

INSTRUCTIONS FOR REGISTERING AS A JUDGE FOR THE STATE VIRTUAL CALIFORNIA INVENTION CONVENTION – APRIL 25, 2020

VERY IMPORTANT!!! IF YOU HAVE ALREADY REGISTERED THIS YEAR AS A TEACHER, YOU HAVE TO MAKE A SMALL ADJUSTMENT WHEN REGISTERING AS A JUDGE. WHEN YOU ENTER YOUR NAME AND EMAIL, IT HAS TO BE DIFFERENT THAN YOUR FIRST REGISTRATION. So if you registered as Judy Smith jsmith@myschool.com – you could register with a different email account, or change your first name to Judith or even add a digit such as Judy1 Smith. The system goes into a loop if you try to register with the same name and email.

Completing this registration will give us the necessary information to place you with a group of students for the judging event, and to send you any additional information you might need prior to the event.

If, after filling out this registration, you have additional questions feel free to contact us at www.cainventionconvention.org/contact/

Notes:

- We are asking the all judges complete their application before April 13th.
- When your application is complete you will receive an email indicating you have successfully completed it.
- You **will not** be systematically prompted to return to your application to complete missing information. We may send periodic email reminders to applicants, however it is the applicant's responsibility to manage the completion of their own application. Applications still incomplete on April 20, 2020 will be considered ineligible for consideration.

1. CREATING YOUR ACCOUNT:

- a. Visit ca.zfairs.com.
- b. Select [Create Account] tab located in the upper left hand corner, then Select [JUDGE].
- c. Enter your name and email address. This will be the email address we will use if we need to contact you. Your first and last name become your username.
- d. Enter

You will now be on the “Judge’s Personal Information” screen.

2. ENTERING ADDITIONAL INFORMATION

Complete the personal information and press [Save & Continue].

3. JUDGE’S Personal Info continue

- a. If you have been a judge with us before, enter the years
- b. When you have completed this page, select [Next].

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4. GUIDELINES AND PERMISSIONS

a. You will need to check each of the boxes regarding guidelines on this page.

- You are over 16 years old
- You will need to have access to the internet to view videos and to post scores
- You will review the 6-8 videos assign to you prior to April 25th
- You will be available on April 25th to do short phone interviews
- You will post on your scores online by 4PM April 25th

Thank you for Registering as a Judge. You will be making a positive impact!!

Questions? Contact us at www.cainventionconvention.org/contact/