**Follow-up to Meeting to Discuss WERC Team Site (Barin and Scarbrough) 4/30/2020**

**For Admin**

1. I need to be able to download info that is stored on the site (this year, I needed to ask for specific downloads), such as:
   1. List of papers recommended for IEEE submission, and which judges did/did not recommend the paper.
   2. Judges’ addresses
   3. Etc. — I can’t predict what I will need in the future.
2. “Outstanding scoring” email. You sent this email out to the judges. How did you generate the email? Is this something I can automatically do in the future? I would be fine with having a list on Search & Export that shows which judges have unfinished items, then clicking on the ones with items outstanding, then sending mail only to those. This would require that you set up a “Judge Status” page, similar to the Team Status page. On that page, Judge addresses could be displayed.
3. Sending email from the site—Can it show me who will be sent the email, prior to hitting “send”?
   1. We discussed having Amirreza:
      1. Remove sending recipient list to WERC
      2. Instead, create “Email Log List” on werc site that shows email, recipients.
   2. When I click “Upload File” within an email window, I see the attached notice (a URL). I have to click the link icon to get the file attached. Is there a way to make this clearer to the user? We non-computer people do not usually think in terms of linking to URLs to attach a file. I know you told me this before, yet I forgot because I have not done it often enough.
      1. We especially need to make sure this is understood by the site users. How to do this? Can we display a message after clicking “Upload File” that says, “Click the hyperlink to successfully attach the file”? No. I tried this—clicking on the hyperlink to the file causes the file to download to my computer. The only thing that works is to click on the image of the link. This is tricky to explain.
4. Forms unloadable by users /downloadable by admin:
   1. ~~W-9s (only needed one time per university)—issue of security?~~
   2. There should be a page that allows a team, or individual to upload. (I wrote this during our phone meeting, but I am not sure what this would look like. I suppose I need to be able to give the upload a specific name, to clarify what the upload should contain, and alert users that this is available (in case of future need).
      1. One need is: In-kind forms for judges: Judge “Submissions”
      2. Other needs?
5. How do I help someone who can’t log in when they say they have tried to reset their password, but that doesn’t work? Possibly related:
   1. As Admin, when I click on Users > Reset Password, I see: “Enter Your User Name.”   
      Is that my user name? Am I re-setting the Admin’s password, or am I re-setting the password for a participant?   
      The word ‘Your’ confuses me here. If this is set up to help a participant change their password because they are unable to, can you add instructions to the Admin to know that this is the purpose?
   2. I tried “Reset Password” for a fake account that I set up (using a personal email address), and nothing happened. I expected to see email sent to the personal email account, but nothing was sent there. What does “Reset Password” do within the Admin area?
   3. If this is for the Admin to reset the Admin password, this is an odd place to put it. Usually, password re-sets are in “Settings” or “Profile.”
6. All pages need an area where the Admin can add instructions at any time. The judges were particularly confused by most of the layout of the judges’ page. I received many emails about it.
   1. Amirreza replies: Would take a long time to enable flexibility
   2. G replies: Then let’s hardcode some instructions on each page and anticipate questions.
7. Tab name changes (See #16 for complete list of site tabs and dropdowns–this will get complex):
   1. Change “Users” to “User Access, Email ,& Export” (or is there something more descriptive?) (Perhaps better to call it “User Access/Email/Export”)
   2. Move the tab “Sending Email to Teams” to be a dropdown under this heading.
   3. Add “Sending Email to Judges” (possibly–>only useful if the associated judges’ list would include such things as a list of items remaining to be scored, other things that an admin might need to quickly scan for all judges’ information.)
   4. Change the current dropdown: “User List” to “Delete Users/Sign in as User” (What does “Confirm Email” do? It needs a more descriptive name because I have asked you this at least twice, and I still cannot remember.
   5. Change “Search & Export” to “Download Files”
      1. Note that in the current dropdown, the word “reports” is misspelled twice as “repots”.
8. Dropdown Item changes
   1. Under the current “Search & Export”: change “Search” to “Search, Email & Export User Data”
      1. On the new “Search, Email, & Export User Data” page, place the page title and instructions:
   2. Move the current “Search” (soon to be called “Search, Email & Export User Data) to be under “User Access/Email/Export” (formerly called “Users”) because I associate “Search” with “Users” (their functionality is similar and it helps to have them listed side-by-side).
9. Within the former “Search” page, (Now called “Search, Email, …”) replace the page title “User List” with “Search, Email, and Export Registration Data”  
   Under that title, include these instructions:   
   • Click on column label to sort data on that field.   
   • Narrow selections by entering text in column search box  
   • Select recipients to send email:  
    - Check boxes at left  
    - Clear checkbox selections using “Clear Selections” button.  
   • Export data to Excel file for selected participants  
    - All data remaining after narrowing selections will be exported. Check boxes will not select data for export.
