

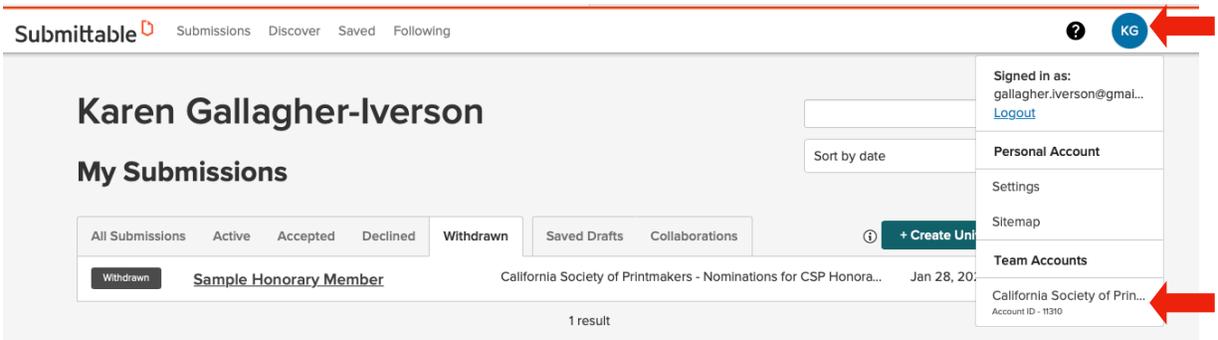
## Jurying Submissions in CSP Submittable.

Welcome to the Membership Portfolio Review Committee!

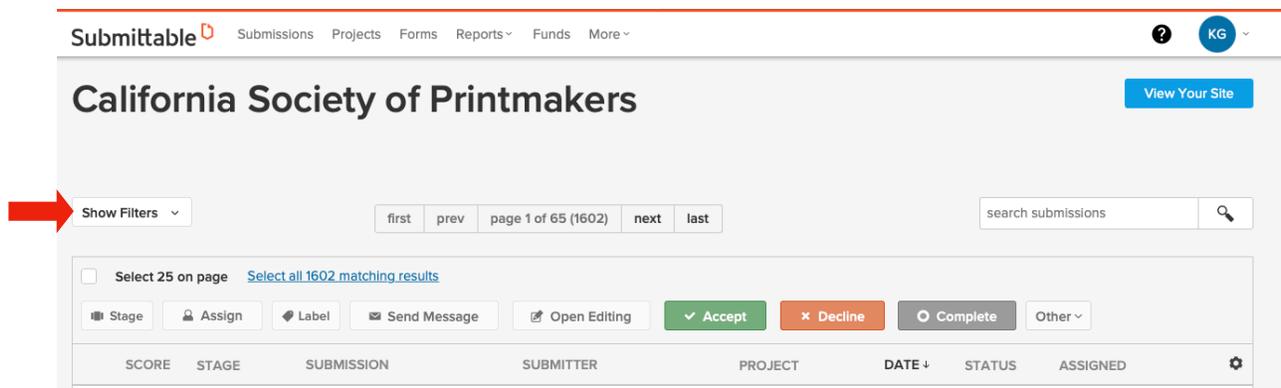
We use the platform **Submittable** for CSP Calls for Entries and Membership portfolio review. Occasionally Submittable puts out a system update and some aspects of the applications and submissions change. We try to keep current with changes, but please contact a fellow board member, Portfolio review Chair if there are issues.

First, you should have provided you interest in reviewing membership applications to the Portfolio Review Chair, and submitted the email address you use for Submittable.

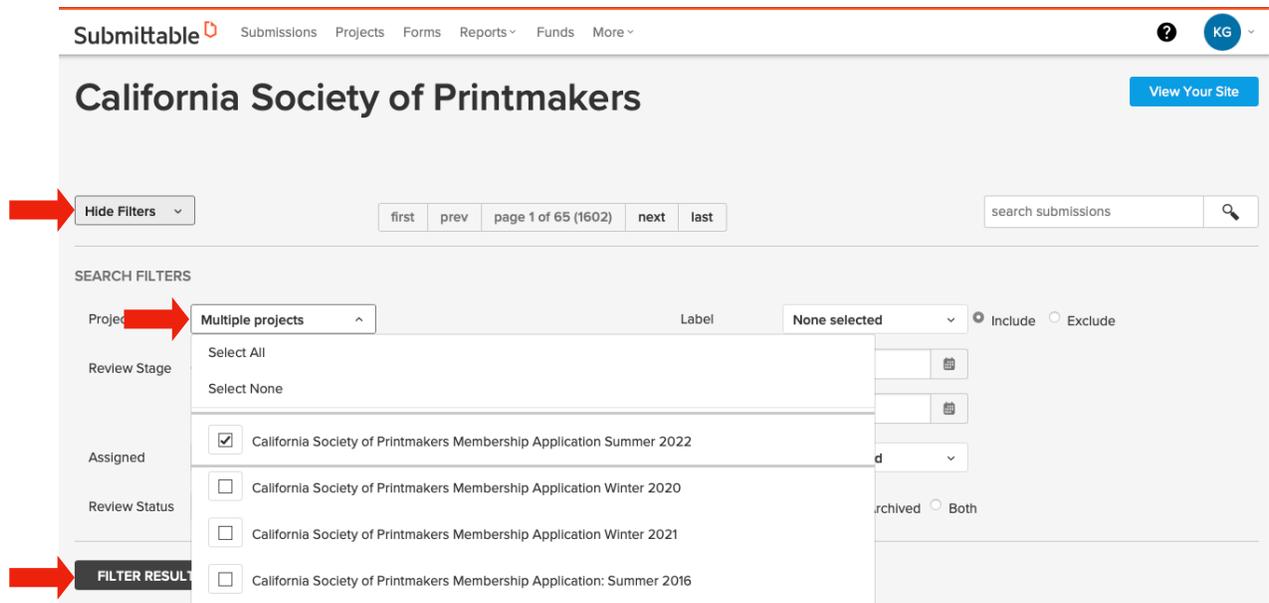
- Sign into **Submittable** using the email address you provided to the Communications Chair, Nanette Wylde. <https://www.submittable.com>
- You may be directed to your personal Submissions account. Click on your account avatar (shown here as KG).
- Under Team Accounts you should see California Society of Printmakers. If you do not, please contact Communications Chair and/or Portfolio Review Chair.



