Instructions for Scoring Server Registration and Submissions

Updated: Jun-13-2019

Welcome to the ActEV Evaluation!

If you have logged in for the first time, you have just created a User account (Section 1) that is controlled by you. This document describes the rest of the registration process and then leads you through the process of making a submission to the scoring server. There are four steps that you will be completing to make a submission to the scoring server, and the final step (Section 5 or Section 6) is dependent on the type of submission (system or system output):

- Establish your Team and Site (Section 2) - On the scoring server, Users make submissions on behalf of a Team and the scoring server reports scores by "Team". Data licensing is managed by "Site". Thus, Teams can be multi-site and User may belong to many Teams.
- Acknowledge the Data Licenses for the Site (Section 3)
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1. User Setup - Password

Visit the scoring server https://actev.nist.gov

Create an account by using the 'Register' link on the top left of the frontpage. Please provide a valid email address and provide a password.

You will then get a confirmation email. Please follow the link in the email to confirm your account. Once confirmed you can log in using the email/password.

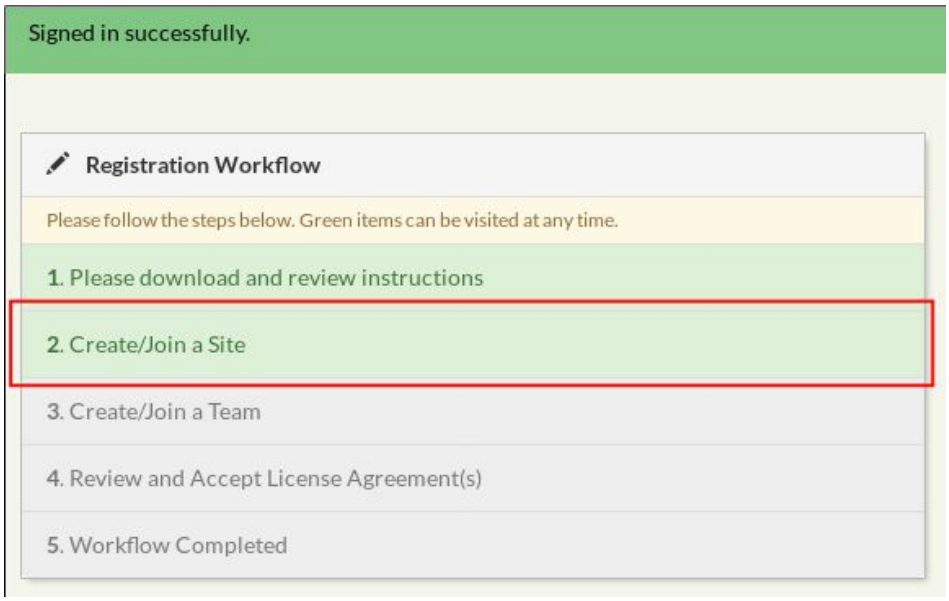
You can request a new confirmation email or reset your password by going to 'Sign In' and click on the respective links below the dialogue box.

A password needs to be at least 12 characters long, must contain at least one upper-, one lower-case, one digit and one of the following special characters: ~!@#$%^&*?

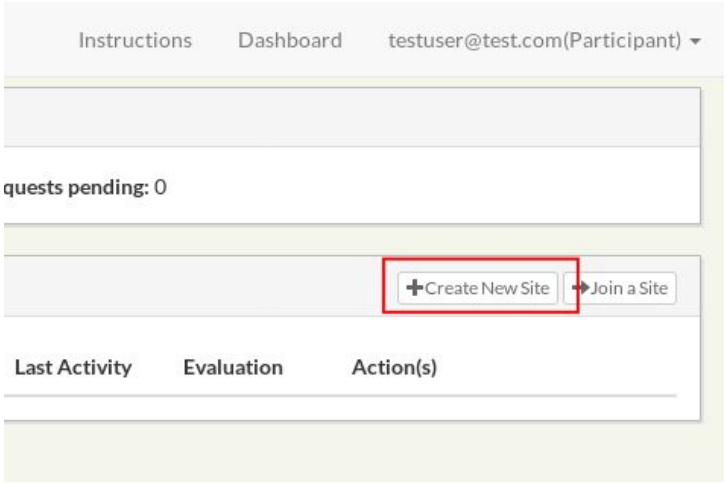
2. Team and Site and Team Setup (team and site PIs)

After logging in, please follow the Registration Workflow steps to set up your Team and Site. On the scoring server, *Users* make submissions on behalf of a *Team* and the scoring server reports scores by "*Team*". Data licensing is managed by "Site". Thus, *Teams* can be multi-site and *User* may belong to many *Teams*.

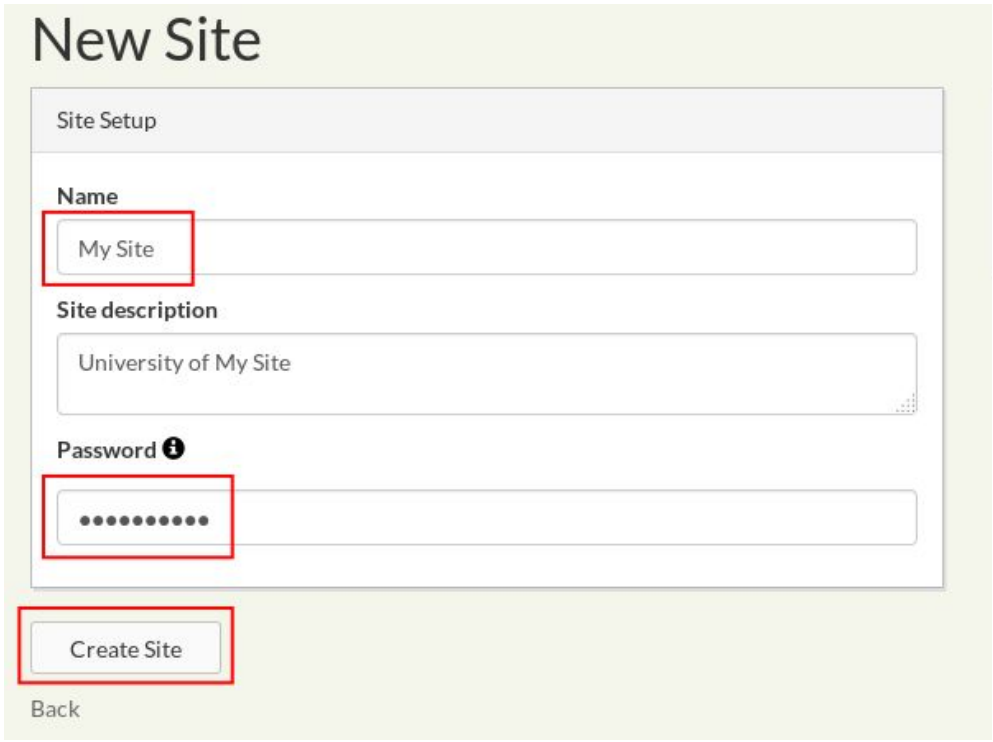
The first step is to become a member of the site create the Site for your Team. To do so please follow the Create/Join a Site link:



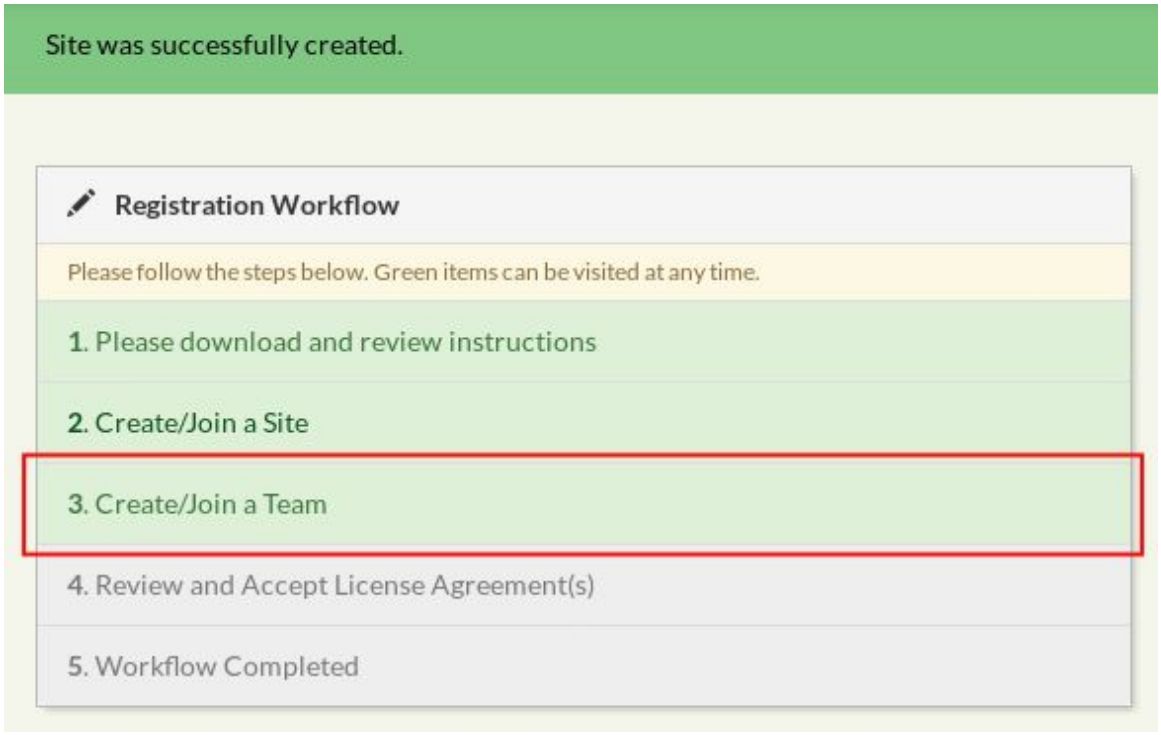
This will take you to the Site Management Panel. Please click the '1. Create New Site' button:



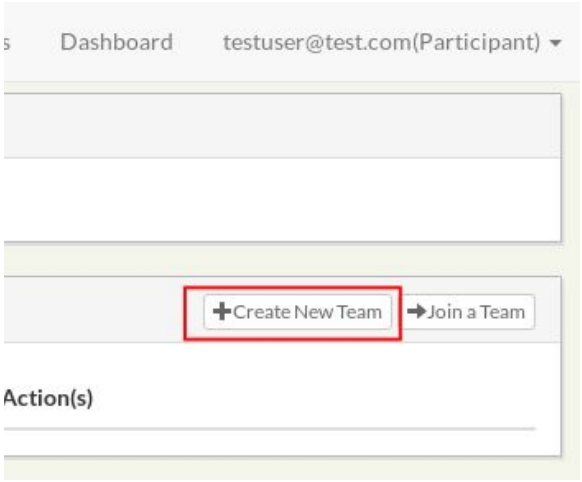
Provide the site name, description and password (your site password, which will allow collaborators to join your site in order to make a submission). Please provide at least 6 characters for the password:



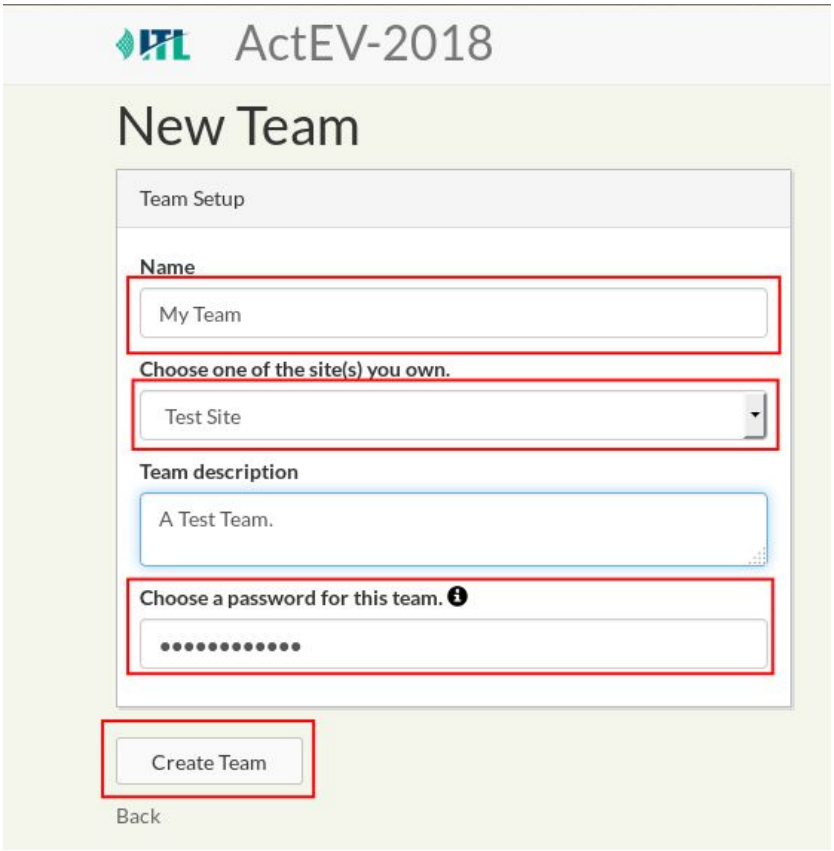
After creating a Site, follow the same procedure to create a Team which will include your Site. Click the '2. Create/Join a Team' link:



Which will take you to the Team Management Panel. Click the 'Create New Team' button:

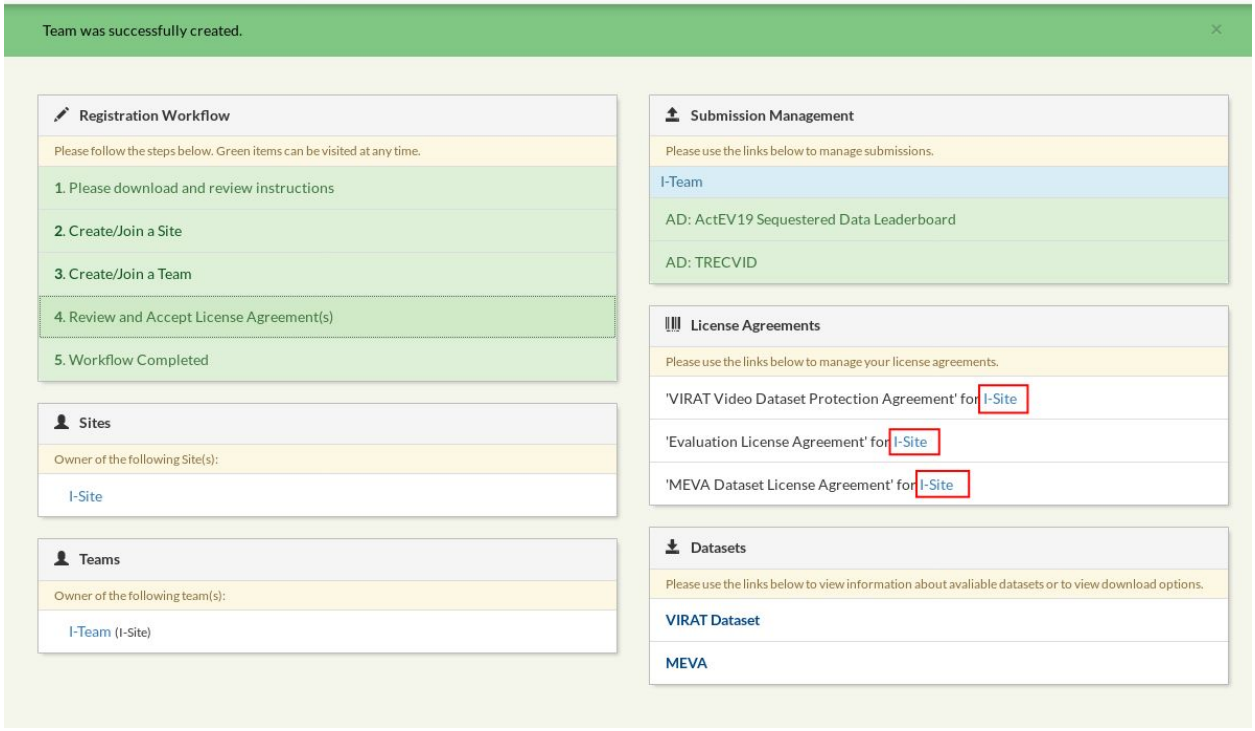


Create a team by providing a team name, a corresponding site name, description and password (the team password). Distribute the team password to constituent site PIs.:



