***SUMMARY***

* + Must be timely!!!
  + Names MUST be spelled correctly (or redundancy will occur)
    - Critic voting exclusions also depend on this (manual check at voting is the fallback)
  + NO character names should ever be entered (except ensemble)
  + Groups with multiple members must be separated by only a comma
    - no “and”, or “&”, or even double spaces between
  + Please double check show spelling (i.e., no “Anitgone”)
  + Directors should double-check accuracy of Editor Mentor’s entry in CIS two weeks after Cappies show

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**Reporting Critics’ Choices**

A new feature will soon be added to C.I.S. enabling Editor Mentors to enter the names of all Critics’ Choices from a Cappies Show. Once this feature is available, Editor Mentors will be asked to do this. You will enter each name, or group name, in the field shown. You can list of two to four names (no more than four) in one a field, separated by commas. You will include the performer’s name only. You must enter the name of the Play or Musical on that category line. Please take great care to spell all names correctly.

You will be advised of this new feature when it is available.

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* Names must be spelled correctly, and consistently for each individual. If a cast or crew member is also a critic, that person’s name must be spelled the same way on the Critics’ Choice page and the school database page. (This can be difficult to confirm, but you should try to spot-check for it. If the names are spelled differently, CIS will not block the Critic from voting in the same category in which s/he appears on the ballot.)
* Separate names by commas, without any “and” between the names.
* Include no character names (except for ensemble names).
* No more than four individual names may be listed in any category. If there are more than four names, they should be described by the name of their group.
* A show name must be listed in the play or musical category. If not, the show will not appear on the ballot in that category. CIS will enter on the ballot the name as listed on the school database page, so be sure that is correct.

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**Input Critics’ Choices**

After each Cappies Show, the Editor Mentor is responsible for handing, delivering, or mailing you all the “Critics’ Choices and Post-Show Evaluation” forms for that show. Soon after you receive these forms, you should type the names of Critics Choices onto this C.I.S. page for that Cappies Show.

**NOTE: If you are not present at a show, you should make sure you receive these within a few days. Keep them in a safe place, through the year. They must remain confidential.**

To enter Critics Choices into the database, click the “Input Critics’ choices” link, which will take you to the “select shows” page. Click on the toggle, and click on the school whose data you want to enter. If you’re not immediately shown the data fields, click the “Select” button, and you will be.

Read the instructions atop the page, and follow them.

**IMPORTANT: Type all names carefully, and double check to confirm that they are correct.** Any misspelled names here will appear on the ballot—and a misspelling could cause one student to be nominated more times than the rules allow.

When you are done, click the “Update” button to enter the data in the database.

If you ever need to change any Critics’ Choice data, go to the show page, make your changes, and click the “Update” button.