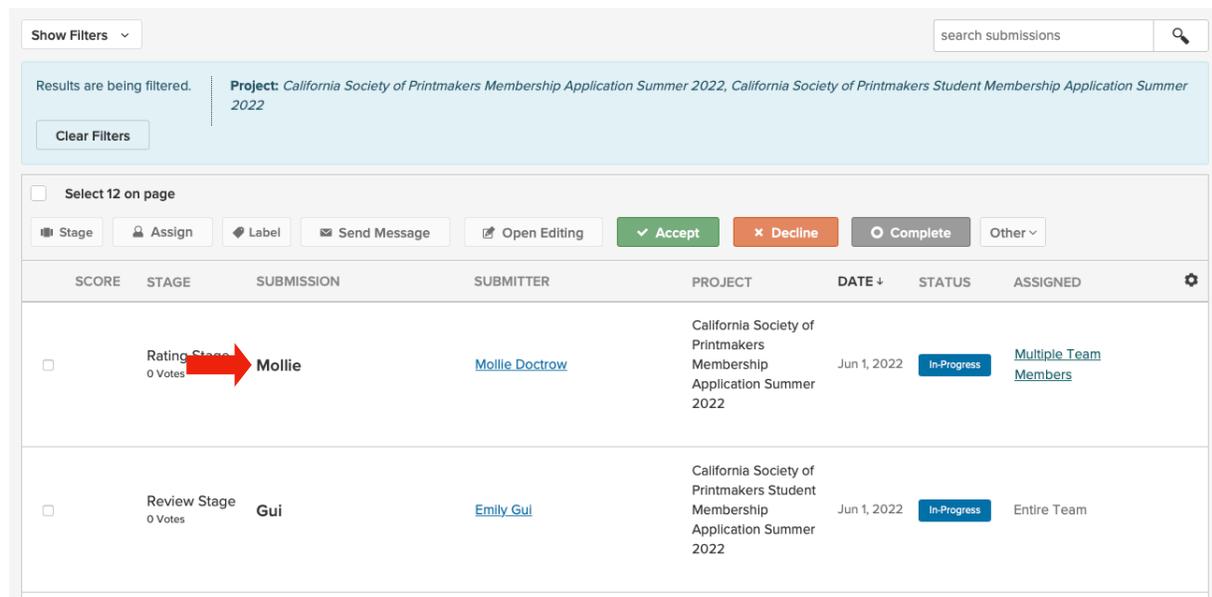
- Click the California Society of Printmakers team Account to be directed to a page of submissions entered to CSP opportunities.
- Click on Show Filters top select the applications you wish to view.



- You can select 1 or more projects. ie: Membership Application Summer 2022 AND Student Membership Application Summer 2022.
- Then click Filter Results.

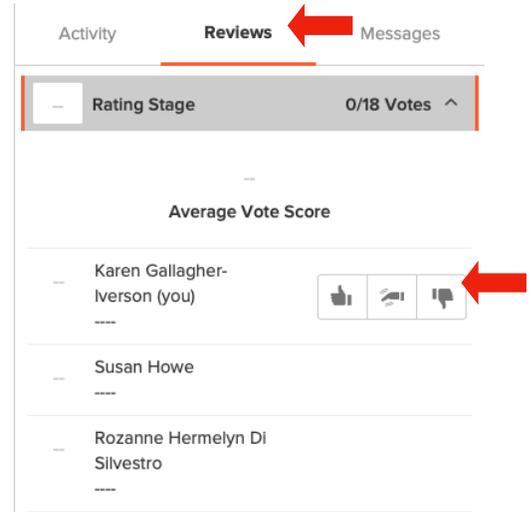


- This will show only the submissions for the project(s) you've selected.
- Click into each submission to view info + images.



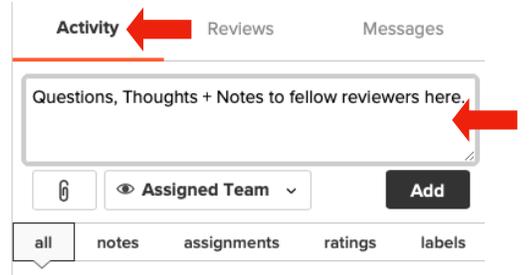
## VOTE

- To the right of the submission you will see a panel with the headings [Activity](#), [Reviews](#), [Messages](#).
- To cast your vote click [Reviews](#).
- Next you your name you will see a thumbs up, maybe and thumbs down icons.
- **Please cast a vote on each submission.**



## NOTE

- To communicate questions thoughts or notes to fellow reviewers click [Activity](#) and write your remarks.
- Note: **the entire team will see your notation.**



## MESSAGE

- Under the [Message](#) tab, you can send a message directly to the submitter. This is very rarely necessary, and is usually **reserved for the Portfolio Review Chair** to communicate with the applicant.

