



Reviewr Process Overview

Presented by:

Omar M. Nevárez Ramos

Laura Kenney

Mercy Diaz Pinero

Purpose of This Training

Why This Process Matters:

- Each year, we invite (recruit) alumni to get involved and support their local alumni community

Who This Is For:

Your role is to work with the Regional team by:

- Reviewing applications
- Choosing alumni who are a good fit for your community

What Does It Solve:

This process helps us:

- Review applications in a fair way
- Stay consistent across all communities
- Save time for staff and reviewers

Invitation to Review for UCF Alumni Volunteer Leader Applications ↳ Inbox x

noreply@reviewr.com

10:12 AM (11 minutes ago)    

to me ▾

Dear Omar Nevarez,

We are excited to invite you to serve as a reviewer for your community's applicants.

We are committed to providing a smooth and structured review process, along with clear guidelines and support throughout the experience. Your insights and perspective will play an important role in helping identify the future leaders of your alumni community.

To set your password and access your evaluation assignments, please click this link: <https://my.reviewr.com/csarf/setPasswordReviewer?vstid=06bee90064d4b0e0077f93e81b1c4b600a66evt-invite&evtid=10521168&credential=true&usertype=JUDGE>.



After setting your password, you can log back in at any time by going to my.reviewr.com, and the email at which you received this notification will be your username

Should you have any questions or need additional assistance, please feel free to reach out to your liaison, who will be happy to help.

Thank you again for your continued support and dedication to your alumni community. We truly appreciate your willingness to assist in this important process.

First Step/Confirmation Email

GUIDES

You will receive a confirmation email with a link to log in. Please make sure to click the first link in the email to reset your password. Once your account has been set up, you will use my.reviewr.com to log in moving forward.



Welcome to the online event system, please create a password for your user account which you will use to login in the future. Your username is the email address that you received the invitation email at.

Password

Repeat Password

SET PASSWORD

[© Review Terms and Conditions](#)

Log-in Page

- **GUIDE**
When setting up your account for the first time, you will be prompted to create a password using the screen shown above. Your username will be the same email address where you received the invitation email.
- Enter your new password in the “Password” field and re-enter it in the “Repeat Password” field to confirm it. Once complete, click the “Set Password” button to finish setting up your account.
- Please make sure to carefully create your password when setting up your account. The system may reject passwords that are too close to common or recognizable words.

Judge Portal

Welcome to the Judge Portal — the hub where you can view and score all submissions assigned to you.

INSTRUCTIONS

How to Review:

1. Select View on the Submission you want to Evaluate
2. Click "My Evaluations" on the right
3. Select Evaluate Now
4. Fill out Evaluation
5. Select Submit if complete. If not, select Close

Evaluation Statuses:


- Not Started - The Evaluation has not been started
- Incomplete - The Evaluation has been started but not submitted, and the Score should say "In Progress."
- Complete - The Evaluation has been submitted, and the Score should display.

If you have any further questions, engage the Chat feature in the bottom-right corner or access the [resources HERE](#).

Reviewer FAQs
No

ATTACHMENTS

NAME	DESCRIPTION
Judge/Evaluator Portal Overview	View
Reviewer/Judge Help Center	View



Group

Division

Label

Submission Name

Submission ID

Submission Status

Submitter(s) Name

Evaluation Status

Judge Portal

Welcome to the Judge Portal — the hub where you can view and score all submissions assigned to you.

INSTRUCTIONS

How to Review:

1. Select View on the Submission you want to Evaluate
2. Click "My Evaluations" on the right
3. Select Evaluate Now
4. Fill out Evaluation
5. Select Submit if complete. If not, select Close

Evaluation Statuses:

- Not Started - The Evaluation has not been started
- Incomplete - The Evaluation has been started but not submitted, and the Score should say "In Progress."
- Complete - The Evaluation has been submitted, and the Score should display.

If you have any further questions, engage the Chat feature in the bottom-right corner or access the [resources HERE](#).

Reviewer FAQs
No

ATTACHMENTS

NAME	DESCRIPTION
Judge/Evaluator Portal Overview	View
Reviewer/Judge Help Center	View

Group

Division

Label

Submission Name

Submission ID

Submission Status

Submitter(s) Name

Evaluation Status

SEARCH

ID	SUBMISSION NAME	SUBMITTER(S)	EVALUATION FORM	GROUP	SUBMIT TIME	CUSTOM LABELS	DIVISION	SCORE	EVALUATION STATUS
11027531	test test	test test	UCF Alumni Regional Community Council Volunteer Evaluation	Greater Orlando	May 1, 2026, 7:08:20 AM CDT			Scored	Complete
10730134	Test2 Test2	test2 test2	UCF Alumni Regional Community Council Volunteer Evaluation	Greater Orlando	Apr 2, 2026, 1:41:34 PM CDT				Not Started

Home Page/Judge Portal

- **GUIDE**
After logging in, you will be directed to the home page, where you will find instructions on how to evaluate applications.
- As you scroll down the page, you will see a list of individuals who have applied to join your respective community, as shown in the image on the left. To begin evaluating an applicant, click the eye icon next to their name to open and review their application.

