

Exploring ways to safely conduct
homebrew competitions while maintaining
Social Distancing and adhering to CDC
recommendations.

Conducting Virtual Homebrew Contests

in the post COVID-19 Era

The Minnesota Home Brewers Association

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CONDUCTING VIRTUAL HOMEBREW CONTESTS - OVERVIEW

THE NEED

Since the COVID-19 outbreak, homebrew competitions have widely been cancelled or postponed. Because competitions have traditionally required close proximity for judges and volunteers, they have not found a safe way to be able to evaluate and provide feedback for homebrew entries.

Venues formerly used to conduct these competitions have been shut down. Even when they re-open, many may be unwilling to take on the risk of having a large number of people in their facilities in close proximity for the purposes of homebrew competitions.

But people are still home brewing – probably even more so since it’s a hobby that can be done in isolation, and brewers have had more time to brew while their jobs have been put on hold. There is still a desire for homebrewers to receive unbiased feedback for their efforts, and there will always be the desire to compete and WIN!

There exists then a need to come up with a way to conduct homebrew competitions in a “safe” fashion, with limited exposure to COVID-19.

THE PROJECT

The Minnesota Home Brewers Association (MHBA) plans to develop and test guidelines for conducting “virtual” homebrew competitions, maintaining high quality, unbiased evaluations of home brewed samples, rapid return of results to entrants, and even providing new opportunities for FUN for the organizers, judges, and volunteers.

PROJECT INPUT

- We will conduct telephone, email, and text interviews with those contests that have conducted their competitions since the COVID lockdown, with specific interest given to those that have done so utilizing Social Distancing guidelines.
- We will investigate methods for how competition committees may meet and get contest work done without having to be physically in the same space. It is likely that these methods will include Skype, Google Meetup, Zoom, Facebook Messenger Rooms, Conference calls, etc.
- We will investigate methods for collecting entries, and for how to sort and categorize bottles in a “Socially Distanced”, safe, manner. A large element of this discussion will be what will be the minimum number of bottles required for a “virtually judged” competition.
- We will discuss methods for how entries can be picked up by, or delivered to judge teams, and how mini-BOS and BOS sessions can be conducted remotely.
- We will test whether the above-mentioned “virtual” meeting methods can be used to do actual judging, with judge teams being in multiple distant locations.
- We will explore how score sheets may be digitized, collected, and distributed to entrants with a minimum amount of handling by competition staff.
- We will develop ways to make virtual homebrew competitions interactive with remote entrants, judges, and volunteers.
- We will develop recommendations for how to conduct virtual awards ceremonies, with maximum participation by entrants, judges, and volunteers.
- We will explore how medals and prizes may be employed in a virtual competition.

PROJECT OUTPUT

- We will create a manual that may be used by any competition. The manual includes photos, exhibits, and URLs for included resources.
- We will make this manual available on the Minnesota Home Brewers Association website.
- When it seems useful, we will produce videos of procedures and actions, and host those videos on the MHBA website.
- The collected output of this project will be used in practice to conduct the Valkyries Horn mead competition in September of 2020. Following the competition, the competition will submit a report on how each of the virtual competition recommendations worked in practice.
- We will provide a questionnaire in the manual requesting that competitions who use this model report back with their results.
- Following receipt of the competition result reports, we will produce an updated manual in 2021 incorporating the collected suggestions.

SUMMARY

The COVID-19 pandemic is not going away soon, so Virtual Competitions will be the safe choice going forward. This project is time-sensitive if we are to save currently scheduled homebrew competitions. Our goal is to have this project completed by July 1, 2020.

Thank you for your consideration! We look forward to your rapid response so we can get started on this!

The Committee:

Kevin Meintsma

Al Boyce

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Matt Weide

Dave Royer

I. PLANNING YOUR COMPETITION

- A. Create Executive Committee (5 to 7 maximum)
 1. Define “quorum” requirements – i.e. how many people must be present/in communication to make a binding decision
 2. Select committee members for specific roles
 - a. Organizer
 - i. Judge Coordinator
 - ii. Steward Coordinator
 - iii. Cellar Master
 - b. Finance Coordinator
 - i. Prize Coordinator
 - ii. Events, Food and Hotel Coordinator
 - c. Office Manager
 - i. Webmaster
 3. Select your competition date
 - a. Research local events to avoid competing demands on volunteers
 - b. Research other regional competitions to avoid competing demands
 - c. Research nationwide events that might reduce participation or volunteer availability
 4. Identify MAX entries
 5. Identify Flight size
 6. Determine judges per flight
 7. # of bottles per entries
 8. Secure initial funding from executive committee for startup expenses
 9. Select competition name
 - a. Check for Copyright/Trademark conflicts
 - b. Register domain and email addresses
 - c. Register with the Federal and State Governments as a non-profit
 - d. Establish Checking account and authorized signatories (2 people)
 10. Register with the AHA
 11. Recruit volunteers for additional roles
 12. Identify dropoff/sort location
 13. Determine categories (i.e. how many, all? Collapsed? Excluded, special? Etc.)
 14. Determine entry fee
 15. Identify number of judging sessions
 16. Calculate total flight capacity per session
 17. Order Medallions/Lanyards/awards
 18. Order BOS prize (if any)
 19. Determine Postage cost to ship awards
 20. Office Supplies
 - a. Postage
 - b. Mailing Envelops
 - c. Mechanical Pencils
 - d. Lead
 - e. Erasers
 - f. Round labels that are fixed to medallions sent to winners

- g. Bottle openers
 - h. Resealable bottle caps
 - i. Corkscrews
 - j. Paper Towels
 - k. Dump buckets
 - l. Tasting cups/glasses
 - m. Barcode scanner
 - n. Bottle labels
 - o. Storage containers
 - p. Judge labels
 - q. Score sheets
 - r. Flight Summaries
 - s. BJCP guidelines
 - t. Mini-BOS sheets
 - u. Sharpies/Magic Markers
21. Determine date for Bottle Sort/Distribution
22. Judge Assignments

II. ENTRIES: COLLECTION, UNPACKING, LABELING, SORTING

A. Entries consideration:

1. Should be limited to the number of entries that you can judge with a local population. Assuming that each pair of judges would not judge more than 10 entries per flight, you would need 20 judges for a 100 entry contest.
2. If each pair of judges were to do two flights, at different times, then you could double the number of entries for the same number of judges.
3. Should be limited to the amount of entries that can be judged in one mini BOS, as it is assumed that the judges that judge the flight will judge mini-BOS as well.
4. It is assumed that 3 bottles will be entered. 1 for each judge and 1 for BOS.

B. Collection: Two options:

1. Sent to individual judge site locations.

In this option, the entrant ships their entry directly to the lead judge of the pair who will judge their entry. The entry would only be handled by that pair of judges.

- a. Limit the amount of entries to 1 per entrant as they would not likely want to send to multiple locations. As each location would take on a specific category. Limiting the category entrants will be needed to execute this approach.
- b. Entrant labels the entry with a label that shows the entry number and the “pull sheet” description.
- c. Note: Unless bottle labels are designed without judge information (Name, entry name, etc) the entrant will be known to the judge as the judge information is in the clear.
- d. Once entry deadline is cut off, the Database Coordinator will divide entries into “flights” or “tables.”
- e. Once flights/tables are completed, the Judge Director will create pairs of judges, including a “Lead” judge and “Second” judge, assigned to each category. Note: the same judge pair may do more than one flight/table.
- f. After judge pairs are assigned, the Database Coordinator will send instructions to the entrants of the name and address of the lead judge to whom to send their entry.
- g. After the CDC guidelines for safe reception of the entries the judges could then unpack, sort and judge prior to BOS and awards. This allows for only the entrant and judge to touch the bottles.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

2. Sent to a central location

This is the traditional method of sending or dropping off entries at one or more location, later to be picked up and managed by the competition volunteers.

- a. The chosen location will need to allow for multiple volunteers that will serve to unpack, sort, and label.
- b. Ideally this central location will have the ability to keep the entries cool for multiple weeks as the time needed to hold them there may be extended depending on CDC guidelines and the contests ability to unpack, sort, and label.
- c. Ensuring a central clearing location is set up prior to sending out rules and instructions will be essential as many businesses may be hesitant to allow incoming shipments and non-essential employees in their facility.
- d. Unpack: Should be unpacked in accordance with CDC protocols, if 3 days between unique contact with the entries is the general guideline. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
 - i. Unpacking should be done by individuals that are spread at least the minimum distance apart as directed by the CDC.
 - ii. Any one individual should unpack the entire box themselves and should recycle and /or throw away the packing material themselves, i.e. you touch it you see it through to the end.
 - iii. Ideally the bottles should be set aside for a minimum amount of time directed by the CDC before the sort occurs.
 - iv. People doing the unpacking should wear appropriate Personal Protective Equipment (PPE) as assigned by the CDC. This may include masks, gloves, and protective eyewear.
 - v. It may be useful to put all bottles unpacked from a single box onto a table, then dispose of the packing materials, and finally coming back to those bottles to label them and insert them in boxes, in numerical order. Then go to the next box full of bottles, going back and forth between Unpacking and Labeling.
- e. Labeling: Pending how we conduct the software and direct the entrants.
 - i. Stickers should be applied in accordance with the cellar master and software. At minimum the 3 entries should get a sticker with an identifying mark that corresponds with the category pull sheet.
 - ii. Stickers should be given out to labeling volunteers in a numerical fashion, in groups of eight. This correlates with the number of entries that will be in each case box (8 entries time 3 bottles each) during the initial sort. Sticker control in this phase of labeling will save you work later, if there are no gaps in entry numbers.

- iii. Traditionally seven stickers will be needed for each entry: one sticker goes on each bottle cap, one goes on the bottle neck, and one goes on one of the paper identifying label that were affixed to the bottles by the entrant.
 - iv. The bottle labels from the entrant with the contest sticker attached should be saved and turned in to the Database Coordinator to be added to the database.
 - v. The identifying paper label from the entrant should be left on the bottle that will be saved for possible use in Best of Show. The paper label from the other bottle may be discarded.
 - vi. An empty 24-bottle case box should be available for each person doing the unpacking and labeling. The three bottles should be placed in the box “the long way”, down the six-bottle side, in numerical order.
 - vii. If less than three bottles are received from an entry, an empty space should be left in the box where the missing bottle(s) would have been. A note should be made on paper identifying label and on bottle cap sticker for entries that only have two bottles. Such entries will not be eligible for Best of Show consideration. Entries with only one bottle may be judged, but will not be eligible for a medal in the round – since only one judge will be able to judge it.
 - viii. Filled boxes should have a piece of “painter tape” attached to the box top indicating which entry numbers it contains, ie. “Entries 9-16.”
 - ix. Filled boxes should be lined up in numerical order in the unpacking facility, ready for the next step of the sort.
 - x. Consideration: If different people label from the sort a minimum amount of time laid out by the CDC (e.g. 3 days) should be observed of the CDC
- f. Sorting:
- i. Sorting will be done by JUDGE. Judges will be assigned by TABLES. So all of the beers for each table that each judge will taste will be in the same box for that judge.
 - ii. Set up case boxes, labeled with the Judge Name and matching tables printed on “Painters tape” on the outside of the box. (ie. AL BOYCE – TABLES 12 and 24). All boxes should be arranged alphabetically by judge name.
 - iii. Each person doing the Sort should have a stapled document with one page for each table.
 - iv. The person in charge of the Sort should have a list of all of the judges, and which tables are assigned to each one.

- v. The person in charge should assign a judge to each person helping sort, telling the helper which TABLES that judge has been assigned.
- vi. Using their stapled document, the helper should then seek the bottles needed to fill the judge box with their assigned entries.
- vii. The helper should report back to the person in charge that judge XXX has been completed, and ask for another judge and their tables.
- viii. The person in charge of the sort should check off that judge XXX has been packed, and then should double check that the correct bottles are in each judge box that has been completed. Once double checked, the box should be sealed.
- ix. Continue this process until all judge boxes have been filled.
- x. Boxes should sit in place for X days after sort, according to CDC guidelines.
- xi. The Judge Director should be notified of the date when the boxes are ready to be picked up by the judges.
- xii. The judge director should create a pickup schedule so that every judge doesn't arrive at the same time. A ten-minute pickup window is recommended.
- xiii. The director should communicate the pickup schedule with all of the judges.
- xiv. The judge director and cellar master should communicate at the end of the scheduled pickup time to verify that all boxes have been picked up.
- xv. The judge director should follow up with judges who did not pick up, and either make arrangements for them to get their box, or assign the tables to another judge, and get the box to them.

