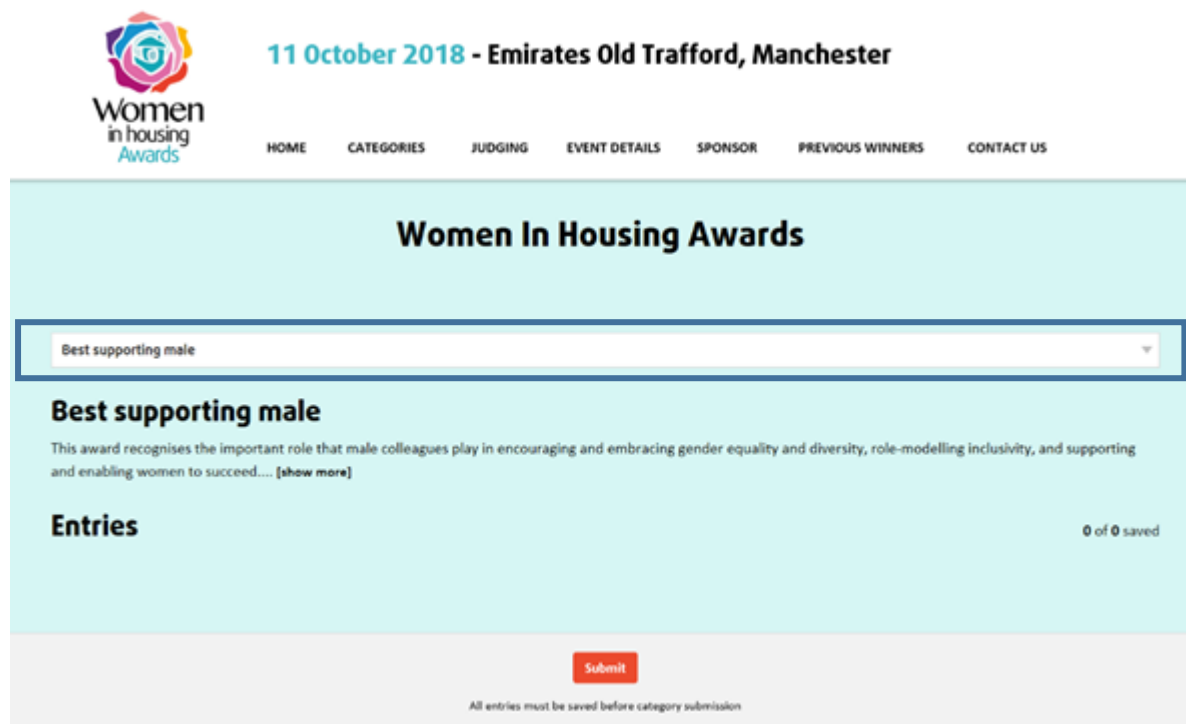


## Women in Housing Awards Judging brief

Step 1: Login or create an account using the link provided

Step 2: Once logged in, a page similar to the below will appear, with a drop down menu listing the category that has been assigned to you for online judging. Please note, only categories requiring online judging will appear, you will have been assigned additional categories to judge in person at the judging day.



The screenshot shows the 'Women in Housing Awards' website interface. At the top left is the logo, which consists of a colorful circular emblem with a house icon inside, and the text 'Women in housing Awards' below it. To the right of the logo, the event date and location are displayed: '11 October 2018 - Emirates Old Trafford, Manchester'. A navigation menu includes links for HOME, CATEGORIES, JUDGING, EVENT DETAILS, SPONSOR, PREVIOUS WINNERS, and CONTACT US. The main heading is 'Women In Housing Awards'. Below this is a dropdown menu currently set to 'Best supporting male'. Underneath the dropdown, the category name 'Best supporting male' is repeated, followed by a description: 'This award recognises the important role that male colleagues play in encouraging and embracing gender equality and diversity, role-modelling inclusivity, and supporting and enabling women to succeed.... [show more]'. Below the description is an 'Entries' section with a counter showing '0 of 0 saved'. At the bottom center, there is a red 'Submit' button and a note: 'All entries must be saved before category submission'.

