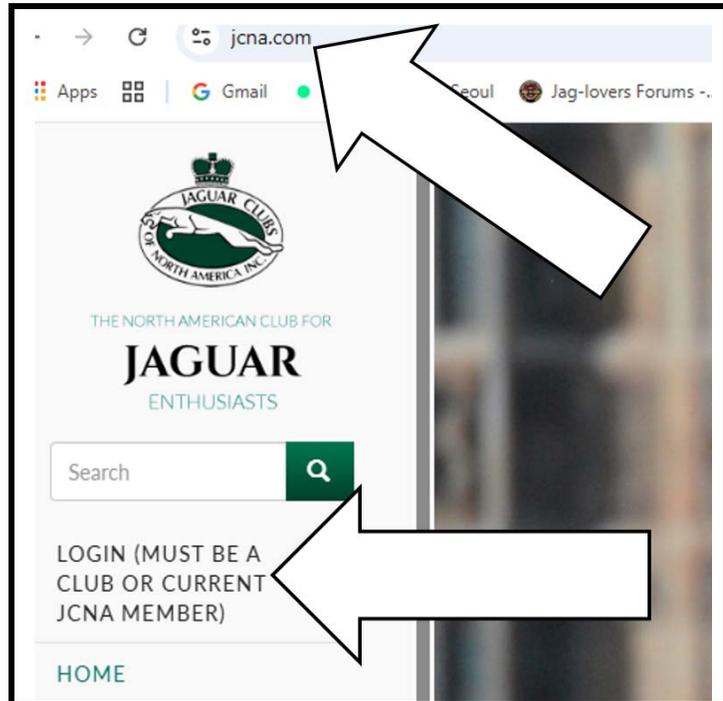


CR-7B3 How to Add a Judge's Name to the List of Club Judges

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.