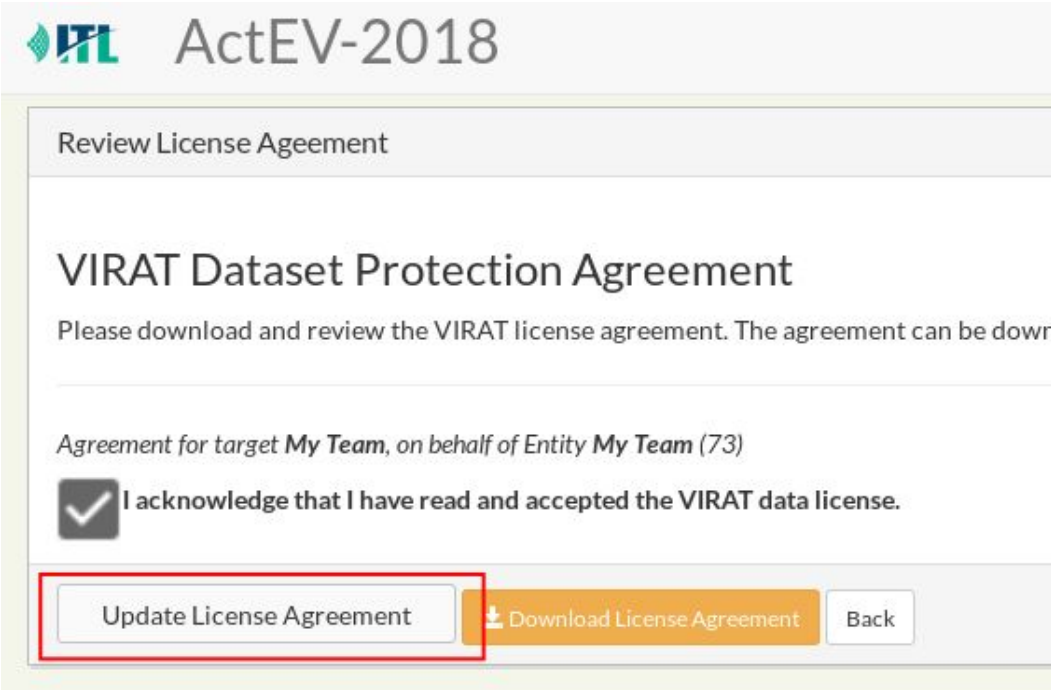
3. Review Licensing

After a Team has been successfully created, the Platform will subscribe you to all the current evaluation Tracks, as well as automatically creates two datasets License Agreements. Please review the agreements by either following the '3. Review and Accept License Agreement(s)' linkor your team license links under the License Agreements panel:



Please download the license agreement or evaluation plan, review it and then click 'Review' to enter the license review panel:

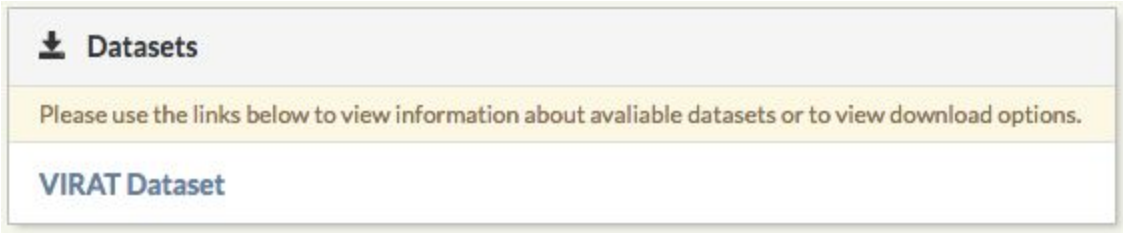
In order to accept the license please click the CHECKBOX and then press the 'Update License Agreement' button:



Once the MEVA/VIRAT license has been acknowledged, you will be able to access the dataset instruction panel with download information (and decryption keys if applicable). Click on the 'MEVA/VIRAT Dataset' link in the Dataset panel. Click the 'Back" button to return to the Dashboard.

4. Data Download Instructions

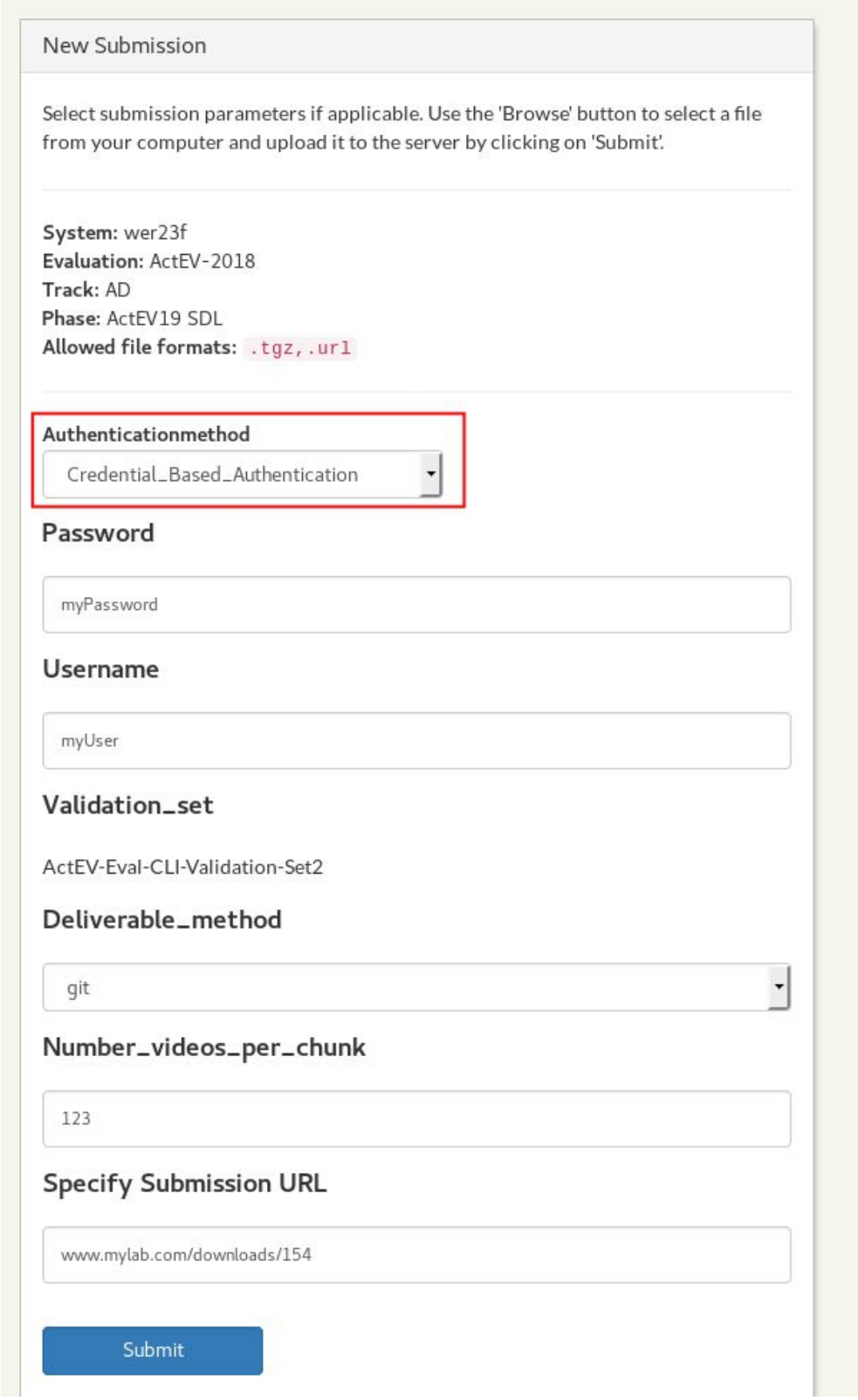
After completing the license agreement, credentials and instructions to access the data will be available by clicking the links on the Datasets section of the web site.