**Women in housing Awards**

11 October 2018 - Emirates Old Trafford, Manchester

HOME CATEGORIES JUDGING EVENT DETAILS SPONSOR PREVIOUS WINNERS CONTACT US

### Women In Housing Awards

Best supporting male

#### Best supporting male

This award recognises the important role that male colleagues play in encouraging and embracing gender equality and diversity, role-modelling inclusivity, and supporting and enabling women to succeed.... [\[show more\]](#)

**Entries** 0 of 0 saved

[Submit](#)

All entries must be saved before category submission

Step 3: To view the entries within your allocated category, please select 'review' next to each submission. Please note, entries cannot be printed and must be viewed on your screen.



## Women In Housing Awards

Inclusion champion

### Inclusion champion

We're looking for a professional that has gone the extra mile to promote inclusion. They could have lead on gender inequality in their organisation or supported LGBT people in their communities.... [\[show more\]](#)

### Entries

1 of 1 saved

Denise Rattray, Ocean Media Group Ltd

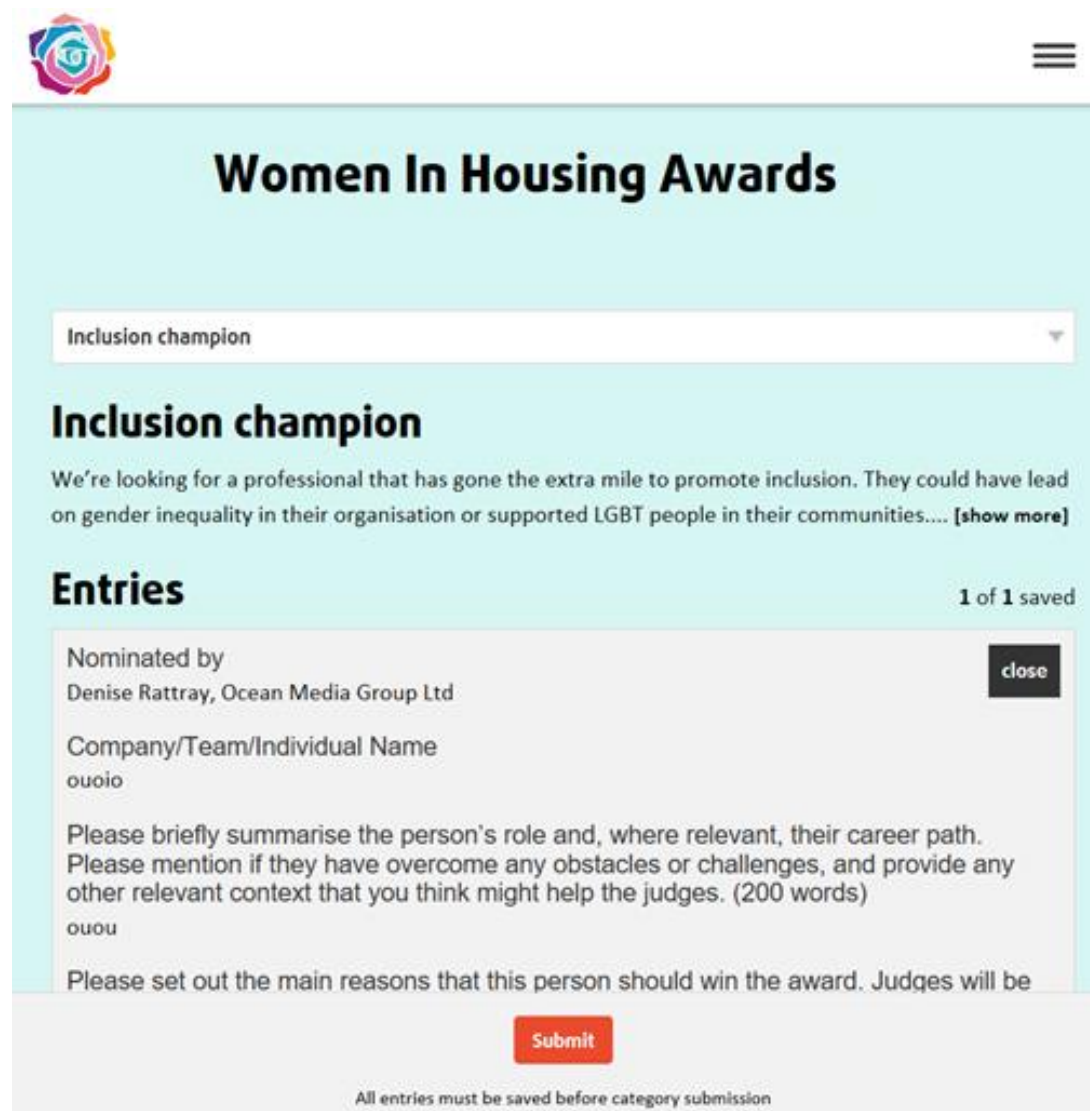
Review

Submit

All entries must be saved before category submission

Step 4: To score entries, you will need to select 'Review' next to the entry you wish to score.

Once you have selected 'Review', a page similar to the below should appear, which contains all the information for the entry.



The screenshot shows a web interface for the 'Women In Housing Awards'. At the top left is a logo with the letters 'LGBT' inside a colorful circle. At the top right is a hamburger menu icon. The main heading is 'Women In Housing Awards'. Below this is a dropdown menu currently set to 'Inclusion champion'. Underneath, the category name 'Inclusion champion' is displayed in bold. A descriptive paragraph follows: 'We're looking for a professional that has gone the extra mile to promote inclusion. They could have lead on gender inequality in their organisation or