right-hand side of the page, below the logo uploader:

Product Editor

Cost (Sold of Qty)	Description	Type	Edit
\$0.00 (35 of 50000)	Demo Jury Fee <input type="radio"/> All <input type="radio"/> Credit <input type="radio"/> Check	Jury Fee <input checked="" type="checkbox"/> Active	<input type="button" value="edit"/>
\$1000.0 (2 of 125) add image	Booth Space <input checked="" type="radio"/> All <input type="radio"/> Credit <input type="radio"/> Check No Purchase Deadline? <input checked="" type="checkbox"/> Yes	Booth <input checked="" type="checkbox"/> Active	<input type="button" value="edit"/> <input type="button" value="delete"/>

Action / Item	Description
Jury Fee	Enter your jury fee and describe what it is in the first row.
Add a Product	The last row of the Product Editor table will always be blank. Enter new products in this row.
Cost	Enter the price of your product or item.
Quantity	Enter the number of items you have to sell.
Description	Enter a name for this product.
Payment type	Select which payment types you accept.
Purchase Deadline	If you select the "Yes" checkbox next to the question "No Purchase Deadline?", an invited artist may buy the product at any time before your event date and is not limited by your "accept invitation and purchase deadline".
Product Type	Select a product type from the drop-down menu. This is an internal description.
Click the ADD button	Click to save your new fee or product.
Edit and Delete	Changes can be made to the product by typing over the existing fields and clicking EDIT at the end of the row. Click DELETE to remove the product.
Activate fee	To allow artists to purchase this product, click the "Active" checkbox—uncheck it to deactivate it again.

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Creating Customized Questions

The application for each event has 2 standard questions, which ask artists to a) select their medium and b) describe their materials and technique. Creating Custom Questions allows you to add event-specific questions to the application.

To reach the Custom Question section of the site, click the Events tab, then the Management link, then the Edit button. The Custom Question table is located on the lower right-hand side of the page:

Application Custom Questions

[Preview All Questions](#)

Title	Question Type and Order	Options	Edit
award winner	1) Check Box	2	<input type="button" value="edit"/> <input type="button" value="delete"/>
do not apply	1) Informational Only		<input type="button" value="edit"/> <input type="button" value="delete"/>
License	1) Text		<input type="button" value="edit"/> <input type="button" value="delete"/>
license	1) Text		<input type="button" value="edit"/> <input type="button" value="delete"/>
What is your favorite color	1) Radio Button	5	<input type="button" value="edit"/> <input type="button" value="delete"/>
Would you be willing to participate in a Silent Auction	1) Radio Button	2	<input type="button" value="edit"/> <input type="button" value="delete"/>
promo image	5) Drop Down List	3	<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="text"/>	Text	1	<input type="button" value="Build New Question"/>

Action / Item	Description
Add a Custom Question	The last row will always be blank. Click in the Title text box in the left-hand column to begin creating a new question.
<input type="text" value="Past Applicant"/> <input type="text" value="Radio Button"/> <input type="text" value="2"/> <input type="button" value="Build New Question"/>	
Enter the Title of the question.	This title is for internal management only and will not be visible to the artist.
Select the type of response you want from the drop-down menu in the Question Type column.	<p>Text: Applicants type their answers in a text box.</p> <p>Checkbox: Applicants select one or more answers from a group.</p> <p>Radio Buttons: Applicants select only one answer to a question. Good for yes/no questions.</p> <p>Drop-down list: Applicant chooses one answer from several possible answers.</p> <p>Information only: Enter instructional text that does not require an answer.</p>
Enter the number of Options (possible answers)	You can have up to 50 options per question.
Set the Question Order	Set the sequence for the questions to appear on the application.
Click BUILD NEW QUESTION	Save your question to the application for your event.

Complete or Edit a Custom Question

You will see the Question Editor screen:

ZAPP Question Editor

Use these pages to edit your fair specific questions.

Adding new question for demo123

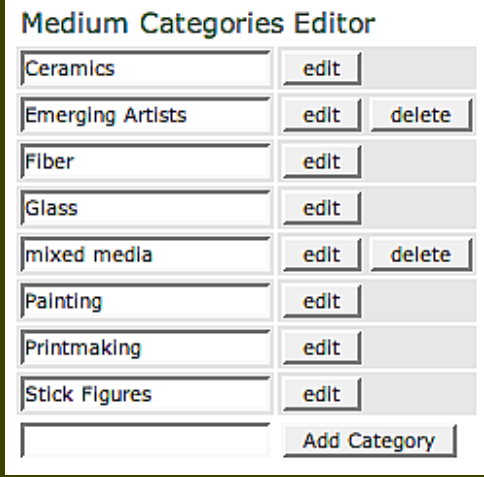
Title <small>(Internal Use Only)</small>	<input type="text" value="Past Applicant"/>						
Type	Radio Button						
Question <small>(Formal question that displays on the application)</small>	<div style="border: 1px solid gray; height: 40px;"></div>						
Question Order <small>(Order of the question on the application)</small>	<input type="text" value="1"/>						
Is an answer required for this question?	<input type="checkbox"/> Yes						
Options	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Option 1) <input type="text"/></td> <td style="width: 10%; text-align: center;">Order <input type="text" value="1"/></td> <td style="width: 20%; text-align: center;">Selected <input type="checkbox"/></td> </tr> <tr> <td>Option 2) <input type="text"/></td> <td style="text-align: center;">Order <input type="text" value="2"/></td> <td style="text-align: center;">Selected <input type="checkbox"/></td> </tr> </table>	Option 1) <input type="text"/>	Order <input type="text" value="1"/>	Selected <input type="checkbox"/>	Option 2) <input type="text"/>	Order <input type="text" value="2"/>	Selected <input type="checkbox"/>
Option 1) <input type="text"/>	Order <input type="text" value="1"/>	Selected <input type="checkbox"/>					
Option 2) <input type="text"/>	Order <input type="text" value="2"/>	Selected <input type="checkbox"/>					
Information <small>(Creates a help link beneath the question. Text appears in a small pop-up window.)</small>	<div style="border: 1px solid gray; height: 40px;"></div>						
<input type="button" value="Create Question"/>							

Question	Enter the question you want to ask in the space provided. This question is what applicants will see on the application.
Question Order	Choose where the question will appear in the sequence.
Mark question as required	If you choose to make a question required, the applicant will not be able to submit an application until every required question has been answered.
Checkbox, radio buttons, and drop-down menu questions	<ol style="list-style-type: none"> 1. Enter the possible answers in the Option fields. 2. Set the sequence of the options. 3. Click the Selected check-box to make an answer the default.
Information box	This is where you can provide further information, which the applicant can access via the Help button beneath the question.
Click CREATE QUESTION	Your question will be saved to the application.
Edit	Click EDIT to enter the Question Editor screen. When you finish, click Update Question to save changes.
Delete	Click DELETE to remove the question.
Preview Questions	
Click the Preview All Questions link located above the Custom Question table.	This link will take you to the ZAPP™ Question Previewer page, where you can see what your questions will look like to applicants.

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Medium Categories

The first question on all event applications asks the artist to choose a medium. To reach the Medium Categories section of the site, click the Events tab, then the Management link, then the Edit button. The Medium Categories table is located in the bottom right-hand corner of the page:

Action / Item	Description	Completed
Add a Medium Category	The last row will always be blank. Click in the text box to begin:	
		
Enter Medium	In the empty text box, enter the name of the medium you want artists to be able to select.	
Click ADD CATEGORY		
Edit or Delete	Edit categories by changing the text in the field and clicking EDIT. Click DELETE to remove a category.	

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Create Coupons

Create a coupon to discount the price for any product you sell. Coupons are commonly used for artists whose work does not have to be juried and whose jury fees or booth fees are therefore waived. Coupons may also be given to Best of Show artists, early applicants eligible for special discounts, or artists invited to the event by the director. To create a coupon, go to the EVENTS tab, then to the Coupons link.

Action / Item	Description
Add a Coupon	The last row in the Coupon Manager will be blank, and highlighted in pale yellow. This is where you will add a new coupon:
Enter a Name for your coupon.	<u>Example:</u> "Invited Artists." This is for internal use only and will not be visible to applicants.
Enter the Discount Percentage .	If the item is free, enter 100.
Enter a coupon Code .	Coupon codes must be 10 characters or less. Do not use punctuation, symbols, or spaces. <u>Example:</u> AwardArt. Artists will need to enter this code in the Checkout section of the application process.
Enter Start Date .	The date the coupon will first be available for use.
Enter End Date .	The date the coupon expires.
Set coupon Status to ACTIVE.	Activates the coupon. Set the coupon status to DISABLED when you no longer need it.
Select the Item(s) to which the coupon applies	Choose from the products you created in the Product Editor
Click ADD NEW	
EDIT a coupon.	Make changes by typing in the fields or selecting new choices from the drop-down menus. Click UPDATE to save changes.
View coupons for another event.	Select another event from the Switch Event drop-down menu at the top of the page. Click GO to view the coupon page for that event. Archived events are marked with an asterisk.

Create Marketing Mailing Lists

Each year, ZAPP™ events are allowed to purchase the ZAPP™ artist list to send event announcements to artists via mail. The list is available for \$150. Artists must opt in to receive event mailings.

ZipTek is a print and mailing house that ZAPP™ uses frequently and we highly recommend them. Regardless of the printer or mailing house you choose to use, the mailing list of ZAPP™ artists is not shared with the event. ZAPP™ will send the mailing list directly to the mailing house to be merged with your list of artists. Neither ZAPP™ nor the mailing house can give you the merged list—to do so would conflict with ZAPP™'s privacy policies.

ZipTek Mailing Services

Background:

ZAPP™ is dedicated to keeping artist contact information confidential. To this end, ZAPP™ has contracted with ZipTek Services to act as the mailing and printing vendor for events wishing to market to the ZAPP™ mailing list. In return, ZipTek Services gives ZAPP™ participating events a collective group discount!