III. VOLUNTEERS AND JUDGES: RECRUITING, SCHEDULING

- A. Competition Coordinator or board will assign the position of CELLAR MASTER.
 - 1. Cellar Master and if necessary, Cellar Volunteers, will practice all appropriate CDC safety measures (masks, gloves, eye protection, social distancing, etc.)
 - 2. Cellar Master will work with Judge Coordinator in distributing boxes of entries to judges.
 - 3. Cellar Master will verify each judge has all appropriate entries for them, and keep a check off sheet for once they have picked up their entries.
 - 4. Cellar Master will work with Database Coordinator in pulling entries that have qualified for Best of Show.
 - 5. If new mini-BOS judges are utilized for each Competition Medal Category, Cellar Master is responsible for accepting half-bottles from judges, and re-distributing them to the judge who needs them.
 - 6. Cellar Master will coordinate with Judge Coordinator to get Best of Show entries to assigned Best of Show judges.
 - a. Best of Show judges may be local, and will drive to pick up entries from Cellar.
 - b. Best of Show judge may be a Celebrity. Cellar Master would then be responsible for packing entries safely for shipment, and arranging shipping to remote Celebrity judge.
 - 7. Cellar Master, in coordination with Competition Coordinator, is responsible for distribution of Best of Show entries that are not used.

- B. Competition Coordinator or board will assign the position of DATABASE COORDINATOR
 - 1. Database Coordinator is responsible for acquiring the competition database software.
 - 2. DB Coordinator sets up competition database software with contest categories and parameters.
 - 3. DB Coordinator in cooperation with Contest Coordinator will acquire online payment system (PayPal, etc.)
 - 4. DB Coordinator, in cooperation with Webmaster, will install competition entry interface and payment interface on the competition website.
 - 5. DB Coordinator, in cooperation with Contest Coordinator, will choose Contest Award Categories (Tables) and assign each entry to one of the Tables.
 - 6. DB Coordinator will receive Judge Pair Assignments from the Judge Director, and apply them to each entry in the database.
 - 7. DB Coordinator will generate Judge Name Label stickers (if physical score sheets are used.)
 - 8. DB Coordinator will generate Entry Label stickers for bottles – at least seven stickers per bottle.
 - 9. DB Coordinator will generate Score Sheet Entry Stickers (if physical score sheets are used.) The stickers should be printed out PER JUDGE. (ie. Each judge should receive the Score Sheet Entry Stickers that they need, in numerical order.) A paper copy should also be printed so that the Cellar

Coordinator may have one for each judge, so they can check off that each judge has received the proper bottles at pickup.

10. DB Coordinator will generate a BOS placemat, and send it electronically to the judge(s) who will perform the BOS>
11. DB Coordinator will generate a grid of competition winners. One copy should be printed, so that winners may be announced at the Awards Ceremony. Another version should be generated that may be posted on the competition website.

C. Competition coordinator or board will assign the position of WEBMASTER

1. Webmaster will register the competition website and secure an ISP to host it.
2. Webmaster will create content for the website, based on input from all other Contest Coordinators.
3. Webmaster will update website content as necessary.
4. Webmaster will secure email service for the competition.
5. Webmaster will create a Facebook page for the competition.
6. Webmaster will create a Facebook page for the competition administration group.
7. Webmaster will create Virtual Communication media sites as necessary, and as chosen by the competition.
8. Webmaster will create a usage primer for judges on how to use the chosen Virtual Communication media.

D. Competition coordinator or board will assign the position of JUDGE COORDINATOR

1. Judge Coordinator will be responsible for recruiting judges.
 - a. Efforts should be made to make sure local volunteers are drawn from a reasonable driving distance from the entry pickup location.
 - b. If there is a pools of judges available in an area more than an hour away, the Judge Coordinator may find a volunteer from that location willing to pick up entries assigned to judges in that area and transport them all to those judges.
2. Because of the unique nature of a virtual competition, judge recruiting ought to occur before entry registration in order to verify enough local judges are equipped with the technology to process the entries.
 - a. A computer with a microphone and a video camera
 - b. Fast internet connectivity (how fast?)
 - c. Ability to subscribe to Virtual Communications application chosen by contest
 - d. A scanner attached to your computer
 - e. Software on computer capable of saving a scan as a PDF file
 - f. Alternately, a cell phone with a camera, and an app to save a photo as a PDF file
 - g. An email account capable of sending and receiving PDF files.
 - h. Access to a car, to be able to pick up entries

3. Entry pick up and technology requirement expectations will be clearly communicated to judges prior to sign up.
4. Shipping sorted entries to a remote judge exposes the competition to liability of shipping regulations, and potential of multiple entries being lost and fees subsequently refunded. Because of this shipping to judges is not advised.
5. Judge coordinator will work with Competition Coordinator (who may be the same person) to anticipate the logistics of entry pickup or delivery prior to assigning judges to categories.
6. Judges will be paired as customary for a BJCP competition, with extra effort to assure judges are available at similar times. Therefore, schedules need to be set before judges pick up their entries.
7. Judges will be given a window of time in which entries need to be judged.
 - a. Because there are no logistical pressures to process entries in coordination with other categories like in a competition setting, judges can take advantage of allowing more time to evaluate and discuss entries. Therefore, there is no need to keep the judging window small as in a typical 2.5 hour judging session unless there is a limit to the amount of time allowed on the competition's chosen virtual communication medium (ie. free Zoom accounts only allow 40 minutes per session.)
 - b. To keep To keep the expectation reasonable, judges ought to be given at minimum a vague timeframe to complete judging in one sitting (ie, Saturday morning, Tuesday evening.)
 - c. Judge coordinator will be in contact with judges and have knowledge of when each category is scheduled.

IV. DATABASE: CATEGORIES, RESULTS, DISTRIBUTION

A. Communication Method

1. Need to establish a clear source for communication. 1 location to get news/information, forms and contact information for support. One suggestion is to use a Zoom video call that is left open all day so participants can drop into for questions?
2. A single spot for support/help on judging day is critical. We don't want to have everyone trying to contact one person via phone and have that person be a bottleneck. Something like Slack, Discord or an FB group or similar is critical so the support team can see what issues are open and what needs to be addressed.

B. Pre-Competition

1. Generate and print Judging number labels prior to bottle sort
 - a. 2 labels needed per bottle, plus one to attach to entrant bottle label
 - b. The process for generating labels is dependent on what competition management software is being used.
2. Paper-clip labels together to keep them in numerical order, 12 judging numbers to a set. (If a three-bottle competition.)
3. Database Coordinator should gather bottle labels that have had Judging Number Labels applied to them.
4. DB Coordinator to check in entries, assigning judging numbers to entries.
5. After all submitted entries have been checked in and assigned judging numbers, DB Coordinator should work with Contest Coordinator and Judge Coordinator to create Medal Categories.
6. After medal categories are created, DB Coordinator assigns each Beverage category (BJCP Categories) to a Medal Category.
7. Pull sheets for each Medal Category should then be created.
8. Pull sheets should be provided to Judge Coordinator.
9. DB Coordinator work with Judge Coordinator to assign judges to categories. Most competition software will assist with this.
10. Judge Coordinator then creates flights and assigns judges.

C. Distribution of Forms

1. Pre-assemble a packet for each judge
 - a. Judge name labels – Generation of these is dependent on what competition management software is being used.
 - b. Beverage ID label– Generation of these is dependent on what competition management software is being used. Labels should include
 - i. Entry number
 - ii. Style
 - iii. Additional information (carbonation, special ingredients, etc)
 - c. Score Sheets (use modified score sheet including Cover Sheet Info)
 - i. Beer – DB Coordinator provides count

- ii. Mead – DB Coordinator provides count
- iii. Cider – DB Coordinator provides count
- d. Printed instructions for judging process
- e. Print blank grids for mini-BOS sessions

- 2. Extra PDF copies of above available in a central location

D. Result Reporting Process

1. Judges enter individual scores in an online form (judging number, judge name, personal score, consensus score). This is something new that needs to be created for a virtual competition. This takes the place of stewards collecting paperwork and delivering it to the office. A google Form or similar would be a good option for this.
2. Judge “scans” scoresheet using smartphone app (Free Adobe Scan app for Android/IOS or similar) and emails PDF to a dedicated email address for results.
3. DB team confirms receipt of scoresheet to judge.
 - a. Judges check in with Judge Coordinator to report that their score sheets and Flight Summary Sheets have been scanned and emailed.
 - b. When both (all?) members of a judging team have reported, Judge Coordinator communicates to DB Coordinator that XXX Flight has reported in.
 - c. DB Coordinator verifies that all necessary files have been received.
 - d. DB Coordinator communicates to Judge Coordinator that he has all that is needed for Flight XXX.
 - e. Judge Coordinator communicates to judges that their flight is complete.
4. DB team reviews score sheets and enters into contest database.
5. Paper version of score sheets be retained by the judges for at least 7 days after results are posted publicly.
6. DB Coordinator creates Winners Grid and provides it to the Contest Coordinator, and prepares a copy to be posted on contest website.
7. DB Coordinator creates a grid of FIRST place winners, and supplies it to the Cellar – who then pulls the bottles from the BOS boxes needed for the Best of Show.
8. DB Coordinator creates Best of Show placemat(s) once all First Place winners have been reported.
9. DB Coordinator receives results of Best of Show from Contest Coordinator and enters it into the database.
10. DB Coordinator generates BJCP Reporting file to report which judges participated and details of participation. The judge reporting is a core part of the competition management software and should not be done manually due to BJCP reporting requirements.

V. VIRTUAL JUDGING: STEP BY STEP

A. Check for Minimum Technological Requirements for Judging

1. Cell Phone with camera, internet connectivity, and text message ability
2. Computer with camera and microphone
3. Internet ISP connection for Computer with sufficient bandwidth
4. Scanner, or ability to photograph documents on phone with PDF output
5. Email account, with ability to send PDF documents
6. Facebook account (desirable, depending on chosen Virtual Judging Platform)
7. Facebook Messaging account (desirable, not required)
8. Subscriptions to other Virtual Judging Platforms, as necessary
9. A quiet room with a table and chair, an electrical outlet, a good WiFi or direct internet connection, and preferably a door that closes where they can conduct their Virtual Judging session undisturbed.
10. If a Judge does NOT meet these minimum technological requirements, they should contact the Judging Coordinator immediately.

B. Receive Judging Assignments

1. Judges should receive by email a spreadsheet containing their judging assignments from the Judge Coordinator at least 3 days prior to the start of the competition. Judges should double-check that they do not have any entries in their assigned judging categories. If they do, they should contact the Judge Coordinator immediately.
2. Judges should verify that they are available for all the dates and times for which they have been assigned. If there are conflicts, they should contact the Judge Coordinator immediately by email.
3. Judges will receive Flight Pull Sheets for each of the flights to which they have been assigned. These Flight Pull Sheets will contain the entry numbers of all the beers in each flight, the BJCP Style number and name of the entry, and any special instructions necessary to judge the entry. Judges should bring these Flight Pull Sheets with them to the Entry Pickup.
4. Judges will receive a Judging Supplies Inventory detailing all of the supplies that they will receive from the competition to complete their judging assignments. Judges should bring this document with them to the Entry Pickup. Weide: Should we think about foregoing any items that would need to be returned? Erasers and pencils could be eliminated.
 - a. Scoresheets
 - b. Mechanical pencils
 - c. Erasers
 - d. Judge name stickers
 - e. Entry stickers for score sheets (could this double as the Flight Pull Sheet?)
 - f. Mini-BOS Grid
 - g. Category winner sheets
 - h. Flight summary sheet

- i. Files Transmission Form (for communication with the Database Coordinator)
 - j. A judge waiver (NOTE: Judge Waiver should contain new verbiage stating judge holds the competition harmless for any damage that may occur to the judge's electronic equipment during the competition.)
 - k. Plastic cups. (NOTE: If judge is selected to do Mini-BOS, they will need additional cups for that task.)
 - l. Calibration beer. (Locally available commercial beverage)
 - m. BOS Grid (if judge is selected for BOS judge. This Grid will be given to them at the time they pick up their BOS entries to judge.)
 - n. BOS Winners Report Form. (Only one: Given to Top BOS Judge.)
5. All judges should receive an assignment by email with a date, time, and location at which they will pick up judging supplies, and the bottles for their assigned entries. Judges should verify that they are able to attend the pickup. If there are conflicts, they should contact the Judge Coordinator immediately.