Test2 Test2

Form Submitters Attachments

STATUS: ACCEPTED

Test2 Test2

SUBMISSION FORM
Applicant Information

Personal and Professional Information

First Name
Test2

Last Name
Test2

Date of Birth
5/6/26

Street Address
1234 street

City
orlando

State
FL

Zip
12345


Email Address
test@email.com

Phone Number
 US/Canada Other Country

My Evaluations

Evaluations are available from May 13, 2026 until June 03, 2026.

GREATER ORLANDO
UCF Alumni Regional Community Council Volunteer
Evaluation **EVALUATE NOW**



Application

- GUIDE**

After selecting an applicant, you will be taken to their application page. On this screen, you will be able to review all the applicant's submitted information, including their personal and professional details, contact information, and any additional materials they provided during the application process.
- Take time to carefully review the information listed in the Submission Form section to help determine whether the applicant would be a strong fit for your local alumni community.
- On the right-hand side of the screen, you will see the "My Evaluations" panel. Under your community's name, click the "Evaluate Now" button to begin your evaluation of the applicant.
- Once selected, the system will guide you through the evaluation questions where you can provide your feedback and recommendation for the applicant.

SAVE PROGRESS AND COME BACK LATER

Do you approve this applicant? *

Yes

No

What position will this person be filling?

Member-at-large

SUBMIT



Application

- **GUIDE**
After clicking “Evaluate Now,” you will be taken to the evaluation form for that applicant.
- At the top of the page, you will have the option to “Save Progress and Come Back Later” if you need additional time to complete the evaluation.
- You will then answer the question asking whether you approve the applicant by selecting either “Yes” or “No” based on your recommendation.
- Next, you will select the position that best fits the applicant using the dropdown menu provided. The dropdown will display the available leadership or volunteer roles for your community.
- Please make sure to select the position carefully based on the applicant’s experience, interests, and overall fit for the role

HOW TO REVIEW.

1. Select View on the Submission you want to Evaluate
2. Click "My Evaluations" on the right
3. Select Evaluate Now
4. Fill out Evaluation
5. Select Submit if complete. If not, select Close

Evaluation Statuses:

- Not Started - The Evaluation has not been started
- Incomplete - The Evaluation has been started but not submitted, and the Score should say "In Progress."
- Complete - The Evaluation has been submitted, and the Score should display.

If you have any further questions, engage the Chat feature in the bottom-right corner or access the [resources HERE](#).

Reviewer FAQs

No

NAME	DESCRIPTION
Judge/Evaluator Portal Overview	
Reviewer/Judge Help Center	

Group <input type="text" value="Any"/>	Division <input type="text" value="Any"/>	Label <input type="text" value="Any"/>	Submission Name <input type="text"/>
Submission ID <input type="text"/>	Submission Status <input type="text" value="Any"/>	Submitter(s) Name <input type="text"/>	Evaluation Status <input type="text" value="Any"/>
<input type="button" value="SEARCH"/>	<input type="button" value="RESET"/>		

ID	SUBMISSION NAME	SUBMITTER(S)	EVALUATION FORM	GROUP	SUBMIT TIME	CUSTOM LABELS	DIVISION	SCORE	EVALUATION STATUS
11027531	test test	test test	UCF Alumni Regional Community Council Volunteer Evaluation	Greater Orlando	May 1, 2026, 7:08:20 AM CDT			Scored	Complete
10730134	Test2 Test2	test2 test2	UCF Alumni Regional Community Council Volunteer Evaluation	Greater Orlando	Apr 2, 2026, 1:41:34 PM CDT			In Progress	Incomplete

Application

- **GUIDE**

After a reviewer completes an evaluation and clicks **Submit**, they can use the **Back** button to return to this page. On the submissions list, the applicant's **Evaluation Status** will update to **Complete**. Reviewers can then select the next applicant and continue their evaluations.



Questions?

RESOURCES AND CONTACT INFO

Reviewr:

my.reviewr.com

Position Descriptions:

[UCF Alumni Communities: Position Description and Structure](#)

Laura Kenney:

laura.kenney@ucf.edu

Mercy Diaz Pinero

mercedes.pinero@ucf.edu

THANK YOU!

Thank you for taking the time to support your alumni community.

Your efforts help us:

- Choose strong alumni leaders
- Keep the process fair and consistent
- Build a stronger Knight Network

We truly appreciate your time, care and commitment.