5. ActEV SDL Evaluation System Submission Instructions

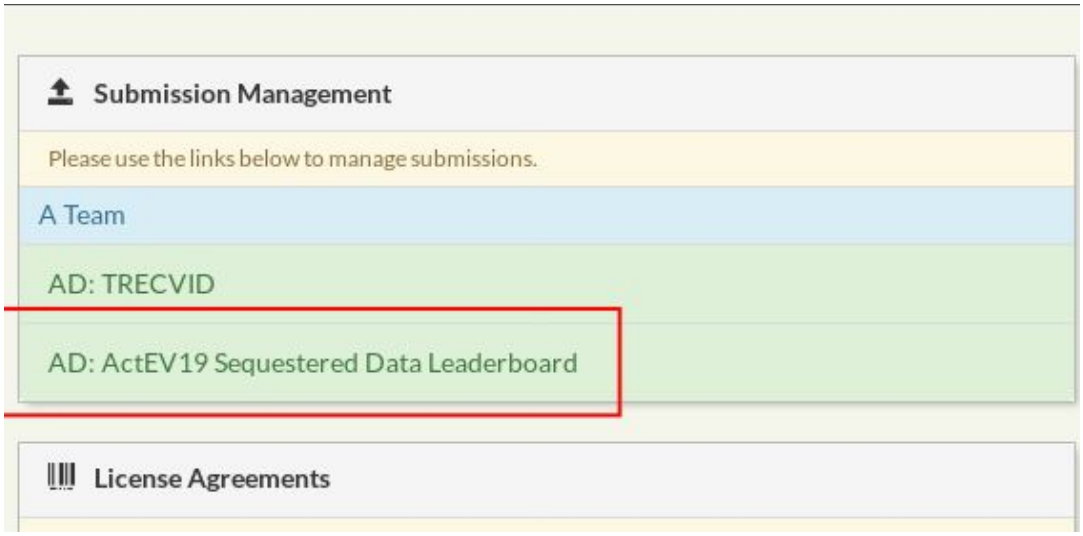
The ActEV SDL evaluation is CLI based system submission Submission. For the ActEV SDL evaluation submission, please select one of the authentication methods and enter your authentication data. To submit

your selection and create a new submission simply press the submit button.

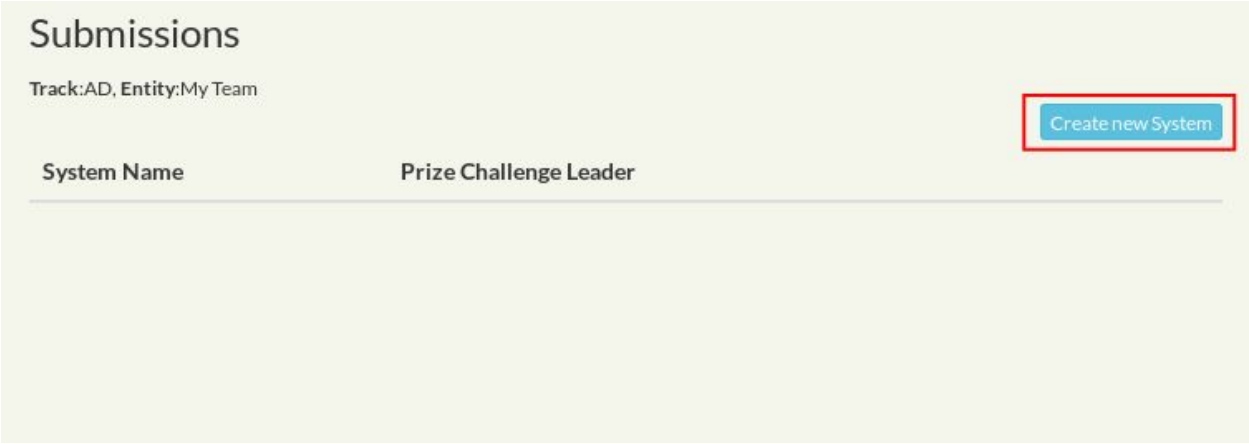


6. ActEV TRECVID Evaluation System Output Submission Instructions

1) Starting at the 'Dashboard' panel, click the task for the respective team which wishes to upload a submission (If you only belong to one team, there will be only one link as in the figure below.). This will redirect to the submission management page:



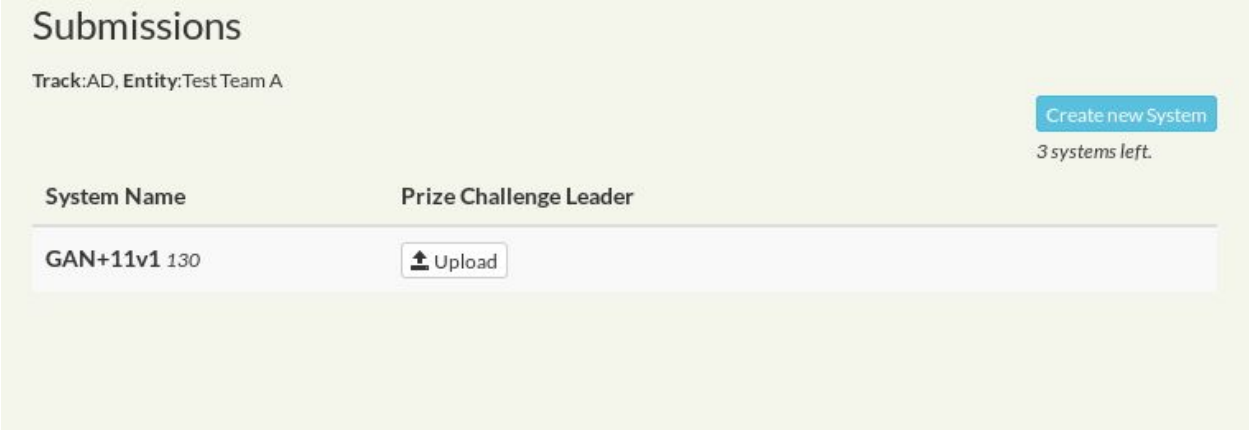
2) In the submission management page, if no system exists, create a new system by pressing the 'Create new system' button. (Multiple systems can be created in this way for each task)



3) Select either system one to four for the system type. Enter a descriptive name for the system in the system creation panel. Press 'submit' when it is done.

