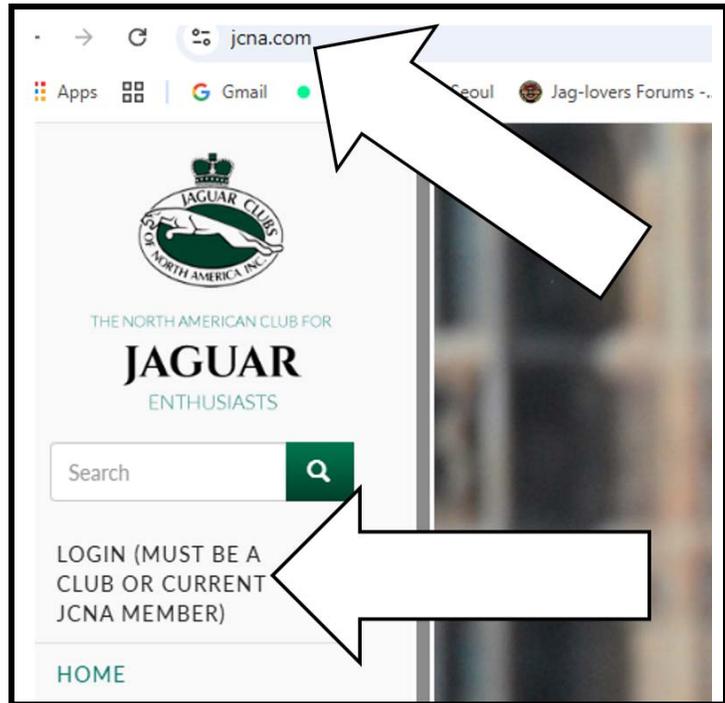


How to Verify a Judge's Test Date and Judge's School Date Information

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.

