



## **ACCEPTD REVIEWER GUIDE**

*Your applicants are waiting.*

Welcome to Accepted. We're excited to have you join us as we discover the next generation of artists! Learn all the functionality available to you as a reviewer and adjudicator, depending on the permission levels set by your administrator.

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### **STEP ONE**

***Log In***

### **STEP TWO**

***Submissions Table***

### **STEP THREE**

***View an Application***

### **STEP FOUR**

***Adjudicate***

## STEP ONE

### Log In

## STEP TWO

### Submissions Table

## STEP THREE

### View an Application

## STEP FOUR

### Adjudicate

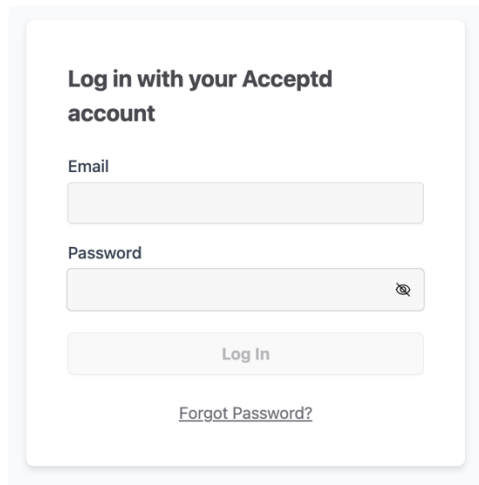
When an Acceptd account is setup for you, a notification email will be sent with instructions to log in. Please navigate to [www.getacceptd.com](http://www.getacceptd.com) and click “Log In” at the top right corner of the screen. Enter your given email and password.

After providing your email and password, you'll be prompted to set up Multi-Factor Authentication (MFA). MFA is a security measure that requires you to verify your login with a unique code sent using a method of your choice. You may choose to have the code sent to you via Authenticator App, Text Message, Phone Call, or Email.

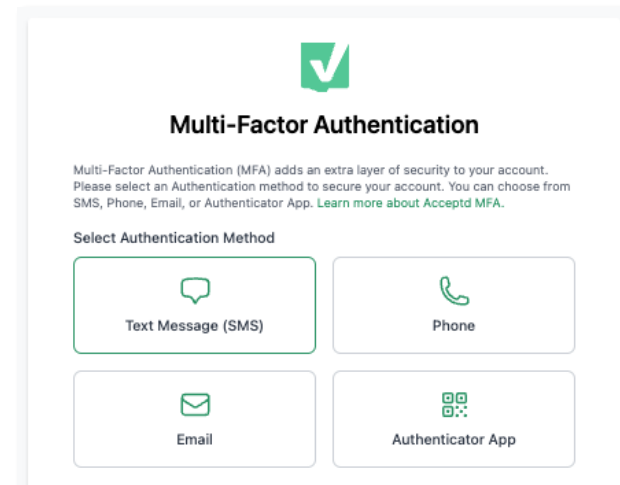
Once logged in, you can manage your account settings from the dropdown at the top right corner of your screen:

- To update your name, email address, or headshot, click on “Edit Account Details”
- To update your password or MFA method, click on “My Security”
- To manage your email notifications, click on “My Communication”

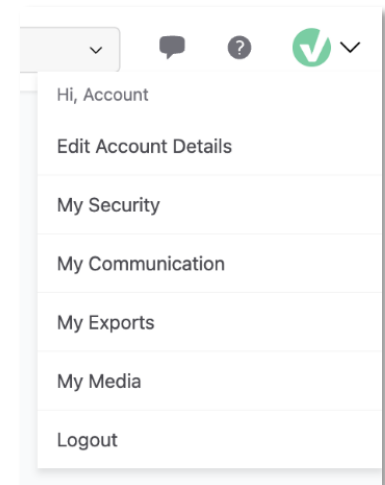
**If you have trouble logging in or setting up your MFA, please contact our Support Team at [support@getacceptd.com](mailto:support@getacceptd.com).**



The screenshot shows the login page with the heading "Log in with your Acceptd account". It features two input fields for "Email" and "Password", a "Log In" button, and a link for "Forgot Password?".



The screenshot shows the MFA setup page with the heading "Multi-Factor Authentication". It includes a green checkmark icon, a brief explanation of MFA, and a "Select Authentication Method" section with four options: "Text Message (SMS)", "Phone", "Email", and "Authenticator App".



The screenshot shows a user account dropdown menu with a green checkmark icon and a dropdown arrow. The menu items are: "Hi, Account", "Edit Account Details", "My Security", "My Communication", "My Exports", "My Media", and "Logout".

## STEP ONE

*Log In*

## STEP TWO

**Submissions Table**

## STEP THREE

*View an Application*

## STEP FOUR

*Adjudicate*

The Submissions Table presents an organized list and high-level view of all the applicants that are ready for your adjudication. To navigate to the Submissions Table, click the "Submissions" menu and select "Submissions" from the dropdown menu.

Tips for navigating your Submissions Table:

- **CUSTOMIZE:** Customize your columns by clicking the "Columns" button at the top of your table. In the new window, click the "+" next to the column in the available columns list to add it to your table. In your current columns list, you can remove and/or reorder your current columns by dragging and dropping. Click out of the window to see your table update to include your changes.
- **SAVE:** Want to save this customized table view? Click the "Edit Saved Views" button to save your view so you can easily access this view every time you log in to your account. Once you've saved your view, you will see it as a new button above your table.
- **EXPORT:** Click the "Export" button to download your table into a CSV file. Your download will mirror the format you currently see in your table, so be sure to customize your table into the view you'd like before exporting.

