

Jury Walkthrough

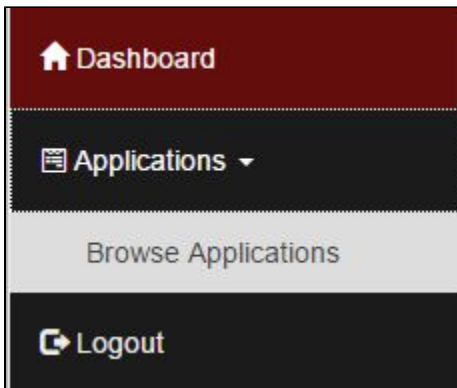


Contact Us

If you need assistance with the Medieval Fair site, please [contact us](#) at mis.medievalfair.org.

Find an application

1. **Log in** to your account at mis.medievalfair.org. You will find yourself on the Dashboard.
2. In the left sidebar, click **Applications** and then **Browse Applications**.



3. You can search for applications by several criteria using the simple search box in the upper right. Type into the box, then press **Enter** or click the magnifying glass icon.
4. If you need more specific search options, click **+ Advanced Search**. Type into the relevant fields and then click **Search**.
5. If a column title has **up and down arrows** on it, you can click that column title to **sort** the list you're seeing by that column.
6. To download application data in bulk, use the **report selector** form, which is between the page title and the simple search box. Choose the report that you want and then click the down-arrow icon.
7. Note that you will only be able to see applications of the types to which you have been assigned. You will also see whether or not you've already rated an application.

View and rate an application

1. Follow the instructions above to find the application you want.



2. In the **Actions** column, click the **View** button. This will take you to that application's details.
3. In the bottom right there will be a box that says **Rate This Application**.

Rate This Application

Rating:
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Comments:

Save

4. Choose your rating from the drop-down and enter any comments if applicable, then click **Save**.
5. You will not be taken to a new screen, but you should see a message that says "Rating updated". Accordingly, the application will now be marked with a green check mark instead of a red X on the Browse Applications list.



You can only rate applications that are in the *Submitted* status. If you do not see a Rate This Application box, the application is likely still incomplete.

Entertainment Jury Ratings Guidelines

Please rate each application and add any comments or questions you feel are relevant. Keep in mind that comments are subject to the Open Records Act and should be phrased appropriately. Please recuse yourself from rating any application on which there is a conflict of interest. Please keep the following in mind when rating them and considering them to perform at our Fair:

1. Is it University of Oklahoma-level 'Family Friendly'?
2. How well does it fit the theme of our Fair, 1360 Medieval England?
3. How strong is the audience appeal?
4. Bonus points if it's educational too!

Applicants were given the following prompt in the request for proposals:

The Medieval Fair is a *medieval* festival and not a renaissance festival. The flavor is as different as chocolate is to vanilla. The year is 1360 in Avalon England near Glastonbury Abbey and King Edward III has just signed a peace treaty with France. The Entertainment Jury is focused on selecting quality acts that best fit our theme as well as our mission statement "To ignite the spark of curiosity that leads to lifelong learning through educational entertainment." The Medieval Fair is a program of the University of Oklahoma Outreach. All performances and content should be appropriate for general audiences, i.e. Rated G.