



## 2020 MVS Judging FAQ

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## Important Resources

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### How do I access the Judge Hub?

To access the Judge Hub, go to: <http://programs.applyISTS.com/MVSJudgeHub>.

### How do I access the Scoring Portal?

You should access the Scoring Portal through the Judge Hub. Click the Scoring page at <http://programs.applyISTS.com/MVSJudgeHub>. We also suggest you review the FAQ page to review the Video Tutorials.

### What is the scoring timeline?

Application Scoring	Date	Day of the Week
Lodge Opens	November 20, 2019	Wednesday
Lodge Deadline	December 9, 2019	Monday
District Opens	December 18, 2019	Wednesday
District Deadline	January 6, 2020	Monday
State Opens	February 6, 2020	Thursday
State Deadline	February 24, 2020	Monday
National Opens	March 17, 2020	Tuesday
National Deadline	March 27, 2020	Friday

## Process Details

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### Is all scoring done online?

Yes. All scores must be submitted online through the **Scoring Portal**. [Click here](#) to access the Scoring Portal.

### What if I choose not to score my applications?

Only those scores **Submitted** online on the **Scoring Portal** will be considered when calculating the applicant's Total Score. Applications not scored by a committee member or Chair will be considered based on the ISTS calculated scores.

### What is the full scoring and program timeline?

Event	Date	Day of the Week
Application Open	August 5, 2019	Monday
<b>Chair Registration Open:</b>	<b>October 1, 2019</b>	<b>Tuesday</b>
Application Deadline:	November 5, 2019	Tuesday
<b>Lodge Chair Registration Deadline:</b>	<b>November 11, 2019</b>	<b>Monday</b>
Counselor Report Deadline:	November 12, 2019	Tuesday
<b>Lodge Scoring Open:</b>	<b>November 20, 2019</b>	<b>Wednesday</b>
<b>Lodge Scoring Deadline:</b>	<b>December 9, 2019</b>	<b>Monday</b>
<b>District Chair Registration Deadline:</b>	<b>December 10, 2019</b>	<b>Tuesday</b>
<b>District Scoring Open:</b>	<b>December 18, 2019</b>	<b>Wednesday</b>
<b>District Scoring Deadline:</b>	<b>January 6, 2020</b>	<b>Monday</b>
Notification to State Finalists:	January 13, 2020	Monday
State Finalist Application Deadline:	January 27, 2020	Monday
<b>State Chair Registration Deadline:</b>	<b>January 31, 2020</b>	<b>Friday</b>
<b>State Scoring Open:</b>	<b>February 6, 2020</b>	<b>Thursday</b>
<b>State Scoring Deadline:</b>	<b>February 24, 2020</b>	<b>Monday</b>
Notification to National Semi-Finalists:	March 2, 2020	Monday
National Semi-Finalist Application Deadline:	March 11, 2020	Wednesday
National Semi-Finalist Teacher Evaluation Deadline:	March 12, 2020	Thursday
<b>National Scoring Open:</b>	<b>March 17, 2020</b>	<b>Tuesday</b>
<b>National Scoring Deadline:</b>	<b>March 27, 2020</b>	<b>Friday</b>
Notification to National Finalists:	March 31, 2020	Tuesday
Leadership Weekend:	April 23 - 26, 2020	Thursday - Sunday
Elks National Convention:	July 3 - 6, 2020	Friday - Monday

## Scoring Portal

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### How do I access the Scoring Portal?

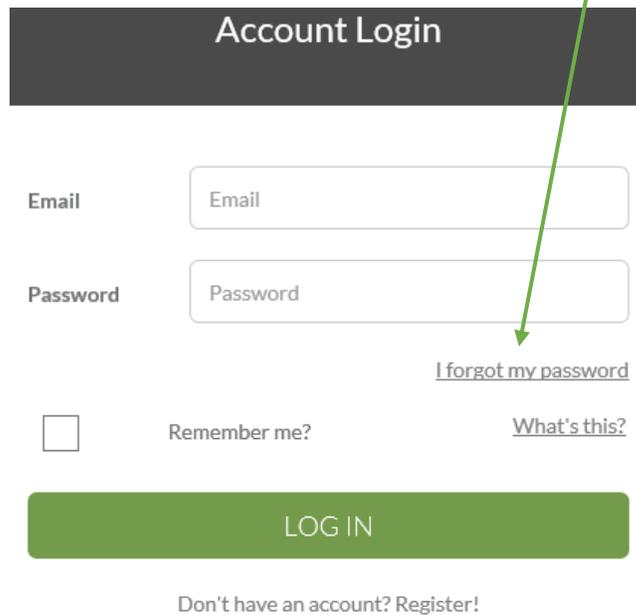
To access the Scoring Portal, go to: <https://Elks.applyISTS.net>

### What are my login credentials?

Your login credentials will be issued to you by your Scholarship Chair. You will not be able to use your personal email address to access the Scoring Portal.

