Friends – 4-H Judges

Date created: August 2013
Updated:

BACKGROUND

Data that can assist in locating 4-H Judges for county fair (or other judged events) has now moved to 4-H Online.

Most staff should already have a 4-H Online account.

1. Go https://idaho.4honline.com (notice there's no "www" in that address).

2. Enter your email address and password

3. Select the role that matches your responsibilities

4. Click on [Login]

If you don't know your password, you can self-request it from 4-H Online, using the [I forgot my password] option on the main login screen.

If you do not have a 4-H Online account or need assistance with loggin in, contact your Regional Support Staff.

Once logged in, click on [Friends], then [Judges]

FINDING A JUDGE

If you are looking for a specific judge, use the [Keyword(s)] field. Like all of 4-H Online, this is a "literal" search (unless you use wildcard * or ?). For example, a search for "Deb" will NOT find "Deborah". A search for "Deb*" WILL find Deborah.
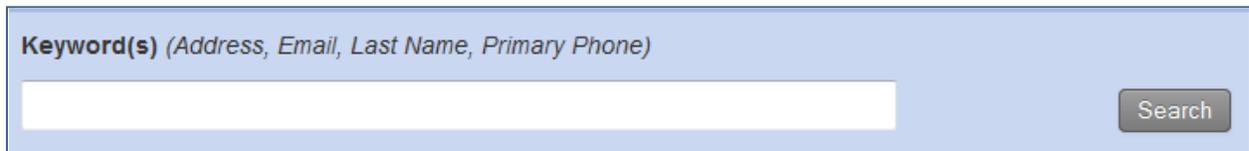
> **Keyword(s)** *(Address, Email, Last Name, Primary Phone)*
>
> [   ] Search

You can filter by a specific County and/or the project area (Areas of Expertise) that a judge will judge in.
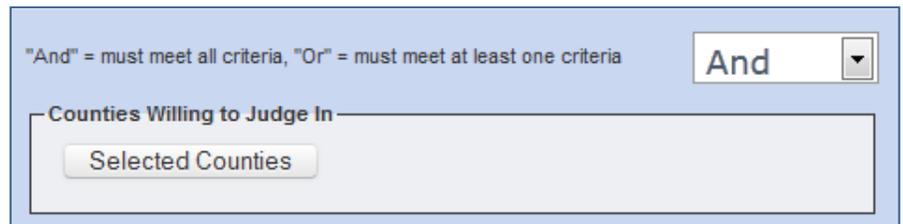
> "And" = must meet all criteria, "Or" = must meet at least one criteria   And ▼
>
> ┌ Counties Willing to Judge In ─────────────
> │   Selected Counties

Generally you will want to search using the [And] connector for both Counties and Areas of Expertise.

1. Click on [Selected Counties] to indicate your county (rarely will you want to select for more than one county – but the option to do so is built in).

2. Click on [Selected Areas], and then select the project area(s) you'd like this particular judge to judge for you.

3. **IMPORTANT! Scroll to the bottom of the page and click on {Update Counties} AND [Update Areas].**

The screen will then display your filters:
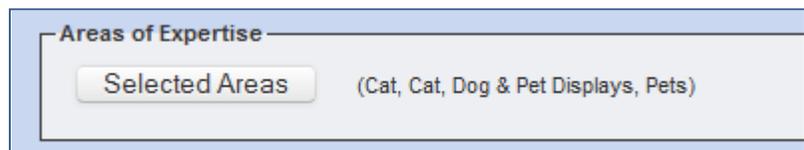
> ┌ Areas of Expertise ─────────────────────
> │   Selected Areas   (Cat, Cat, Dog & Pet Displays, Pets)

Note that not all judges have indicated a county, and so you might want to remove the County filter in order to a bigger list. However, to remove all counties, you need to click on [Clear Filters] and start over, due to a bug not allowing you to deselect all counties.

Based on the filters you have set, you will then see a list of judges.

- Click on [Login] to see more about that Judge.
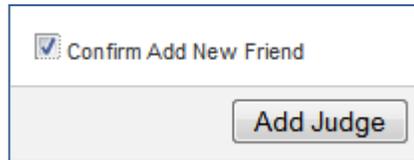- Click on the Excel icon to export the displayed list of judges

ADDING A NEW JUDGE

If you become aware of a 4-H judge that should be added, the process is very similar to adding a 4-H Online member, except that there is no "family" account.
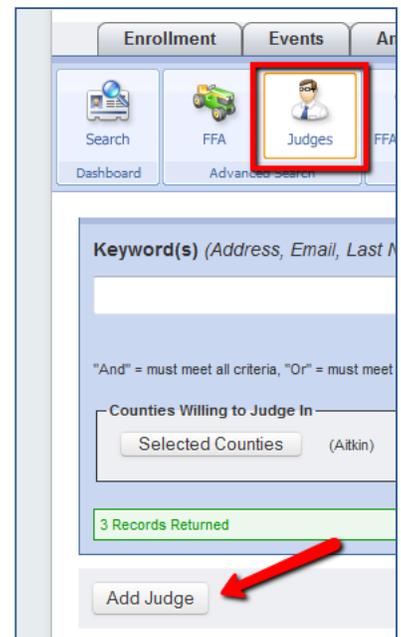
While still on the [Judges] [Advanced Search] screen, click on [Add Judge] and follow the prompts to add the new judge.

You will need to check the box to [Confirm] before being able to proceed.

EDITING AN EXISTING JUDGE

If you become aware of changes to a judge's contact information, counties they will judge in, or the project areas they are willing to judge, you can make those changes by clicking on the [Login] button next to their name listing and make the desired changes.
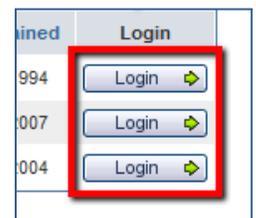
ADDING NOTES

Over time, the value of this database can grow, if staff add notes about the judge, for example what year they had them judge, what areas, and maybe a few relevant comments about the judge:

- Youth Development skills
- Project/content area knowledge
- Responsiveness to communications

To add a note, click directly on the judge's name to reveal [Member Options]

1. Click on [Notes]

2. Change Note [Type] to [Other]

3. Enter [Date], [Subject] and [Details]

4. Click on [Save Note]

OTHER CONSIDERATIONS

As of this writing there are a number of things not yet finalized or not yet completed with regards to the 4-H Judges Database.

- There is a rating system (1 to 5 stars) being built into 4-H Online, however, it is not yet functional (you can set a star rating, but 4-H Online will not "compile" multiple ratings). Also, we have yet to define the meaning of each rating level.

- We know that data cleanup is needed, but until that can happen systematically, this judge's database continues to be maintained by the staff who use the data. Each staff person is asked to enter and maintain the data in a way that is relevant for them. In other words:
  - If you feel a judge is someone you would use, please add them.
  - If you feel a judge is not someone you would use, please remove them or add comments to that effect.
  - If you know of a change in a judge's information, please add or edit it.

- With time, additional fields will be added that ask about a judge's willingness to travel, their experience and expertise, the fees they charge, etc.

- With time, judges will be able to log in themselves and update their contact information, etc. They will not have access to the [Notes] data or other selected fields.

- With time, judges will be able to access online training through 4-H Online.