

Print a Jury List / Reprint an Ended Jury List

	<p>This quick reference guide outlines steps for:</p> <ul style="list-style-type: none"> • Printing a jury list – <u>before</u> an event has been ended • Reprinting a jury list – <u>after</u> an event has been ended
	Print a Jury List (will only work for an event which has not been ended)
1.	After logging into the program, click the Panel Module icon.
2.	Click the Jury List button. An Event Number screen will appear. 
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click Accept . A list of the jury for the selected event will display.
5.	Click Print if needed.
6.	Click Cancel to close the Jury List screen. The Panel window will appear.
	Reprint Ended Jury List (will only work for an ended / inactive event)
1.	In the Panel Module, click the Juror menu item. 
2.	Click Reprint Ended Jury List . An Event Number screen will appear.
3.	Click the arrow to the right of the Event Number field to view a list of events, and double click the needed event.
4.	Click Accept . A reprint list of the jury for the event will display.
5.	Click Print if needed.
6.	Click Cancel to close the Reprint Jury List screen. The Panel window will appear.