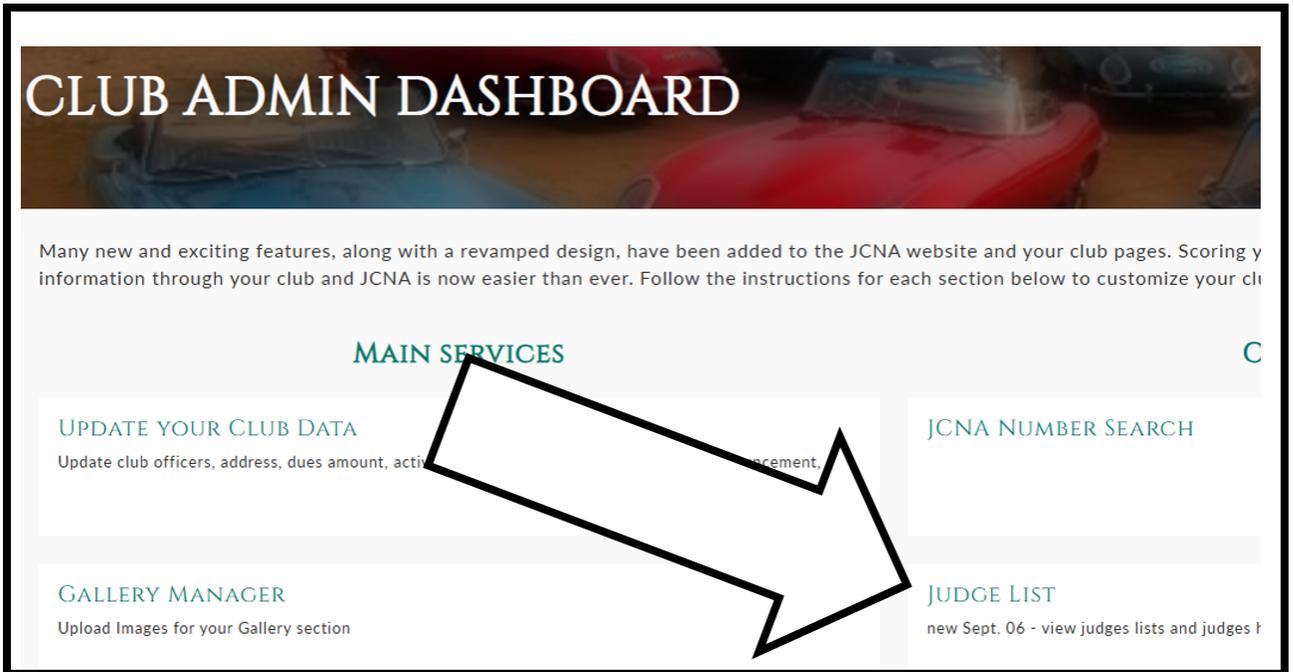


3. Each club has a unique Username and Password.

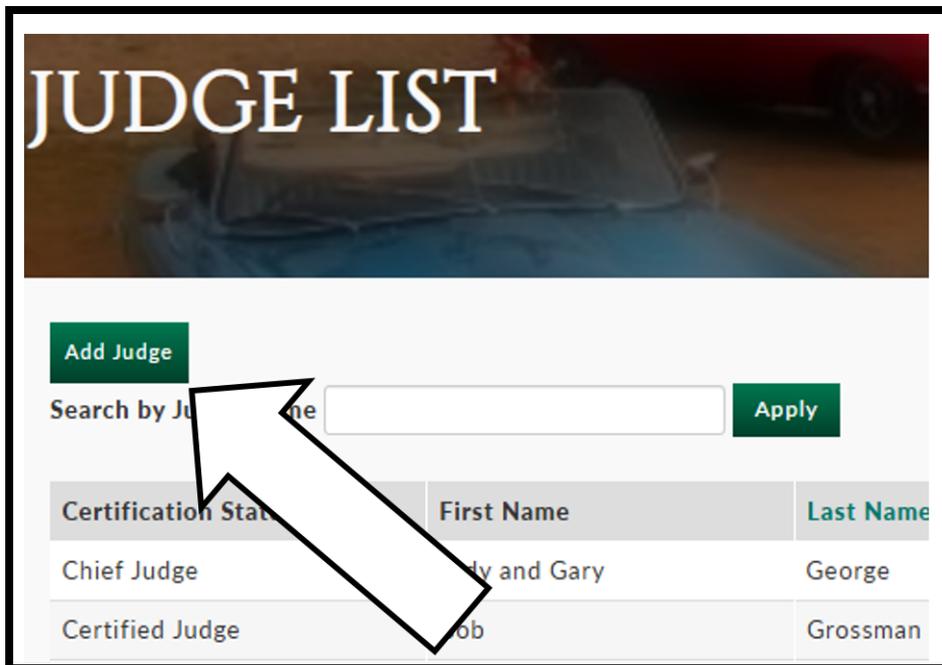
A screenshot of the login form on the JCNA website. It contains two input fields: 'Username*' with the text 'sw07' entered, and 'Password*' with several dots representing a masked password. Below the password field is a green button with a right-pointing arrow and the text 'Log in'.

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

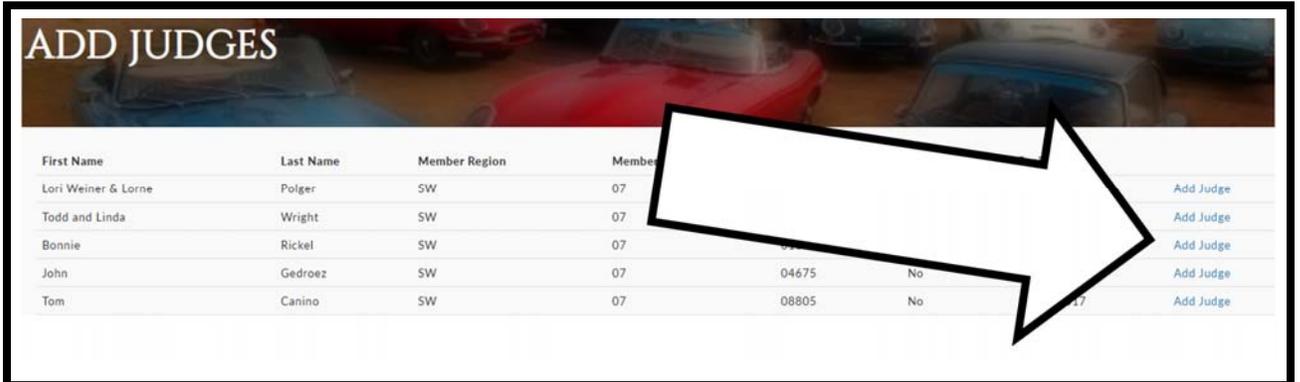
5. At the Club Admin Dashboard screen, click on JUDGE LIST.



