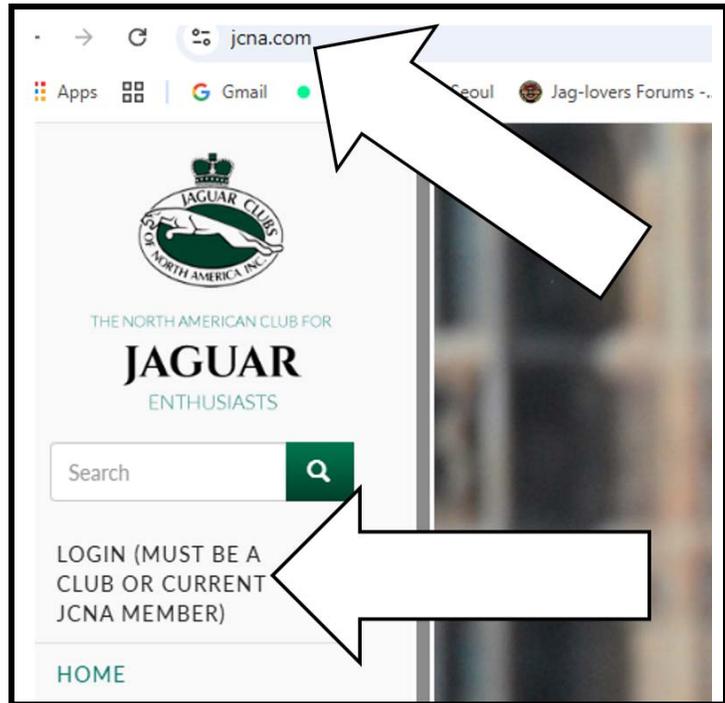


CR-7B4

How to UPDATE a Judge's Test Date and Judge's School Date Information

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.

