**Judges Helpful Tips Handout**

**BALLOT**:





Submit your completed ballot at the end of EACH contest to the Chief Judge **and** the ballot counters via email or text as instructed by the Chief Judge. **See the next page for tips on submitting your ballot.**

**SUBMITTING YOUR BALLOT**:

* If you use Outlook, you may copy the ballot, paste it into Outlook and email to the Chief Judge and ballot counters. OR
* If you use GMAIL, you will need to highlight the ballot, use CTRL C or Right Click and copy to copy the ballot:
	+ Open Powerpoint
	+ Open a blank presentation
	+ Paste the ballot using the PICTURE option for paste. This screens a screen shot.
	+ Select the image again from the PowerPoint and copy.
	+ Paste into your Gmail email to the Chief Judge and ballot counters. OR
* Alternately, you could use a screen snipping tool or take a photo of this portion of the ballot and email it to the Chief Judge and ballot counters.
* Please delete the email with your ballot after the contest concludes.

 

**HELPFUL ZOOM TIPS**:

* Zoom meeting help: <http://www.d6tm.org/wp-content/uploads/How-to-Zoom.docx>
* How to test your video: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
* How to test your audio: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

As a judge, you will want to use the SWAP ICON to use the SPEAKER VIEW in the upper right corner so you see the contestant in the big screen.