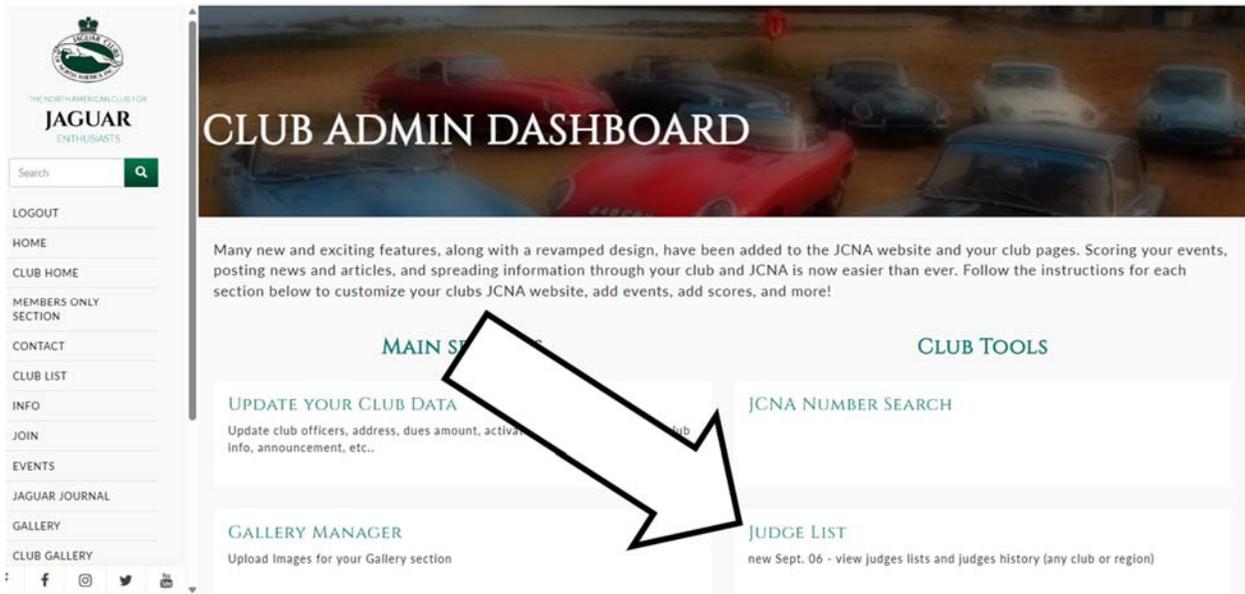


3. Each club has a unique **Username** and **Password**.

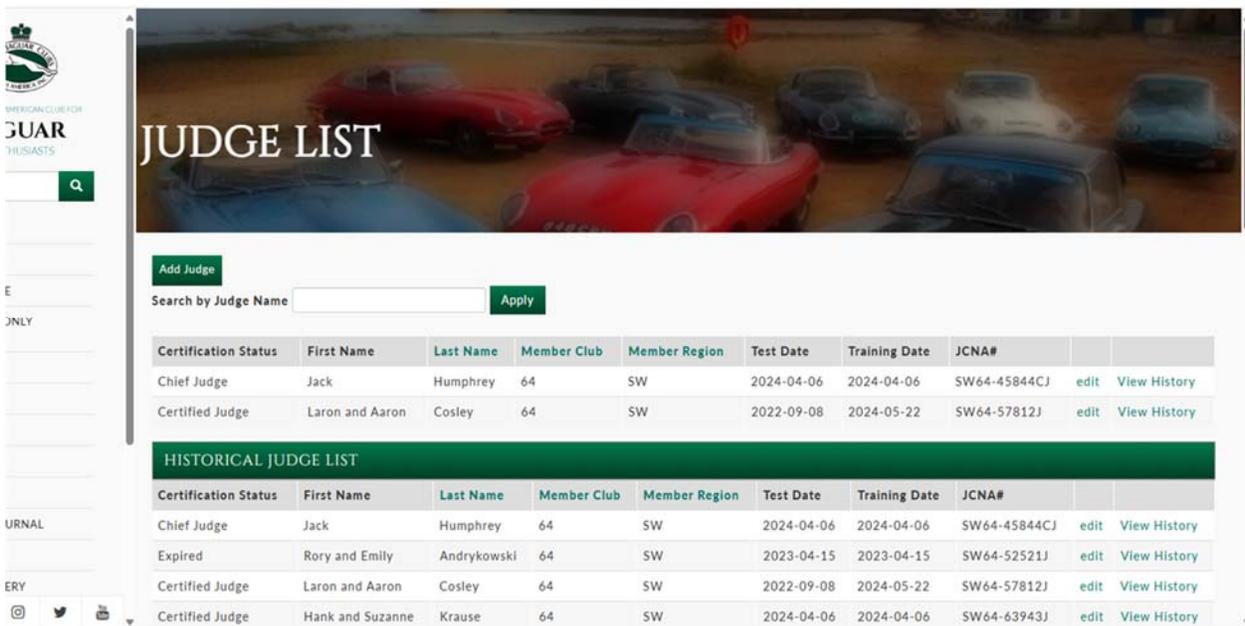
A screenshot of a login form. It contains two input fields: 'Username*' with the text 'sw07' and 'Password*' with seven dots. Below the fields is a green button with a right-pointing arrow and the text 'Log in'.

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

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



- This will take you to the **JUDGE LIST** page – the same page that chief judges or other club officer uses to update home club’s Certification Status, Judge Testing and Training Date.



7. Scroll down to the **JUDGE LIST** page to the **COMPLETE LIST OF JCNA JUDGES** section. Type the **LAST NAME** only of the Judge that you want to find in the **Search by Judge Name** window, then click on the green **Apply** button.

If there are more than one Judge by that name, a complete list will be displayed.

Also displayed is the Judge's **Certification Status**, **Test Date** and **Training Date**.

The **Test Date** must be 30 days or greater than the date of the Concours. The **Training Date** must be no more than three years prior to the Concours date.

Certification Status	First Name	Last Name	Member Club	Member Region	Test Date	Training Date	JCNA#	edit	Assign to My Roster
Apprentice	Michael and Diane	Smith	13	NC	04/15/2018	04/15/2018	NC13-47166J	edit	Assign to My Roster
Certified Judge	Mark	Smith	43	NC	June 23, 2024	June 23, 2024	NC43-56926J	edit	Assign to My Roster
Certified Judge	Mark and Alice	Smith	51	NC	08/09/24	08/24/24	NC51-23114J	edit	Assign to My Roster

If a Judge's **Status**, **Test Date** or **Training Date** are to be updated, they must only be updated by that Club's Chief Judge or the Chief Judge's designee.