   1. Question How can the user clear the search fields? The only thing I have found that works is to refresh the page. I thought “Clear selections” would clear out text entered in the search boxes. But it only clears the check boxes.
10. I would like to reduce the number of tabs on the Admin site. I would like a tab called “Site Setup”.  
    The tab would contain:
    1. Announcements
    2. Evaluation Criteria
    3. Add University
    4. Deadlines
    5. “Task Management” (But change the name to “Task Setup”) This is currently under “Task Setup/Assignment” but it shouldn’t be called “management” because it is set up.
    6. Payment rules
       1. This is under the tab is called “Payment”, but “Payment” includes both payment rules and a list of participants who still need to be paid. These do not belong together (except that they are related to payments). I think it best to have one place for changing all rules (“Site Setup”) and another place to monitor payment status (“Payments Due”).
       2. Under Payment > Payment Rules, why does it give a place to set a maximum number of extra team members? Did Mona have a need for this? I just need to know how high to set the value
       3. See #12, below for “Payment” tab changes.
11. Under admin currently called “Payment”:
    1. “Payment Rules” should be moved under “Site Setup” (see #9, above)
    2. Rename the “Payment” tab: “Payments Due” and place everything that is in “Extra Participants Should be Paid” on this page, as well as any outstanding balances (such as registration fees)
       1. Do the same for the Faculty advisor (instead of “Extra Members Payment”, it should read, “Payments Due”
    3. I think the ‘Payments Due’ page should be a dropdown under a tab called “Teams”, but for the Faculty view, it should be a separate tab. Can it be a dropdown in the admin view, and a tab in the faculty view?
    4. On the Payments Due Page:
       1. I think the Payments Due page should list ALL outstanding balances, not just extra participants. Will that take a huge amount of time to program?
       2. For the Faculty Advisor, have two headings:
          1. “Registration fees due”
          2. “Fees due for extra participants” or “Fees due for participants added after registration fees were paid” (More explanatory, but very long).
          3. How will the professor know to click on the Payments Due page to check status? Professors are very busy and will not go looking around the site.
          4. Does the site stop a team from submitting a report if the payment has not been made?
             1. What is happening? When I click on “Extra Participants Should be Paid,” I see Amanda Hohner’s team (WSU) needs to pay for one participant, but on the “Team Status” page, it shows that their payment status is complete (green checkmark). Can the outstanding payment be indicated on the Team Status page? (“Paid” status changed to red “x” if they add extra participants). This did not happen for the WSU team.
             2. The WSU team was not prevented from submitting their documents. Was there a rule set to prevent teams from submitting if they owed for extra participants?
12. Create a “Teams” Tab. Dropdowns under this will be:
    1. Team Status
    2. Payments Due
    3. Team/Scoring Activation (change to “Enable Team Score View/Team Deactivation”)
       1. Under “Team Scoring/Activation”: what does “Allowance Scoring by Deadline” mean? Who does this affect?
13. Create a “Judging” tab—put all judge issues in one spot. Move pages to be dropdowns under “Judging” tab:
    1. Assigning Task to Judge
    2. Judges’ Task Overview
    3. “Non-Scored Items Status” (but change that title to “Check for unscored items”) (I don’t like “items”)  
       It would be great for the site to send email notifying the admin of unscored written reports on the day prior to scheduled Oral Presentations. Or maybe just a reminder email to judges to finish scoring the reports before the Orals.
14. Final Scores
15. “Labs” Tab—Move “Assigning Task to Lab” under “Labs” tab.
16. Note that there will no longer be a “Task Setup/Assignment” tab because I have moved everything out of it.
17. Under “Deadlines” –> Scoring Deadline: The title on the page should read, “Suppress Scoring after Deadline”  
    Then make a subtitle that says: “Recommendation: suppress scoring after Judges’ Awards Discussion Meeting.”
18. The order of the tabs will now be (left to right) *(I hope I have not left anything out—the changes are extensive).* 
    1. Home
    2. Safety Admin Panel
    3. Profile
    4. Site Setup
       1. Announcements
          1. Home page
          2. Login Page
          3. Sign-up page
       2. Evaluation Criteria
       3. Add University
       4. Deadlines
          1. Scoring Deadline
          2. Submission Deadlines
       5. Payment Rules
       6. Task Setup
    5. Labs
       1. Test Management
       2. Assigning Test to Labs
       3. Test Results
    6. Teams
       1. Team Status
       2. Payments Due (If, for reasons that this must be a tab is the Faculty view uses a tab, then “Payments Due” will be a separate tab, and “Team Status” will be a separate tab, and there will be no “Teams” tab.
       3. Enable Team Score View/Team Deactivation
    7. Judging (or “Judges”) (or “Judges/Scores”)
       1. Assigning Task to Judge
       2. Judges’ Task Overview
       3. Check for unscored *items*
       4. Final Scores
    8. User Access/Email/Export (Or just “Users”)
       1. Delete User/Sign in as User (possibly add descriptor for “Reset Password”)
       2. Search, Email & Export User data
       3. Sending Email to Teams
       4. Sending Email to Judges (lowest priority)
       5. Create User
       6. Reset Password
    9. Download Files
       1. List of files will go here.
       2. There are currently 8 items on the “Download Files” list (Download logos, photos, reports, etc.)
19. Downloading scores—How best to store on Excel sheet? Amirreza planned to think about this.
    1. Score sheet
    2. Judges
    3. Teams
    4. Tasks