### My account is locked, how do I gain access?

If your account is locked, go to <https://Elks.applyISTS.net> and click **I forgot my password**.



**Account Login**

Email

Password

[I forgot my password](#)

Remember me? [What's this?](#)

**LOG IN**

Don't have an account? [Register!](#)

Enter your assigned email address provided to you by your Scholarship Chair and click OK. Reminder: The format of your email address will be Elks + Scoring Level + Number or State + Judge + Judge Number @ scholarship.ISTS.

### Forgot Password

To reset your password, enter your email address below:



**OK**

Your account has now been unlocked and your password has been reset to:

**scholarUP1#**

*(case sensitive)*

### My login credentials are not working.

First, verify that you have the correct email address from your Scholarship Chair. Reminder: The format of your email address will be Elks + Scoring Level + Number or State + Judge + Judge Number @ scholarship.ISTS. Examples below:

Scoring Level	Email Address Example
Lodge	ElksLodge102Judge1@scholarship.ISTS
District	ElksDistrict351Judge2@scholarship.ISTS
State	ElksStateTNJudge3@scholarship.ISTS

If you have verified you have the correct email address, [click here](#) to follow the steps to reset your password.

### How do I change my password?

Changing your password is not required, however, you may want to choose a password you will remember easily. If you do not know your current password, [click here](#) to follow the steps to reset your password. If you are already logged in to your account, click My Profile in the top right of the screen. From there you will be able to change your password. Your new password must meet the following criteria:

- At least 8 characters long
- Contain at least 1 upper case letter
- Contain at least 1 lower case letter
- Contain at least 1 number
- Contain at least 1 special character (Examples: ! @ # \$ % ^ & \* / >)

### How do I begin scoring?

Go to <https://Elks.apply!STS.net> and use the login credentials provided by the Scholarship Chair. Once on your Home page you will see your list of applicants. There will be two categories, Boys and Girls. Click the applicant name to review that application.



### How do I save or Submit my scores?

Your scores are saved any time you change pages. Once you have reviewed the application and scored all required pieces, click the **Save/Submit Score** page. At the bottom of that page you will see the Submit Score button. Once you click Submit Score, you will be redirected to your Home page. If you have forgotten any required fields, the Selection Portal will tell you the page and required item you still need to review.

**SUBMIT SCORE**

## Scores

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### What are the different types of scores?

There are two main types of scores, Objective and Subjective. ISTS provides precalculated scores for the Objective scores for Academics and Financial Need. At the Lodge and District scoring levels this score cannot be changed by the judge. At the State scoring level the judge may choose to use the score provided by ISTS or score those items on their own.

### What scores are provided by ISTS and how are they calculated?

For the purpose of initial ranking, the scores below are provided by ISTS. These scores are used as final scores when the application is not scored by an Elks Judge or Chair.

- **Academics (450 points):** The Counselor Report information is used to create an Academic Index based on GPA, class rank vs class size, standardized test scores, and Honors/AP/IB classes taken.
- **Financial Need (100 points):** This score is based on the Financial page that considers AGI, the number of household members, and the number of household members who will be attending college during the fall of 2020.
- **Leadership (325 points):** This score is based on the Resume applicants complete during their application and the points are based on:
  - **Community Service (100 points):** This score is based on the quantity of service activity listed on the Resume page.
  - **Extracurricular Activities (125 points):** This score is based on the activities listed, how long the applicant was involved in each activity, and any leadership positions the applicant may have held.
  - **Honors and award (50 points):** This score is based on the honors and awards received by the applicant and how many times/at what level they received the awards.
  - **Employment (50 points):** This score is based on the jobs the applicant held during high school and how long they were at each position.

### Objective scoring vs. Subjective scoring.

Objective scoring is provided by ISTS for the Academic and Financial Need sections and may not be edited at the Lodge and District levels. At the State level, judges may choose to score these items themselves. *State Judges: Review the Scoring Details page within the Scoring Portal for more information.*

The **Leadership** score is subjective and is based on the following:

Item	Points Possible
Community Service	100
Extracurricular Activities	125
Honors and Awards	50
Employment	50
Essay	100
Standout Scholar	25

**When do I need to have my scores finalized?**

Only the scores that are Submitted online through the Selection Portal by the deadline listed below will be considered toward the applicant's Total Score.