When you print:

ZipTek maintains a full service pre-press department to get your project out of the planning phase and onto the page. ZipTek can accept your art file in nearly any file format, including Illustrator, InDesign, Quark, Corel, and Publisher. ZipTek employs excellent printing technology, including a 29" full color Komori, a short run digital color press, and a small format 2 color Ryobi 3302.

When you mail:

You will have access to the ZAPP™ database of artists who have chosen to receive event materials. If you have your own mailing list, we can combine it with the ZAPP™ database and remove any duplicate records. As part of the ZAPP™ group discount, ZipTek will update your mailing list for anyone that has moved (NCOA updating) at no additional cost. ZipTek can accept your address data in most formats: Excel, ASCII delimited text, .dbf, Access, etc. If you aren't sure how to get your data out of whatever program you have it in, call ZipTek and they will assist you. ZipTek offers a variety of mailing services—if you can dream it up, they can get it done!

Special notes about mailing permits:

In order for ZipTek to process your mailing and enter it at the post office, you'll need a Denver mailing permit printed on your mail piece. If you do not have a Denver mailing permit, you can use ZipTek's free of charge. If you have a non-profit mailing permit, ZipTek will provide you with a short form you need to fill out in order to use ZipTek's permit and still claim non-profit rates.

ZipTek requests ten business days to complete projects that require printing and mailing. They request five business days for projects that are either mailing or printing only.

Contact ZipTek: Phone: 1.800.618.8335 Website: www.ziptek.com

Application and Artist Management

Receiving Applications

Go to the Events tab, then to the Management link. This is where you can manage submitted applications.

Choose an event from one of the two drop-down menus in the Management section and click GO. This opens an outline of all the applications to that event and a search tool.

View Application Summaries

To view all of the applications you have received, click the **click here** link in the **Applications by Status** box:

Applications by Status						Search Applications	
Click number to view by status type or click here to view all.						Fill in the values below to narrow your search results.	
Awaiting Payment by Check	0	Received	14	Reviewed	0	Name	<input type="text"/>
Exception	0	Withdrawn	0	Other	0	Category	All Disciplines
Invited	0	Wait List	0	Not Invited	0	Status	All Statuses
Declined	0	Confirmed	0	Accepted	0	<input type="button" value="search"/>	

Click the number to the right of a status to view only the applications with that status. (More information on application statuses can be found [below](#).)

This loads the Artists Listed table, which contains the basic information on each submitted application:

14 ZAPP Demo Show 2008 Artists Listed

ID#	Flag	Received	Status	Last Name
44373	<input type="checkbox"/>	06/21/2006	Received comments: answer...	Joe

Sort Application Summaries

Click on a column heading to sort the applications by that category. The columns of the Artists Listed table are defined below:

Field	Description
Application Rows	
ID #	Unique application number assigned by ZAPP™ when the artist opens an event application. Click this number to access the full application .
Flag	Click this checkbox to flag an individual application for internal management purposes. <u>Example:</u> If you flag all first time applicants, the artists' names will be displayed with red text and an asterisk in the jury administration portion of the site.
Received	ZAPP™ date stamps an application when it is submitted to the event.

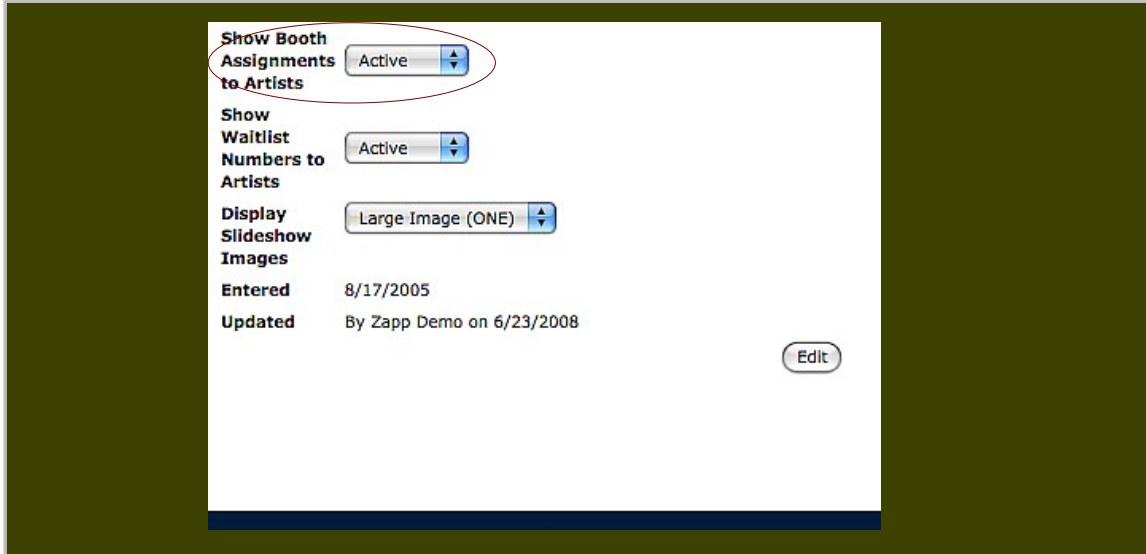
Status	Displays the current status of the application. Use the pull down menu to manually change the application status . Click UPDATE ALL at the bottom of the page to save status changes. (See Status Definitions for more information, below.)
Add and edit Comments	Click ADD COMMENTS to make internal notes about an applicant or application. Enter your comments in the text box and click EDIT to save your changes. To alter existing comments, click the comment link, change the text in the text box, and click EDIT. Only administrators can access these comments.
Last name, First name, Username, City, State	Displays profile information about the applicant.
Waitlist Number	If an applicant is on the Waitlist, you can enter the order in which the applicant will be called to participate. Click UPDATE ALL at the bottom of the page to save your changes. This order can be viewed by the artist if you choose to make it visible. (For detail on making your waitlist changes visible to artists, see Creating and Editing Your Event and Application , above.)
Booth Number	This is the number of the booth you assigned to the artist. NOTE: To assign a booth number to an artist, click on the Events tab, then the Management link, then click the number to right of the "Confirmed" status in the Applications by Status table. When applicants pay for a booth, their status automatically becomes "Confirmed," so all artists in this status are ready to have booth numbers assigned to them. In the Booth Number column, enter a number, then click UPDATE ALL to save your changes. Please note that you have now assigned the artist an <i>internal</i> booth number, but have not yet given the artist access to that number:

Applications by Status										Search Applications	
Click number to view by status type or click here to view all.										Fill in the values below to narrow your search results.	
Awaiting Payment by Check	0	Received	19	Reviewed	15	Incomplete	0	Name		<input type="text"/>	
Exception	1	Withdrawn	3	Other	1	Exempt from Jury	1	Category		All Disciplines	
Invited	1	Wait List	1	Not Invited	1	Accepted	1	Status		Confirmed	
Declined	1	Confirmed	4					search			

2 demo123 Artists Listed

ID#	Flag	Received	Status	Last Name	First Name	Username	City	State	Waitlist Num	Booth Num	Discipline
186016	<input type="checkbox"/>	04/08/2008	Confirmed	Cain	Rachel	Racheletto	Denver	CO			Apparel
24108	<input type="checkbox"/>	10/26/2005	Confirmed	Test	Test-Howard	Test	Denver	CO			Ceramics

To make the booth number visible to the artist, click on the Events tab, select an event, click GO, then click the EDIT button to reach the Event Editor for your event. Locate the Show Booth Assignments to Artists drop-down menu in the bottom left corner and set it to Active. Click EDIT to save your new setting. The artist can see the booth number as soon as you activate this setting:



Discipline	This is the medium selected by the artists. As an administrator, you may manually change the discipline marked on the application. Click UPDATE ALL at the bottom of the page to save changes.
Transactions	Displays all transactions made by the artist.
At the Bottom of the Page	
View single or multiple application summaries	Use the View drop-down menu to select the number of records you want to see per page, then click UPDATE ALL.
Update All	If you modify an application in any way, click UPDATE ALL to save your changes.
Download Contacts	Click here to download an Excel spreadsheet of the contact information of all artists within the status you are viewing. Use the spreadsheet to create customized reports.
Download Answers	Click here to download an Excel spreadsheet of artists' answers to questions on applications within the status you are currently viewing. Use the spreadsheet to create customized reports.
PDF Report	Click here to download the applications (including work samples) for all the artists in the status you are currently viewing.
View Slideshow	Click here to view the work sample images for all the artists in the status you are currently viewing. Within the slideshow you can jump between media by selecting the medium you want to view and clicking JUMP TO.
Move All	Located at the bottom of the page is a single grey row that allows you to change the status of multiple applications at one time. (This tool is only visible when you view applications within a single status by clicking on the number next to the status.)

Move **ALL Exempt from Jury** applicants to status.

This is particularly useful after the jury to change the "Exempt" applicants to "Invited".

Reviewing Applications

Action	Description
In the Applications by Status box, click the number to the right of the Received status.	Summaries of all received applications will load in the Artists Listed table.
For each new application...	
Click the ID# in the far left column.	A page will load containing the application and artist information.
Review Contact Info	
Review Event-Specific Data	
Review Custom Answers	
Review Payments	A record of the transaction that the artist has completed.
Review Communication	All correspondence that you have sent to the artist through ZAPP™ will be recorded here.
Review Art	Click on an image to open it in the ZAPP™ Image Viewer and view details about the piece.
Email the Artist	When you have finished reviewing, click on the artist's email address to send her or him an individual email. If you change something on the application, please email the artists. (See Communicate to Individual Artists for more information.)
Mark As Reviewed	If an application is ready to be juried, click the MARK AS REVIEWED button at the bottom of the page to assign it the Reviewed status. You may also select a different status from the MARK AS drop-down menu.