C. Pickup and Verify Entries

- 1. On the date and time assigned to them, the Judge should drive to the given pickup location that they were previously assigned.
- 2. The Judge should bring with them the Flight Pull Sheet for each flight to which they have been assigned.
- 3. The Pickup Location Volunteer will load boxes containing entries that the Judge has been assigned to judge into the Judge's trunk.
- 4. The Pickup Location Volunteer will also put a bag containing judging supplies into the Judge's trunk.
- 5. After the volunteer moves 6 feet or more back from the judge's car, the Judge will get out and check that they have received all of the entries on their Flight Pull Sheets. This seems like an extra step that exposes both parties.

D. Receive and Verify Judging Supplies

- 1. After the judge has verified that they have all of the entries on their Flight Pull Sheets, they should then inventory that they have received all of the supplies that are listed in their Judging Supply Inventory.
- 2. Once entries and supplies have been verified, the Judge should tell the Pickup Location Volunteer that they have verified that they have received everything that they have been assigned. Seems unnecessary
- 3. The Pickup Location Volunteer should note the date and time that the Judge has verified their pickup on a Judge Pickup Form.
- 4. At the end of the scheduled pickup time, the Pickup Location Volunteer should contact the Judge Coordinator and let them know if there were any judges who did not show up to pick up their entries and supplies, and if there were any discrepancies or difficulties.
- 5. The Judge Coordinator should then follow up with the Judges who didn't show up for their pickup, and either arrange another time for that Judge to do the pickup, or find another Judge to take over that person's assignments.

E. Lead Judge Arranges Judging Session With Judging Partner

1. Lead Judge should contact the Second Judge at least ONE DAY prior to the scheduled judging session.
2. Lead Judge should verify with the Second Judge that they both have a Flight Pull Sheet, and that they both have received a bottle of each entry in the Flight Pull Sheet.
3. Lead judge should verify with the Second Judge that they both have picked up all of the supplies listed on their Judging Supply inventory.
4. Lead Judge should discuss and both judges should document any desired changes to the order of judging, if it will deviate from the order of the entries on the Flight Pull Sheet.
5. Lead Judge should suggest a Virtual Judging Platform (VJP) to the Second Judge. (See V.G. CREATE VIRTUAL JUDGING SESSION below.) Both judges must agree to the VJP and both must feel comfortable using it.
6. Lead Judge should set up a Test Session on the selected VJP and have the Second Judge connect to it, and judge a Calibration Beer while connected to be sure the VJP is going to work for both of them.
7. Lead Judge should remind Second Judge to be sure to chill all the entries for the flight in a cooler with ice for at least an hour before the flight.
8. Lead judge should verify that both judges have access to bottle openers and corkscrews (if necessary.)
9. Lead judge should verify that both judges have access to paper towels or cloth towels.

F. Chilling Entries

1. IMPORTANT! All entries should be chilled in a cooler containing ice for one hour prior to the time that the judging session is scheduled to begin. This is standardized for ALL flights, even if the entries for the flight in question are best judged at a different temperature. It is VITAL that both Virtual Judges are judging entries that have been chilled at the SAME TEMPERATURE.

G. Create Virtual Judging Session

1. Lead Judge opens chosen Virtual Judging Platform (VJP) of choice
 - a. Zoom – SEE APPENDIX A
 - b. Skype – SEE APPENDIX B
 - c. Google Hangout – SEE APPENIX C
 - d. Facebook Messenger Room – SEE APPENDIX D
 - e. iPhone Facetime – SEE APPENDIX E
 - f. GoTo Meeting – SEE APPENDIX F
 - g. Cisco WebEx – SEE APPENDIX G
 - h. Cisco Jabber – SEE APPENDIX H
 - i. Join.Me – SEE APPENDIX I
 - j. BlueJeans – SEE APPENDIX J
 - k. TeamViewer – SEE APPENDIX K
 - l. Adobe Connect – SEE APPENDIX L

2. Lead Judge communicates VJP Credentials to Second Judge
The Lead Judge should send a Facebook text or an email to the Second Judge containing a URL that the Second Judge can click on in order to join the VJP that the judges have agreed upon, or whatever instructions are necessary to join the VJP.
3. Second Judge connects to VJP
Using the credentials provided to the Second Judge by the Lead Judge, the Second Judge should connect to the chosen VJP. The Second Judge will then standby while the lead judge verifies that both judges are online and ready to begin their assigned flight.
4. Lead Judge Checks In with Judge Coordinator once VJP connection is made
It is important that the Judge Coordinator knows that each scheduled flight is being judged in order to keep the competition running on schedule. The Lead Judge should send a text to the Judge Coordinator to let them know that both judges on a flight are online and beginning their assigned flight.

H. Evaluate Entries and Complete Scoresheets (Choose either 2 or 3)

1. Fill out the Flight Summary Sheet with the Category, Flight, and Judge details.
2. Legacy Scoresheets: Paper and Pencil
 - a. Apply Judge Name Label
 - b. Apply Entry Label
 - c. Open and pour beer (1/2 bottle maximum!) and fill out score sheet per accepted BJCP procedures.
3. Electronic Scoresheets
 - a. Fillable PDF score sheets
 - i. Copy fillable PDF score sheet to each file name, then edit the appropriate file when you get to each entry
 - ii. Use the ORIGINAL fillable PDF score sheet, then SAVE AS appropriate file name when complete.
 - b. Electronic score sheets (Nelson Crowle database)
4. Once beer has been evaluated and score sheets completed, judges should come to a consensus score within the range designated by the competition (usually 5-7 points.)
5. Each score sheet should be adjusted so that their total scores fall within that point range.
6. Fill in the Entry number on the Flight Summary Sheet.
7. Fill in the scores for each judge for that entry on the Flight Summary Sheet.
8. Fill in the Consensus Score for that entry on the Flight Summary Sheet.
9. Repeat steps 2 through 8 for each entry in the flight.

I. Select Top 3 Winners, or Top 3 Entries Going on to Mini-BOS

1. Judges should discuss which entries are to be awarded 1st, 2nd, 3rd, and if desired, HM (Honorable Mention.)

J. Complete Flight Summary Sheet

1. If the Category is a single-flight session, it is a medal round. The entry numbers for those entries should be filled in on the appropriate places for First Place, Second Place, and Third Place, and Honorable Mention (if desired) on the Flight Summary Sheet.
2. If the Category is a multiple-flight session, check the “If Advanced to Mini-BOS” box on the Flight Summary Sheet. Do NOT fill in the First, Second, and Third place boxes on the bottom.

K. Forwarding Documentation to Database Coordinator

1. If not electronic judging, scan all score sheets, Flight Summary Sheet, and Category Winner sheet.
 - a. If scanning on a scanner connected to a computer, score sheet files should be named [EntryNum][JudgeID].PDF. For example, if the entry number is 2576, the score sheets should be named 2576A.PDF (for the lead judge) and 2576B.PDF for the Second Judge.
 - b. If scanning on a scanner connected to a computer, the Flight Summary Sheet should be named [TableID][FlightID]FSS.PDF. For example, if the Table ID is 27, and there are three flights for that Table and you’re at table A, then the file should be named 27AFSS.PDF.
 - c. If this was NOT a Medal Round, do NOT scan and send the Category Winner sheet.
 - d. If this WAS a Medal Round, and you are scanning on a scanner connected to a computer, the Category Winner Sheet should be named [TableID]CWS.PDF. If your table ID is 27, the file name would be 27CWS.PDF
 - e. If you do not have a scanner, use an app on your cell phone that converts photos into PDF files. Scan all score sheets, the flight summary sheet, and the category winner sheet (if a medal round.)
 - f. Complete the Files Transmission Form, detailing all of the electronic files that you will transmit to the Database Coordinator. Scan this form as a PDF using your chosen method.
 - g. Transfer all PDF files to the Database Coordinator (including the Files Transmission Form) using the method chosen by your competition. (NOTE: It MUST be a SECURE LOCATION that only the Database Coordinator can access once the files are transmitted.)
 - Email
 - Text
 - Facebook Message
 - DropBox
 - Google Drive
 - Other

2. If you ARE using electronic judging

...RESEARCH HOW TO ORGANIZE ELECTRONIC JUDGING FILES – DAVE ROYER

- a. Transfer all PDF files to the Database Coordinator using the method chosen by your competition.
3. Report Session Completion to Judge Coordinator via phone call
 - a. Call the Judge Coordinator on the phone, and report that you have completed your flight, and you have transmitted the electronic PDF files for the flight to the Database Coordinator.
 - b. Provide a list of the files transmitted to the Judge Coordinator
 - c. Stay on the line while the Judge Coordinator puts you on hold while they verify that the Database Coordinator has the required files in their possession.
4. Verify Database Coordinator has received session documents
 - a. The Judge Coordinator telephones the Database Coordinator and verifies that they have received all of the PDF files for the flight.
 - b. The Database Coordinator opens the Files Transmission Form for the flight, and prints it out. They check off that all files listed have been received.
 - c. The Database Coordinator does a spot check of two or three the received PDF files to verify that they are valid.
 - d. The Database Coordinator tells the Judge Coordinator that the files for the flight have been received.
 - e. The Judge Coordinator gets back to the Lead Judge (who has been on hold) to tell them that the flight is complete.
5. Arrange Movement of Bottles for Mini-BOS, if necessary
 - a. If flight requires a Mini-BOS, and Lead Judge will participate in the Mini-BOS, the Judge Coordinator instructs the Lead Judge to re-cap the bottles from that flight that advanced to the Mini-BOS, and confirms that the Lead Judge knows the time, date, and contact information for the other Mini-BOS judge. (It will likely be the next day.)
 - b. The Judge Coordinator instructs the Second Judge to re-cap their bottles from that flight that advanced to the Mini-BOS, and instructs them how to transfer their Mini-BOS bottles back to the competition. One of them will be needed for the Best of Show.
 - RESEARCH HOW THIS WILL BE DONE.
 - SUGGESTION ONE: THE SECOND JUDGE FROM EACH SUB-FLIGHT DRIVES THEIR HALF-FULL MINI-BOS BOTTLES BACK TO THE PICKUP LOCATION. THEN THE LEAD JUDGES DOING THE MINI-BOS DRIVE BACK TO THE PICKUP LOCATION TO PICK UP THE MISSING BOTTLES THEY NEED

FOR THEIR MINI-BOS. This seems unsafe and there is no way to sanitize the bottles.

▪ SUGGESTION TWO: THE LEAD JUDGES DOING THE MINI-BOS DRIVE BACK TO THE PICKUP LOCATION TO GET BOTTLE 3 TO DO THEIR MINI-BOS. WHOEVER GETS BOTTLE 3 SAVES HALF A BOTTLE TO USE FOR FINAL BOS. THEY DELIVER THAT HALF-BOTTLE BACK TO THE PICKUP LOCATION> This seems unsafe as the BOS judge will not be able to sanitize the bottle.

▪ SUGGESTION THREE: COMPETITION STAFF DRIVES AROUND PICKING UP AND/OR DELIVERING MINI-BOS AND BOS BOTTLES.

▪ SUGGESTION FOUR: The flight judges execute Mini-BOS and the third bottle is kept at the shipping location for BOS or the first place bottles are shipped from the judging locations to the BOS location.

L. Conducting Mini-BOS (if necessary)

1. Top Judge for the round contacts other Lead Judge for Mini-BOS
 - a. Follow all relevant steps above as if judging a new flight.
2. Mini-BOS judges evaluate entries
 - a. No score sheets are necessary for this procedure.
 - b. Make notes on Mini-BOS grid from Judging Supplies.
 - c. Discuss each entry.
 - d. Come to a consensus as to which entries won First, Second, Third, and HM (optional.)
3. Top Judge fills out winners on their Flight Summary Sheet, filling in the First Place, Second Place, Third Place, and HM (Honorable Mention) if necessary.
4. Top Judge fills out Category Winner Form.
5. Top Judge scans Category Winner Form and Flight Summary Sheet as PDFs. (See scanning instructions above.)
6. Top Judge transmits PDF files to Database Coordinator
7. Top Judge contacts Judge Coordinator to let them know Mini-BOS for Category X is complete.
8. Judge Coordinator puts Top Judge on hold, and contacts Database Coordinator to verify that Mini-BOS information has been received for Category X.
9. Database Coordinator verifies that Mini-BOS files for Category X have been uploaded and informs Judge Coordinator that they have the files.
10. Judge Coordinator gets back to Top Judge (who has been on hold) to let them know Category X has been successfully received and is closed out.
11. Judge Coordinator asks Top Judge to drive the remains of Bottle 3 back to Pickup Location.
12. Judge Coordinator thanks both Mini-BOS judges.