supported LGBT people in their communities.... [show more]'. The 'Entries' section is titled in bold and includes a '1 of 1 saved' indicator. A form box contains the following fields: 'Nominated by' with the text 'Denise Rattray, Ocean Media Group Ltd' and a 'close' button; 'Company/Team/Individual Name' with the text 'ouoio'; a text area with the instruction 'Please briefly summarise the person's role and, where relevant, their career path. Please mention if they have overcome any obstacles or challenges, and provide any other relevant context that you think might help the judges. (200 words)' and the text 'ouou'; and another text area with the instruction 'Please set out the main reasons that this person should win the award. Judges will be'. At the bottom of the form is a red 'Submit' button. Below the form, a footer note states 'All entries must be saved before category submission'.

Step 5: You will then need to select a numeric value to indicate 'yes', 'no' or 'maybe' depending on whether you think the entry should go through to the short list. Below there is a 'Judge's Comments' box. Please provide a short comment stating the reason for your decision.

Please use the following system to score entries. Select the relevant value from the 'Overall Score' dropdown menu.

1 = No

2 = Maybe

3 = Yes

If you would like to make notes and go back to the assignment at a later time, you can 'Save' your comments as a draft. Simply scroll down to the bottom of each submission, and click 'Save' under the comments box. You will need to save your scoring for each entry individually before exiting.



### Images

Please upload two high-quality photos alongside your submission (these will appear alongside your entry in Inside Housing magazine and on the night if you are shortlisted)

File

Download

### Images

Please upload two high-quality photos alongside your submission (these will appear alongside your entry in Inside Housing magazine and on the night if you are shortlisted)

