CR-7B1   How to <u>enter the Entrant's Concours Scores</u>
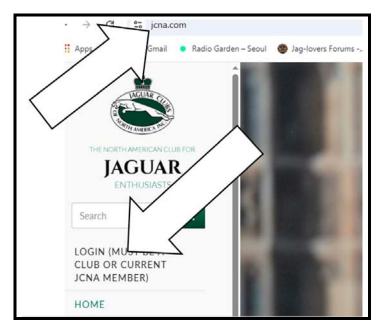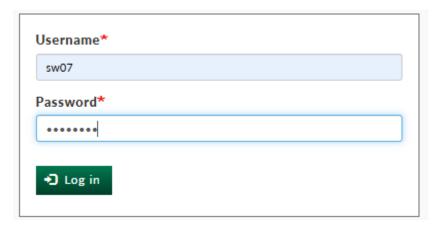

1. Type **jcna.com** in the **Address Bar** at the top of the screen to go to the JCNA home page.
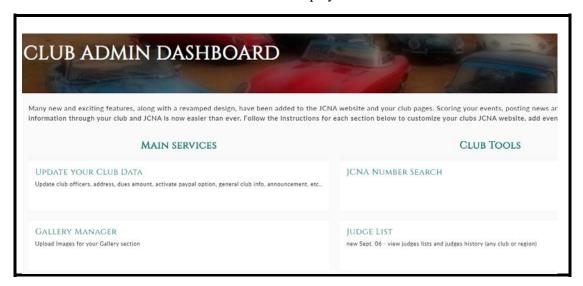
2. Click on the **LOGIN** option.

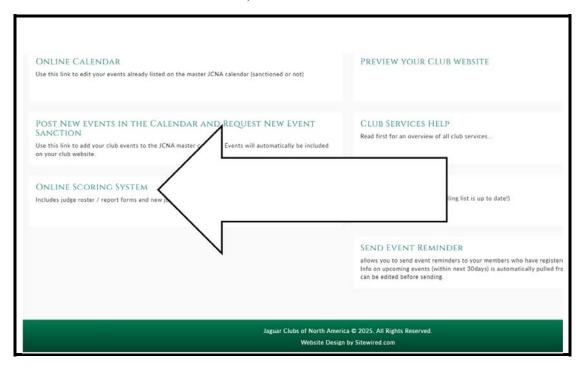3. Each club has a unique **Username** and **Password**.

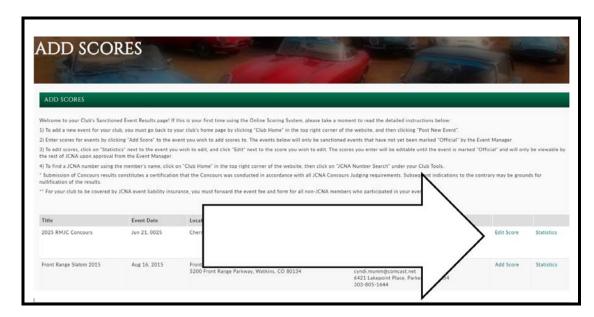4. If you don't know what it is, contact the JCNA web master.

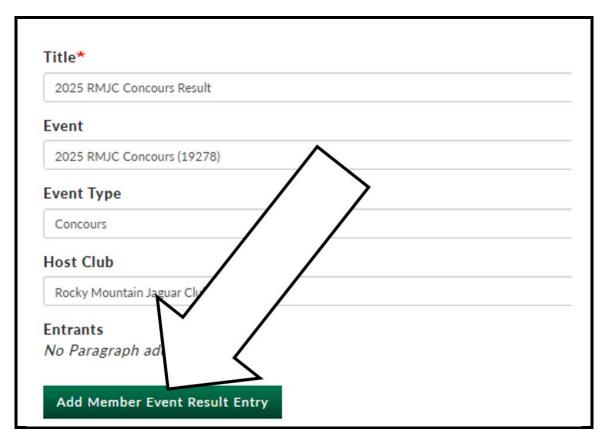5.   The **CLUB ADMIN DASHBOARD** screen is displayed.

6.   Scroll down to the bottom of the screen, then click on the **ONLINE SCORING SYSTEM**.
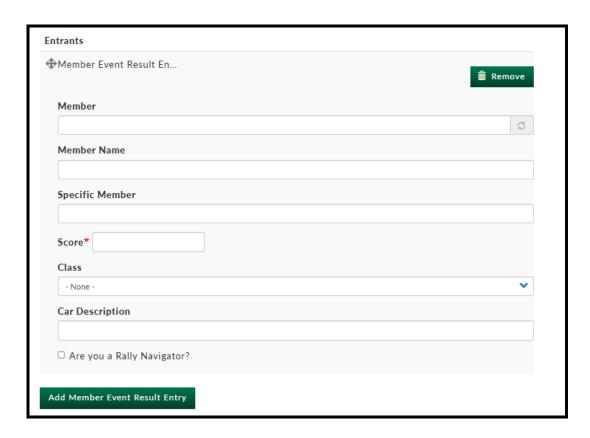
7.   When the **ADD SCORES** window is displayed, click on the **Edit Score** option.
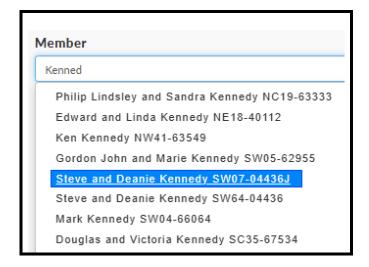

8.   The name of the club's concours is displayed. Click on the **Add Member Event Result Entry** option.

9. Above the **Add Member Event Result Entry** option, the **Entrants**, **Member Event Result En…** screen is displayed.
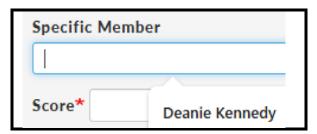

10. Type in the **Entrant's last name**, then a drop down window is displayed showing all Entrants with that last name. Click on the appropriate name.
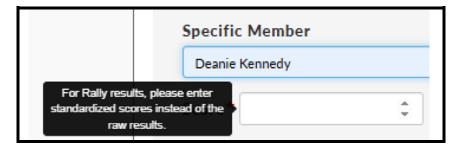
11.   Leave the **Member Name** field blank.

Member Name

12.   No information is required in the **Specific Member** field, but a name or names can be added if an entrant want to highlight which individual of the household membership is showing the vehicle or competing in the competition.

Specific Member

Score*   Deanie Kennedy

13.   Click in the **Score** field. A message regarding Rallies is displayed.

Specific Member

Deanie Kennedy

For Rally results, please enter standardized scores instead of the raw results.

14.   Click in the **Score** field again, then enter the concours scores.

Score*   99.95

15.   Click in the **Class** field, then a drop-down window is displayed. Click on the appropriate class.

16.   Click in the **Car Description** field. Add year, model and color.

17.   After all of the concours related information is entered, there are two options:

- To enter another member's concours information, click on the **Add member Event Result Entry** button and repeat Steps 9 through 16.

- To exit, scroll to the bottom of the page and click on the green 'Save' button.