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Daily ZAPP™ Management

Action	Notes																				
<p>General Management: Manage your applications daily.</p>	Check new applications to make sure that artists have applied in the appropriate medium and that the images are correct.																				
<p>Wrong Medium: If you find an application in the wrong medium, set the application status to "Incomplete."</p>	Contact the artist to revise her or his application, but note that changes must be done by the application deadline. You can also change the category for the artist in the Event Management area of the site. Notify the artist of your change.																				
<p>Problematic Images: If the images are not acceptable, set the status to "Incomplete."</p>	Contact the artist and request that s/he resubmit the images before the application deadline.																				
<p>Track Payments: Reconcile applications with check payments.</p>	<p>Set applications in the "Awaiting Payment by Check" status to "Received" when you receive payment for an application. Be sure to change the payment status as well.</p> <p>To change an applicant's payment status, click on the Events tab, then the Management link. Click on the number to the right of the status "Awaiting Payment by Check" in the Applications by Status box.</p>																				
<p>In the Transactions column of the Artists Listed table, you can change the artist's payment status for each fee or product the artist has purchased. Click UPDATE ALL at the bottom of the page to save changes. Credit card payments will automatically appear in the system. The last six digits of the credit card appear at the far left under "Transactions".</p>	 <table border="1"> <thead> <tr> <th colspan="4">Transactions</th> </tr> </thead> <tbody> <tr> <td>152353</td> <td>4/8/2008</td> <td>\$0.00 x 1</td> <td>Demo Jury Fee</td> </tr> <tr> <td>152353</td> <td>4/8/2008</td> <td>\$0.00 x 1</td> <td>T-shirts</td> </tr> <tr> <td>157700</td> <td>5/6/2008</td> <td>\$1000.00 x 1</td> <td>Booth Space</td> </tr> <tr> <td>157704</td> <td>5/6/2008</td> <td>\$0.00 x 5</td> <td></td> </tr> </tbody> </table>	Transactions				152353	4/8/2008	\$0.00 x 1	Demo Jury Fee	152353	4/8/2008	\$0.00 x 1	T-shirts	157700	5/6/2008	\$1000.00 x 1	Booth Space	157704	5/6/2008	\$0.00 x 5	
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157700	5/6/2008	\$1000.00 x 1	Booth Space																		
157704	5/6/2008	\$0.00 x 5																			
<p>Update Statuses: Make sure you change applicants whom you are inviting to the event to the "Exemption from Jury" status.</p>	When invited artists submit their applications online with a coupon code, the applications default to "Received." The payment appears as a Visa payment of \$0.00 along with a coupon code under the "Transaction" column in the Artists Listed table.																				
<p>Email Artists:</p>	Maintain communication with artists.																				

Status Definitions

To view the Applications by Status table, go to the Events tab, then to the Management link. Choose an Event from one of the two drop-down menus, and click GO.

The Applications by Status Table displays the number of applications currently in each status. Note that the number is displayed to the RIGHT of the status.

Applications by Status					
Click number to view by status type or click here to view all.					
Awaiting Payment by Check	0	Received	14	Reviewed	0
Exception	0	Withdrawn	0	Other	0
Invited	0	Wait List	0	Not Invited	0
Declined	0	Confirmed	0	Accepted	0

The statuses in this table are defined as follows:

Definitions	Description
Accepted	The artist received and accepted an invitation to the event.
Awaiting Payment by Check	An artist chose to pay for the application fee or products by check and you have not received the payment yet.
Confirmed	After an artist accepts your invitation to the event, the artist is able to purchase booths and products through the system. When the artist purchases a booth the application status changes to "Confirmed."
Declined	The artist has received an invitation to the event and has declined to participate.
Exception	If the application deadline has passed and you want to extend access to the application for an artist you can set the status to Exception. Once the artist has completed the application, s/he must contact you. You must then change the status back to Received. Only use the Exception status after the deadline has passed.
Exempt from Jury	Use this status for applicants who are exempt from the jury process.
Incomplete	If an artist has answered a question wrong, is in a wrong category, has poor images, or has encountered problems, set the status to Incomplete. The artist can then revise and resubmit the application without being charged again.
Invited	The jury has selected the artist to be part of the event and you have invited the artist to participate.
Not invited	The artist is not invited to event.
Other	This is a generic category that can be used to hold an application. The applicant will see his/her application as Received.
Received	An artist has completed the application successfully.

	Applications must be in Received status to be juried.
Reviewed	After you review an application, change its status to Reviewed. This status is used for applications that have been reviewed by staff and do not require additional management.
Wait List	The application has been juried and its score is high enough to place it on the wait list.
Withdrawn	The artist has withdrawn from the process by contacting you directly. ZAPP™ does not refund jury fees for withdrawn applications.
System Incomplete	This status is solely used by the ZAPP™ management team. Please do not move artists' into this status.

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Communicate to Individual Artists

(To send a group email, please refer to the next section of the manual.)

Action	Description
Send Email from within an Application	From the Events tab, choose the Management link, then select an event and click GO. In the Applications by Status table, either click the number next to a status, choose to see all applications, or search for a specific application in the Search Applications box. When the Artists Listed table loads, click on the application ID# of the artist you want to email.
Click the artist's email address.	Within the application, click on the email address. This opens an email form.
From Name	Enter your name.
From Email Address	Enter the email address where the artist can respond.
Subject	Enter the subject of the email. We recommend that you include the name of your event in the subject line.
Body	Enter the text of the email.
Attachment	Attach a file by clicking BROWSE and selecting a file from your computer. Attachments should be standard format documents, such as .doc or .PDF files. Only one document may be attached to each email. Attachment size is limited to 1MB.
Preview email	Click the PREVIEW EMAIL button to see how your email will appear to the artist. The artist will see that the email is from your event, and not from the ZAPP™ system.
Click SEND THIS EMAIL.	
Edit email	To edit your email click the GO BACK button near the top of the page.

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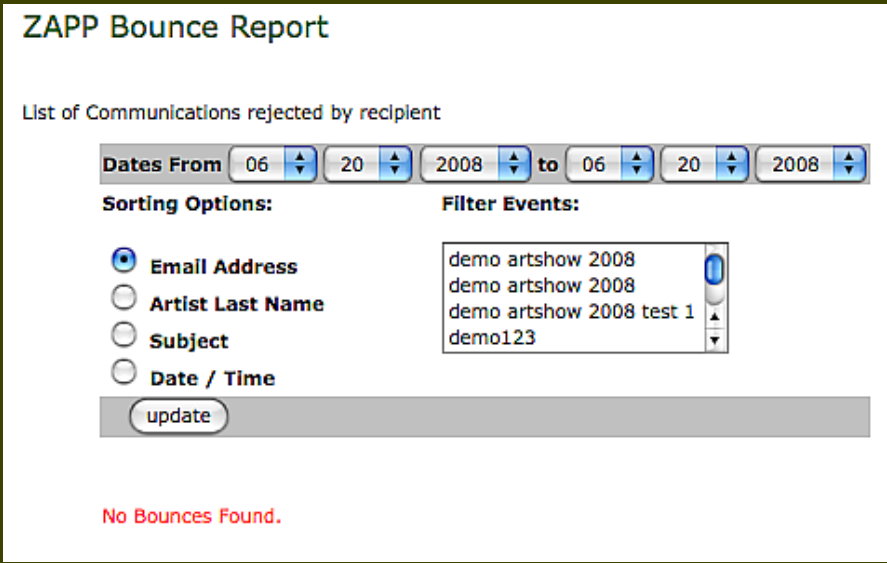
Communicate to a Group of Artists

Action	Description
Email from the Communication link	Go to the Events tab, then to the Communication link.
Choose Recipients	Check the box next to the group of artists you want to email.
Click SELECT	An email form opens.
From Name	Enter your name.
From Email Address	Enter the email address where the artists can respond.
Subject	Enter the subject of the email. We recommend that you include the name of your event in the subject line.
Body	Enter the text of the email.
Attachment	Attach a file by clicking BROWSE and selecting a file from your computer. Attachments should be standard format documents, such as .doc or .PDF files. Only one document may be attached to each email. Attachment size is limited to 1MB.
Preview email	Click the PREVIEW EMAIL button to see how the email will appear to the artist. The artist will see that the email is from your event, and not from the ZAPP™ system.
Click SEND THIS EMAIL.	
Edit email	To edit your email click the GO BACK button near the top of the page.

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Bounced Email Report

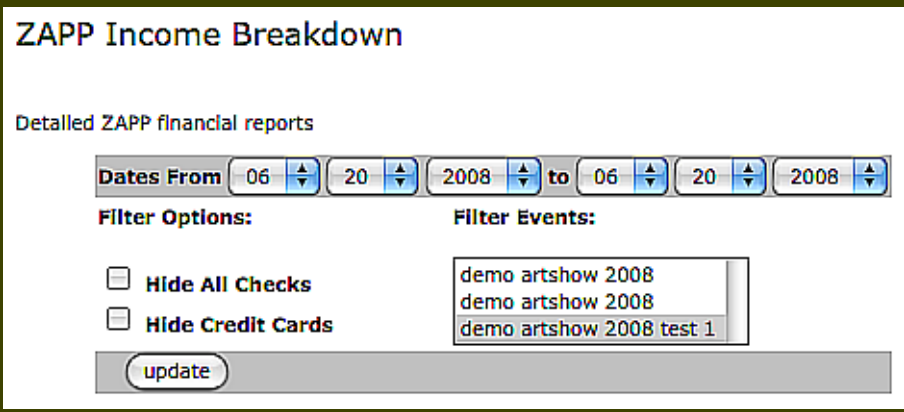
24 hours after you send your jury results to the artists, ZAPP™ allows you to create a Bounced Email Report that shows which email accounts rejected your jury results notification. Use the report to find out which artists need to be notified separately.

Action	Description
Create Bounced Email Report	Click on the Reports tab, then on the Bounce Report link to reach the ZAPP™ Bounce Report page:
	
Dates	Select the date range you want the report to cover.
Sorting Options	Select the sorting options by clicking one of the radio buttons on the left. Sort by email address, artist last name, email subject, or the date and time when the email was sent.
Filter Events	Highlight an event from the menu to the right. To highlight more than one event, hold shift while you click and drag or use the arrow keys.
Click UPDATE	This creates the Bounced Email Report.
Report Fields	<p>Artist: The artist's name</p> <p>Subject: The email subject</p> <p>Address: The address to which the message was sent</p> <p>Error Summary: The reason the email was not delivered</p>
Download Report to Excel	Download the bounce report in an Excel file by clicking DOWNLOAD. Please contact the artists listed and notify them about the email error. The artists should update their profiles to include an email address that can receive your communications, or they may need to change their email filters to accept ZAPP™/event emails.