**Acceptd Demo Submissions**

24 Submitted 8 In Progress

[Edit Saved Views](#)

Search

<input type="checkbox"/>	APP ID	FIRST NAME	LAST NAME	HEADSHOT	TAGS	PROGRAM	STAGE	CURRENT DECISION
<input type="checkbox"/>	1674395	Devon	Patel			Acting	Round 1	
<input type="checkbox"/>	1675469	Alexander	Briggs		<div>Attended Conference</div> <div>Offer Sent</div>	Acting	Round 1	Yes

## STEP ONE

*Log In*

## STEP TWO

*Submissions Table*

## STEP THREE

***View an Application***

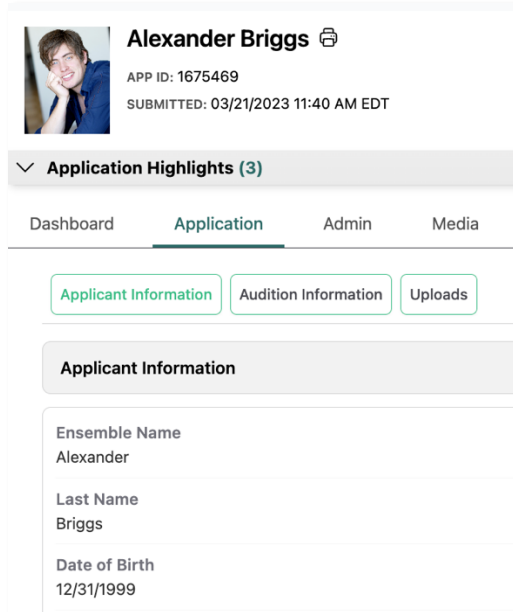
## STEP FOUR

*Adjudicate*

To view an application from the Submissions Table, click anywhere on that applicant's row. Within the application view, you may have access to certain application data and media, pending the permission levels set by your administrator. Make sure to check with your admin on your tailored adjudication instructions.

### VIEWING APPLICATION DATA

Click on the "Application" tab at the top of your page. You can click on the different categories to jump to that section in the application.



Alexander Briggs ⓘ  
APP ID: 1675469  
SUBMITTED: 03/21/2023 11:40 AM EDT

Application Highlights (3)

Dashboard **Application** Admin Media

Applicant Information Audition Information Uploads

**Applicant Information**

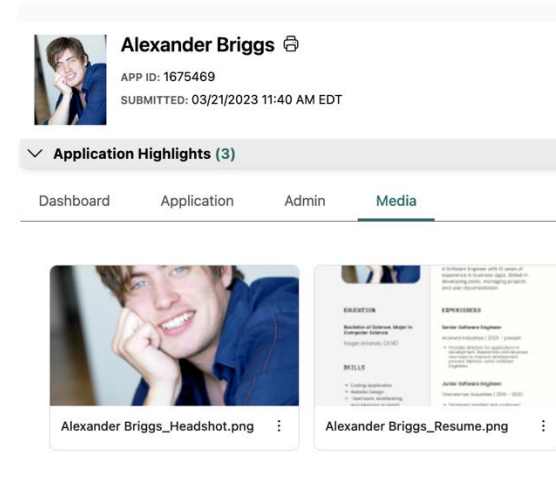
Ensemble Name  
Alexander

Last Name  
Briggs

Date of Birth  
12/31/1999

### VIEWING MEDIA

To view an applicant's media files, click on the "Media" tab. The "Media" tab will show all files in the application, including documents, images, video files, or audio files. Click on the thumbnail of the file to view the media in a larger window.



Alexander Briggs ⓘ  
APP ID: 1675469  
SUBMITTED: 03/21/2023 11:40 AM EDT

Application Highlights (3)

Dashboard Application Admin **Media**

Alexander Briggs\_Headshot.png ⓘ

Alexander Briggs\_Resume.png ⓘ

### NAVIGATING BETWEEN APPLICATIONS

Use the "Previous" and "Next" buttons to navigate through the submissions you have access to review. To return to your Submissions Table, click on the icon between the "Previous" and "Next" buttons.



← Previous ⓘ Next →

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*Adjudicate*

Within each application, the right portion of your screen contains everything you need to score and adjudicate your applications. Please note that any recommendations, ratings, or comments you make here are for internal use only. Please also note that adjudication settings can be fully customized and your organization may not all features described below.

### RECOMMENDATION BUTTONS

Use the three recommendation buttons to make your recommendation. Your administrator can customize them, so they may be labeled YES / MAYBE / NO or something else.

### RATINGS

Rating scales and comment boxes are custom to each organization and program. If you have questions about how to use the ones set up in your account, please reach out to your administrator.

### DISCUSSION

The discussion thread is a threaded discussion between all adjudicators assigned to a specific application.

● Round 1

**Ratings** Discussion

Notes

Please leave any additional comments here.

Technique 1

Tone 1

Rate this applicant.

Select an option

Would you like to consider this applicant for the program?

Yes  No

● Round 1

Ratings **Discussion**

No Discussion yet.

Add a comment...



**WE ARE HERE TO HELP!**

If you have questions or need additional support, please contact our Support Team at [support@getacceptd.com](mailto:support@getacceptd.com).