File

Download

Overall Score

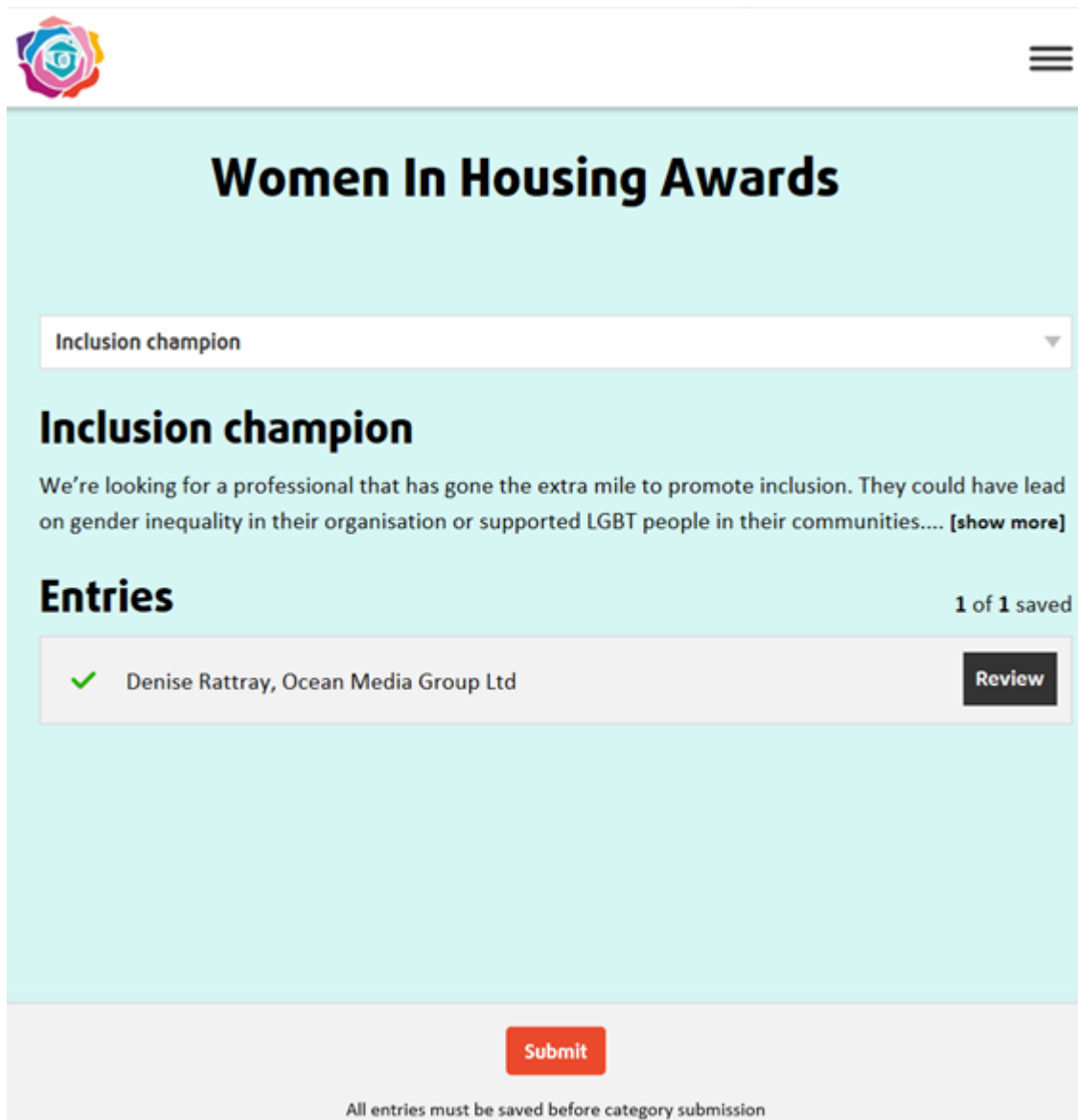
Judge's Comments



Save

Submit

All entries must be saved before category submission

Step 6: Once you have completed scoring for an entry, a green tick will appear next to the entry, as per the example below. This will save your scoring, allowing you to go back and edit your scores and comments at a later stage.



## Women In Housing Awards

Inclusion champion

### Inclusion champion

We're looking for a professional that has gone the extra mile to promote inclusion. They could have lead on gender inequality in their organisation or supported LGBT people in their communities.... [\[show more\]](#)

### Entries

1 of 1 saved

✓ Denise Rattray, Ocean Media Group Ltd [Review](#)

[Submit](#)

All entries must be saved before category submission

Step 7: Once you are finished scoring all of the submissions, select 'Submit' at the bottom of the screen. This will finalise all your scoring and comments. Please note, once you have submitted your scores, you will be unable to make changes.



[Submit](#)

All entries must be saved before category submission

Next steps: Once all judges have completed their scoring (15 June), we will calculate all scores together in order to compile the short list for each category. The short list will be announced at <https://www.womeninhousingawards.co.uk/> on 22 June.

We will send further details about the judging day in due course. If not done so already, please confirm which dates you are available and your preferences, by emailing [eleanor.cusack@oceanmedia.co.uk](mailto:eleanor.cusack@oceanmedia.co.uk)

- Thursday 28 June – Manchester Central – Housing lunch break, between 1:00pm - 2:00pm
- Thursday 12 July – Ocean Media Offices (South Quay) – 10:00am – 2:00pm
- Friday 13 July - Ocean Media Offices (South Quay) - 10:00am – 2:00pm