CR-7B3   How to <u>Add a Judge's Name</u> to the List of Club Judges

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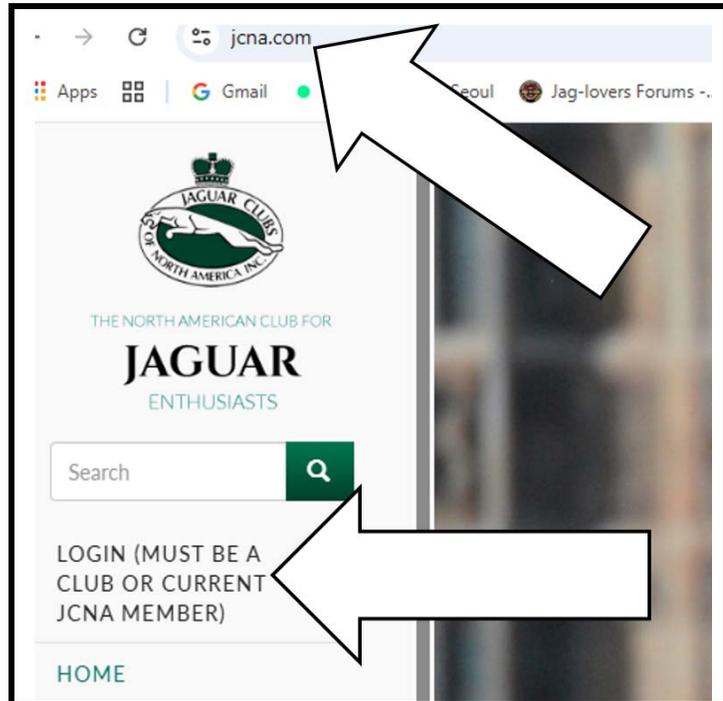
3.   Each club has a unique Username and Password.