6. When the JUDGE LIST window is displayed, click on the Add Judge button.



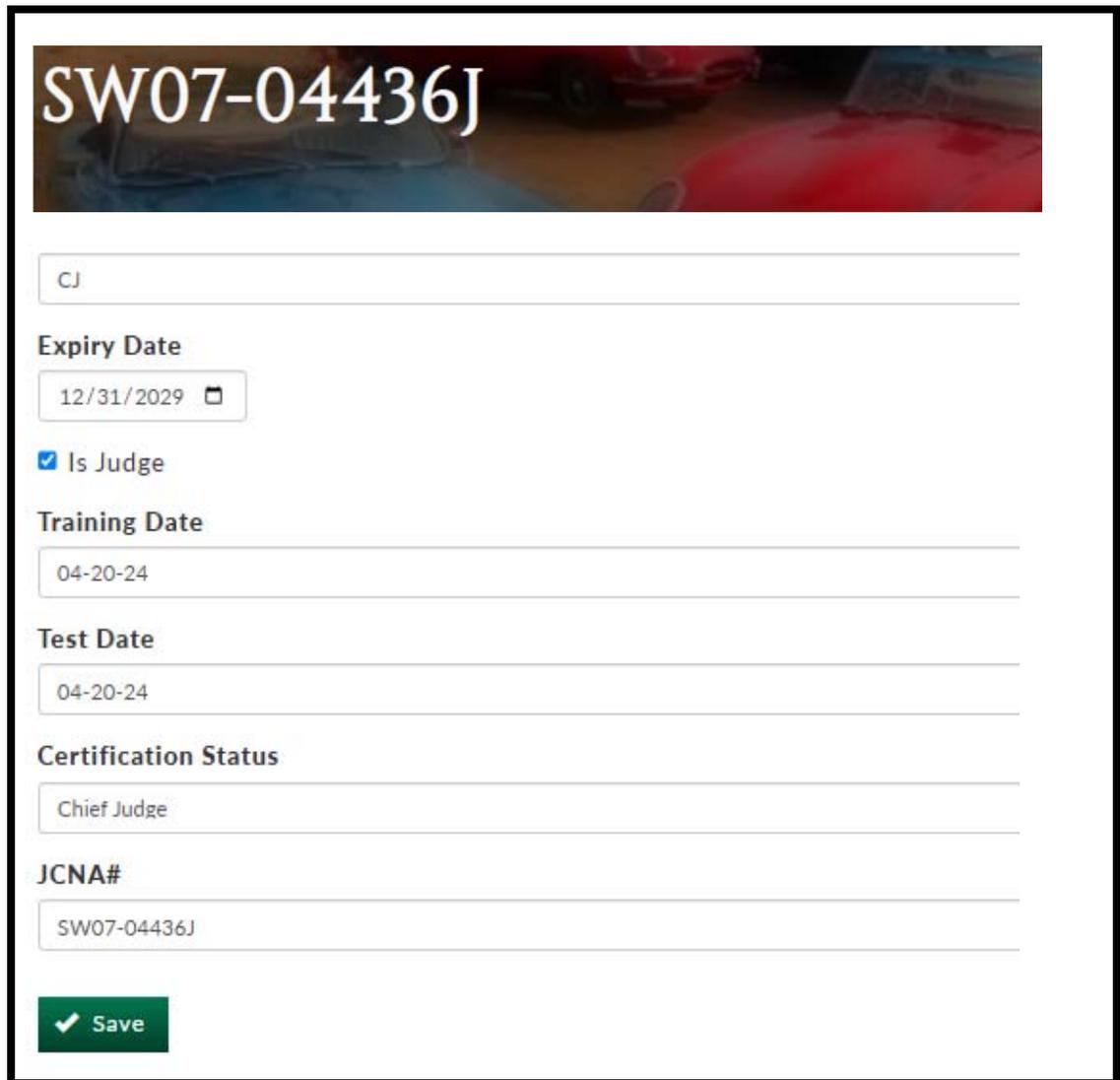
7. When the ADD JUDGES window is displayed, click on any of the Add Judge options on the right portion of the screen.