<b>Application Scoring</b>	<b>Date</b>	<b>Day of the Week</b>
Lodge Opens	November 20, 2019	Wednesday
Lodge Deadline	December 9, 2019	Monday
District Opens	December 18, 2019	Wednesday
District Deadline	January 6, 2020	Monday
State Opens	February 6, 2020	Thursday
State Deadline	February 24, 2020	Monday
National Opens	March 17, 2020	Tuesday
National Deadline	March 27, 2020	Friday

# Tutorials

## Home Page

Your Home page is within the Scoring Portal. To access, go to <https://Elks.applyISTS.net>. On your Home page you will see quick access buttons to the Judge Hub, Judge Dashboard, and the Chair Registration form. This is also where applications available for scoring will be displayed at every level of scoring.

Elks National Foundation, Inc. Home Help Log Out ELKSTEST@APPLYISTS.COM my profile

Welcome

JUDGE HUB JUDGE DASHBOARD CHAIR REGISTRATION

Elks Most Valuable Student Scholarship - Boys

Show 10 entries Search:

Applicant	Evaluation status	Total ISTS Score	Score
Applicant Name	Not Started	750	0
Applicant Name	Not Started	820	0
Applicant Name	Not Started	840	0
Applicant Name	Not Started	804	0
Applicant Name	Not Started	850	0
Applicant Name	Not Started	800	0
Applicant Name	Not Started	842	0
Applicant Name	Not Started	745	0
Applicant Name	Not Started	650	0
Applicant Name	Not Started	805	0

Showing 1 to 10 of 11 entries PREVIOUS 1 2 NEXT

Elks Most Valuable Student Scholarship - Girls

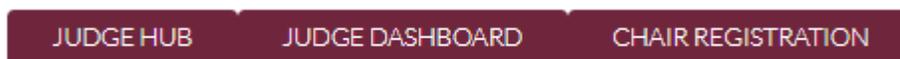
Show 10 entries Search:

Applicant	Evaluation status	Total ISTS Score	Score
Applicant Name	Not Started	800	0
Applicant Name	Not Started	800	0
Applicant Name	Not Started	752	0
Applicant Name	Not Started	842	0
Applicant Name	Not Started	805	0
Applicant Name	Not Started	745	0
Applicant Name	Not Started	650	0
Applicant Name	Not Started	805	0
Applicant Name	Not Started	795	0
Applicant Name	Not Started	820	0

Showing 1 to 10 of 11 entries PREVIOUS 1 2 NEXT

## Quick Access Buttons

At the top right of your screen you will see the quick access buttons.



## Applications for Scoring

Applications are listed on your Home page and are divided into two groups, Boys and Girls. Applications are listed in groups of ten (10). You may choose to view up to 100 at a time.

Elks Most Valuable Student Scholarship - Boys

Show  entries

Search:

Applicant	Evaluation status	Total ISTS Score	Score
Applicant Name	Not Started	850	0
Applicant Name	Not Started	842	0
Applicant Name	Not Started	840	0
Applicant Name	Not Started	820	0
Applicant Name	Not Started	805	0
Applicant Name	Not Started	804	0
Applicant Name	Not Started	800	0
Applicant Name	Not Started	795	0
Applicant Name	Not Started	750	0
Applicant Name	Not Started	745	0

Showing 1 to 10 of 11 entries

PREVIOUS **1** 2 NEXT

You will see at the bottom of the grid how many total applications are in each group. On the bottom right side, you may page through the list of applications.

Applicant Name	Not Started	745	0
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Showing 1 to 10 of 11 entries

PREVIOUS **1** 2 NEXT

You may click any of the headers to sort the list of applicants by that criteria. **The Total ISTS Score is the score used for initial ranking of applicants.** The Score column is the score you have given the applicant. You may use the Search bar to look for a specific applicant.

Elks Most Valuable Student Scholarship - Boys

Show  entries

Search:

Applicant	Evaluation status	Total ISTS Score	Score
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## Video Tutorials

All video tutorials can be found on the Judge Hub on the FAQ page. [Click here](#) to see all topics covered.

## Contact Information

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### Technical Support and ENF Questions

If you need assistance accessing your e-mail or with general computer issues, or have general questions about the program, contact ENF at (773) 755-4732.

ISTS Program Support is available Monday through Friday from 8:00 AM to 5:00 PM Central.

**Registration and Scoring Help:** [ElksMVSSelection@applyISTS.com](mailto:ElksMVSSelection@applyISTS.com)

**Applicant Help:** [ElksMVS@applyISTS.com](mailto:ElksMVS@applyISTS.com)

**Phone:** (855) 542-7444