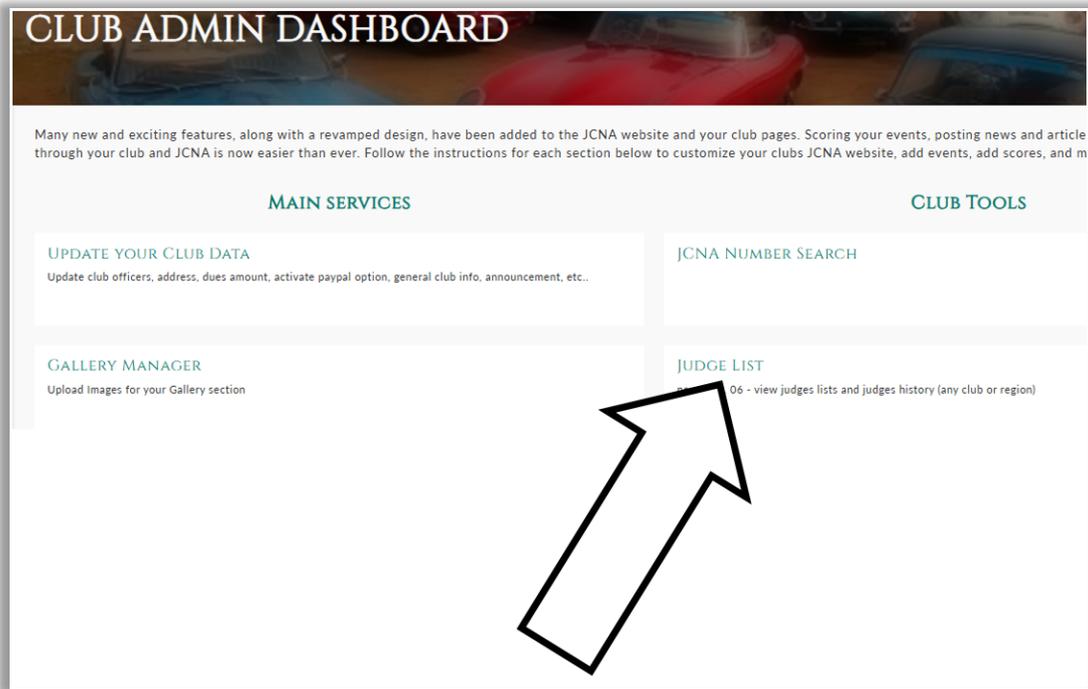


3. Each club has a unique **Username** and **Password**.

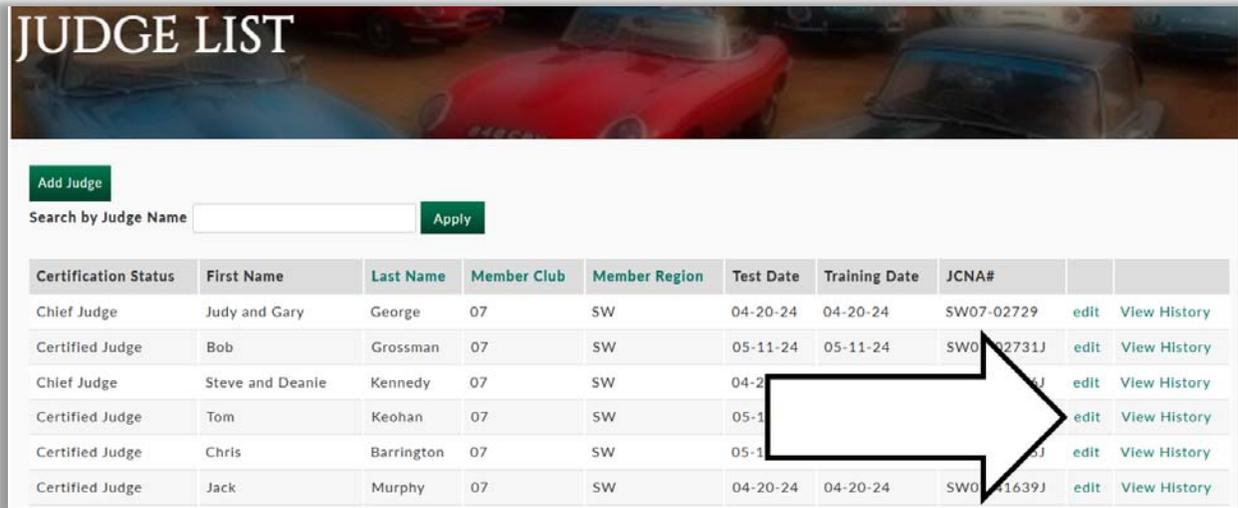
A screenshot of the login form on the JCNA website. It consists of two input fields: 'Username*' and 'Password*'. The 'Username*' field contains the text 'sw07'. The 'Password*' field contains seven dots, indicating a masked password. Below the input fields is a green button with a white arrow icon and the text 'Log in'.

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

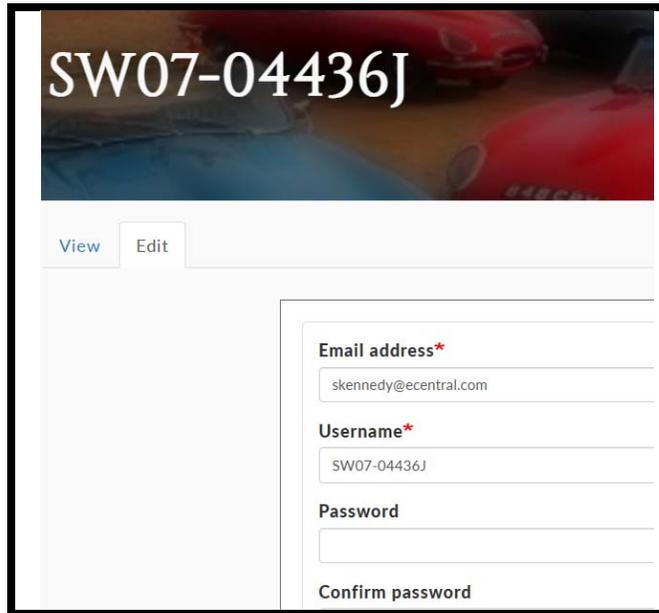
- At the **Club Admin Dashboard** screen, click on **JUDGE LIST**.



- To update the status of a current Judge, click on the **edit** option at the end of the right side of the name of that **Judge**.



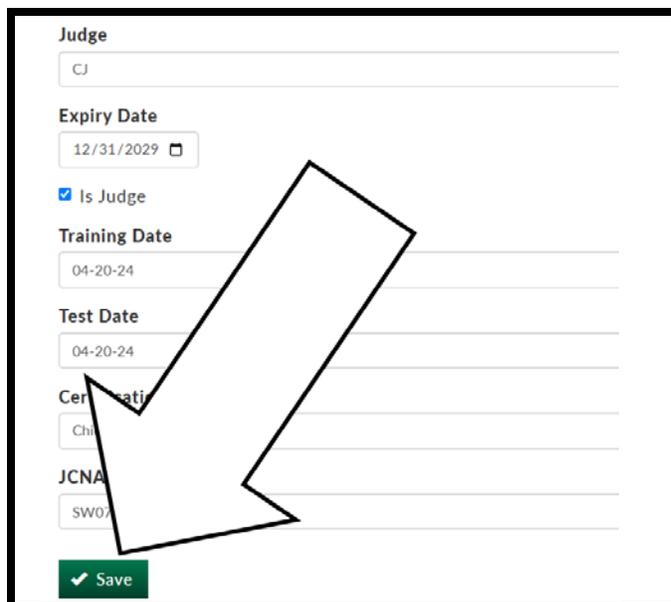
7. The screen with the Judge's JCNA number is displayed.