**Safety Admin Panel**

1. Juanita needs the ESP Report function to print the entire body of the ESP. Currently, it prints only the first two pages with names. Juanita needs all of it to print, even if she has to print out separate pdf pages.
2. Note that all of the following issues with the Safety Admin Panel are what I see when I navigate to that panel through the Admin side. It may be different for Juanita.
3. Maybe this is only true for the General Admin, but when I am in the Safety Admin Panel and click “Team Status”, “Sending Email to Teams” or “Search & Export”, it kicks me back to the General Admin tab structure.   
   No problem, just pointing this out.
4. The tab “Experimental Safety Plan” appears to take the user to the exact same information as the “ESP Report” tab. If true, delete one of them.
   1. Change “Experimental Safety Plan” tab name to “ESP Status and Reports”
   2. Under “Experimental Safety Plan” the title says “Safety Team Full Info List”. This leads me to believe that if I click on a row, I will get full information about a Safety Team. but what actually happens is it takes me to the “ESP Report” page. Change “Safety Team Full Info List” to “  
      ESP Submission Status and ESP Access”. On a new line, in smaller text write:   
      “Click on a row to access that team’s ESP Report”
   3. Delete “ESP Report tab because it is redundant (unless it is supposed to have a different purpose).
5. “Search and Export” tab. Change tab name to “Search, Email & Export User Data”.
   1. There will not be a dropdown, it should go directly to your former “Search” page. (Which you title “User List” on the page itself.) Delete any “Download” dropdowns. Juanita does not need to download the files listed under this dropdown. She only (possibly, but not likely) needs to export individuals’ information.
   2. On the page, add instructions as listed for the Admin page: (See #9 above).

