MTNA Division Chairs Guide to Acceptd

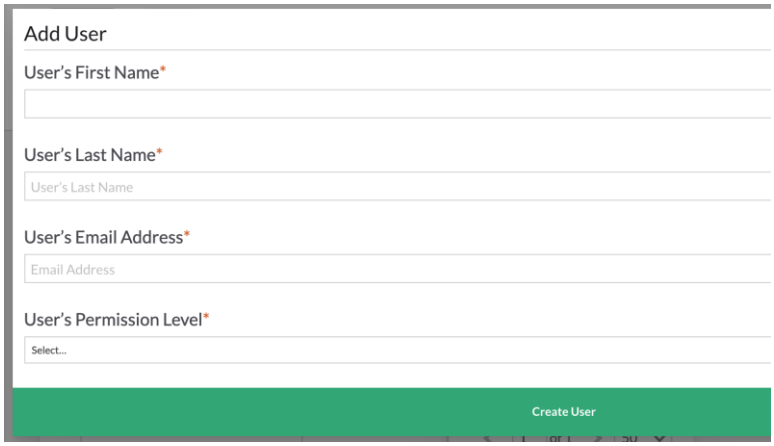
Logging In

You should have received a username and password from Acceptd via email. Please navigate to www.getacceptd.com and click **Log In** at the top right-hand corner of your screen. Enter your given username (email) and password. To change your password, click on the Headshot Icon in the top right corner, and then select **Edit Account Details** to create your own permanent password.

Adding Judges - Create and then Assign

1. Navigate to **Organization** and select **Users** from the dropdown menu.
2. Click the **Add +** button.
3. Enter the user's First Name, Last Name, and Email Address and select **Reviewer** as their permission level.
4. Click **Create User** to save and add your user.

*Note: when you add a new user, they will get an automatic email from Acceptd with login instructions.