4.   If you don't know what your club's Username and Password are, contact the JCNA web master.

5.   At the Club Admin Dashboard screen, click on JUDGE LIST.
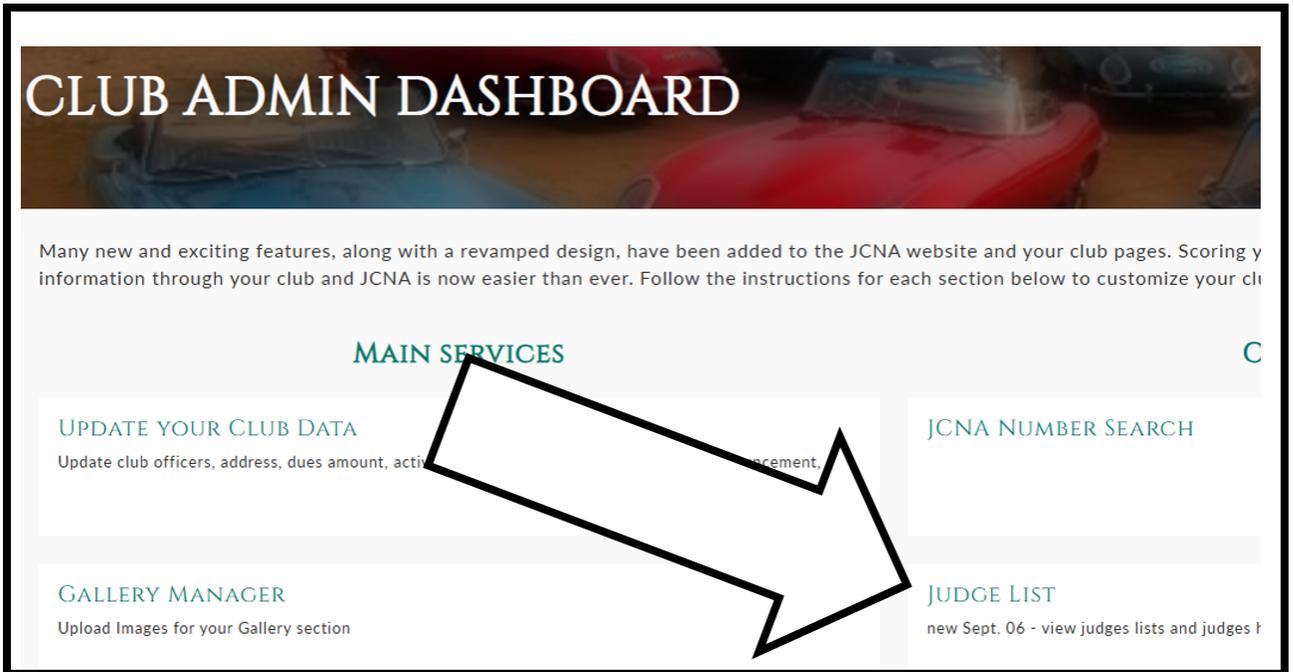
6.   When the JUDGE LIST window is displayed, click on the Add Judge button.
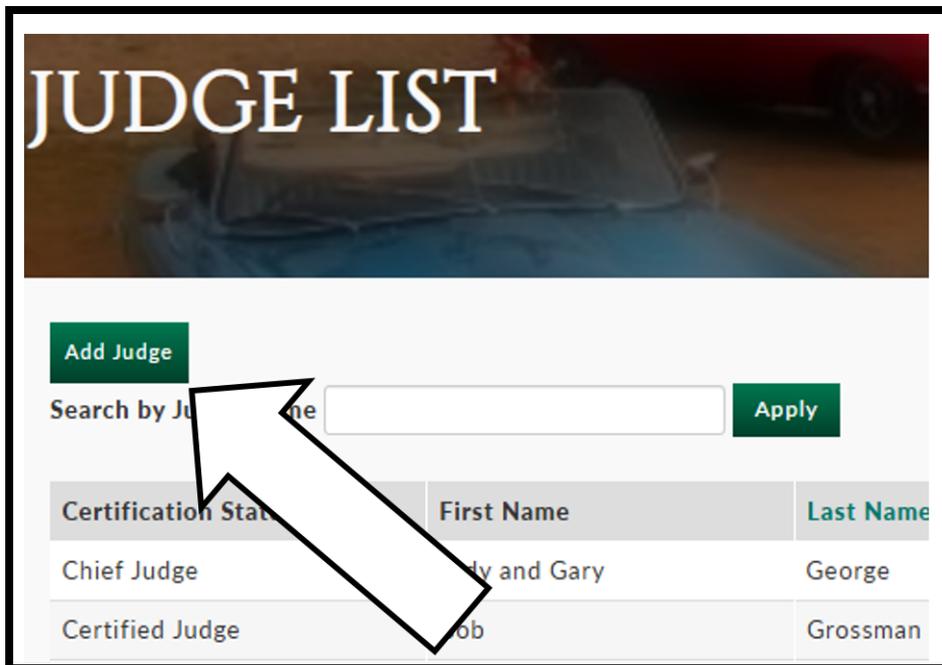
7.   When the ADD JUDGES window is displayed, click on any of the Add Judge options on the right portion of the screen.