4) This will create a new system row in the submission management view, with a 'Upload' button where applicable.

   Click the 'Upload' button to start a submission which will redirect to the Submission Upload dialogue.



5) *There are different forms for submissions depending on the challenge type.*

   For future ActEV TRECVID evaluations there might be an option to select the dataset. Currently the dataset is fixed but in case the option exists please select a dataset and then press the Upload button to select a file from your machine:

New Submission

Select submission parameters if applicable. Use the 'Submit' button to select a file from your file system and upload it to the server.

System: GAN+10v1
Evaluation: ActEV-2018
Track: AD
Phase: Prize Challenge Leader
Mode:
Allowed file formats: `.tgz,.zip`

Eval_dataset

V2-Test

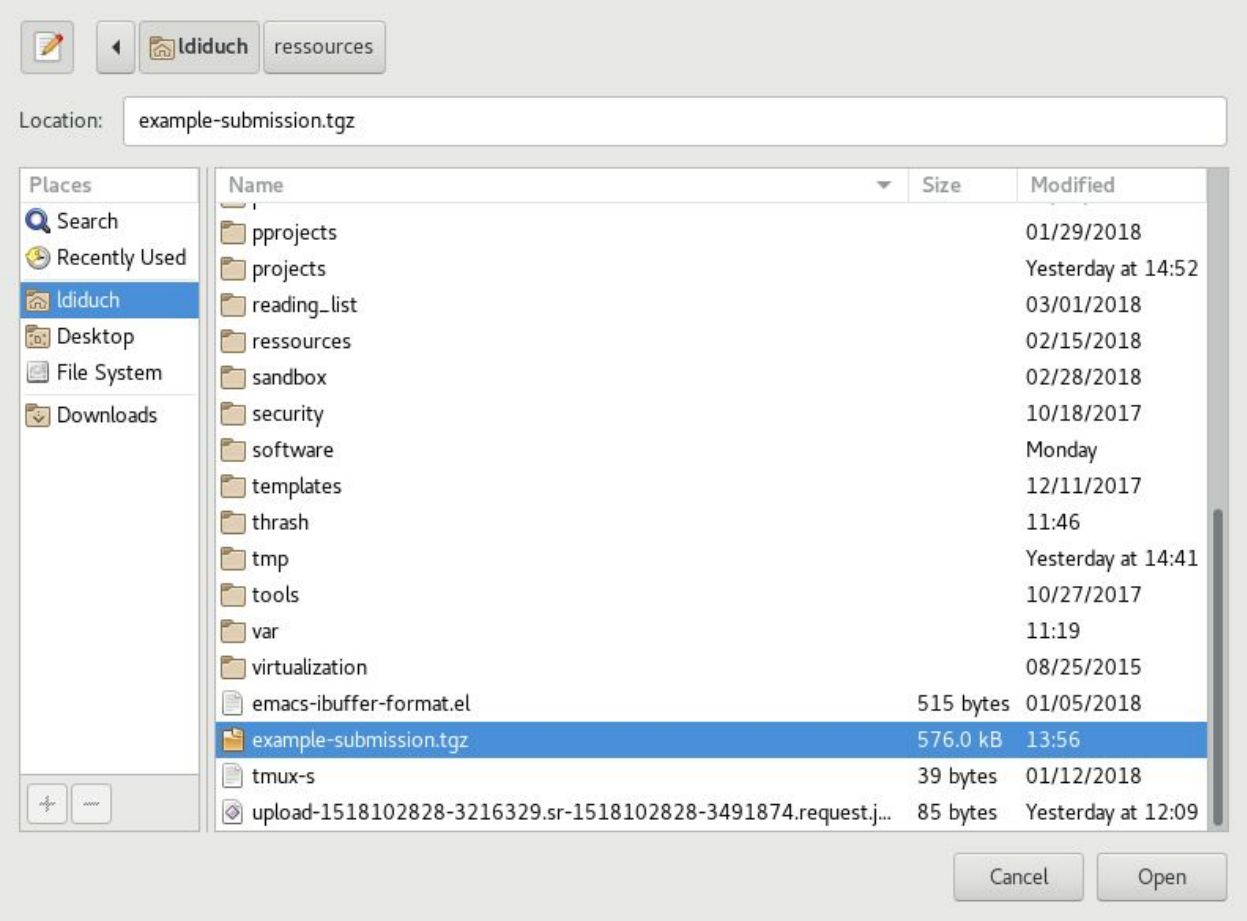
Upload Submission File

Browse... No file selected.