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Income Breakdown Report

You can create and download a report of your current income from a particular event or group of events. This report documents all transactions with applicants.

Action	Description
Create Income Report	Click on the Reports tab, then on the Income Breakdown link to reach the ZAPP™ Income Breakdown page:
	
Dates	Select the date range you want the report to cover.
Filter Options	Select filter options using the check boxes to the left. Select "Hide all Checks" to see only applications paid by credit card. Select "Hide all Credit Cards" to see only check transactions.
Filter Events	Highlight an event from the menu to the right. To highlight more than one event, hold shift while you click and drag or use the arrow keys.
Click UPDATE	This creates the income report.
Report Fields	<p>ID: The application ID number</p> <p>Date: When the transaction occurred</p> <p>Amount: Transaction amounts</p> <ul style="list-style-type: none"> ♦ Blue text = payment by check ♦ Green text = payment by credit card ♦ Red text = refund <p>Details: The product purchased, the payment method, and the check number or credit card approval code.</p> <p>Income for Period: Summary of total amounts collected for both payment methods and outstanding revenue.</p>

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Prep for Jury Panel

Jury Timeline

Follow the guidelines and deadlines below to have a successful jury. To skip ahead to more detailed instructions, click one of the following links: [creating and monitoring your Jury Settings](#), [Preparing your Space for the Jury](#), [Preparing Tech Equipment for the Jury](#), [Creating Juror Profiles](#), and reviewing [Staff and Volunteer Roles](#).

Action	Description
As Early as Possible:	
Secure a Jury Space that will Facilitate Tech Requirements	<ul style="list-style-type: none"> ◆ Secure a space that meets technological requirements for your jury before the applications are due. Make sure the space can supply several computers with wired (not wireless) Internet connections. Know what other equipment you will need and practice setting it up prior to the jury. (For more information, see Preparing your Space for the Jury and Preparing Tech Equipment for the Jury.)
Preview Staff and Volunteer Roles	<ul style="list-style-type: none"> ◆ Determine how many staff members and/or volunteers you will need to conduct your jury. (See detailed information below.)
Three days before application deadline:	
Change Statuses	<ul style="list-style-type: none"> ◆ Review all received applications and change their statuses to "Received."
	<ul style="list-style-type: none"> ◆ Set the status of invited applicants to "Exempt from Jury."
Create Jury Settings	<ul style="list-style-type: none"> ◆ These settings determine how images are prepared for your jury. If you change the settings after this deadline, the images may not display correctly. For detailed instructions, click the following link: Jury Settings.
Create Juror Profiles	<ul style="list-style-type: none"> ◆ Create a profile for each of your jurors and assign them to your event. For detailed instructions, click the following link: Creating Juror Profiles.
Communicate with Artists	<ul style="list-style-type: none"> ◆ Clear up any remaining application problems with artists.
	<ul style="list-style-type: none"> ◆ Email your database of potential applicants to remind artists of the application deadline.
	<ul style="list-style-type: none"> ◆ ZAPP™ will send a reminder email to those artists who have started yet not submitted their application.
One day before application deadline:	
Enter Paper Applications	If you have received paper applications, enter them into the ZAPP™ system. Go to www.zapplication.org to register, create a new profile for the artist, upload the artist's images, and apply to your event as the artist.
Update Statuses for Applications paid for by	Look at the applications in the "Awaiting Payment by Check" status. If payment for these applications has

Check	arrived by check, set their payment statuses to "Received." To do this, click the Events tab and the Management link, then click the number to the right of the "Awaiting Payment by Check" status. In the far right "Transaction" column, change the status to "Received," then click UPDATE ALL to save your changes.
Continue to review applications	You will receive many applications in the last 48 hours before deadline. Set aside time to review these applications.
Before 5 PM on application deadline date:	
Set away messages and send deadline reminders	Change your event voicemail to state that your office is closed, and reiterate the deadline date and time (11:59 PM for your event's time zone).
Day after application deadline:	
Address Remaining Status and Payment Issues	<ul style="list-style-type: none"> ♦ Resolve applications in the "Incomplete" and "Exception" statuses: You may need to call these artists individually to help them clean up and complete their applications. Artist contact information can be found by going to the Events tab and clicking the number to the right of the "Incomplete" or "Exception" status, then clicking the ID# of an individual applicant.
	<ul style="list-style-type: none"> ♦ Resolve applications in the "Awaiting Payment by Check" status: You may need to call these artists to find out the status of their payments. It is difficult to collect a check after the jury has taken place. Artist contact information can be found by going to the Events tab and clicking the number to the right of the "Incomplete" or "Exception" status, then clicking the ID# of an individual applicant.
	<ul style="list-style-type: none"> ♦ Move all "Reviewed" applications to "Received": Under the Events tab, select your event and click on the number to the right of the "Reviewed" status. Use the pull down menu in the gray bar at the bottom of the page to change the status of the applications to "Received". Click CHANGE.
Preview the Jury	<ul style="list-style-type: none"> ♦ Change settings: Click on the Jury tab. Set your jury status to "In Progress." Set the "Hide Jury Results To Artists?" menu to YES.
	<ul style="list-style-type: none"> ♦ Check juror site view: Log into the ZAPP™ site as a juror and review the applications. Go to http://admin.ZAPApplication.org/admin and Log in using the username and password for one of the juror profiles that you created earlier. Next, select your event and click GO. Select your category of choice and click the Score! button to review artist submissions and the scorecard. Do not score any applications yet! ZAPP™ Management cannot erase jury scores. As long as you do not enter any scores, you can click SAVE SCORE to advance to the next applicant.
	<ul style="list-style-type: none"> ♦ Note problems: As you review the jury correct any problems with the media, images, or multiple applications by the same individual.
	<ul style="list-style-type: none"> ♦ PROJECTED Juries- Tell ZAPP™ you are ready to proceed: ZAPP™ will prepare the images for the jury

when you communicate that you are ready. Please talk with ZAPP™ management to reconfirm your jury details, such as your date of setup and the address where we should ship the equipment. At this point, only applicants in the "Received" status will be juried. If you are using our projected jury upgraded module no changes may be made to existing applications, and no new applicants may be added.

Day before the jury	
Prepare your Space for the Jury	Reconfirm that your space has hard-wired internet connections for each machine you will be using, with no firewalls or blocks, and enough power outlets. Arrange for sufficient chairs and tables for staff and jurors. (See detailed instructions, below .)
Assemble your Tech Equipment	Assemble all necessary tech equipment and be sure it is correctly set up. (See detailed instructions, below .)
Review Staff and Volunteer Roles	Review who will do what during the jury. (See detailed information below .)
Jury day	
Confirm Preparations	Make sure that your space and tech equipment are set up and that your staff , volunteers , administrators , and jurors understand their roles in the jury. (Click the linked text segments above for further information on each.)

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Jury Settings

Action	Description	Completed
Create Jury Settings	To set your jury management options, go to the Jury tab, then to the Administration link. Select an event and click GO to reach the ZAPP™ Jury Administration page. Select your jury settings from the drop-down menus on the left side of the page:	

Current Jury status:

Jury view:

Scoring Type:

Sub-sort Artists By:

Show Artist Names:

Show Artist Art:

Show Statements:

Show Art Thumbnails:

Show Image Prices:

Apps Per Page:

Hide Jury Results to Artists?: (ONLY set to Yes while your jury is in progress. Note: Setting to Yes will also disable products from appearing in your checkout!)

Current Jury Status	<ul style="list-style-type: none"> ◆ The status will be set to "Not yet started" by default. In this setting the jurors cannot access the scorecard. Leave the status as it is until after the application deadline has passed. ◆ Change the status to "In Progress" when the jury begins to give jurors access to the scorecard and to enable the system to accept scores. ◆ When all jurors have completed all rounds, change this status to "Complete." ◆ Artists can see the status of the jury but not their scores while the jury is in session.
Jury View	Select whether you will view work sample images at the jury on a computer monitor or using a projector.
Scoring Type	Select how your jurors will score each applicant: on a scale of 1 to 5, a scale of 1 to 7, a scale of 1 to 10, or by choosing "yes," "no," or "maybe."
Sub-sort Artists	Jurors will review artists based on the medium categories you chose when creating the event and application. Within each medium category, you can choose for artists to be sorted by Application ID#, last name, or by the date the application was received.
Show Artist Names	Choose "Active" to show artists' names to jurors during the jury, choose "Disabled" to hide artists' names.
Show Artist Art	Choose "Active" to show artists' images of work samples

	to jurors during the jury.
Show Statements	Choose whether jurors will see either the artist's statement or an image description on the scorecard during the jury. To show one of these items to jurors, select it on the first drop-down menu and set the second menu to "Active." To show neither, set the second menu to "Disabled."
Show Art Thumbnails	Choose whether the jurors will see thumbnails of the artists' work sample images on their scorecards during the jury. You can choose to show jurors no thumbnails, one, or all submitted.
Apps per Page	Choose to display 20 applications per page during a jury.
Hide Jury Results?	Set this menu to "No" until you begin your jury. Once you begin the jury process, set it to "Yes." This setting prevents applicants from viewing the status of their applications while the jury is in progress. Please note that while jury results are hidden, artists cannot apply to the event or pay for fees or products.
Active Round	Defaulted to "1." Only change if you need more rounds once all judges have completed Round 1 judging, and all artists eliminated in the first round have been removed from the application/image pool.
Click SAVE JURY SETTINGS	When you have finished, save your jury settings.