M. Conducting Best of Show

1. Solo Best of Show

- a. Recruit a well-respected judge who is willing to sample all Best of Show beers by themselves, and choose a winner.
- b. After the gold medal winners have been selected for each category, assemble all of the Best of Show bottles.
- c. If the Solo BOS judge is local, inform them that the BOS samples are ready for pickup, and arrange a time for them to pick them up from the cellar. Alternately, deliver them to the Solo BOS judge. In either case, practice social distancing and other CDC recommendations when arranging the transfer.
- d. If the bottles must be shipped to the Solo BOS judge, carefully pack them in bubble wrap or other method to keep them safe in shipment. Bring them to UPS or FedEx for shipment – NOT THE POST OFFICE.
- e. Pre-arrange a date and time by which the Solo BOS judge will communicate their results to the Database Coordinator or Contest Coordinator.
- f. If you desire, have the Solo BOS judge record a video of themselves talking about the top three to five beers, to be replayed at the Awards Ceremony.

2. Traditional Multiple-Judge Best of Show – Face to Face

- a. Recruit two or more judges to conduct the Best of Show.
- b. Secure a location where judges can meet to judge with at least 6' separation, per CDC guidelines.
- c. Recruit a volunteer to act as a steward for the Best of Show.
- d. On the agreed upon date and time, the steward and Best of Show judges meet in the judging location. At arrival, all should be wearing masks per CDC guidelines.
- e. The steward should wear latex or vinyl gloves.
- f. Judges should either be provided with a Best of Show grid, pre-printed with the entry numbers, style numbers and names, and other relevant info, or else labels should be applied to each cup with that information.
- g. The Steward will pour samples for the judges, telling them clearly the entry number as they hand set them in front of the judge.
- h. The judge will be responsible for arranging the cups in front of them as they wish.
- i. Judges may remove their masks when they are ready to begin judging.
- j. Once the judges have reached consensus, the lead judge should complete the BOS Winners Report form and email it to the Database Coordinator or Contest Coordinator.

3. Traditional Multiple-Judge Best of Show – Virtual

- a. Pickup Location Volunteer should have two half-bottles of each BOS entries. (Note: This may be unsafe per CDC guidelines.)

- b. Pickup Location Volunteer should assemble two boxes – each containing one of each BOS entries.
- c. Chosen BOS judges pick up entries from Pickup Location at a date and time arranged by the Judge Coordinator. (Alternately, Cellar staff can deliver boxes to BOS judges, using Contactless Delivery.)
- d. Chosen BOS judges pick up BOS supplies from Pickup Location. (NOTE: This will be cups, and a BOS Grid for them to write their notes on. The Top BOS judge will also receive a BOS Winners Report Form.)
- e. Chosen BOS Judges should verify that they have all of the entries listed on their BJCP Grid. They should then tell the Pickup Location Volunteer that they have verified their pickup.
- f. The Pickup Location Volunteer should write the date and time of the pickup on their Judge Pickup Form.
- g. BOS Judges should follow instructions in Section “L. Conducting Mini-BOS” with the exception that they should fill out the BOS Winners Report Form instead of the Category Winner Form. There is no need to fill out the Flight Summary Sheet.

VI. VIRTUAL STEWARDING: GETTING BOTTLES TO REMOTE JUDGES

A. Box Sort Customized per Judge

1. Boxes should arrive pre-sorted for each judge, done by step II. ENTRIES: COLLECTION, UNPACKING, SORTING, LABELING.
2. Cellar should have a copy of each judge's "pull sheet" or Entry Stickers, showing each entry number they need for each flight.
3. Cellar should double-check each box to make sure all the bottles on each judge's pull sheet are present.

B. Bottle Handling Safety Document Inserted in Each Box

1. Recommend judges wear latex gloves when initially handling bottles
2. Recommend judges do a bleach water dip of each bottle the day before judging.

C. Bottle Handling Safety Procedures for Pickup Location Volunteers (Cellar?)

1. Recommend Cellar volunteers wear gloves and masks
2. Recommend judges stay in their cars/homes
3. Recommend Cellar volunteers put box of bottles in the judge's trunk or front step.

D. DELIVERY OF BOTTLES TO JUDGES

1. OPTION A: Judges Pick up Boxes at Cellar

- a. All Judge boxes are at a central Cellar location.
- b. Judges are instructed to drive by at a scheduled time to pick up their entry boxes and judging supplies.
- c. Cellar staff asks judge's name (possibly judge number?) and instructs judge to open their trunk.
- d. Cellar pulls appropriate box and bag of judge supplies for judge and places all in the trunk.
- e. Cellar stands back 6' or more, instructs judge to check their pull sheet against bottles in the box to make sure all entries are there.
- f. Judge confirms with cellar that all entries are there.
- g. Cellar staff checks judge off their pickup sheet, and thanks judge for coming.
- h. At the end of the day, Cellar staff calls Judge Director to tell them If there are boxes that have not been picked up.
- i. Judge Director follows up with tardy judges to make arrangements for them to get their entries.

2. OPTION B: Boxes Delivered to Judges by Steward (Runners)

- a. All Judge boxes are at a central Cellar location.
- b. Cellar recruits Stewards to come to Cellar to transport judge boxes to judges homes.

- c. Judges are instructed by email with a date and approximate time by which their entries and judging supplies will be delivered to them by a steward.
- d. Stewards call each judge when they are 30 minutes out from judge home to confirm delivery.
- e. Cellar pulls appropriate box and bag of judge supplies for judge and places all on judge front step, then knocks on door.
- f. Cellar stands back 6' or more, instructs judge to check their pull sheet against bottles in the box to make sure all entries are there.
- g. Judge confirms with cellar that all entries are there.
- h. Steward checks judge off their delivery sheet, and thanks judge for their service.
- i. Steward takes a scan or photo of their delivery sheet and electronically transmits it to Cellar Staff. (Email or text.)
- j. At the end of the day, Cellar staff calls Judge Director to tell them if there were boxes that were not able to be delivered.
- k. Judge Director follows up with missing judges to make arrangements for them to get their entries.

E. DELIVERY OF BOTTLES TO MINI-BOS JUDGES

- 1. Procedures for Mini-BOS to be done by initial judges.
 - a. The Cellar is not involved in this procedure, it is done by the judge pair.
 - b. All entries for a single category are judged by the same pair of judges.
 - c. Judges break up category into flights of no more than 8.
 - d. Judges save a half-bottle from each entry for possible mini-BOS consideration.
 - e. Judges choose 3 entries from each flight to be forwarded to mini-BOS.
 - f. When flights are done, entries that have qualified for the mini-BOS are pulled from each judge's box.
 - g. Judges select which entries will be awarded First, Second, and Third place (and optionally, Hoonorable Mention.)
 - h. Winners are noted on the Flight Summary Sheet in the appropriate place, and on the Category Winner form.
 - i. Both of those documents are scanned and sent to the Database Coordinator.
- 2. Procedures for Unique Mini-BOS judges.
 - a. SUGGESTION ONE: THE SECOND JUDGE FROM EACH SUB-FLIGHT DRIVES THEIR HALF-FULL MINI-BOS BOTTLES BACK TO THE PICKUP LOCATION. THEN THE LEAD JUDGES DOING THE MINI-BOS DRIVE BACK TO THE PICKUP LOCATION TO PICK UP THE MISSING BOTTLES THEY NEED FOR THEIR MINI-BOS.
 - b. SUGGESTION TWO: THE LEAD JUDGES DOING THE MINI-BOS DRIVE BACK TO THE PICKUP LOCATION TO GET BOTTLE 3 TO

DO THEIR MINI-BOS. WHOEVER GETS BOTTLE 3 SAVES HALF A BOTTLE TO USE FOR FINAL BOS. THEY DELIVER THAT HALF-BOTTLE BACK TO THE PICKUP LOCATION

c. SUGGESTION THREE: COMPETITION STAFF DRIVES AROUND PICKING UP AND/OR DELIVERING MINI-BOS AND BOS BOTTLES.

F. DELIVERY OF BOTTLES TO BEST OF SHOW JUDGES

1. **OPTION A: Procedures for Local Best of Show Judges – Socially Distanced**
 - a. Database Coordinator electronically sends Best of Show pull sheet and table grids to the Cellar.
 - b. Cellar prints out 2 of each document.
 - c. Cellar assembles box containing Best of Show entries.
 - d. Judge Director chooses 2 BOS judges, and informs them of the date, time, and place where BOS judging will occur.
 - e. Judging place is prepared.
 - Must have a table where judges may sit at least 6’ apart
 - Must have masks for each judge and steward
 - Must have gloves for each judge and steward
 - Must have a separate sealed set of plastic cups for each judge
 - Must have sealed water bottles for each judge
 - f. Steward and judges arrive at judging location, and don masks and gloves
 - g. Steward gives each judge their table grid, cups, mechanical pencils, and water bottles
 - h. Judges put an empty glass in each cell of the table grid
 - i. Steward opens the bottles, announcing each entry, and pours each entry as judge holds up the cup from the appropriate cell to be filled
 - j. When all samples have been poured, judges remove their masks and complete Best of Show
 - k. Results of Best of Show are transmitted electronically to Database Coordinator on Best of Show Results form.
 - l. Once of the Best of Show judges calls or texts Judge Director to tell them BOS has been completed.
 - m. Remnants of BOS meads are recapped (if desired), and split between judges and Steward.
2. **OPTION B: Procedures for Celebrity Best of Show Judge(s)**
 - a. Database Coordinator electronically sends Best of Show pull sheet and table grids to the Cellar.
 - b. Competition committee has identified a “Celebrity Judge” (ie. a brewer or mead maker) to do the Best of Show solo.
 - c. Cellar assembles box containing Best of Show entries.
 - d. Cellar carefully packs all entries for shipping.

- e. Cellar brings parcel(s) containing entries to UPS and ships them to the celebrity judge.
- f. Cellar electronically transmits pull sheet and table grid for Best of Show entries to the Celebrity judge.
- g. Celebrity Judge communicates with Cellar when they have received entries, reporting any mishaps that may have occurred in shipping.
- h. Celebrity judge conducts Best of Show, choosing First, Second, and Third place (and optionally Honorable Mention.)
- i. OPTIONAL: Celebrity Judge makes a recording of themselves talking about the top three entries, starting with third place. This could be used by the competition to announce the Best of Show winners.)
- j. Celebrity Judge completes the Best of Show Results Form and transmits it to the Database Coordinator.
- k. The Celebrity Judge phones or texts the Database Coordinator to verify that the results had been received.
- l. Database Coordinator thanks Celebrity Judge for participating.

G. DISPERSEMENT OF UNUSED THIRD BOTTLE

1. In coordination with Competition Staff, Cellar divides up unused Bottle 3's from all of the entries.
2. Persons selected to receive Bottle 3's picks them up from Cellar
3. Alternately, Cellar empties and recycles or disposes of bottles.

VII. VIRTUAL INTERACTION: ENTRANTS, JUDGES, VOLUNTEERS

- A. Virtual Competition Planning Meetings
 - 1. Contest Board meetings to plan “high points”
 - 2. Contest Committee meetings to plan details

- B. Virtual Judge Orientation
 - 1. Time, date, and URL distributed via email, and in judging materials
 - 2. Best done on an interactive platform (Zoom, etc) to allow questions
 - 3. May include pre-recorded segments for demonstrations
 - 4. Best conducted AFTER judges have picked up their judging materials
 - 5. Attendance is MANDATORY. Judge director must follow up with judges not able to attend.

- C. Virtual Steward/Cellar Orientation
 - 1. Time, date, and URL distributed via email
 - 2. Best done on an interactive platform (Zoom, etc) to allow questions
 - 3. May include pre-recorded segments for demonstrations
 - 4. Content will vary based on role of stewards in virtual contest – see Section VI. Virtual Stewarding: Getting Bottles to remote Judges
 - 5. Attendance is MANDATORY. Steward Director/Cellarmaster must follow up with stewards not able to attend.

- D. Virtual Judging
 - 1. Covered in section V. Virtual judging: Step by Step

- E. Recorded educational presentations
 - 1. Virtual Brewery Tour
 - a. Competition could arrange in advance to have a prominent brewer record a walk-through of their brewery.
 - b. Because of virtual nature, brewery NEED NOT be local! (Russian River: Pliny? Westleveren?)
 - c. “Premiere” (first showing) of video should be scheduled within contest time frame to give the “feel” of a contest activity.
 - d. Could be stored as a YouTube video, so people not able to attend “premiere” could view it later.

 - 2. Celebrity Brewing Presentation
 - a. A celebrity brewer could record a presentation on a topic that they are an expert for. (ie. John Palmer: Water, Stan Hieronymous: Wheat beers, etc.)
 - b. This could be a narrated PowerPoint deck, could be movies of hop fields, could be animation of yeast activity, etc.
 - c. If competition were ambitious, this could be SEVERAL brewers/experts talking about the same topic, then edited together into a presentation.

