Affiliate Partner Technology Training Schedule

Affiliate Partner Technology Training Sessions will last one hour and have corresponding video tutorials that are accessible through the Affiliate Resource Site. If you feel you only need a technology refresher, please watch the training videos and schedule office hours with Courtney if you would like to review specific questions.

Technology trainings are held through GoToMeeting, and can be joined using the following details:

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/787784573

You can also dial in using your phone.
United States: +1 (408) 650-3123 Access Code: 787-784-573

Please note that all times listed are in **Eastern Standard Time**

WELCOME AND WHAT'S NEW FOR ORS 2018

Date	Time
Tuesday, August 8	5:00 pm
Friday, August 11	1:00 pm

- Review of new Affiliate ORS account navigation
- Overview of administration section of ORS – Manage Accounts, Admin Forms, Regional Settings, Regional Coverage Map, Regional webpage
- Category updates and new awards overview

STUDENT AND EDUCATOR REGISTRATION

Date	Time
Wednesday, September 6	4:00 pm
Friday, September 8	1:00 pm
Tuesday, September 12	3:00 pm
Thursday, September 21	10:00 am

- Creating an account
- Student and educator account links and permissions
- Process for submitting individual and portfolio submissions
- Payment options and Submission Forms
- Dashboard work status notifications

SCANOTRON AND PREPERATIONS FOR JUDGING

Date	**Time**
Tuesday, September 26	5:00 pm
Wednesday, October 11	1:00 pm
Friday, October 27	3:00 pm
Tuesday, November 7	10:00 am

- Checking in submission forms and fees
- Explanation of work statuses and override function
- Scanotron status summary
- Review of Dashboard Work Status Notifications

FOCUS ON DAJ ART JUDGING

Date	**Time**
Tuesday, November 21	3:00 pm
Wednesday, December 6	10:00 am
Thursday, December 21	1:00 pm
Friday, January 5	3:00 pm

- Creating panels
- Review of rounds, target numbers, and adjudication interface
- Video Game Adjudication
- American Visions selection
- Post judging

FOCUS ON DAJ WRITING JUDGING

Date	**Time**
Monday, November 20	3:00 pm
Tuesday, December 5	10:00 am
Wednesday, December 20	1:00 pm
Thursday, January 4	5:00 pm

- Creating panels
- Juror accounts and assigning works
- Finalizing panels and recused works
- American Visions selection
- Post judging

REPORTS AND NOTIFICATIONS

Date	Time
Tuesday, December 12	5:00 pm
Wednesday, December 27	4:00 pm
Monday, January 8	5:00 pm
Thursday, January 18	11:00 am

- Creating reports
- Anthology Tool
- Manage Awards functionality
- ORS generated notification letters
- Awards inventory and assets downloads

END OF YEAR

Date	Time
Tuesday, February 27	5:00 pm
Wednesday, March 7	3:00 pm
Friday, March 9	1:00 pm

- Student and educator interface for National Notifications
- Invoicing
- Data download
- Utilizing ORS data to identify submission statistics
- Asset downloads