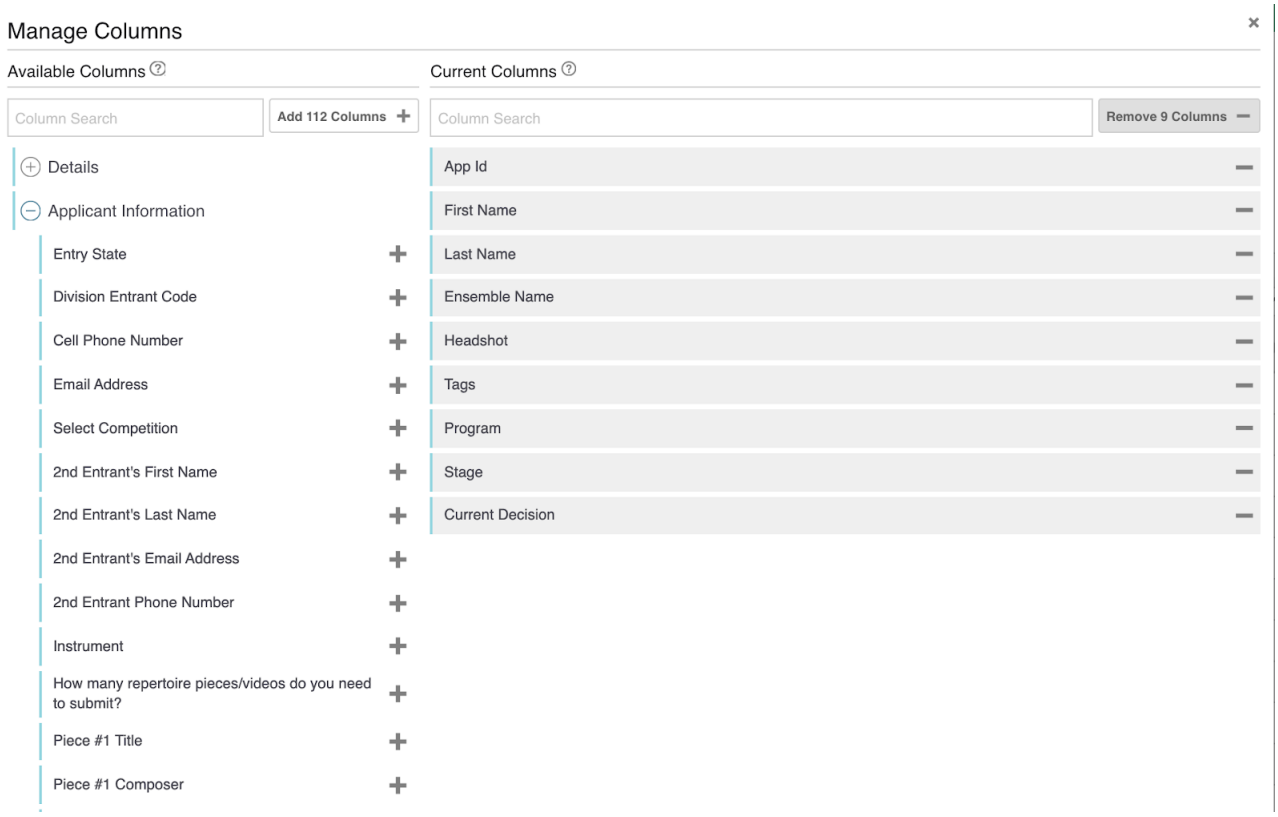


5. To assign your user, navigate to **Programs** and select **Reviewer Assignments** from the dropdown menu.
6. In the Reviewer Assignment editor that appears, select the **Assign** button in line with the program stage named **Division Round**.
7. Select the user that you just added by checking the box next to their name.
8. Click the **Save** button to save your assignment.

Managing Your Table

Navigate to the Submissions Table by clicking **Submissions** and selecting the **Submissions** from the dropdown menu. To add or remove columns of data from your table view, simply click the **Columns** button (four line icon) that appears at the top left of your table.

The columns that are currently viewable in your table will appear on the right. Available columns are on the left. To add columns from your available list, either click the '+' icon next to each column OR drag and drop columns from the left to the right. You can also drag and drop an entire category, such as **Application**, to your current columns. To remove columns, click the '-' icon next to each column that you would like to remove.