- d. Could be web-based (talk to Doug Piper – he has been conducting web interviews of subject matter experts for the BJCP.)
 - e. “Premiere” (first showing) of video should be scheduled within contest time frame to give the “feel” of a contest activity.
 - f. Could be stored as YouTube video, so people not able to attend “premiere” could view it later.
3. Entrant Discussion of their Recipe (display with BOS?)
 - a. Contest could request ALL entrants to record a 5-minute video of them discussing their recipe, their techniques, special ingredients, etc., with the assumption that their entry were in the BOS.
 - b. Videos could be saved as YouTubes. Entrants could send URLs of their videos to the competition.
 - c. Videos of ACTUAL top 3 BOS winners could be displayed at awards ceremony.
 - d. Contest website could post URLs of ALL medal winners.
 - e. Alternately, contest website could post URLs of ALL entries.
 4. Recorded ZOOM of Panel Discussion of A Topic
 - a. A panel of subject matter experts on a given topic could be assembled for a ZOOM meeting.
 - b. An emcee could be chosen by the contest to ask pre-arranged questions, or to bring discussion back on track if it goes astray.
 - c. Panel Discussion could be recorded to be played back at “Premiere” time, to give the “feel” of a contest activity.
 - d. The URL of the discussion could be posted on the contest website, so people not able to attend “premiere” could view it later.
- F. Virtual Discussion Rooms – Entrant Topics
1. A ZOOM meeting of ALL participants (judges, stewards, volunteers, and entrants) would be too unwieldy (and limited by ZOOM room size) to be of any value.
 2. A ZOOM meeting could be publicized for a certain date and time, with certain “break out” topics posted.
 3. People could sign up in advance for specific break-out sessions.
 4. A Break-Out session emcee could be chosen by the contest for each break-out.
 5. At the given time, people would log in to the ZOOM, then be assigned to a break-out session.
 6. Members of the break-out session can have real virtual discussions about their chosen topic.
 7. Optionally, break-out sessions could be recorded, so people who could not attend may view/listen to them later.
- G. Using Phone Texting
1. Texting is a more “immediate” virtual interaction than other methods.
 2. Texting is properly used for issues that require immediate reaction.

3. Notification that score sheets have been transmitted, subsequent validation that score sheets have been received by Database Coordinator are examples of proper use of texting for a virtual competition.
4. Texting might also be used by entrants or volunteers if, during a virtual presentation, they notice that someone that they wanted to talk with is also attending. They might text each other then to arrange a “one-on-one.”
5. Subjects for which the contest wants a record of should be transmitted over a less ephemeral media (ie. email.)

H. Using Email

1. Email is properly used for issues where a record of the transaction is desired.
2. Emails may be used to send to individuals, or to send to an email list.
3. Email should be used to send judging assignments, contest activity agendas, etc.
4. Emails should be used to transmit ZOOM URLs, etc, so that the often lengthy URLs can be clicked on out of the email, rather than needing to be manually retyped.
5. Emails may be used for transmitting score sheets, flight summary sheets, category winner forms, best of show forms, etc to the Database Coordinator.
6. A downside of email is the latency – it may take a while for an email to arrive, it may take awhile for the recipient to open it and read it, it may take awhile for the recipient to respond. Issues requiring IMMEDIATE response should use another virtual interaction method (ie. texting.)

I. Using Facebook Groups

1. Facebook groups can be used similar to an email list. It’s a good way to facilitate 2-way communications between a group of people with a similar purpose.
2. The Contest Board/Central Committee would be a good example of a group of people that might utilize a Facebook Group.
3. Contest Judges and Contest Stewards might be two other groups that could utilize a Facebook Group.
4. The Contest in general might utilize a Facebook Group. However if ALL entrants and the general public are allowed to join, you may want to have a moderator to filter posts so that negative posts or posts with false information don’t infect the group.

J. Using Telephones

1. A telephone call is probably the most immediate method of virtual interaction.
2. Unlike a text, both parties of a telephone call are present in real time, and there usually is little confusion about the contents of the conversation, since both parties are actively participating.
3. When all other forms of virtual interaction fail, a telephone call is best.
4. Telephone calls are NOT good for issues that require documentation that can be referred to later.

5. In the Virtual Competition context, telephones can serve in Virtual Judging if judges encounter issues with the chosen Virtual Judging medium (ie Zoom.)

K. Using Telephone Conference Calling

1. Telephone conference calls are the audio version of ZOOM meetings.
2. Some conference calling software allows for recording, if documentation of a conference call is required.
3. Conference calling can also be accomplished by “merging” calls, if a third or fourth party needs to be pulled into a conversation started by just two.
4. Conference calls may become less useful with the more parties attending. Attention spans can wander on telephone conference calls when a small number of people are doing the talking.

VIII. VIRTUAL AWARDS CEREMONY

A. Option A. Live-Realtime

1. A Live-Realtime Awards Ceremony would most closely simulate a normal contest awards ceremony.
2. Using Zoom for a Live-Realtime awards ceremony could work well for up to 100 people (software limitation.)
 - a. Zoom could be recorded, to be replayed later by people not able to attend.
 - b. If the winner is present on the Zoom call, they could be “unmuted” for them to “virtually accept” their award.
 - c. Zoom has the facility to incorporate videos into the stream.
3. Using Facebook Live could also work well for a Live-Realtime Awards Ceremony.
 - a. Facebook Live is a one-way medium, so there could be no video or audio interaction from the viewers.
 - b. Viewers can utilize the “Chat” feature to interact with the contest or other viewers.

B. Option B. Recorded-Play at Set Time

1. A pre-recorded awards ceremony has the advantage of being able to be “premiered” at a set time, and also may be replayed later by people who could not attend.
2. YouTube would be a good medium for a pre-recorded awards ceremony.
 - a. A YouTube video could be edited to include other pre-recorded segments.
 - b. People can “comment” on a YouTube video, but it is not real time communications with the contest.

C. Option C. No Awards Ceremony – Results Posted on Contest Website

1. Advantage would be that results would be posted to the contest website regardless of what sort of ceremony was held.
2. Disadvantage is that a lot of the excitement of the contest culminates in the awards ceremony, so you would lose that if you have no awards ceremony.
3. Pre-recorded segments could be hot-linked to the contest website, for people to view later.
4. This option is the least work.

D. Awards Ceremony Activities

1. Medals, Ribbons, etc.
 - a. If you have medals or ribbons for your virtual competition, your shipping costs will be increased in that ALL medals will have to be shipped – there will be NONE picked up at the Awards Ceremony.

- b. You may choose to have a certificate for your award, instead of a medal or ribbon. In this case, the certificate could be downloaded from the contest website, saving shipping costs.
2. Category Prizes
 - a. Traditional contests often award prizes in addition to a medal or ribbon to category first, second, and third place winners.
 - b. Bulky prizes will cost a lot to ship. You may consider asking your donors to give gift certificates instead. The certificate can be sent to the category winners, and they can redeem them at their local homebrew shop, or directly from the donor.
 - c. If you decide to forego prizes to the contest, be sure to publicize that on your contest website, to set entrant expectations.
 3. Door Prizes
 - a. In traditional contests, door prizes are often given to judges, stewards, and volunteers to thank them for their effort.
 - b. If you have the budget for shipping, you could still do this. Use whatever randomizing technique you wish to choose winners. (Names in a hat, etc.)
 - c. One possibility to save on shipping would be to hold your drawing BEFORE judges pick up their bottles and judging materials. Then their prize could be delivered by the cellar, at pickup.
 - d. The contest could also consider a “COVID-delayed” volunteer party at some future date after the pandemic as a gift for volunteers.
 4. Raffle
 - a. Raffles are sometimes incorporated in traditional competitions as a way to raise money for the contest, or for a charity.
 - b. Excess prizes are what is usually being raffled.
 - c. Tickets are sold to the awards ceremony attendees, then ticket numbers drawn periodically throughout the ceremony, and time allotted for people to come choose their prizes.
 - d. Because no one can choose their raffle prize, and because all of the auction items would have to be shipped at contest expense, having a raffle for a virtual competition is not recommended.
 5. Silent Auction
 - a. A silent auction is sometimes held during a traditional awards ceremony. This could be for charity, or to raise money for the contest expenses.
 - b. Usually high ticket items, people can peruse the auction items any time during the ceremony.
 - c. Sometimes minimum additional bid amounts are set (could be \$1, \$5, or whatever you think might be appropriate for that item.)
 - d. Bidders can see the latest (highest) bid, and the bidding history.
 - e. A cutoff time is usually set, and whoever has the high bid at that time wins the prize.

- f. Prize winners pay the contest in cash, or by credit card or PayPal if the contest is set up to accept those.
- g. Since these are usually high-ticket items, it might be worthwhile for a Virtual Contest to conduct a silent auction. The higher cost would justify the postage, or it could be stated that postage costs are ABOVE the auction bid price.
- h. For local auction winners, a Socially Distant pickup might also be acceptable.
- i. Possibly a “private” auction for these items could be set up on EBay.

E. Awards Ceremony Videos

1. Guest Speaker

- a. Some traditional competitions have a guest speaker at their awards ceremony.
- b. This speaker could be pre-recorded or live, depending on the medium used for hosting the awards ceremony.
- c. If not already pre-recorded, this speaker could be recorded to be played back later for those not able to attend.
- d. For those not wishing to hear the speaker but only attend the awards ceremony, the speech could be scheduled to conclude prior to the scheduled starting time of the awards ceremony.

2. Entrant Videos

- a. At entry time, entrants can be requested to record a 5 minute or less video talking about their entry, their recipe, their techniques, and any other unique information about their entry.
- b. Entrants can email these videos to the contest in advance of the awards ceremony.
- c. The competition can choose to play these videos for all Gold Medal winners, or perhaps only the Best of Show winners.
- d. Optionally, the videos for the gold medal winners can be uploaded to YouTube, and linked via URL on the competition website.
- e. Optionally, ALL of the videos could be uploaded, and linked via the competition website.

F. Distribution of medals, certificates, prizes, raffle, and auction items

- 1. If the competition decides to issue winner certificates instead of medals or ribbons, they can be downloaded by the winners from the competition website.
- 2. If the contest has acquired gift certificates instead of physical prizes, these can be mailed in envelopes to the recipients.
- 3. Physical items could be staged at a local distribution point, for local winners to pick up. This could be a homebrew shop, a brewery, or the garage or porch of a contest volunteer. Pickup would have to be appropriately Socially Distanced and safe.

4. Items to distant winners, or optionally to all winners could be packaged and shipped by USPS or another shipper. This method will be the most expensive for the contest, and the packaging could be very time consuming. If more than one person is involved in the packaging, proper Social Distancing and COVID safety precautions should be observed.

IX. WRAPUP: CONTEST EVALUATION

- A. Contest Metrics – Comment and Describe
 - 1. Was the contest date a success?
 - 2. Was drop off/mail to location(s) a success?
 - 3. Number of entrants/entries – was that enough/too many?
 - 4. Number of judges – was that sufficient/too many?
 - 5. Number of other volunteers – was that sufficient/too many?

- B. Unpackaging, Labeling, Sorting metrics – Comment and Suggest Improvements
 - 1. Was Unpackaging accomplished in a timely manner?
 - 2. Was Labeling logical and easy to do?
 - 3. Was Sorting easy to understand and efficient?
 - 4. Were there multiple iterations of Sorting required?

- C. Cellar/Distribution metrics – Comment and Suggest Improvements
 - 1. Did Cellar organization make it easy to find entries?
 - 2. Was there a schedule for Judge/Steward pickup?
 - 3. Did distribution go smoothly?
 - 4. Were there any leftover boxes at end of Distribution time?
 - 5. If Cellar accepted mini-BOS entries coming back in, did that go smoothly?
 - 6. Was finding entries for BOS judging easy?
 - 7. Was there a pre-determined method for distributing remaining unused entries?

- D. Judging metrics – Comment and Suggest Improvements
 - 1. Did most judging sessions complete smoothly?
 - 2. Did Judges understand process for submitting documentation?
 - 3. Did judges have all of the bottles and supplies necessary to complete judging?
 - 4. Did communications with the Database Coordinator go smoothly?
 - 5. Was Mini-BOS procedures sufficiently well documented?
 - 6. Was BOS procedure sufficiently well documented?

- E. Database metrics – Comment and Suggest Improvements
 - 1. Was database front end (for entrants) easy to understand and use?
 - 2. Was it easy to assign contest “tables” through database?
 - 3. Was it easy to create and print judge name labels through database?
 - 4. Was it easy to create and print entry labels through database?
 - 5. Was it easy to create and print BOS grids through database?
 - 6. Was it easy to produce a winner’s report through the database?
 - 7. Was the database fee reasonable?
 - 8. Was the database creator available and helpful with questions and issues?