The screenshot shows a user profile page for a Judge. At the top, the JCNA number "SW07-04436J" is displayed in large white text against a background image of a red car. Below the JCNA number, there are two buttons: "View" and "Edit". The profile information is displayed in a form with the following fields:

- Email address***: skennedy@ecentral.com
- Username***: SW07-04436J
- Password**: (empty field)
- Confirm password**: (empty field)

8. Scroll clear to the bottom of the screen. Update the Judge's **Training Date** and **Test Date**, along with other relevant information, then click the **Save** button at the lower left portion of the screen.



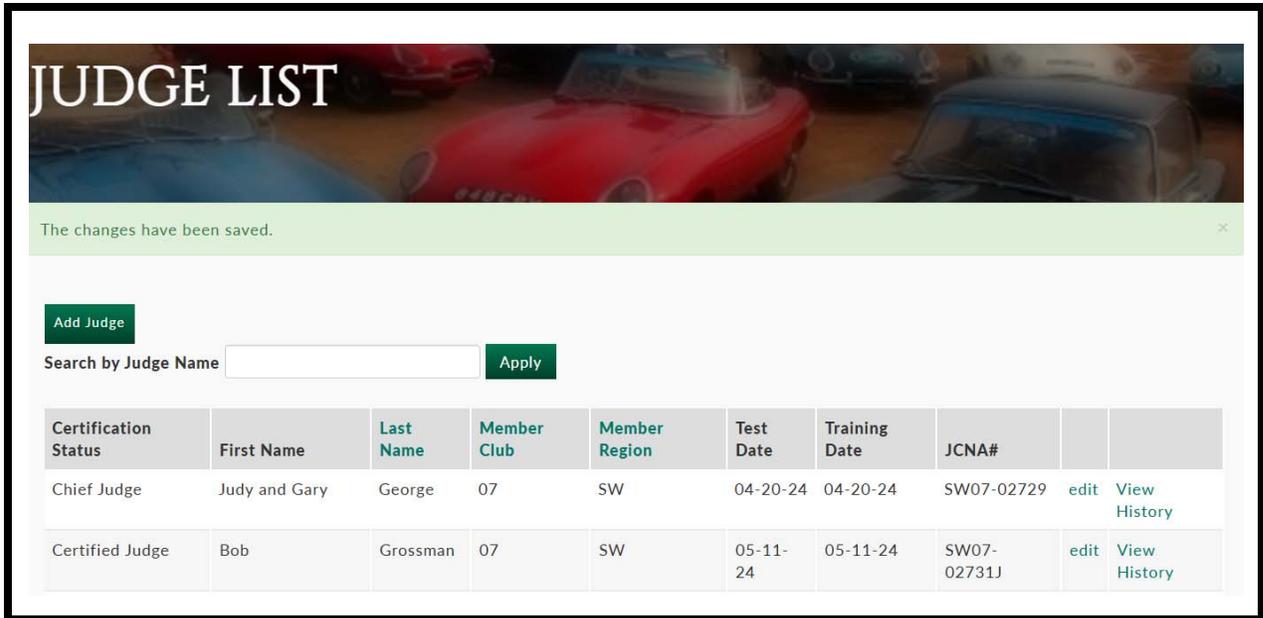
The screenshot shows the "Judge" profile edit form. The fields are as follows:

- Judge**: CJ
- Expiry Date**: 12/31/2029
- Is Judge**
- Training Date**: 04-20-24
- Test Date**: 04-20-24
- Certification**: (empty field)
- JCNA**: SW07-04436J

A large black arrow points from the bottom right towards the "Training Date" and "Test Date" fields. At the bottom left, there is a green "Save" button with a checkmark icon.

9. After clicking the **Save** button, the **Judge List** screen is displayed.

Select the next Judge's information to be updated, then repeat **Steps 6** through **8**.



The screenshot shows the 'JUDGE LIST' interface. At the top, there is a header with the text 'JUDGE LIST' and a background image of cars. Below the header, a green notification bar states 'The changes have been saved.' with a close button. Underneath, there is a green 'Add Judge' button. A search bar labeled 'Search by Judge Name' is followed by an 'Apply' button. The main content is a table with the following data:

Certification Status	First Name	Last Name	Member Club	Member Region	Test Date	Training Date	JCNA#		
Chief Judge	Judy and Gary	George	07	SW	04-20-24	04-20-24	SW07-02729	edit	View History
Certified Judge	Bob	Grossman	07	SW	05-11-24	05-11-24	SW07-02731J	edit	View History