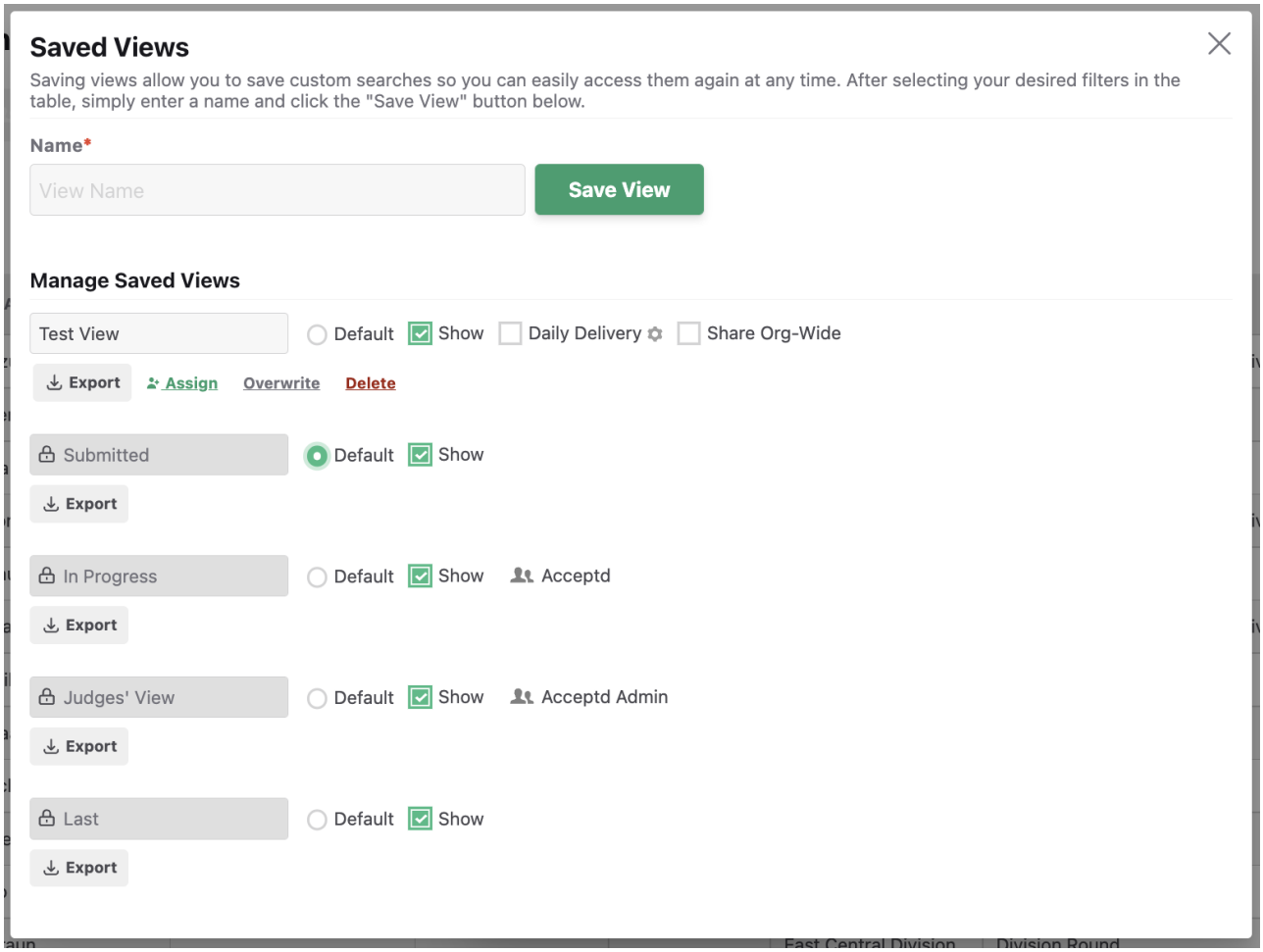


To return to your table, simply click outside of the **Manage Columns** window and your customized columns will appear.

Once you've edited your columns and/or filtered your applicants to your preference, click on **Edit Saved Views** to save your table view. Here you will type in what you want your custom view to be called and click **Save View +**. This will save your view as a button above your table.

To delete a view, go to **Edit Saved Views** and click **Delete** next to the view that you would like to delete.

If you need to update a view that you have previously saved, first make the necessary changes in your table and then click **Edit Saved Views** and select **Overwrite** next to the view that you would like to re-save.



Assigning Judges to Applications

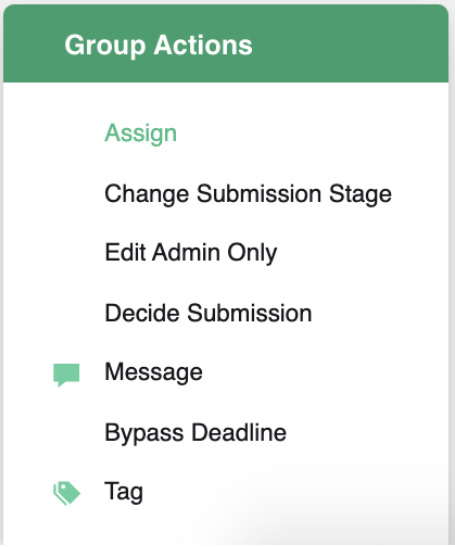
Begin by navigating to the **Assignments** view in your submissions table. This table view has a column to show which judges are assigned to which applications. When you begin, this column will be blank.

To manually assign multiple applications to one or more Reviewers, first filter your table so it only shows the applications that should be assigned. Do this by selecting the Entry State, Competition, and Instrument at the top of each column.