- F. Payment System metrics – Comment and Suggest Improvements
 - 1. Did the Payment system integrate easily with the database?
 - 2. Was the fee charged by the payment system reasonable?

3. Did the payment system accept a wide variety of credit cards?
4. Did the payment system accept ACH checks?
5. Was it easy to transfer cash from the payment system?
6. Was it easy to produce detailed reports from the payment system?

G. Virtual Communications – Comment and Suggest Improvements

1. Which virtual communications platforms did you use?
2. Which ones worked well? Which ones were lacking?
3. Were there any features discovered that we didn't know about going in?
4. Should certain functions be done with a different virtual communication platform?

H. Fun metrics – Comment and Suggest Improvements

1. Did the contest do any contest activities that would not have been possible in a traditional competition?
2. What activities were enjoyed by volunteers and participants?
3. Did new fun ideas occur that could be implemented at the next contest?
4. Were there some fun activities that were a failure, or were more work than they were worth?
5. Were there fun things missing from traditional contests that participants commented on?

I. COVID-19 metrics – Comment and Suggest Improvements

1. Was proper Social Distancing observed during all activities?
2. Were CDC sanitation guidelines adhered to during all activities?
3. Did simpler/easier measures occur to you as the contest progressed?
4. Overall, did you feel that the contest was conducted safely in the face of COVID-19?

J. Volunteer/Entrant Questionnaire

1. See Appendix O for a sample Volunteer/Entrant Questionnaire.
2. Set a specific date by which the Questionnaires should be returned.
3. Could possibly be a Survey Monkey poll instead of pen and paper.
4. Compile questionnaire results.
5. Review results with contest committee and suggest and incorporate improvements based on survey comments.

K. Takeaways – Things to do Better or Differently Next Time

1. Go over contest outline step by step with Contest Committee.
2. Comment on each step in an unbiased manner as to how the contest lived up to the outline.
3. Brainstorm on improvements, additions, deletions for next contest.
4. Document suggestions in a "year end report."
5. Update outline with year end report suggestions.

TRIAL RUN: VIRTUAL CONTEST

On June 4-6, 2020 the Minnesota Home Brewers Association had a club event called the “MHBA VIRTUAL BOTTLE SWAP.” The idea was that since we couldn’t get together in one place to share samples of each other’s beers, we would send the samples to them, and then we would taste them all together at the same time via a ZOOM meetings. We conceived this as a three-day process.

After the event was set up, some of us working simultaneously on the Virtual Judging guidelines conceived of how we could use this event to do a test run of some of the ideas we had been batting around.

DAY ONE

We asked each brewer to supply 12 bottles of their beers, and to drive them to a central location to drop them off (my porch.) To do this safely, complying with CDC guidelines, we asked that each brewer put their labeled beers in their trunk, and when they arrived to pop their trunk, and we would take their beers, wearing a mask and gloves, then close their trunk and drive off, with only socially distant interaction (6’ or more apart.) We did this between 5-7pm.

At 7pm, with the help of a spreadsheet listing one beer per row, we sorted all of the beers so that each brewer would take home 12 different beers than the ones they brought. We chose 12 beers that would be judged in the Virtual Contest, and put a numbered label on each of their bottle caps. For those 12 bottles, we also took the labels that the brewers had attached to the bottles with rubber bands and turned them around, so that the identifying information was facing towards the bottle, and not visible to the judges. We then created “pull sheets” for three teams, each with four of the beers. The pull sheets contained the number assigned to the beer the BJCP style number and name, and any other information about the entry that judges would need to know to judge it.



DAY TWO

Brewers were asked to return between 5-7pm to pick up their sorted bottles. They popped their trunks, and we put their bottles in and closed the trunk. Again, practicing social distancing, with them staying in their cars, and staff talking to them from no closer than 6’.

Seven of these brewers volunteered to participate in the Virtual contest. We divided these seven into three teams that would judge four beers per team. In addition to their beers, we gave each of these judges a packet of contest materials:

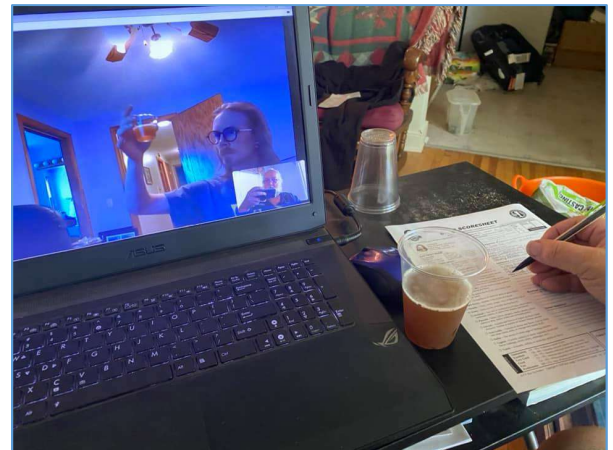
- 4 score sheets (appropriate for the beverages for which they had been assigned – see Appendices S,T,U – Beer, Mead, and Cider Score Sheets)
- Pull Sheet – described above

- Instructions for how to conduct the contest (see Appendix P)
- Instructions for how to connect to the specific virtual platform to which they've been assigned (see Appendices A-M)
- Flight Summary Sheet – for the lead judge on each team only

DAY THREE

We asked each judge team to arrange a time to get together (virtually) to conduct their judging prior to our club Zoom tasting, so that a) their samples would be fresh, and b) so they wouldn't have prior knowledge of who the brewers were. All teams agreed to do this. We further instructed them to chill all of their samples in ice for exactly one hour prior to their judging, so that all samples would be the same temperature regardless of which of the two bottles were being judged.

Finally, we asked them to have a bottle capper and new bottle caps handy, so that their samples could be resealed immediately upon pouring their sample. This normally would be done to retain freshness and carbonation in the necessity of a mini-Best of Show, which we would not be doing in this trial. But in this case we wanted them fresh for the club Zoom meeting – and we could also anecdotally test whether recapping would keep beers fresh enough for a mini-BOS.



Each judging team conducted their judging per their own schedule, but all on the appointed day. Modified BJCP score sheets were used that have the information that the Cover Sheet would normally convey, so that would be one less document we would have to coordinate (See Appendices S,T,U). Judges were each given a Virtual Judging Evaluation to complete so that we could gather data on what went wrong (and what went right. See Appendix O – Virtual Judging Evaluation.) They were instructed to scan all of their score sheets, flight sheets, evaluations as PDFs, and email them to the contest coordinator. We also asked them to email any screen shots or photos they took of the process and email them to the contest coordinator.

The contest coordinator created a folder for all of the score sheets, and made sure they were all properly labeled when they were inserted into the folder. Another folder was created to store the Flight Sheets. A winners graph was created, and sent to all of the participants along with their score sheets.

A few days after the competition, a questionnaire was sent to all of the entrants (see below - Appendix Q – Virtual Contest Entrant Evaluation.) Results of their comments are below, under WRAP UP.

WRAP UP

- Every judge that participated said that it was a fun experience for them.
- After pick-up of the entries, the entire event was “contactless” after that.
- There was no treatment of the bottles after they were received. This could be a problem. The contest could have waited 3 days before touching the bottles to be in compliance

with CDC guidelines. Gloves also could have been worn when pouring bottles to avoid direct contact.

- Some technical difficulties were encountered connecting up to the selected virtual communications medium, but they were all overcome so that the judging could continue.
- The committee expected that the judging would take about an hour – actual experience was about 1.5-2 hours. This was probably to be expected, since the teams did not have the pressure a normal face-to-face contest would have to be done “so the next round can start,” or “so you don’t miss lunch.” The pacing was more comfortable and relaxed – this could actually be a feature to Virtual Judging.
- Every judge received the correct bottles that they were supposed to receive, and the correct score sheets they needed to judge those entries. If incorrect score sheets were received, being home – judges could have printed their own from the BJCP website. If they had not received the correct entries, that would have been a bigger issue that would have to be dealt with by competition staff
- Some judges sent JPGs of their score sheets instead of PDFs. I have been told that Adobe Acrobat Professional can easily convert JPGs to PDFs, so that could be easily overcome.
- Not every judge liked the virtual communications medium to which they’d been assigned. I would suspect that a contest would evaluate the mediums available and standardize on one recommended medium.
- Neither during the judging nor during our Zoom tasting with 18 different beers did either the contest judges or the club members participating in the tasting comment that their bottle tasted wildly different from someone else’s experience. That’s not to say that bottle variations don’t occur. Just for this limited size event it didn’t happen.
- The contest was free. Nobody paid to participate in it. (One of the committee members paid for the BJCP registration and for printing of the contest documents. There were no medals or prizes, so no expense for that.)
- None of the judges commented that they felt bullied to score a certain way, or that their opinion of the beverages wasn’t valued.
- We didn’t try electronic judging – ie. fillable PDFs or directly through the database through Nelson Crowle’s database. This could simplify things further.
- Nobody needed to drive home after judging. (Advantage over F2F judging.)
- **PUT SOMETHING HERE ABOUT FEEDBACK FROM THE PEOPLE WHOSE BEERS WERE JUDGED.**
- Based on experience from this contest, all participants and the committee thought that it would be worthwhile to try the experiment again on a larger-sized competition.

APPENDIX

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1. Open an internet browser and in the URL field, type SKYPE.COM and press ENTER.
2. Left-click DOWNLOAD SKYPE.
3. Left-click on the down arrow to the right of the balloon that says GET SKYPE FOR WINDOWS.
4. In the resulting drop-down list, left-click on the Operating System for your computer.
5. In the resulting pop-up box, left-click on OPEN MICROSOFT STORE.
6. In the next pop-up box, left-click on GET.
7. When Skype has completed installation, left-click on the ellipsis (3 dots) to the right of LAUNCH.
8. Left-click on “Pin to Start” and/or “Pin to Taskbar” if you would like Skype to be available from either of those.
9. Left-click on LAUNCH.
10. Left-click CONTINUE to setup Skype and view the Skype Primer. Follow the instructions in the successive windows. This will also allow you to upload a profile picture, test your audio and video, and make a test call.
 - a. When I was installing under Windows 10, Skype suddenly quit while testing Video. If this happens, go to the SEARCH bar in the Task Bar and type CHOOSE WHICH APPS CAN RUN IN THE BACKGROUND and hit ENTER.
 - b. In the resulting Settings pop-up, scroll down until you find Skype, then toggle the slider to the OFF position. Close the Settings pop-up.
 - c. Go back to the SEARCH window in the Task Bar and type APPS AND FEATURES, then press ENTER.
 - d. Scroll down on the right side to find Skype and left-click on it, then left-click on ADVANCED OPTIONS.
 - e. Scroll down until you find the RESET button and left-click on it. Click RESET again.
 - f. When a check mark appears next to the RESET button, close the Settings pop-up. This should solve your problem.
 - g. Re-open Skype and continue with the Skype primer.
11. Left-click on NEW CHAT.
12. Enter VIRTUAL BEER JUDGING for Chat Name, then left-click on the FORWARD arrow at the bottom.
13. Left-click on DONE.
14. Left-click on INVITE MORE PEOPLE.
15. Enter the email address of the person you want to invite, and left-click on DONE.
16. Left-click on the VIDEO CALL icon on the top-right portion of the app.
17. Left-click on CONTINUE TO CALL.
18. Call or text your Second Grader to let them know to join your Skype session.

FOR THE SECOND GRADER:

19. Install Skype per the instructions above, through step 10.

20. On the left side of the program, left click on the balloon that says JOIN VIRTUAL BEER JUDGING.
21. Click JOIN. You should now be connected with your Lead Grader.

APPENDIX C – GOOGLE HANGOUTS

1. You need to have a Google account to use this app.
2. Open a web browser. (It will not work on Microsoft Edge, but it will work on MS Explorer or Google Chrome.)
3. In the URL window, type <http://hangouts.google.com>
4. Left-click on VIDEO CALL.
5. If you are instructed to install the Google Video Support plugin, left-click on INSTALL PLUGIN. Then click CLOSE on the SUCCESSFUL INSTALL message.
6. Left-click on INVITE PEOPLE.
7. Type in the Google account email of the person you wish to invite, then left-click INVITE.
8. The Lead Judge should then text or call the Second Judge to let them know that they have been invited to a Google Hangouts session.
9. The Second Judge should open <http://hangouts.google.com> on their browser.
10. In the left pane, the Second Judge should see a message informing them of an incoming call. Left-click on ANSWER.

