

Campus OTM Database Setup

The benefits of using the database for campus-level judging include:

- The entire on campus population can submit OTMs to the database for judging by your school's judging committee.
- Campus judging committee members can log onto the database and judge all of the OTMs on their own time and at their own pace.
- All campus OTM submissions will be stored on the database.
- It is the responsibility of the campus administrator can make sure that the correct OTMs move on to the regional level.

How do we setup a campus-level judging database?

- Appoint a campus administrator to coordinate the submissions to the regional level.
 - This person needs to create an account on the OTM database
- Once an administrator has been registered, contact the regional AD-NRHH to activate that individual as a campus administrator for the institution.

How do we setup the database to allow campus-wide submissions?

- Have the campus administrator log on to the database and activate the local submission option.
- This is located under the Campus Info tab (# 8).
 - "Will your campus submit OTMs into the database before the regional deadline and then determine who will advance to the regional level?"
 - Answer "yes" to that question.
- Now that your campus-wide option is activated, any OTM submitted to the database from your institution will go to the administrator.
- The administrator must now set the dates for submission and judging.
 - A date and time must be set each month that the campus OTMs will be due.
 - Also another date and time must be set for the campus judging committee.
- All members of the judging committee will need to create an account on the OTM database.
 - Each member gets one vote in each OTM category when voting comes around.
 - The campus administrator will be able to view a list of users who have accounts from their institution by clicking the admin users tab.
 - They will need to activate students as campus OTM readers.
- Once the campus deadline for OTM submissions passes, judging committee members will be able to view a screen that allows them to choose a winner for each category.
- During the campus judging committee process, the campus administrator will be able to view the number of votes for each OTM.
- Once campus voting expires, the campus administrator must submit the winning OTMs to the region by selecting the "Submit-REG" button next to the OTM.

Feel free to email your AD-NRHH with any questions you might have.

Keep on recognizing!!!