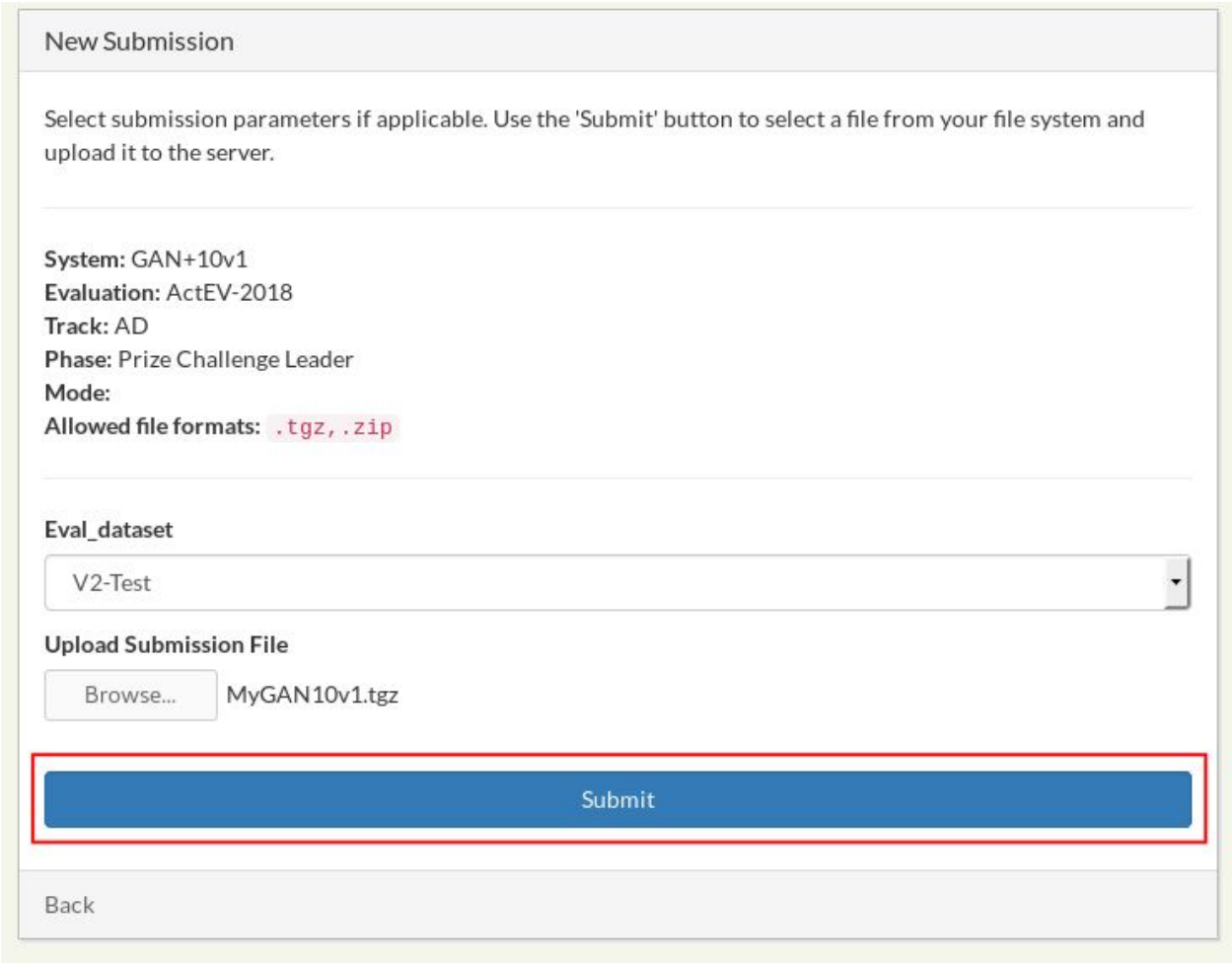
Submit

Back

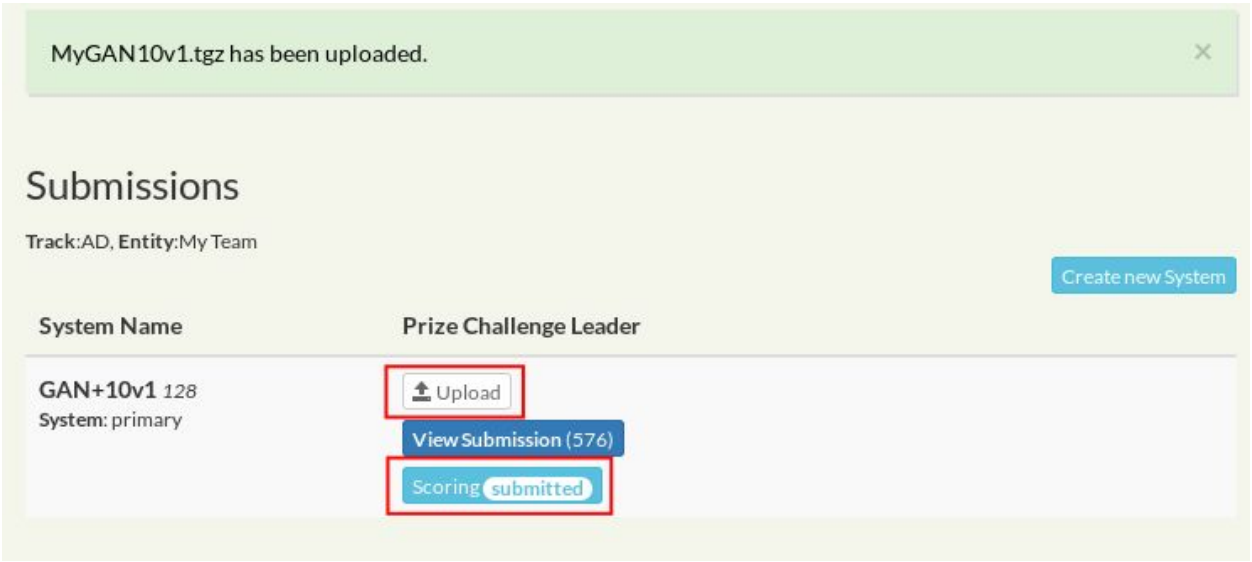
6) This will open a file chooser dialogue. Select a file to upload.



7) Once selected the file should appear in the submission upload dialogue beside the 'Choose File' button. Press submit to upload the file to NIST.



8) The system should indicate the submission status if the upload has completed successfully, and the system should list your submission score status as 'submitted'.