**General for all (Teams, Faculty, Judges)**

1. Site name is not descriptive. Is there a way to redirect from these two?
   1. wercteam.nmsu.edu
   2. wercjudge.nmsu.edu
   3. If the a. and b. are not possible, we could change the Login Page to have accordion drop-downs with instructions for each: Student, Advisor, Judge (Maybe then each person would see what they need to read).
2. Session Expired function. (Can we just give a warning at a certain time period of inactivity? (“You will be logged out of the site in two minutes due to inactivity. Click to continue working.”)

My problem is that I will spend a long time constructing an email within the site and think that action counts toward activity, but the program thinks it is inactive. When finished writing the email, I click “Send” and get nothing but an “…unsuccessful” error message, but it does not tell me that it is due to being timed out. (I finally guessed that was the cause.) How can we make this more explicit?

1. I prefer to rename “Profile” as “Registration” (unless you think of a reason this is a bad idea.) Because a profile is something that people think they do not have to complete. They think they can come back later and fill it out any time. But we are treating this more like registration than a profile because it must be completed before they can do anything else. This should also help the returning advisors and judges understand that this must be done each year (registration must be done for each contest, but a “Profile” should continue year after year).
   1. When a person signs up for the first time, and clicks the link in the confirmation email, it takes them to the Profile page (We will now call this the “Registration” page. At the top of the “Registration” page, the message should appear:  
      “Registration for this year’s WERC Environmental Design Contest” (It would be better to have the year in there, but I do not know how the admin will have access to change this.)
2. Have a contest date place-holder that is changeable for the admin to change the date of the current contest globally. This will need to be inserted everywhere that the date is currently hard-coded in.
3. All Final Scores pages have “Print” buttons twice. Why?
4. The “Print” function is not very useful unless it prints the breakdown of all scores (based on the 10-question rubric for the written report, etc.) for all judges. It should also print out the comments.

**For Teams (Applies to Students and Leaders)**

1. Open Task teams need a place to enter the title of their task. This needs to be displayed for the admin and for the judges in the “Team Status” area. (It does not need to show in the main “Team Status” area—that is already too full.
   1. Checkbox–Open task? Yes/No
   2. If yes, Advisor creating the team must enter project title. “Enter Project Title”
   3. “Enter two keywords that describe the essential components of the project.”
2. All team members should have ability to see team progress (everything that the advisor sees in the Team Status area):
   * 1. What submissions will be needed and who can submit.
     2. What items have been submitted
     3. This does not mean that all team members can submit (although it might be best if they could). They just need to be able to monitor progress and become active participants in the process.
3. Clearer indication for teams that an item was successfully submitted.
   1. It currently says, ‘Attached File Link.’ That does not communicate that the file was successfully uploaded. Can the actual name of the file show up? Best to have it this way:
      1. File Uploaded: Filename
   2. If upload is not successful, there is no way to know this (unless you know in advance that a successfully uploaded file will say, “Attached File Link” We need to explicitly show that no files have been uploaded. How ?
4. I would prefer that the comments are automatically displayed, and that all points also show the total possible points.
5. The ESP Status Color Guide is a bit confusing. It shows color blocks:
   1. The “Section completed, but not approved” looks like the same color as “Submitted”. What is the difference? Should the “Submitted” be deleted?
      1. When I click the + to expand the green-lettered “Experimental Scope (Approved)” I see dark blue blocks that say “Experiment Summary”, “Balanced Chemical Reactions”, etc. This dark blue is the same color as the ESP Status Color Guide that indicates that the dark blue block is “completed but not approved”, yet the green checkmark indicates that it HAS been approved.
      2. Suggestion: Don’t change the color blocks in the expansions. They look nice)
      3. Suggestion: Change the color of the key and the type that indicates “Submitted” or “Completed but not approved.” (Try either a medium blue that is in-between the two blues you already have (preferred) or purple. I prefer not red.)
   2. It looks as though any student can update the ESP. Is that true?
6. On the “Team Activities” page, “Submit Experimental Safety” might need a different title. It is more of a process than a submission. I need to think about this more.
7. On the Team Activities page, set the instructions a bit larger (if they are 12-point, make them 14 point), and use a bulleted list. It will look like this:

• Double-click on the grid row to update team member.   
• To add a new team member, click the “Add Member” box. (Note: Can you make the box dark blue with white lettering? I think it will show up better. The message says the box is grey, but that box does not look grey to me)

**For Faculty Advisor:**

* 1. Team: Change tab from “Team” to “Team Management” (Note that the message that appears when the Advisor first completes (or changes) the Profile needs to be changed. It currently says, “To begin team registration, click on the “team” tab in the menu above. Then click the blue “create team” button.” You will need to change “team” to “Team Management” While you are at it, capitalize “Create Team”
     1. On the “Team Management” page, remove “Final Scores” buttons from individual team areas. (But before removing “Final Scores button, read 24. b., below.)
        1. If we remove the “Final Scores” button, then the only thing left to click are two buttons (Add team members and View Team Progress) that take us to the same place, but they can already get there by clicking on the large rectangle.   
           Maybe we should get rid of the inner buttons altogether and put these words in the main rectangle button (or make it look like a giant button so they are aware that it is click-able):   
           “Click to:  
            • Add/delete team members  
            • Edit task selection  
            • View team progress  
            • Upload reports  
            \* Upload award nominations
        2. Alternatively, if we don’t use the bulleted list above, on the Team Management page, change “View Team Progress” to “Upload Reports”. Because It is not clear where a faculty advisor should go to upload files (Written Report, Terry McManus Award, etc.).
  2. Final Scores: Can this be a tab at the top of the faculty advisor panel? When clicked, it should show scores for ALL teams that are registered under that faculty advisor, so they won’t have to click on each team to find that team’s scores.
  3. Team Status page:
     1. Add instructions at top of Team Status Page: “Click on a row to view team member details.”
     2. See comments below on “Registration” vs. “Profile” (Maybe it should say, “Registration Data”(?))
  4. “Extra Members Payment” should read “Payments Due” or “Outstanding Payments” (?)
     1. Why is there a separate tab for paying for extra members? Was there a problem when Mona was in charge that caused this to be listed this way? Or is it too difficult to lump all payment reports in one place? I think there should be one “Payments Due” page, and it should show ALL amounts due:   
        1) registration fees 2) extra member fees.   
        This would make the page more useful than a page dedicated to paying for extra members.   
        (In my opinion, the “Extra members payment” tab would be confusing for an advisor who never adds extra members.)
     2. What would alert an advisor to click on the “Extra Members” link?  
        Is there a red flag on the account for advisors to see when they log in (or do they get notified that additional payments are due if they add more members?) either by:
        1. email?
        2. other flags when they log in?
        3. It should be on the Team Management panel on the button that indicates payment status. But, based on Amanda Hohner’s account, it does not.
     3. The message in the “Payment” under “Payment” tab reads, “Please complete all team member’s profiles before proceeding to payment” :
        1. Is too large
        2. It looks like an error message, but it does not go away. It should only show up if the profiles are not complete. Otherwise, the message should be:
           1. The amounts due (display in the form of an invoice) or
           2. “There are no payments due.”
        3. Terminology is confusing. This message says that all members must complete a profile before payment can be made, but on the Team Status page, it indicates “Registration Status” we need to find a way to define what it means to “Register” and how completing a profile fulfills the registration requirement. I like the “Registration Status” heading on the “Team Status” page–let’s keep it.
           1. My question for you: What does it mean to register? Is it a two-step process:

Student logs in with password sent to him/her

Student completes profile.

* + - * 1. Possible solution to Register/Profile:

Re-name “Profile” to be “Register” (or “Registration”) (This works in the cases of Students, Advisors, Judges, and even for the Admin.) The items in the profile look like both: 1) profile and 2) registration-type stuff.

Message in Payment page could read: “All teams must register and complete a profile before proceeding to payment.”