APPENDIX D – FACEBOOK MESSENGER ROOM

1. Open Facebook in your browser of choice.
2. In the CREATE POST dialogue, left-click on the CREATE ROOM button.
3. A CREATE ROOM pop-up will appear.
 - a. Left-click on the arrow to the right of the ROOM ACTIVITY button.
 - Click on the NEW icon
 - In the ROOM ACTIVITY window, type VIRTUAL BEER JUDGING, then left-click on SAVE.
 - Left-click on an Emoji to choose one if you like.
 - b. Left-click on the arrow to the right of the WHO IS INVITED button.
 - Left-click on the arrow to the right of INVITE SPECIFIC FRIENDS.
 - Left-click INVITE FRIENDS.
 - Type the Facebook name of the friend you wish to invite. When their icon appears below the word FRIENDS, left-click on it.
 - Click on INVITE.
 - c. Left-click on START TIME.
 - Left-click on START DATE. Select a date.
 - Left-click on START TIME. Select a time.
 - Optionally, left click on RESET TO NOW if you want the room to begin immediately.
 - Left-click on SAVE.
 - d. Left-click NEXT.
 - e. Where it says “SAY SOMETHING ABOUT THIS ROOM” – type your message. (ie. Facebook Room for judging German Pilsners with Kevin Meintsma and Al Boyce.)
 - f. Click POST.
4. The Lead Judge should contact the Second Judge and let them know that a Facebook Room has been set up for judging.
- 5.

APPENDIX E – IPHONE FACETIME

1. If you are going to use your phone for Virtual Judging, you should have it a) plugged in, so it doesn't run out of batteries, and b) have it in some sort of holder, so that you don't have to hold it while you're judging.
2. From your iPhone, open the FACETIME app.
3. Click on the "+" (plus) symbol in the upper right corner.
4. Enter the name, email address, or phone number of the person with whom you want to Facetime.
5. Left-click VIDEO
6. The Second Judge's phone will ring in the Facetime app. Once they answer, you are connected.

APPENDIX F – GOTO MEETING

1. GoTo Meeting is not free – they have a Professional Plan for \$12/month, and a Business Plan for \$14/month. <http://gotomeeting.com>
2. They DO have a FREE 14-day trial period, which may be enough for your purposes.
3. Once at their website (above), left-click on the START FOR FREE button on the top-right of the website.
4. Fill in the information on the registration page, then left-click on the SIGN UP button.
5. On the TERMS OF SERVICE page, left-click the AGREE & CONTINUE button.
6. On the HUB page, left-click the SET UP YOUR ROOM button.
7. In the SET UP YOUR ROOM page, edit your MEETING LINK if you wish. Ie. <https://gotomeet.me/VirtualBeerJudging>.
8. Change the color theme if you wish, then left-click PREVIEW. Close the PREVIEW window when you are done.
9. Left-click SAVE.
10. Left-click on the COPY INVITATION button, and send it to the Second Judge.
11. When you are ready to start your meeting, left-click START.
12. The Second Judge should then click on the URL in their invitation, and enter the ACCESS CODE when prompted.

1. Cisco Webex is FREE for up to three people.
2. Browse to <https://www.webex.com/downloads.html>
3. Left-click on the START FOR FREE button in the upper-right corner of the website.
4. On the sign-up page, enter your email address, then left-click the SIGN UP button.
5. In the SETUP page, fill in your company name and first and last name, then left-click the CONTINUE button.
6. You will get a page that states that Cisco has sent you an account activation link to your email. Open your email and find this confirmation.
7. Note your Webex site name: **meetingsamer23.webex.com**
8. Left-click on the CREATE PASSWORD button in your email.
9. Enter your password, and re-confirm your password, then left-click the CONTINUE button.
10. Note your PERSONAL MEETING ROOM URL:
<https://meetingsamer23.webex.com/meet/pr1268753679>
11. Left-click the START A MEETING button.
12. An AUDIO AND VIDEO PREVIEW window will open. Left-click SHOW ME WHAT'S NEW.
13. Left-click through the prompts.
14. Left-click the START A MEETING button.
15. Left-click PARTICIPATE on the commands at the top of the web site, then scroll down and left-click INVITE AND REMIND.
16. Type in email address of the Second Judge.
17. The Second Judge will get an email inviting them to join the meeting. Left-click on the JOIN MEETING button.
18. This will take them to a Cisco web page, where if they do not have Webex.EXE installed, they will be invited to do so. Left-click on the CLICK HERE TO INSTALL WEBEX.EXE button at the bottom of their screen.
19. They will be presented with a login screen with their name. They should type in their email address where prompted, then left-click the NEXT button.
20. They will be presented with the NEW AUDIO AND VIDEO PREVIEW WINDOW. Left-click SHOW ME WHATS NEW button.
21. Left-click OK to all of the prompts as they are presented.
22. Left-click on the JOIN MEETING button.
23. They will get a screen that says "You can join the meeting after the host admits you."
24. A message on the right side will appear informing the host that the Second Judge is waiting in the lobby. Left-click on the ADMIT button.
25. You will be connected to each other, and can begin judging.

APPENDIX H – CISCO JABBER

1. Cisco Jabber is free “to all employees of Cisco customers.”
2. If this is YOU, please consider helping us by writing up how to use Cisco Jabber for Virtual Competitions.

1. The Join.Me website says it's "Free", but to get started you need to click on a button that says "Start Free Trial..." (Turns out it's 14 days.)
2. Browse to [http:// www.join.me](http://www.join.me) .
3. Under HOST A FREE MEETING, left-click on GET STARTED.
4. Under HOST A FREE MEETING on the subsequent page, enter your email address and create a password, and check the AGREE TO TERMS AND PRIVACY POLICY box, then left-click the GET STARTED button.
5. Make note of your "Personal Link": join.me/alboyce12 . You can change it whatever you want after the join.me. Then left-click NEXT.
6. In the GROOM YOUR ROOM page, upload a photo, and type your First and Last name. Then left-click NEXT.
7. In the WORK BETTER WITH JOIN.ME page, enter your company name, job title, and Number of employees. (You need to enter SOMETHING in these fields to continue.) Then left-click NEXT.
8. In the JOIN.ME IS MORE FUN WITH OTHERS page, if you desire, enter the email addresses of others who might want a JOIN.ME account, then left-click NEXT. Otherwise, left-click SKIP.
9. In the NEED JOIN.ME ON THE GO? Page, if you want Join.Me on your mobile device, enter your Country Code and Phone Number, then click NEXT. Otherwise, click SKIP.
10. In the YOUR TRIAL STARTS NOW page, note that you have a 14-day free trial, then click DOWNLOAD JOIN.ME.
11. After the file is downloaded, press CTRL-J to go to recent downloads.
12. Double left-click on the JOIN.ME app to install.
13. At THE DAYS OF DIALING ARE OVER screen, left-click GOT IT.
14. At the JOIN.ME app screen, click select ONE TIME CODE, and left-click the arrow to the right of START.
15. At the INVITE screen, left-click COPY LINK, or SEND AN EMAIL. Address the email to the Second Judge, then click SEND.
16. The Second Judge should open their email from JOIN.ME and left-click on the link for the meeting presented in the email.
17. You will be connected to each other, and may begin judging.

APPENDIX M – CONFERENCE CALL

1. Some companies have video conference calling hardware. Procedures for using these utilities will differ from company to company.
2. If you want to do audio-only judging, you can just make a phone call to the Second Judge, and put the phone on Speaker.

APPENDIX N – FACEBOOK FACETIME

1. If you are going to use your phone for Virtual Judging, you should have it a) plugged in, so it doesn't run out of batteries, and b) have it in some sort of holder, so that you don't have to hold it while you're judging.
3. Open Facebook.
4. Left-click on the tilde symbol (“~”) inside the circle.
5. In the SEARCH window, type in the name of the person with whom you wish to Facetime.
6. When you see their icon, click on it.
7. Click the video camera icon in the upper right corner of the screen.
8. The Second Judge's phone will ring. Once they answer, you are connected.

APPENDIX O – VIRTUAL JUDGE EVALUATION

1. Competition Name: _____ Date? _____
2. At what time did the judging occur: From: _____ AM/PM To: _____ AM/PM Total: _____
3. How many entries did you judge? _____
4. What Virtual Technology did you use? _____
5. Did you find the technology easy to use? Yes / No
6. If no, please describe your difficulty: _____

7. How would you rate the audio? Poor / Fair / Good / Very Good / Excellent
8. How would you rate the video? Poor / Fair / Good / Very Good / Excellent
9. List any differences from Face-to-Face judging that you enjoyed. _____

10. List any differences from Face-to-Face judging that you didn't enjoy. _____

11. Did you feel respected by contest staff and your fellow judge(s), and did you feel your opinion was valued? Yes / No
12. If no, please make suggestions for how we may improve. _____

13. Did you have fun? Yes / No
14. Which part was the most fun? _____
15. Additional thoughts: _____

APPENDIX P – SAMPLE VIRTUAL CONTEST INSTRUCTIONS

1. Thanks for helping test virtual judging technology!
2. Each pair of judges has been assigned 4 beers/meads. They are to be judged as if they were all in the same flight in a contest, and each flight should assign a 1st, 2nd, and 3rd place. (Honorable mention is ok too – up to you.)
3. It would be ideal if you can accomplish your judging of these four bottles prior to the ZOOM with the club on Saturday evening, but if you can't, arrange a time to do it on your own with your partner and let me know when you will be doing it.
4. Your flight has been designated by a yellow sticker on the bottle cap with a number on it. The bottle label is still attached, but it has been DELIBERATELY turned backwards so that you cannot read it. Use the information on the flight sheet for necessary information about the entry. If Sweetness, Carbonation, and Strength is not stated, treat it as if it had not been provided.
5. Please CHILL all the bottles in ice for ONE HOUR prior to judging.
6. Have a bottle capper and caps handy if you want to seal up your bottles after judging, to keep them fresh for the ZOOM with the club on Saturday night.
7. Each team has been assigned a specific technology to connect with each other, and all team members have been provided with instructions on how to connect. The LEAD JUDGE is responsible for setting up the technology and contacting the SECOND JUDGE with how to connect to the judging session.
 - TEAM A: GOOGLE HANGOUTS
 - TEAM B: FACEBOOK ROOM
 - TEAM C: CISCO WEBEX
8. Once connected, do your judging session as if in a normal judging session, pouring and tasting your beer, filling out your score sheets in silence, then come up with consensus scores (within 5 points please.)
9. Fill out the “Cover Sheet” section in the upper right corner with the order of tasting, the Consensus Score, and at the end, whether the beer placed (1st, 2nd, 3rd.)
10. Lead Judge should fill out the Flight Summary Sheet.
11. When judging is finished, each judge should scan all of the score sheets and flight summary sheets should be scanned and emailed to me at [\[email address\]t](#). Scan them with a scanner and your PC if possible and save them as PDF files, or if you don't have a scanner, install a PDF scanner on your cell phone and take a picture of the documents, saving them as PDF files. Please name them as follows: EntryXX_JudgeName.PDF (where XX is the entry number, and JudgeName is replaced with your name.) Flight sheets should be named FlightX_JudgeName.PDF – where X is the letter of your judging team (A, B, C) and JudgeName should be replaced with the Lead Judge name.
12. Send me a text after you have emailed me your documents. I will instantly verify that I have received them, and text you back confirming that I have them.
13. What is your opinion about sending the score sheets to the brewers, and letting them know who “won”? It's not REALLY a competition, and they don't know that their beers are being judged. Let me know your opinion – I'm fine either way.
14. THANKS AGAIN!!

APPENDIX Q – VIRTUAL CONTEST ENTRANT EVALUATION

1. Did you find the score sheets you received were helpful? Please give examples, yes or no.
2. Did you think the score sheets were similar to those you received from a standard, face-to-face competition? If different, please describe how so?
3. Were the comments from the judges close in their perceptions, or were they very different from each other?
4. Each judge had a DIFFERENT bottle of your beer. Do you think that judging beer from two separate bottles fair? (Why or why not?)
5. Would you enter another contest if it were going to be done with Virtual Judging? (Why or why not?)
6. Would you volunteer to judge in a virtual competition? (Why or why not?)
7. What disadvantages do you think there are from virtually judging beers, over a virtual communications medium (ie Zoom)?
8. What advantages do you think there are from virtually judging beers?
9. Virtual contests may have medals, but possibly no prizes, since shipping them all might be prohibitively expensive. Would you enter contests if there were no prizes?
10. Do you think it would be better to pause having competitions until they can be safely done face to face?
11. Please discuss any other thoughts you have about participating in virtual competitions.