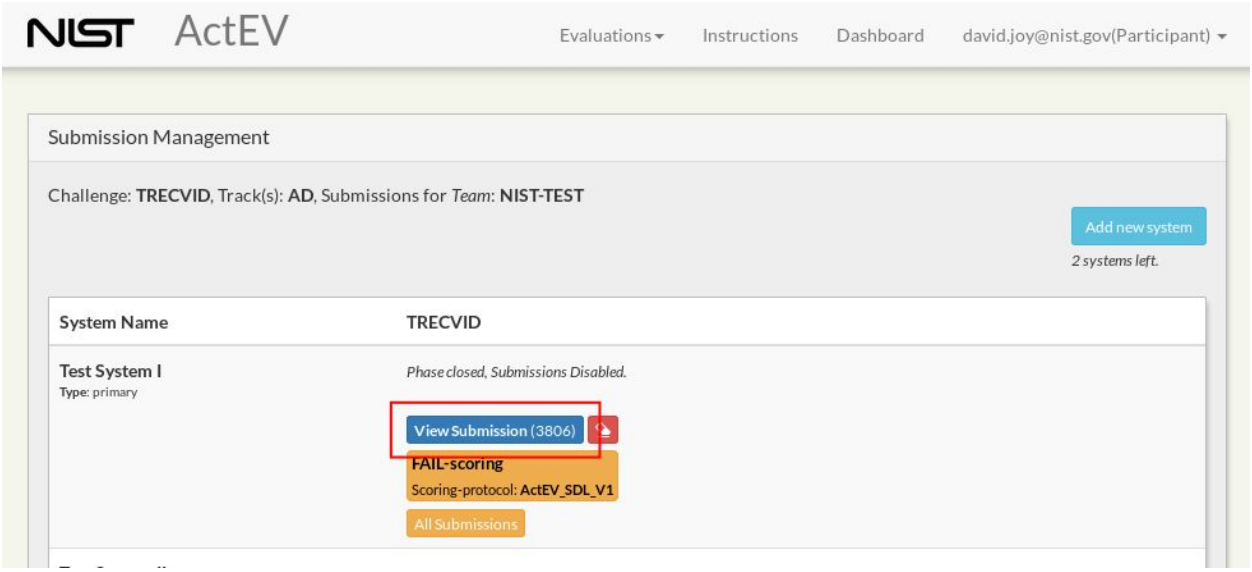


9) To upload an updated/new submission please repeat steps 1, 4, 5, 6 and 7.
10) Once the submission has been scored, the Scoring status will change to 'DONE'. You might not be able to see the specific score of the submission until after the evaluation.

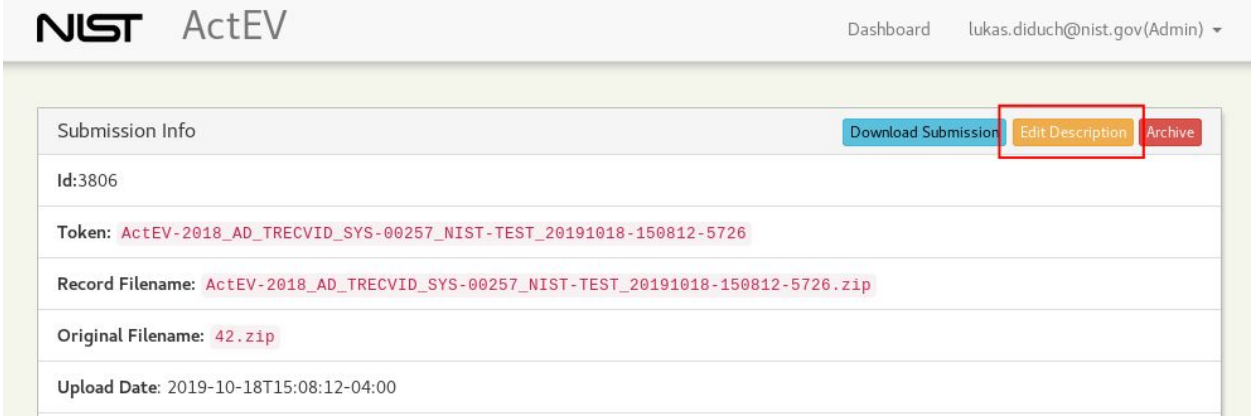
7. Editing/Updating Submission Description

SDL and TRECVID tasks allow submitters to describe their submission via the "Description" field on each submission. The descriptions are viewable from the URL https://actev.nist.gov/submission_description/<SUBNUM> where <SUBNUM> is the submission Number. **Submission descriptions are publically available so please take this into account when you write them.**

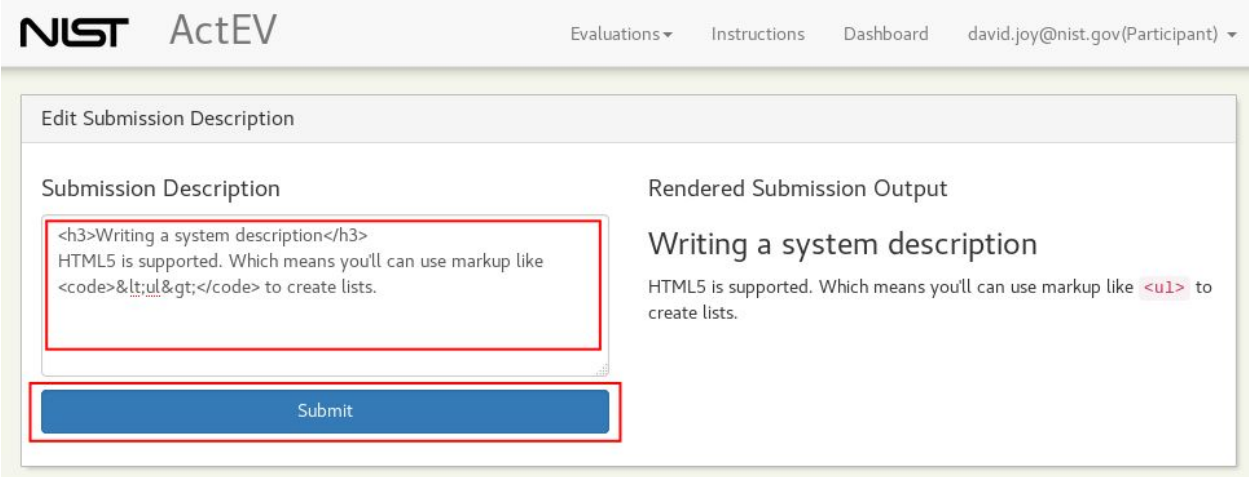
When a new submission is made, the description field is available. In order to edit/create a submission description of an existing submission, first go the submission view by f.e. following the submission link on the submission management page of the respective task:



On the submission page press the 'Edit Description' to enter the editor page:



On the submission description editor page, use the text form to enter your description. The form accepts only HTML parsable text. f.e. to force a line-break please use the <BR> tag.



After the submission description has been updated, press the 'Submit' button to store your description. The description can be edited again at any time by following the same procedure.