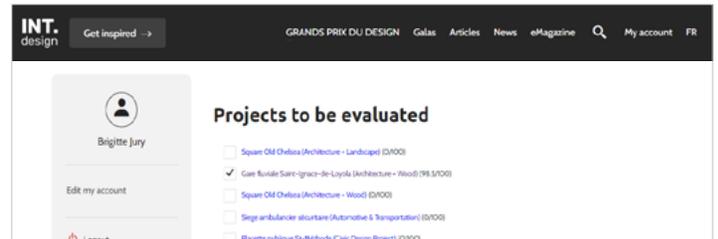




1 Log in to your account by entering your email* and password*. You will then be directed to your dashboard.
 *(they have been sent to you by email, do not hesitate to contact us if you need help)

2 Click on **Projects to be evaluated.**

3 Your **dashboard** will display the projects to be evaluated. To start, **click on a project name.**
 The project form will open in a new tab.



4 In the **project sheet** you will find:

- Rotating photos.
- Name of the project.
- Name of the submitting firm.
- Firm's website and social networks.
- Discipline and category (note that a project can be submitted in more than one category. You must evaluate the project in relation to the category displayed).
- Country of the firm and of the project.
- Explanatory text (you can read it or click on the Play icon to listen to the narration).
- Additional document(s) if applicable: map, video, PDF...
- Photos of the project (click on the photos to see them larger).
- Evaluation form.

5 Using the form, you will need to:

- Answer the questions according to the category in which the project is entered.
- If possible, add a comment in the box provided (this will be particularly useful to assist our editors in writing the texts of winning projects).
- When you have answered all the questions you will see the score displayed at the bottom of the form.
- When you are finished, click on the FINISH button.

4a → [Rotating photos]

4b → Project : Gare Fluviale Saint-Ignace-de-Loyola

4c → By : GDCRM architects inc.

4d → [Firm's website and social networks]

4e → Discipline: Architecture

4f → Pays de la firme : CA

4g → Jury text - Category Architecture + Dots

4j → [Evaluation form questions]

5a → [Form navigation and questions]

5b → [COMMENTS box]

5c → [Score display]

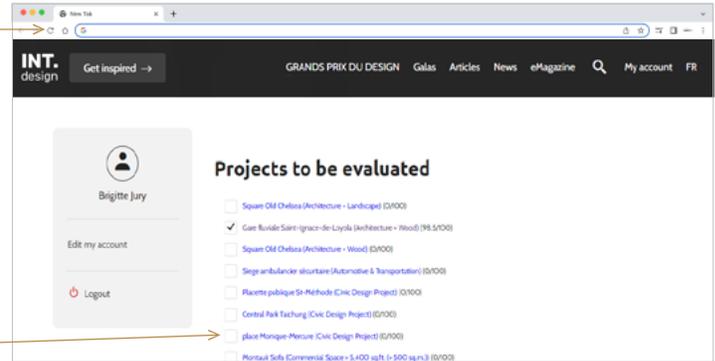
5d → [FINISH button]

6 At any time, if you wish to continue evaluating a project at a later time, you can leave the page, the questions already answered will be automatically saved and you can return to them.
(A message saying: *The changes you made may not be saved, but the site will still save your answers.*)

7 Once the project is evaluated, you can close the project tab and return to your dashboard. When you refresh your dashboard page, the box next to the project being evaluated will be checked and the score will be displayed.

You can return at any time until May 15 to review the grades you have assigned to projects. (If the grade is displayed but the box is not checked, you have not answered all the questions.)

RELOAD PAGE



IMPORTANT

Always keep in mind that the grade you give the project will determine its certification:

- The final grade for each project will be determined by averaging the grades given by the Jury members assigned to judge it.
- At this stage, projects are not in competition with each other. Your role is to give them a score out of 100 that will determine their certification. Even if you think a project is not as strong and does not deserve to be an award winner, please still answer all the questions. Projects with a score lower than 80 will not be an award winner but may deserve to be certified bronze or silver.

Certifications

- An average score between 60–69 will allow the candidate to be certified BRONZE, 70–79 SILVER and 80–100 GOLD.

Winners

- Projects or products that receive a GOLD certification, i.e., an average score between 80 and 100 points, will become finalists eligible for the title of Platinum Laureate (best score in its category), the title of Grand Laureate (a Quebec and International Top50) and the Awards of the Year by discipline.



Please make sure to complete the evaluation of the projects before **May 31, 2024**

If you have any questions, please contact us



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