This solves a number of problems: a profile continues on, year after year, but registration does not, hence, maybe the returning judges and faculty won’t be so confused by this.

Nevertheless, they would prefer not to re-register. The ultimate solution is to have a “Profile page” that only contains the bio, photo, school logo, emergency contact information, dietary restrictions.

The “Registration” portion would include contest-specific information such as which meals, sizes, etc.

I am not sure what to do about this. I am embarrassed to ask returning advisors and judges to re-register.

* + 1. The “Payment” page shows all tabs twice in Advisor view.
  1. The “Extra Members Payment” is the only link in the Faculty Advisor panel that does not show the tabs across the top. It forces the user to use the browser’s “back” button.
     1. “There is no balance to pay for extra members.” is too large.
  2. Faculty View: Final Scores
     1. ~~Remove other teams’ scores~~. Done! Thank you!
     2. Scores should indicate total score possible. The program would need to calculate the possible number of points and insert it where appropriate. The possible points need to be displayed either:
        1. in a key at the top: “Points possible: Written Report=120, etc.
        2. In-line: 96.83/120
     3. Enable show comments and make those comments easy to find. I would display them automatically, without the person having to click on them. And I would not show blanks that indicate that a judge did not comment. (Currently, if there are no comments, nothing happens when they click the “Comment” button. There should be a notice that indicates that there are no comments.
     4. Currently, there is not even a link for faculty to see judges’ comments. Faculty need to read comments.

**For Co-Advisor**

1. Survey: There are status indicators (red x or green checkmark) for the survey, but where is the survey found? We did not do a survey, perhaps in part because I did not know where it is.
2. I thought the Co-Advisor would now be able to work with both teams. The Co-Advisor can view Team Status for both teams, but he/she can view Team Activities (and add members, upload reports, etc.) only for the team he/she is registered for. I thought we enabled the ability to do the latter for both.

**For Judges**

1. All judges need access to the “Final Scores” page that the admin sees. This is important when discussing awards. It is good that they can see the average final scores within the task that they judged, but they also need to see, listed on one page, scores for ALL tasks. (Disable ability to see judge names/scoring)
2. “Non-scored items status”— Change to “Uncompleted Scoring” (Or “Uncompleted Tasks”)
   1. On this page, the title should read, “Scoring Needing to be Completed”
   2. The working on the red x key is confusing (“There is/are non-scored item/s”).   
      Let’s change it to “Scoring not completed for this item”
   3. For those events that remain to be scored, it would be helpful if the number of uncompleted items showed how many items possible. For example, for the Written Report, it would say:  
      1 Written Report (8/10 uncompleted items)
   4. Change all occurrences of “non-scored” to “uncompleted”).
3. I want a page for me to upload files that judges can download this will be reference material for judges. Examples of Judging References:
   1. Task Problem statements (at least 6 separate documents) I would like the name of the file displayed (such as “Task 3: Heavy Metal Removal”), not just the word “File”.) If that is too difficult, then we can write: Task 1, Task 2, Task 3… etc. as the file names. But there needs to be a heading above these that says, “Task Problem Statements.” Perhaps it could capture the names of the tasks from the Task Setup (formerly known as Task Management) page.
   2. Judge Handbook
   3. Judge Event Guidebook
   4. Other?
4. Judge “Submissions” – I am only aware of a need for judges to submit an In-Kind Form.
5. We did not receive many judge comments. We need to design the scoring to encourage comments to be entered. I do not think they should have to click on a button to enter comments.
6. Judge “Team List”
   1. Key:
      1. (red x) Not ready for scoring
      2. (green checkmark) Ready for scoring–Click button to access
   2. Red “Grading” button:
      1. Change “Grading” to “Click to Score All Events” (I would prefer “Score All Events” but adding “click to” will explicitly tell them this is a button).
      2. Unfortunately, there is nothing to score, so I cannot look at the judges’ view after they get to the Scoring area. But I recall that it was not clear that there is a drop-down to navigate to score all events. This needs to be clarified.
   3. For the Open Tasks, make sure that the task title shows up for the judges to see.
7. Scoring page:
   1. We need to add an open area for entering comments. It should have the heading:   
      “Enter detailed comments. Teams need these to learn how to improve and colleges need these to qualify for engineering accreditation.”
   2. We need an explanation for using the scoring dropdown selection tool. Just above it write:  
      “Select event you wish to score.”
8. Judge View:
   1. Final Scores:
      1. Change “Your scores table(s)” to “Your scores”
      2. Change “The average of all judges’ score(s) tables” to “Average of all judge’s scores”
      3. Enter the total possible for all scores, such as; 72/100 (or a key at the top)
   2. Add instruction at top of page: “Click on a cell for scoring details”
   3. When I click on a cell under “Your scores” it shows me the scoring for Judge 1, Judge 2, Judge 3, etc?
      1. This is the exact same information that is displayed when I click on a cell under “Average of all judge’s scores.” The two shouldn’t display the same information, should they?
      2. It would be most useful to show “Your score” and “Judge 1, Judge 2….” etc., to help the person know which judge he/she is.
9. Judge Profile:
   1. When asking judges to select which task they would like to judge, I would like a list of Open Task titles to show up in the “Open Task” selection option. Not for them to pick and choose which Open Task they are interested in, but to show them what is available in the Open Task before they prioritize their selections.
10. I am not having luck with “Print” button on the “Final Scores” page for judges, but I am for Student, Leader, Co-Advisor, and Advisor. When I click it in the Judges’ Panel, it opens up a browser window that is blank.