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Preparing your Space and Equipment for the Jury

The following list will assist you in preparing your physical space and equipment for the jury. Please try to remember these instructions as the 6 "C"s of your core preparation. Network Connection/IP Connections, Current, Climate, Care, Computers.

Action	Description
Network Connection/IP Connections	Secure a location for the jury with high-speed, wired Internet access. Wireless internet is less reliable and will not be supported. Be sure that you have enough IP Addresses for all jury computers.
Current	Secure a space with adequate electrical power supply. Please have a professional check for power draws. You will need 2 to 3 separate electrical circuits.
Climate	The space where the equipment will be used must be air-conditioned to 70 degrees to maintain equipment viability.
Care	The equipment must be handled with care. It must remain locked in the cases and housed in a secure space when not in use. Events are responsible for the equipment while it is in their care so please treat it nicely.
Computers for Jurors	Arrange to have enough computers for your jury. Each juror will need a computer and internet connection.
Computers for Staff	Arrange for 2 computers and 1 printer to be available for the staff. Both computers need to connect to the Internet. We recommend that one computer have a DVD drive, and one computer have a USB port.
Miscellaneous:	Securing these items below help your jury flow smoothly.
Projection Screens	Have enough Projection Screens or enough wall space to project the images adequately.
Equipment Tables	The space will require extra tables for the projector(s).
Juror Furnishings	Provide tables and chairs for your jurors. The juror area should be behind the projectors and in a location from which the jurors can view the images clearly.
Staff Furnishings	Tables and chairs for the administrative staff and administrative computers must be provided.
Rented Equipment	Please secure a space with adequate power supply and space for your jury equipment rented from ZAPP™.

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Preparing Tech Equipment for the Jury

ZAPP™ recommends that each event hire a professional technical assistant to ensure that computers and network connections are configured correctly.

Action	Description
Secure your Hardware Needs	<ol style="list-style-type: none"> 1. ZAPP™ recommends using computers or laptops that are no more than three years old. Each juror and the administrator will need a computer. 2. Please have computers that are the same make and model for each juror. 3. Computers should be able to connect to hard-wired high-speed Internet. 4. Obtain enough power cords or batteries.
Operating System Requirements	<p>ZAPP™ advises using Windows XP or later for PCs and MacOS X or later for Macs. To check the operating system on a PC, right-click on My Computer (usually found on the desktop) and select properties. Look under the General tab in the properties window. On a Mac, go to the Apple menu and select "About This Mac".</p>
Internet Browsers	<ul style="list-style-type: none"> ● For PC users AND Mac Users: ZAPP™ works best with the most recent versions of Mozilla Firefox. ● <p>To download the newest version of Mozilla Firefox, go to www.mozilla.com and click the green button link: "Download Firefox - Free."</p> <p>Do not use AOL's browser, as it downgrades image quality.</p>
Monitor Settings	<p>ZAPP™ utilizes the sRGB colorspace for all artist images and rental equipment. We recommend that all ZAPP™ juries calibrate their monitors for an sRGB colorspace in order to accurately display artwork the way the artist intended.</p> <p>If your event is NOT using ZAPP™ equipment please use the resources provided here to calibrate your equipment. Many variables—such as ambient light, throw distance, and hardware limitations—are directly related to calibration and can cause fluctuations from monitor to monitor. Please refer to our resources below to standardize your equipment. The ZAPP™ Team cannot guarantee perfect calibration due to outside variables that are beyond our control.</p> <p><u>Basic Calibration</u> Calibrating a Mac Apple offers built-in calibration tools as part of the Mac OS operating system. To calibrate your Mac, open your system preferences and click on "Displays." There are two menu buttons visible: Display and Color. Click "Display." Set colors to "millions." Next, click "Color." Then click "Calibrate." You should now see the Apple</p>

Display Calibration Assistant. Select "Expert Mode." Follow the instructions on the screen for several steps. When you get to the screen showing settings for gamma, set the target gamma to 2.2. On the next screen, set target white point to "D65" or 6500 °K. Continue to follow steps for calibration. At the end of the calibration process, you will be asked to give your calibration setting a name. You may wish to use "ZAPP calibration" or a similar naming convention. The next screen will display your calibrated color profile. Click "Done." Repeat the calibration process for each mac computer that will be used for the jury. When you return to System Preferences and select "Display" and then "Color," your newly created color profile will now appear as an option to select.

Calibrating a PC

Download Calibrize, a free calibration software, to calibrate your monitor if you are using a Windows PC. <http://www.calibrize.com/>

Intermediate Calibration

Basic calibration can provide close-to standards across all of your equipment. Purchasing specialized software used in conjunction with a colorimeter (a device that reads the actual color values produced by your monitor) or color card can provide accurate color accuracy for your jury. Some calibration systems worth looking into are ColorVision Spyder2, the ColorVision Color Plus, Monaco Systems MonacoOPTIX, and Gretag Macbeth Eye-One Display.

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Creating Juror Profiles

Each juror needs her or his own administrative account to access the event's scorecard.

Action	Description
Access Active Juror List	Go to the Events tab, then to the Jurors link. This opens a list of all ACTIVE jurors already in the system.
Add a New Juror	Click ADD NEW to create a juror profile. The ZAPP™ Juror Editor loads:
<div style="background-color: #4b618c; color: white; padding: 10px;"> <p style="margin: 0;">ZAPP Juror Editor</p> <p style="margin: 5px 0 0 20px;">Use this form to edit a ZAPP User contact information and status.</p> <p style="margin: 10px 0 0 20px;">Add New Juror</p> <div style="margin: 10px 0 0 20px;"> <p>Status <input type="text" value="Active"/></p> <p>User Name <input type="text" value="Juror12"/></p> <p>First Name <input type="text" value="Elena"/></p> <p>Last Name <input type="text" value="Orszulak"/></p> <p>Password <input type="text" value="jyt565"/></p> <p>Email <input type="text" value="eorszulak@msn.com"/></p> <p>Phone <input type="text" value="222-222-2222"/></p> <p>Entered Last Login</p> <p>Updated By on</p> <p>Admin</p> <p>Page Views</p> <p style="text-align: right;"><input type="button" value="Add"/></p> </div> </div>	
Activate Juror	From the Status menu choose ACTIVE. This gives the juror access to the ZAPP™ system.
Fill in Juror Information	Fill in the contact information. All fields except "phone" are required.
Select Juror Username and Password	Create a username and password for the juror. At the jury, you will provide the jurors their passwords and usernames to enable them to access the scorecard, so be sure to record them.
Administrative Record	All juror profiles will record when the profile was entered, when it was last updated, and by whom.
Click ADD	Save the new juror to the ZAPP™ system. You can now assign this juror to any of your events. Jurors can be assigned to multiple events at a time.
Give Juror Access to Scorecard	When you save a juror profile, a "Jury Access" label appears at the top of the form, with checkboxes for each event you have created. Check the box next to an event to allow the juror access to the scorecard:

Jury Access <input checked="" type="checkbox"/> demo123 <input type="checkbox"/> ZAPP Demo Show 2008	
Click EDIT to Finish Juror Activation	Click EDIT at the bottom of the form to activate the juror. Do not uncheck the Jury Access checkbox after the jury, or you will not be able to retrieve the juror's scores.
Return to Juror List	Click the Click to return to Users link at the top of the saved juror profile form.
Edit Juror Profiles	From the main Jurors list (under the Events tab and Jurors link), click EDIT in the row of the juror whose profile you want to edit. When you are done, click EDIT to save your changes. You cannot delete a juror profile, but you can disable it so the juror can no longer be assigned to events.
View Inactive Juror List	From the main Jurors list, click the Show Disabled link in the bottom right corner. A list of inactive jurors will be displayed. To return to the list of active jurors, click the Hide Disabled link.
Contact Jurors	The main Jurors list displays jurors' phone numbers and email addresses. Click an address to email a juror from your default email account.
View Jurors Assigned to Event	Click on the Jury tab, then the Administration link. Click a name in the list of jurors on the right side of the page to view or edit her or his profile. This list will help you keep track of how many applications each juror has scored in each round of the jury.

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Staff and Volunteer Roles

Please review the roles below to make sure your jury will be properly staffed. ZAPP™ management recommends that you have the following people present at the jury:

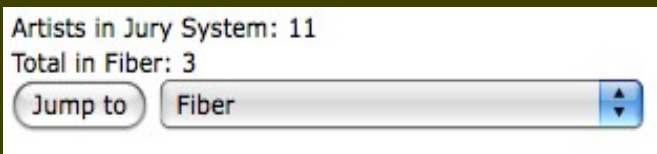
Role	Description
1 Primary Administrator	This person directs the jury process. (See detailed description below .)
1 Tech Support Staff Member	This person guides the use of technological equipment and assists with technological difficulties.
1 Helper	This person may serve as administrative assistant, coordinator of the jurors, reader of artist statements, etc.

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Jury Panel

What does the Administrator do?

The administrator monitors the progress of the jury and ensures that the jurors' scores are recorded by the system. The administrator should follow these instructions during the jury:

Action	Description
Log in	Log into the administrative site using your admin username and password.
Access Jury Administration Page	Click on the Jury tab, then the Administration link.
Select Scoring Category	The administrator selects the category that the jurors will score. Instruct your jurors to follow this process: Scroll down until you see the drop-down menu that lists medium categories. (The menu appears below a title that includes your event name and the number of artists being juried, and directly above the table summarizing each application.) Select a category from the pull down menu, then click JUMP TO:
	
	Repeat this process for each medium category.
Write in Jury Admin Comments	Use the link below each artists' first image thumbnail to make jury administration comments. These comments are for your internal use only and are not visible.
Announce Score Saves	After each medium category has been scored, instruct the jurors to save their scores.
Confirm Scoring	At the upper right of the Jury Administration page (click the Jury tab, then the Administration link) is a list of the active jurors in your jury. The number ext to each name indicates how many applicants each juror has scored. Make sure every juror has assigned a score for each applicant. If someone misses a score, it is your job to direct them back to the proper applicant so they can enter a score. (For further direction, see Juror FAQs, below .)
Monitor Jury Process	Continue this process until the jury has scored all applicants.
Downloading Scores	To export the jury scores in an Excel spreadsheet, scroll to the bottom of Jury Administration page and use the drop-down menu to choose which medium categories to include in the report—you can choose one category or all categories at once. Click DOWNLOAD SCORES.
Switching to the next Round	Using the spreadsheet you downloaded, determine the score threshold and the number of artists you want to invite, not invite, and waitlist for your event. Once you have determine your score threshold, you will use the

[Invite Artists](#), [Remove Artists](#), and [Waitlist Artists](#) tools, described below. (Click links for more information.)