8.   Check the Is Judge square, then enter the Judge's name, Training Date and Test Date.
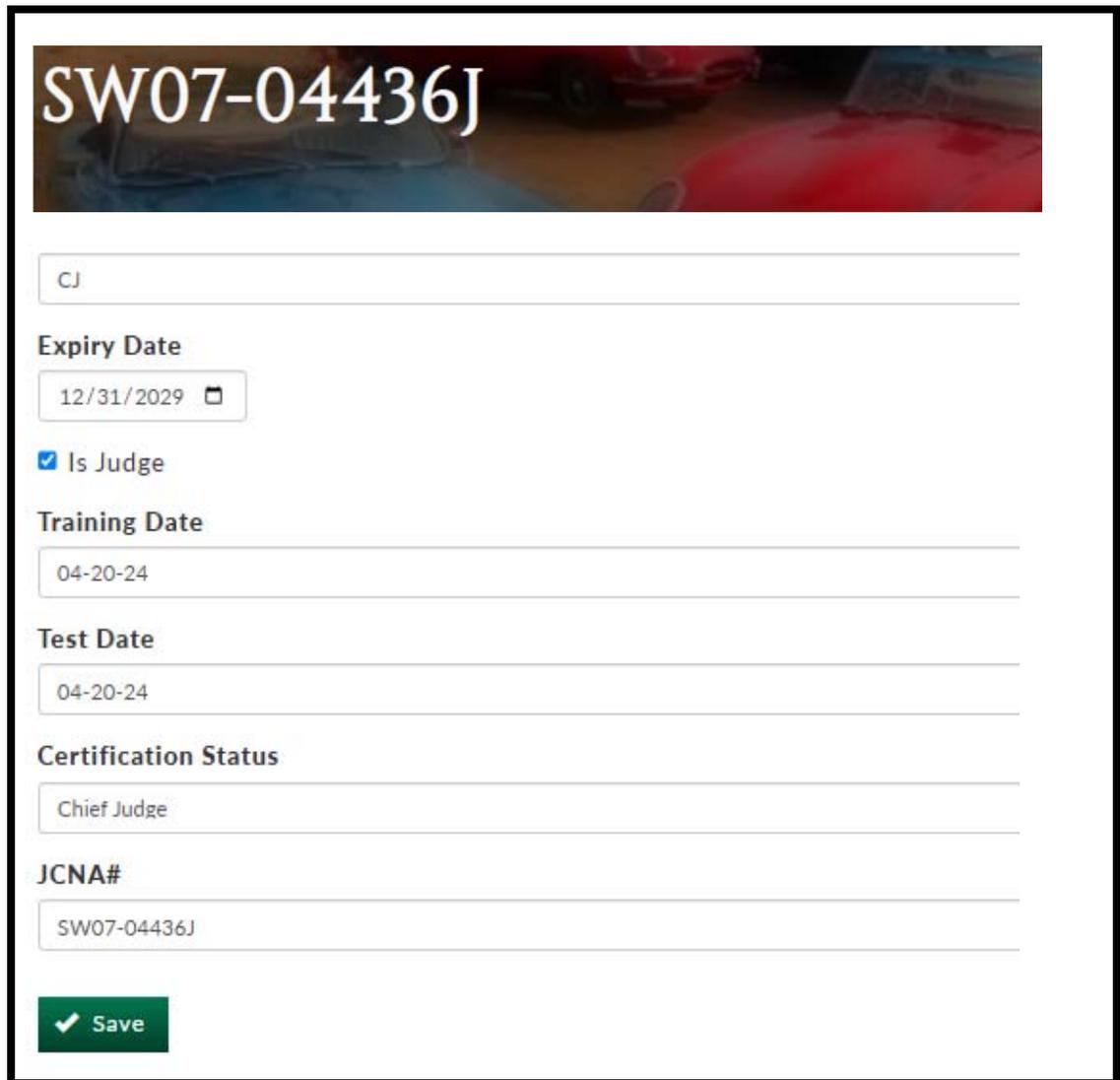
9. For the Certification Status option, click on the Drop Down arrow, the select the appropriate status.
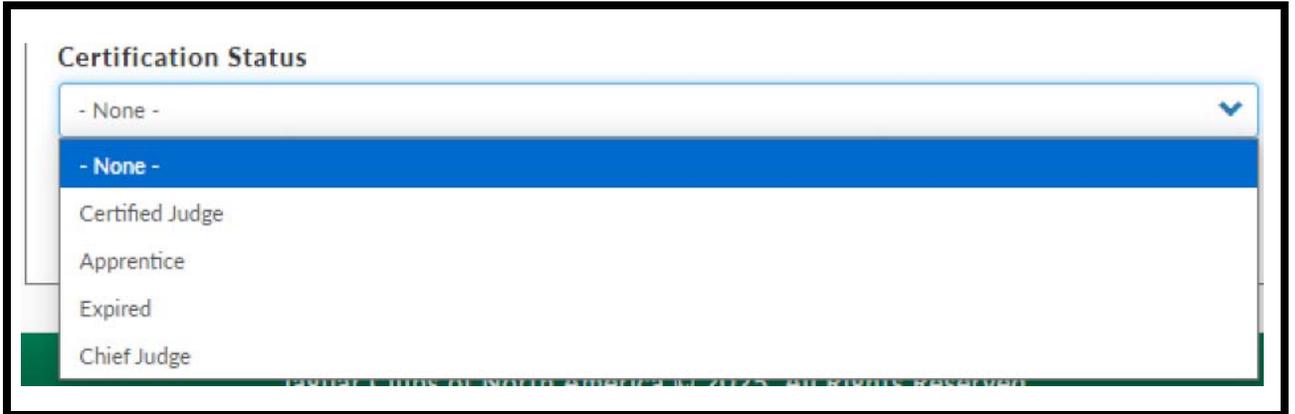
10. After all of the new Judge's information has been entered, click the Save button.

11. When the ADD JUDGES screen redisplays, a message is displayed in the green area stating that the changes have been saved.

Either click on the Add Judge option, then repeat Steps 7 through 10 or click on the Club Home option on the left portion of the screen.