**Other Questions/Comments**

1. How can the code be updated/maintained in the future? How can I view the code?
2. Why won’t the brochure or the written report download for NMSU Team 20-NMSU-6 through the “Search and Export” area?
3. I prefer Sans Serif fonts for all headings.
4. How are pdfs uploaded to the Samsung Galaxy tablets (How did the judges use the tablets?)
5. Is there a way to not require judges and faculty to re-register each year. This re-registration confused several of them. They kept trying to recover their password, but it said there was no such account. Can there be an active/inactive indicator that gets re-set each year to “inactive” and when a returning advisor or judge signs in again, it puts their information on the “active” list? It was confusing for those two groups to have to re-register each year.
6. When people fill in their profile, they should be able to save a preliminary draft and come back to it later. It seems that it just keeps complaining until everything is correct. This causes a problem for the judges and advisors who may need some time to write their bio. I propose two save options:
   1. Save and submit *(you already have this button)*
   2. “Save and come back later (with a message under the button that says, “R)egistration will be incomplete)” *(add this button)*
      1. *It seems that this would necessitate not allowing them to go anywhere else on the site until the registration is complete*
7. Is there a way to save the uploaded photos in higher resolution? The pictures we got this year downloaded as very small files. Is there a file compression that goes on? Is there a way around this?
8. When I go to werc.nmsu.edu, I see “30th WERC Design Contest April 5-8, 2020. How do I change that?
9. The word is “recipient” not “receipant”. (I know the latter makes more sense, but this is English—very little makes sense!)
10. On the sign-in page, I added “Use Chrome or Firefox for optimal performance on the site.”   
    I noticed that you added (only for non-Chrome or Firefox) Big bright red letters “Use Chrome or Firefox for Optimal Use” Please tone down the red color to be closer to the NMSU crimson. (MIne is not bright enough) and change the second “Use” to “Performance”.
    1. I very much appreciate the attention to detail that includes links to download Chrome or Firefox.
    2. The text is centered, yet the rest of the page is in two columns. Can you left-justify the notice, as well as the links? If not, perhaps more vertical space below it and a thin horizontal separating line would help.
    3. Also, reduce the type size by a couple of points and use Sans serif type.
    4. Should I delete what I wrote about using Chrome or Firefox? I added it when someone had trouble with the site? If I delete mine, people who use Chrome or Firefox will not see any notice about browser. That is alright, unless they use multiple browsers and happen to use Safari one day. They might get annoyed that they have to change browsers, but it is not a big deal.