NOTE: Once you advance to the next round, this download is not available and you cannot retrieve old scores from this view.

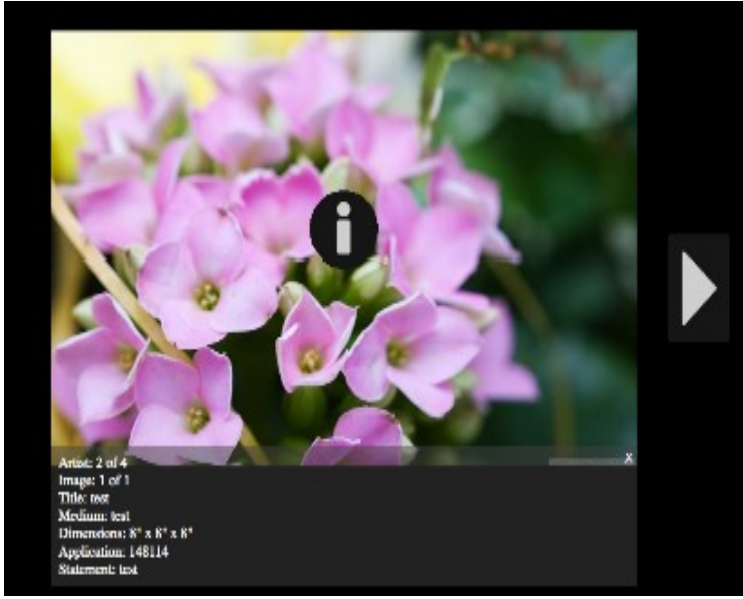
Once you have invited and removed your artists, switch the trigger in your ZAPP™ Admin Jury Tab titled "Current Round" to "2," and click "Save Jury Settings". Tell your jurors they are now scoring the second round of artists.

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What do the Jurors see and do?

Each juror uses a computer with Internet access to score projected images of each applicant's work. Each juror should follow the instructions below. You may wish to give jurors these instructions before the jury.


Action	Description																																								
Setup																																									
Access ZAPP™ site and log in	Go to the URL http://admin.ZAPApplication.org/admin . Log in with the username and password the event administrators gave you.																																								
Access Jury Page	Click the Jury tab, then the Jury link. The event will appear in the drop-down menu. Click GO. The main Jury administrative page will appear:																																								
Page Elements:	 <p>The screenshot shows the 'ZAPP Event Jury' interface. At the top, there are 'LOGOUT' and 'JURY' buttons. Below them is a 'Jury ' breadcrumb. The main heading is 'ZAPP Event Jury' with a 'Switch Event' dropdown set to 'demo artshow 2008' and a 'Go' button. Below this, it says 'demo artshow 2008 Jurying Round 1 by Judge One'. A message states 'You have scored 2 of 7 demo artshow 2008 Artists in round 1.' There are three buttons: 'Select Category:' (dropdown set to 'All Categories'), 'Review Images', 'Score!', and 'Score Remaining Artists'. A table lists artists with columns for ID#, Name, Discipline, Your Score, and Action. The table shows 7 rows of data. At the bottom, there is a 'Page 1' indicator and a 'show 20 change' button.</p> <table border="1"> <thead> <tr> <th>ID#</th> <th>Name</th> <th>Discipline</th> <th>Your Score</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>106510</td> <td></td> <td>Apparel</td> <td>Two</td> <td>Review</td> </tr> <tr> <td>148114</td> <td></td> <td>Apparel</td> <td></td> <td>SCORE</td> </tr> <tr> <td>148100</td> <td></td> <td>Balloon Art</td> <td></td> <td>SCORE</td> </tr> <tr> <td>121545</td> <td></td> <td>mixed media 3-D</td> <td></td> <td>SCORE</td> </tr> <tr> <td>121398</td> <td></td> <td>Painting</td> <td>Seven</td> <td>Review</td> </tr> <tr> <td>123114</td> <td></td> <td>Painting</td> <td></td> <td>SCORE</td> </tr> <tr> <td>106574</td> <td></td> <td>photography</td> <td></td> <td>SCORE</td> </tr> </tbody> </table>	ID#	Name	Discipline	Your Score	Action	106510		Apparel	Two	Review	148114		Apparel		SCORE	148100		Balloon Art		SCORE	121545		mixed media 3-D		SCORE	121398		Painting	Seven	Review	123114		Painting		SCORE	106574		photography		SCORE
ID#	Name	Discipline	Your Score	Action																																					
106510		Apparel	Two	Review																																					
148114		Apparel		SCORE																																					
148100		Balloon Art		SCORE																																					
121545		mixed media 3-D		SCORE																																					
121398		Painting	Seven	Review																																					
123114		Painting		SCORE																																					
106574		photography		SCORE																																					
	<ul style="list-style-type: none"> ◆ Event name, round number, and juror's name ◆ Notification of how many applications the juror has scored in the current round ◆ Drop-down menu of medium categories ◆ Review Images button where your jurors can preview the artists' images without access to a scorecard. ◆ Score button ◆ Score Remaining Artists button to score any missed artists in a given category (select the medium, then click the score remaining artists button). ◆ A table summarizing each application. For each artist it includes the application ID#, the artist's name (if the event chooses to display names), the artist's discipline, and jury scores. ◆ *Note the Review and Score links: "Review" indicates that an artist has been scored but allows you to review the artist's application; "Score" indicates that the artist needs to be assigned a score. ◆ Number indicating which page of applicants the juror is currently viewing, and links to the next and previous pages. ◆ Drop-down menu allowing you to choose how many artists you want to view in the table at one time. 																																								

Scoring	
Select Category	In the drop-down media menu, choose the category you want to score and click JUMP TO. The Administrator will tell you which category to select.
Access Score Sheet	The score sheet for the medium you have selected opens, displaying the first image for the first artist. In the center of the page, you will see the event name, the medium category, the display order of the image, and the title, price, and dimensions of the piece.
Review Artwork Images	<p>Click "Next Image" on the right side of the window to advance through the images for that artist. After the last image, the "Next Image" link will be replaced with a "Score this Artist Now" link. Click this link to proceed to the scorecard.</p> 
Assign Score	Click the score you wish to assign and add comments if you are instructed to do so. To review an image, click on its thumbnail.


ID#: 106574
Statement: /b&W handpainted photos: Historical & current images.
Discipline: photography
Score: ● Seven ● Six ● Five ● Four ● Three ● Two ● One
Comments:



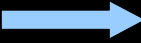
Camp on Williams Fork
40" x 32" x 0"



Wagon Wheel
14" x 11" x 1"



booth 1 Booth


SAVE THIS SCORE
[Review Artist Images](#)

Save Scores	Click the SAVE THIS SCORE button at the bottom center of the page to continue to the next artist. Click SAVE THIS SCORE every time you score an application.
Switch Category	When you have scored all artists in a medium category, you will see a screen that reads "There are no more artists left to score in this category. Click here to close this window and return to your juror administration page." Click the link. Choose the next category that the administrator instructs you to jury.
Fix Missed Scores	If you fail to submit a score for any of the applicants, when you return to the main administrative jury page at the end of the category, the far-right Action column will read " Score Remaining Artists. " This link returns you to the scorecards for any missed artists. When you finish scoring, click SAVE THIS SCORE and return to the administrative jury page.
Switching to Round 2	Your jury administrator will make the necessary cuts to the first round artists and announce that you are beginning the second round. Please score these artists as instructed by your jury administrator.

The following **FAQs** may help you in using the online jury system:

Question	Answer
Q. What do I do if the administrator tells me that I missed scoring an artist?	A. Return to your main Jury Page (steps 1 and 2, above). Select the medium category of the artist you need to score and click the " Score Remaining Artists " button. This will return you to the scorecard for the missed artist.
Q. What if I select the wrong medium category to score?	A. If you need to return to your main Jury page at any time please click the Close and Review Scoring link at the bottom of an image page or scorecard.
Q. What if the images look strange, small, or fuzzy compared to other artists' images?	A. The artists who apply to your event are responsible for digitizing and modifying their images. The images you will review are usually correctly modified to ZAPP™ specifications, as artists are provided with detailed instructions regarding formatting. However, you may occasionally view images that:




- ◆ Do not have black borders (borders are white or colored)
- ◆ Are very small within a large black square
- ◆ The artist has assigned to the wrong media category
- ◆ Are blurry

These images are not the result of the ZAPP™ system, and they have been provided as they appear by the artists.

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Managing the Jury Scores

The system will automatically calculate the jurors' scores. Download these scores in an Excel spreadsheet to review the scores and determine which artists you will invite to the event, not invite, and put on a waitlist.