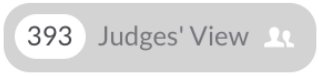
Next, check the box at the top of the checkbox column on the left side of the table and then click the green **Group Actions** tab that appears at the bottom of your screen. Then, select the **Assign**.

A new window will appear where you can select the Reviewer(s) and then click **Save Assignments**.

Your judges will receive one email regarding the applications that are now available for their review.



Judges' Table



All judges will have access to the **Judges' View** in the submissions table, which will allow them to easily track their progress and stay organized. Using this table view, they can also view Division, Competition, and Instrument.

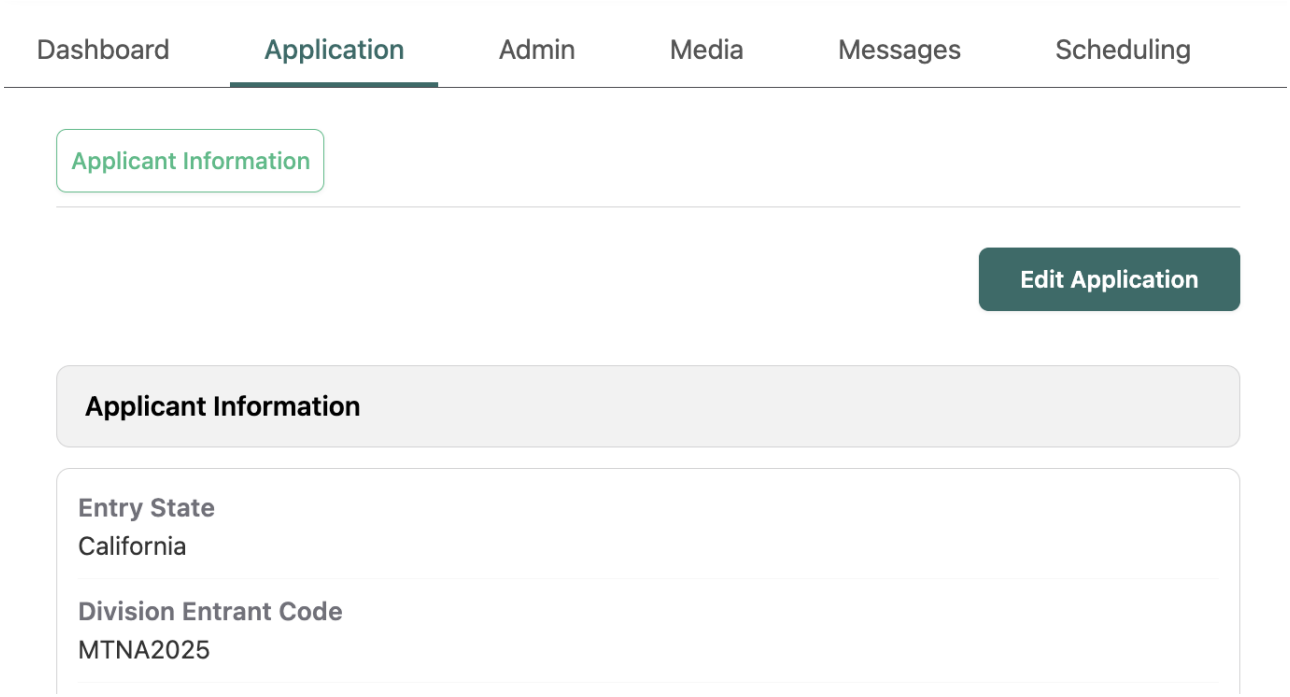
Downloading Submission Data



The first step is to customize your table by adding the columns that need to be included in the export (i.e. repertoire fields). When you are ready to download the table, click the **Export Table** button that appears at the top left of your table. Once it has finished processing, you will receive a link to download the CSV file.

Editing an Application

To edit an application, navigate to the **Application** tab when viewing an individual submission. Then, click **Edit Application**. You are now able to make any desired changes to the application. Be sure to scroll down and click **Save Changes** so that your edits are saved.



For any questions, please get in touch with competitions@mtna.org!