ADD JUDGES

First Name	Last Name	Member Region	Member				
Lori Weiner & Lorne	Polger	SW	07				Add Judge
Todd and Linda	Wright	SW	07				Add Judge
Bonnie	Rickel	SW	07				Add Judge
John	Gedroez	SW	07	04675	No		Add Judge
Tom	Canino	SW	07	08805	No	17	Add Judge

8. Check the Is Judge square, then enter the Judge's name, Training Date and Test Date.



SW07-04436J

CJ

Expiry Date
12/31/2029

Is Judge

Training Date
04-20-24

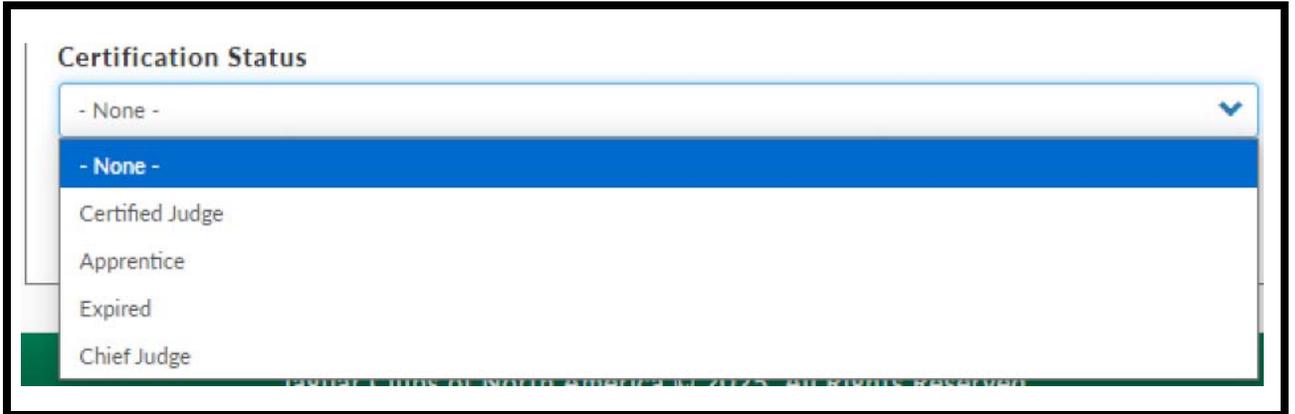
Test Date
04-20-24

Certification Status
Chief Judge

JCNA#
SW07-04436J

Save

9. For the Certification Status option, click on the Drop Down arrow, then select the appropriate status.



10. After all of the new Judge's information has been entered, click the Save button.

A screenshot of a form for adding a judge. It includes a 'Test Date' field with the value '04-20-24', a 'Certification Status' dropdown menu with 'Apprentice' selected, and a green 'Save' button with a checkmark icon.

11. When the ADD JUDGES screen redisplay, 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.