Action	Description														
<p>Access juried applications</p>	<p>Click on the Jury tab, then the Administration link. Scroll down to the green and white table displaying the juried artists' scorecard summaries:</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>ZAPP Demo Show 2008. Artists in jury system 1</p> <p>Ceramics Jump to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID#</th> <th>Name / Status</th> <th>Statement</th> <th>Discipline</th> <th>Average Score</th> <th>Scoring - Comments</th> <th>Administrative Comments</th> </tr> </thead> <tbody> <tr> <td>207594</td> <td>  Turner, Lara Received Jury Comments </td> <td>they are so pretty</td> <td>Ceramics</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	ID#	Name / Status	Statement	Discipline	Average Score	Scoring - Comments	Administrative Comments	207594	 Turner, Lara Received Jury Comments	they are so pretty	Ceramics			
ID#	Name / Status	Statement	Discipline	Average Score	Scoring - Comments	Administrative Comments									
207594	 Turner, Lara Received Jury Comments	they are so pretty	Ceramics												
<p>Review Scorecards</p>	<p>The scorecards display the following elements:</p> <ul style="list-style-type: none"> ♦ The Application ID# link opens the full artist application including the artist's statement, image descriptions, etc. ♦ Thumbnail of the artist's first image ♦ Artist's name ♦ Artist's status: You can change an applicant's status here. Select the new status from the drop-down menu in the "Name / Status" column and click UPDATE at the bottom of the page. ♦ Jury Comments: Add your comments as an administrator under the Name/Status column. The comments are posted under the Administrative Comments column. Comments and scores are not displayed to artists. ♦ Artist Statement ♦ Discipline ♦ Average Score, calculated by ZAPP™ from the submitted juror scores. ♦ Scoring - Comments column, which lists the score given by each juror and any comments they made. 														
<p>Create Excel Score Report</p>	<p>To export the jury scores in an Excel spreadsheet, scroll to the bottom of Jury Administration page. Use the drop-down category menu to choose which medium categories to include in the report—you can choose one category or all categories at once. Click DOWNLOAD SCORES.</p>														

Reports

Fiber Download Scores

	The scores and score information will open in an Excel spreadsheet.
Save spreadsheet	Save the score spreadsheet to your computer. Use it to sort and count applicants and their scores.
Determine Artist Outcomes	Using the spreadsheet you downloaded, determine the score threshold or the number of artists you want to invite, not invite, and waitlist for your event. Once you determine your score threshold, use the Invite Artists , Remove Artists , and Waitlist Artists tools, described below. (Click links to see further information.)

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Remove Artists

This tool allows you to select artists who scored poorly and move them to the "Not Invited" status as a group.

Action	Description
Access juried applications	Click on the Jury tab, then the Administration link. Scroll down to the green and white table displaying the juried artists' scorecard summaries.
Find the Artist Action buttons	Scroll down the page and click the "Remove Artists" button.

Step 2: Remove Artists and Advance Rounds

Click on Remove Artists below to remove artists from the current jury pool and move them into "Not Invited" status.

[Remove Artists](#)

Click REMOVE ARTISTS button

The ZAPP™ Jury Functions page will load, and will display the Artist Remove table:

<input type="checkbox"/>	Discipline name	Juried Artists	Average Score	Remove Threshold	To Be Removed
<input type="checkbox"/>	Apparel	0	0.00	<input type="text"/>	
<input type="checkbox"/>	Balloon Art	0	0.00	<input type="text"/>	
<input type="checkbox"/>	Ceramics	1	1.18	1.1818	
<input type="checkbox"/>	Fiber	2	1.33	1.3333	1
<input type="checkbox"/>	Glass	1	2.00	2.0000	
<input type="checkbox"/>	Jewelry	2	2.00	2.0000	1
<input type="checkbox"/>	Metallic	2	2.00	2.0000	
<input type="checkbox"/>	mixed media	4	2.50	2.5000	2
<input type="checkbox"/>	mixed media 3-D	0	0.00	<input type="text"/>	
<input type="checkbox"/>	Painting	0	0.00	<input type="text"/>	
<input type="checkbox"/>	photography	0	0.00	<input type="text"/>	
<input type="checkbox"/>	Sculpture	1	2.00	2.0000	

[Update Thresholds](#) [Preview](#)

View Artist Remove table

The table, which is divided up by medium categories, includes the following elements:

- ♦ **Discipline name** (medium category)
- ♦ **Juried Artists** (the number of applications scored for each category)
- ♦ **Average Score** (calculated from all the jurors' scores)
- ♦ **Remove Threshold** (you can enter a score threshold here)
- ♦ **To be Removed** (shows the number of applicants who are below the score threshold and will be set to the "Not Invited" status)

Select Medium

Use the checkboxes at the far left to select the medium

	or media categories from which you want to remove applications.
Enter Threshold Number	Enter the average score that applicants must have received in order to remain in the applicant pool. Applications with scores below this number will be switched from the "Received" status to "Not Invited." If your jury has rounds, these artists will not appear in the next scoring round. Example: If you want to remove all applicants who received a 4.68 and below, enter 4.69.
Click UPDATE THRESHOLDS	The "To Be Removed" column will display the new number of applications that will be set to the "Not Invited" status based on the threshold you set.
Click PREVIEW	You can preview all removed applicants. You can manually change an applicant's status from "Not Invited" back to "Received" to move the applicant back into the jury pool, or change it directly to "Invited."
Click CHANGE STATUSES	All applications that have a status of "Not Invited" in the preview will be moved to the "Not Invited" status. Remember that if the Hide Application Status setting on the Events Management page is set to ACTIVE, the artists will continue to see their application status as "Jury in Progress."
Keep Track of Removed Artists	Click on the Events tab, then the Management link, then the number to the right of the "Not Invited" status in the Applications by Status box. Click the DOWNLOAD CONTACTS button at the bottom of the page to download a spreadsheet of the "Not Invited" artists and to keep a record of the applicants removed during each round.
Repeat steps for each medium	

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Invite Artists

Invite high-scoring artists to participate in your event by moving them to the "Invited" status as a group. Invitations should only be issued after artists have been removed from the Jury pool.

Action	Description
Access juried applications	Click on the Jury tab, then the Administration link. Scroll down to the green and white table displaying the juried artists' scorecard summaries.
Find the Artist Action buttons	Scroll down the page. Read the instructions then proceed and click the "Invite Artists" button.

Step 3: Finalize Jury Selection

Click on Invite Artists button below to move the remaining artists into the "Invited" status. Only perform this step after Step 2 has been completed.

Suggested Additional Administrator Actions:

- Send an email notification out to "Not Invited" and "Invited" artists informing them of the jury decisions.
- Set Jury Status to "Complete", from the drop-down menu above.
- Set Hide Jury Results to Artists to "No" from the drop-down menu above.

Invite Artists

Click INVITE ARTISTS button

The ZAPP™ Jury Functions page will load and display the Artist Invite table:

<input type="checkbox"/>	Discipline name	Juried Artists	Average Score	Invite Threshold	To Be Invited
<input type="checkbox"/>	Apparel	0	0.00	0.00	
<input type="checkbox"/>	Balloon Art	0	0.00	0.00	
<input type="checkbox"/>	Ceramics	1	1.18	0.00	1
<input type="checkbox"/>	Fiber	2	1.33	0.00	2
<input type="checkbox"/>	Glass	1	2.00	0.00	1
<input type="checkbox"/>	Jewelry	2	2.00	0.00	2
<input type="checkbox"/>	Metallic	2	2.00	0.00	2
<input type="checkbox"/>	mixed media	4	2.50	0.00	4
<input type="checkbox"/>	mixed media 3-D	0	0.00	0.00	
<input type="checkbox"/>	Painting	0	0.00	0.00	
<input type="checkbox"/>	photography	0	0.00	0.00	
<input type="checkbox"/>	Sculpture	1	2.00	0.00	1

Update Thresholds Preview

View Artist Invite table

The table, which is divided up by medium categories, includes the following elements:

- ♦ **Discipline name** (medium category)
- ♦ **Juried Artists** (the number of applications scored for each category)

	<ul style="list-style-type: none"> ♦ Average Score (calculated by ZAPP™ from all the jurors' scores) ♦ Invite Threshold (you can enter a score threshold here) ♦ To be Invited (shows the number of applicants above the score threshold, who will be set to the "Invited" status)
Select Medium	Use the checkboxes at the far left to select the medium or media categories from which you want to invite applications.
Enter Threshold Number	Enter the average score which applicants must have scored above in order to be invited to participate in the event. Applications with scores above this number will be switched from the "Received" status to "Invited." <u>Example:</u> If you want to invite all applicants who received a 4.72 and above, enter 4.71 as the threshold. Be sure to enter a threshold one digit below the lowest score you want to invite to the event.
Click UPDATE THRESHOLDS	The "To Be Invited" column will display the new number of applications that will be set to the "Invited" status based on the threshold you set.
Click PREVIEW	Preview all invited applicants. If you decide an applicant should <i>not</i> be invited, change her or his status from "Invited" back to "Received."
Click CHANGE STATUSES	All applications which had a status of "Invited" in the preview will be moved to the "Invited" status. Remember that if the Hide Application Status setting on the Events Management page is set to YES, the artists will continue to see their application status as "Jury in Progress."
Repeat steps for each medium	

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Waitlist Artists

Once you have invited and removed artists, some applications will remain in the "Received" status. These applicants scored between your thresholds. To review them and assign them the "Waitlist" status, please do the following.

Action	Description
Access Remaining Applications	Click on the Events tab, then the Management link. Click on the number to the right of the "Received" status in the Applications by Status box.
Change Individual Artist Statuses	You can manually move these applications into "Invited" or "Not Invited" statuses. Change the status in the drop down menu for each artist, then click UPDATE ALL at the bottom of the page.
Waitlist all Artists	If the remaining applications are all to be waitlisted, scroll to the bottom of the page and select "Wait List" in the drop-down menu. Click CHANGE.
Prioritize Waitlist Artists	Return to the Event Management page and click the number to the right of the "Wait List" status in the Applications by Status box. In the Artists Listed table, each application will now has a Waitlist Number field:

1 demo123 Artists Listed

ID#	Flag	Received	Status	Last Name	First Name	Username	City	State	Waitlist Num	Booth Num
12558	<input type="checkbox"/>		<div style="border: 1px solid gray; padding: 2px;">Wait List</div> <small>comments: add comment</small>	coordinator	coordinator	coordinator	Atlanta	GA		

	Enter the order in which you will call the artist in the "Waitlist Num" field. Click UPDATE ALL to save your changes.
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Wrap-up Following Jury Panel

Notify the Artists

When you have moved applications to the "Invited," "Not Invited," and "Waitlist" statuses, you are ready to complete the jury and notify the artists of the results.

Action	Description
Change Settings to End Jury and Display Scores	
Set Jury Status to "Complete"	Click on the Jury tab, then the Administration link. In the Jury Settings section, set the "Current Jury Status" drop-down menu to "Complete" and click SAVE JURY SETTINGS.
Show Artists Their New Application Statuses	Click on the Jury tab, then the Administration link. Scroll down to the question reading "Hide Jury Results to Artists?" and set the drop-down menu to "NO." Click SAVE JURY SETTINGS to allow artists to see the jury results on ZAPP™.
Notify Not Invited Artists	
Access Event Communication Page	Click on the Events tab, then the Communication link. Choose the "Not Invited" status and click SELECT.
Compose Email	Send "Not Invited" artists a notification that they have not been selected by the jury.
Explain Status to Artists	When an artist's application status is "Not Invited," the artist can be given permission by you to archive the application (see explanation below). Archiving removes the application from the active My ZAPApplication™ table and releases the artist's images in his/her image bank. You will retain copies of these archived images in your administrative view of the site.
Archiving Applications	Instruct your "Not Invited" artists on how to archive their application to your event: <ol style="list-style-type: none"> 1. Go to http://www.zapplication.org and log into your ZAPP™ account. View your My ZAPApplication™ page. 2. For your application to this event, you will have the option to archive. Click the link and follow the directions. 3. Archived applications will move to the "View Archives" section found beneath the table on the My ZAPApplications™ page. 4. Archiving releases images in your image bank for you to modify or delete as long as they are not actively being used in other applications. <p>Remember: You need to give artists permission to archive—see detailed instructions below.</p>
Notify Waitlisted Artists	
Access Event Communication Page	Click on the Events tab, then the Communication link. Choose the "Wait List" status and click SELECT. Compose an email containing the information below.
Explain Status to Artists	Send waitlisted artists notification of their application status. These artists will be chosen if a space becomes

	available.
Inviting Waitlisted Artists to Event	If you select a waitlisted artist to participate in the event, notify the artist that her or his application status has changed from "Wait List" to "Invited." Then proceed with the directions for invited artists below.
Notify Invited Artists	
Access Event Communication Page	Click on the Events tab, then the Communication link. Choose the "Invited" status and click SELECT. Compose an email containing the information below.
Instruct Artists to Accept or Decline	In the email body, tell invited artists how to accept or decline your invitation: <ol style="list-style-type: none"> 1. Go to http://www.ZAPApplication.org and log into your ZAPP™ account. 2. Click the "My ZAPApplication" button on the left-hand menu bar. 3. Look at the "Current Show Applications" table in the Options column and click the "ACCEPT or DECLINE" link. 4. Follow the instructions to accept or decline the invitation. 5. If you accept the invitation, your application status will be changed to "Accepted." If you decline, your application status will be changed to "Declined."
Instruct Artists to Purchase Booths	If your event sells booths as a product through ZAPP™, instruct artists to purchase their booths: <ol style="list-style-type: none"> 1. In your ZAPP™ account, go to the Checkout tab. 2. Select the booth you wish to purchase and any other applicable items. 3. You may pay by check or credit card. 4. When you purchase your booth, your application status will be "Confirmed." The event will assign you a booth [FILL IN IF ACCURATE: and your booth assignment will be posted on ZAPP™].
Update Products	If you choose to sell booths and other event items to invited artists through ZAPP™, enter the products into the Product Editor . You can choose the type of payments you want to receive, but keep in mind that if you accept credit cards, you will be charged a 2.95% merchant-service fee for each credit card transaction. If you do not plan to sell booths through ZAPP™, please tell your artists that you will send them information via mail.
Download Reports	To download a record of your scoring history and a list of artists' images click the buttons located at the very bottom of the page titled "View Scoring History" and "Image Retention Report for Round 1".

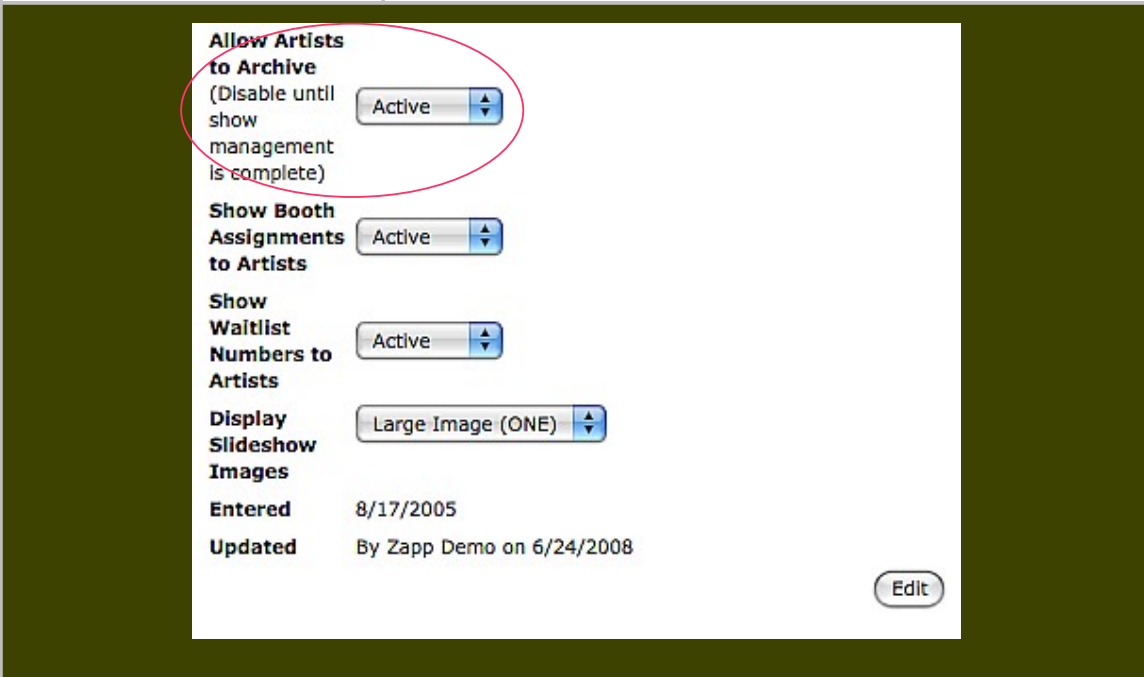
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Allow Artists to Archive

Congratulations on completing your event! Now that the event is over, artists need to be allowed to archive their applications.

When artists archive their applications, images used in the applications are uncommitted and can be altered or removed from their image banks. You still have access to the artists' information, applications, and images.

To allow artists to archive their applications, please log into the administrative side of ZAPP™ and follow these instructions:

Action	Description
Access the Event Editor	From the Events tab, go to the Event Editor by clicking EDIT in the center of the page. Scroll down to the "Allow Artists to Archive" drop-down menu located near the bottom on the left:
 A screenshot of the ZAPP administrative interface. The background is dark green. A white panel contains several settings. The first setting is 'Allow Artists to Archive' with a subtext '(Disable until show management is complete)'. Its dropdown menu is set to 'Active' and is circled in red. Below it are 'Show Booth Assignments to Artists' (Active), 'Show Waitlist Numbers to Artists' (Active), and 'Display Slideshow Images' (Large Image (ONE)). At the bottom of the panel, it shows 'Entered' as 8/17/2005 and 'Updated' as 'By Zapp Demo on 6/24/2008'. An 'Edit' button is in the bottom right corner of the panel.	
Activate Archiving for Artists	Set the "Allow Artists to Archive" menu to "Active." This allows artists with application statuses of "Invited," "Accepted," "Confirmed," and "Wait List" to archive their applications. Click EDIT to save your changes.

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CD of Images

Upon request, ZAPP™ provides you with a DVD/CD of all applicant images at the conclusion of your jury. You may use these images for marketing. Below are the instructions to select image(s) from the DVD/CD. Please contact ZAPP™ with a list of artist status' you'd like to be included in your DVD/CD (i.e., "Confirmed," "Accepted," all artists, etc.) and you will receive your disk in 10 business days or less.

Action	Description
Find your artist's images on the DVD/CD	
Match the category, artist ID, and image number to the images on the backup DVD	Go to http://admin.ZAPApplication.org/admin and log in with your admin username and password. Click on the status and media category your artist application is under. A table of artists opens. The first column of the table is the Artist ID. Find the artist and write down their artist ID number and medium category. Alternatively please contact the ZAPP™ team to request a DVD that includes each artists' last name for easy image retrieval.

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The Next ZAPP™ Cycle

After your event, please contact ZAPP™ so we can begin taking steps toward a renewal software agreement. Once the agreement is in place and received by ZAPP™, the team will enter your next event into the system. The past event will be archived. Once your new event is formatted, you can start preparing for the next season by following the instructions below.

Action	Description
Log in to the administrative site	Go to http://admin.ZAPApplication.org/admin and log in.
Finding new and old events	Under the Events tab, the "Switch Current Event" drop-down menu displays your new event. The past event populates the "Switch Archived Event" drop-down menu for you to review at any time.
SELECT the new event and Click GO	
Edit New Event	In the Events tab, click the Management link, then click EDIT. The new event displays the data for your past event. Update the information to reflect your new event.
Contact Information	Review and update the contact information if needed.
Descriptions and Legal Agreement	Edit the short description, description, and legal agreement to reflect the new event. Edit dates and times.
Update ALL Deadlines and Dates	Change the Accept Applications and Application Deadline dates to the same dates that were submitted to ZAPP™ in the agreement for the new event. Change the Invitation and Purchase Deadline dates and the event Start and End Dates. Change the jury Start and End Dates. These must be the same dates you reported to ZAPP™ in your license agreement.
Review Image Request	Review the total number of images you request from applicants.
Review Jury Selections	
Disallow Archiving	Set "Allow Artists to Archive" to DISABLED.
Click EDIT	This saves your changes.
Add Logo	Upload your new event logo.
Update Products	Create and edit your product lists and prices.
Create New Application	Create and edit your customized questions.
Update Media List	Review and edit your medium categories.

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