APPENDIX R – Beer Score Sheet

APPENDIX S – Mead Score Sheet

APPENDIX T – Mead Score Sheet

These score sheets below have been edited to add all of the information that would normally be found in the cover sheet. This eliminates the need for cover sheets, and is one less document that must be scanned, sorted, and emailed to participants.

In the case of mini-BOS, the information in the upper right corner should be filled out completely before being scanned and communicated to the Database Coordinator or Registrar.



BEER SCORESHEET

AHA/BJCP Sanctioned Competition Program



<http://www.bjcp.org>

<http://www.homebrewersassociation.org>

Judge Name (print) _____
 Judge BJCP ID _____
 Judge Email _____
Use Avery label # 5160

Category # _____ Sub (A-F) _____
 Subcategory _____
 Special Ingredients _____ Entry # _____
Use Avery Label # 5160

Position in flight Entry of	Advanced to MINI-BOS	PLACE
	CONSENSUS SCORE	

may not be an average of judge's individual scores

BJCP Rank or Status:

- Apprentice Recognized Certified
- National Master Grand Master
- Honorary Master Honorary GM Mead Judge
- Provisional Judge Rank Pending Cider Judge

Non-BJCP Qualifications:

- Professional Brewer Beer Sommelier GABF/WBC
- Certified Cicerone Adv. Cicerone Master Cicerone
- Sensory Training Other _____

Descriptor Definitions (Mark all that apply):

- Acetaldehyde** – Green apple-like aroma and flavor.
- Alcoholic** – The aroma, flavor, and warming effect of ethanol and higher alcohols. Sometimes described as *hot*.
- Astringent** – Puckering, lingering harshness and/or dryness in the finish/aftertaste; harsh graininess; huskiness.
- Diacetyl** – Artificial butter, butterscotch, or toffee aroma and flavor. Sometimes perceived as a slickness on the tongue.
- DMS (dimethyl sulfide)** – At low levels a sweet, cooked or canned corn-like aroma and flavor.
- Estery** – Aroma and/or flavor of any ester (fruits, fruit flavorings, or roses).
- Grassy** – Aroma/flavor of fresh-cut grass or green leaves.
- Light-Struck** – Similar to the aroma of a skunk.
- Metallic** – Tinny, coin, copper, iron, or blood-like flavor.
- Musty** – Stale, musty, or moldy aromas/flavors.
- Oxidized** – Any one or combination of stale, winy/vinous, cardboard, papery, or sherry-like aromas and flavors.
- Phenolic** – Spicy (clove, pepper), smoky, plastic, plastic adhesive strip, and/or medicinal (chlorophenolic).
- Solvent** – Aromas and flavors of higher alcohols (fusel alcohols). Similar to acetone or lacquer thinner aromas.
- Sour/Acidic** – Tartness in aroma and flavor. Can be sharp and clean (lactic acid), or vinegar-like (acetic acid).
- Sulfur** – The aroma of rotten eggs or burning matches.
- Vegetal** – Cooked, canned, or rotten vegetable aroma and flavor (cabbage, onion, celery, asparagus, etc.)
- Yeasty** – A bread, sulfury or yeast-like aroma or flavor.

Bottle Inspection: Appropriate size, cap, fill level, label removal, etc.

Comments _____

Aroma (as appropriate for style) _____ /12

Comment on malt, hops, esters, and other aromatics

Appearance (as appropriate for style) _____ /3

Comment on color, clarity, and head (retention, color, and texture)

Flavor (as appropriate for style) _____ /20

Comment on malt, hops, fermentation characteristics, balance, finish/aftertaste, and other flavor characteristics

Mouthfeel (as appropriate for style) _____ /5

Comment on body, carbonation, warmth, creaminess, astringency, and other palate sensations

Overall Impression _____ /10

Comment on overall drinking pleasure associated with entry, give suggestions for improvement

Total _____ /50

SCORING GUIDE

- Outstanding** (45 - 50): World-class example of style.
- Excellent** (38 - 44): Exemplifies style well, requires minor fine-tuning.
- Very Good** (30 - 37): Generally within style parameters, some minor flaws.
- Good** (21 - 29): Misses the mark on style and/or minor flaws.
- Fair** (14 - 20): Off flavors/aromas or major style deficiencies. Unpleasant.
- Problematic** (00 - 13): Major off flavors and aromas dominate. Hard to drink.

Classic Example	<input type="checkbox"/>	Stylistic Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not to Style
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Flawless	<input type="checkbox"/>	Technical Merit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant Flaws
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Wonderful	<input type="checkbox"/>	Intangibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifeless
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		



MEAD SCORE SHEET

AHA/BJCP Sanctioned Competition Program



http://www.bjcp.org

http://www.homebrewersassociation.com

Judge Name (print) _____

Judge BJCP ID _____

Judge Email _____

Use Avery label # 5160

Category # _____ Sub (A-F) _____

Subcategory _____

Entry # _____

- Carbonation:** Still Pettilant Sparkling
Sweetness: Dry Medium Sweet
Strength: Hydromel Standard Sack

Position in flight Entry

Advanced to MINI-BOS

PLACE

CONSENSUS SCORE

may not be an average of judge's individual scores

BJCP Rank or Status:

- Apprentice Recognized Certified
 National Master Grand Master
 Honorary Master Honorary GM Mead Judge
 Provisional Judge Rank Pending Cider Judge

Non-BJCP Qualifications:

- Prof. Mead maker Beer Sommelier GABF/WBC
 Certified Cicerone Adv. Cicerone Master Cicerone
 Sensory Training Other _____

Descriptor Definitions (Mark all that apply):

- Acetic** – Vinegary, acetic acid, sharp.
 Acidic – Clean, sour flavor/aroma from low pH. Typically from one of several acids: malic, lactic, gluconic, or citric.
 Alcoholic - The effect of ethanol. Warming. Hot.
 Chemical – Vitamin, nutrient or chemical taste.
 Cloying – Syrupy, overly sweet, unbalanced by acid/tannin.
 Floral - The aroma of flower blossoms or perfume.
 Fruity - Flavor & aroma esters often derived from fruits in a melomel. Banana & pineapple are often off-flavors.
 Metallic - Tinny, coiny, copper, iron, or blood-like flavor.
 Moldy – Stale, musty, moldy, or corked aromas/flavors.
 Oxidized - Any one or combination of winy/vinous, cardboard, papery, or sherry-like aromas and flavors. Stale.
 Phenolic – Spicy (clove, pepper), smoky, plastic, plastic adhesive strip, and/or medicinal (chlorophenolic).
 Solvent - Aromas and flavors of higher alcohols (fusel alcohols). Similar to acetone or lacquer thinner aromas.
 Sulfury - The aroma of rotten eggs or burning matches.
 Tannic – Drying, astringent, puckering mouthfeel, similar to bitterness flavor. Taste of strong unsweetened tea or chewing on a grape skin.
 Vegetal - Cooked, canned, or rotten vegetable aroma and flavor (cabbage, onion, celery, asparagus, etc.)
 Waxy – Wax like, tallow, fatty.
 Yeasty - A bready, sulfury or yeast-like aroma or flavor.

Bottle Inspection: (Appropriate size, cap, fill level, label removal, etc.)

Comments _____

Variety of honey (if declared): _____

Special Ingredients: _____

Bouquet/Aroma (as appropriate for style) _____ /10

Comment on honey expression, alcohol, esters, complexity, and other aromatics.

Appearance (as appropriate for style) _____ / 6

Comment on color, clarity, legs, and carbonation.

Flavor (as appropriate for style) _____ /24

Comment on honey, sweetness, acidity, tannin, alcohol, balance, body, carbonation, aftertaste, and any special ingredients or style-specific flavors.

Overall Impression _____ /10

Comment on overall drinking pleasure associated with entry, give suggestions for improvement

Total _____ /50

SCORING GUIDE	Outstanding (45 - 50):	World-class example of style
	Excellent (38 - 44):	Exemplifies style well, requires minor fine-tuning
	Very Good (30 - 37):	Generally within style parameters, some minor flaws
	Good (21 - 29):	Misses the mark on style and/or minor flaws
	Fair (14 - 20):	Off flavors, aromas or major style deficiencies
	Problematic (0 - 13):	Major Off flavors and aromas dominate

Classic Example	<input type="checkbox"/>	Stylistic Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not to Style
Flawless	<input type="checkbox"/>	Technical Merit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant Flaws
Wonderful	<input type="checkbox"/>	Intangibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifeless



CIDER SCORE SHEET

AHA/BJCP Sanctioned Competition Program



http://www.bjcp.org

http://www.homebrewersassociation.com

Judge Name (print) _____

Judge BJCP ID _____

Judge Email _____

Use Avery label # 5160

Category # _____ **Sub (A-F)** _____

Subcategory _____ **Entry #** _____

Carbonation: Still Pettilant Sparkling

Sweetness: Dry Semi-Dry Medium

Semi-Sweet Sweet

Position in flight Entry of	Advanced to MINI-BOS	PLACE
	CONSENSUS SCORE <i>may not be an average of judge's individual scores</i>	

BJCP Rank or Status :

- Apprentice Recognized Certified
- National Master Grand Master
- Honorary Master Honorary GM Mead Judge
- Provisional Judge Rank Pending Cider Judge

Non-BJCP Qualifications:

- Prof. Cider maker Beer Sommelier GABF/WBC
- Certified Cicerone Adv. Cicerone Master Cicerone
- Cider Sensory Tng. Other _____

Descriptor Definitions (Mark all that apply):

- Acetaldehyde** – Green apple candy aroma/flavor.
- Acetified (Volatile Acidity, VA)** – Ethyl acetate (solvent, nail polish) or acetic acid (vinegar, harsh in the back of throat.)
- Acidic** – Sour-tart flavor. Typically from one of several acids: malic, lactic, or citric. Must be in balance.
- Alcoholic** – The warming effect of ethanol/higher alcohols.
- Astringent** – A drying sensation in the mouth similar to chewing on a teabag. Must be in balance, if present.
- Bitter** – A sharp taste that is unpleasant at high levels.
- Diacetyl** – Butter or butterscotch aroma or flavor.
- Farmyard** – Manure-like (cow or pig) or barnyard (horse stall on a warm day.)
- Fruity** – The aroma and flavor of fresh fruits that may be appropriate in some styles and not others.
- Metallic** - Tinny, coiny, copper, iron, or blood-like flavor. Cider may turn green (copper) or black (iron.)
- Mousy** – Taste evocative of the smell of a rodent's den/cage.
- Oaky** – A taste or aroma due to the extended length of time in A barrel or on wood chips. "Barrel character."
- Oily/Ropy** – A sheen in visual appearance, as an unpleasant viscous character proceeding to a ropy character.
- Oxidized** – Staleness, the aroma/flavor of sherry, raisins, or bruised fruit.
- Phenolic** – Plastic, band-aid, or medicinal.
- Spicy/Smoky** – Spice, cloves, smoky, ham.
- Sulfide** – Rotten eggs, from fermentation problems.
- Sulfite** – Burning matches, from excessive/recent sulfiting.
- Sweet** – Basic taste of sugar. Must be in balance if present.
- Thin** – Watery. Lacking body or "stuffing."
- Vegetal** – Cooked, canned, or rotten vegetable aroma and flavor (Cabbage, onion, celery, asparagus, etc.)

Varieties of apple (if declared): _____

Special Ingredients: _____

Bottle Inspection: (Appropriate size, cap, fill level, label removal, etc.)

Comments _____

Appearance (as appropriate for style) _____ / 6
Color (2), clarity (2), carbonation level (2)

Bouquet/Aroma (as appropriate for style) _____ / 10
Expression of other ingredients as appropriate

Flavor (as appropriate for style) _____ / 24
Balance of acidity, sweetness, alcohol strength, body, carbonation (if appropriate) (14)
Other ingredients as appropriate (5), Aftertaste (5)

Overall Impression _____ / 10
Comment on overall drinking pleasure associated with entry, give suggestions for improvement

Total _____ / 50

SCORING GUIDE	Outstanding (45 - 50):	World-class example of style
	Excellent (38 - 44):	Exemplifies style well, requires minor fine-tuning
	Very Good (30 - 37):	Generally within style parameters, some minor flaws
	Good (21 - 29):	Misses the mark on style and/or minor flaws
	Fair (14 - 20):	Off flavors, aromas or major style deficiencies
Problematic (0 - 13):	Major Off flavors and aromas dominate	

SCORING GUIDE	Classic Example <input type="checkbox"/>	Stylistic Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not to Style
	Flawless <input type="checkbox"/>	Technical Merit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant Flaws
	Wonderful <input type="checkbox"/>	Intangibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifeless

