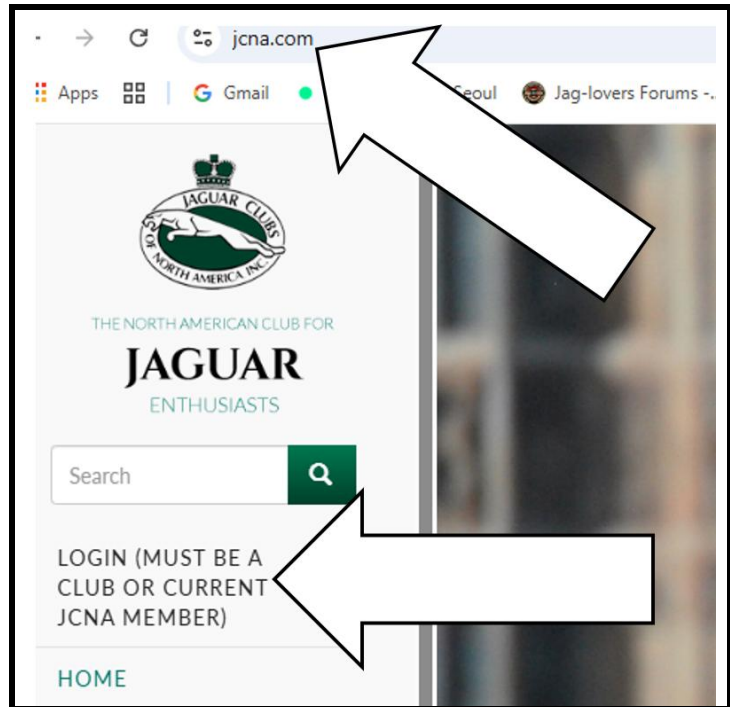# CR-7B1 How to <u>Add a Judge's Name</u> to the List of Club Judges

1. Type **jcna.com** to go to the JCNA home page.
2. Click on the **LOGIN** option.
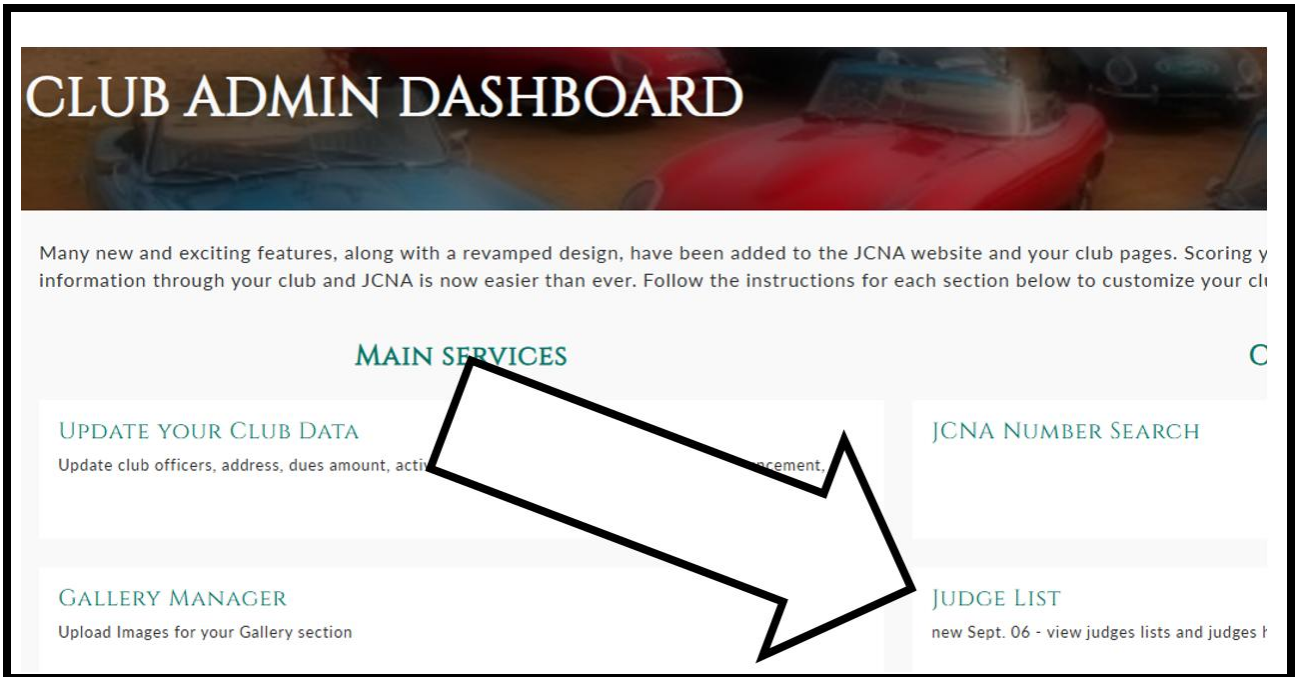
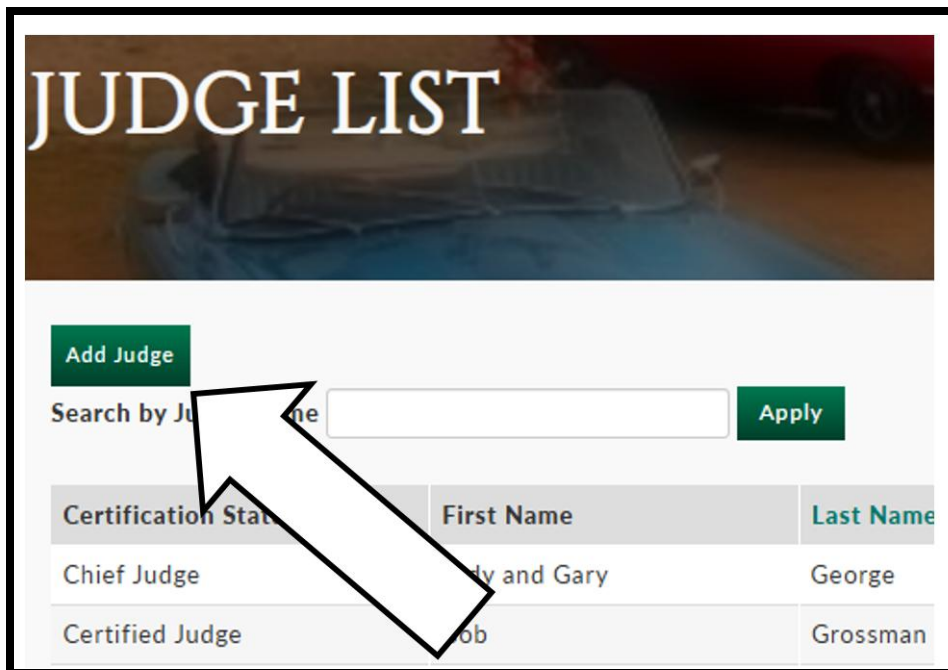3. Each club has a unique **Username** and **Password**.

4. If you don't know what your club's **Username** and **Password** are, contact the JCNA web master.
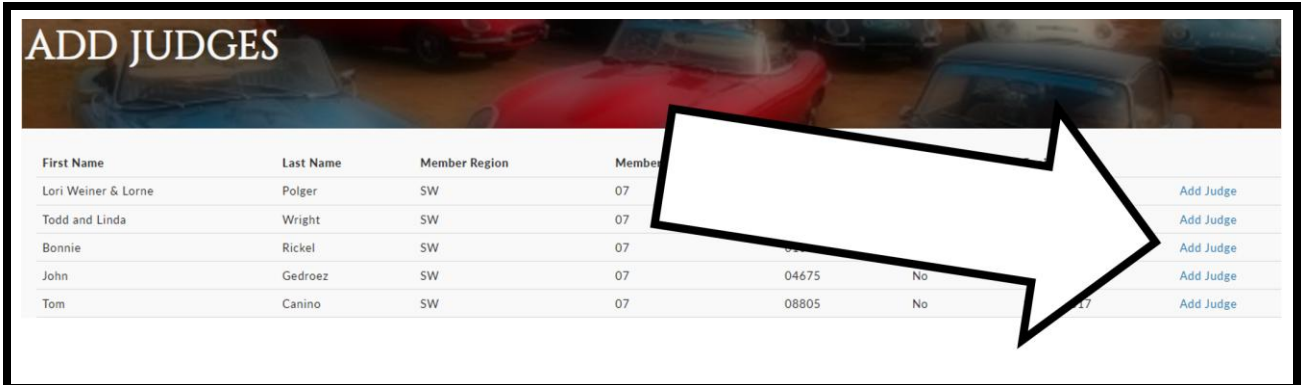
5.   At the **Club Admin Dashboard** screen, click on **JUDGE LIST.**

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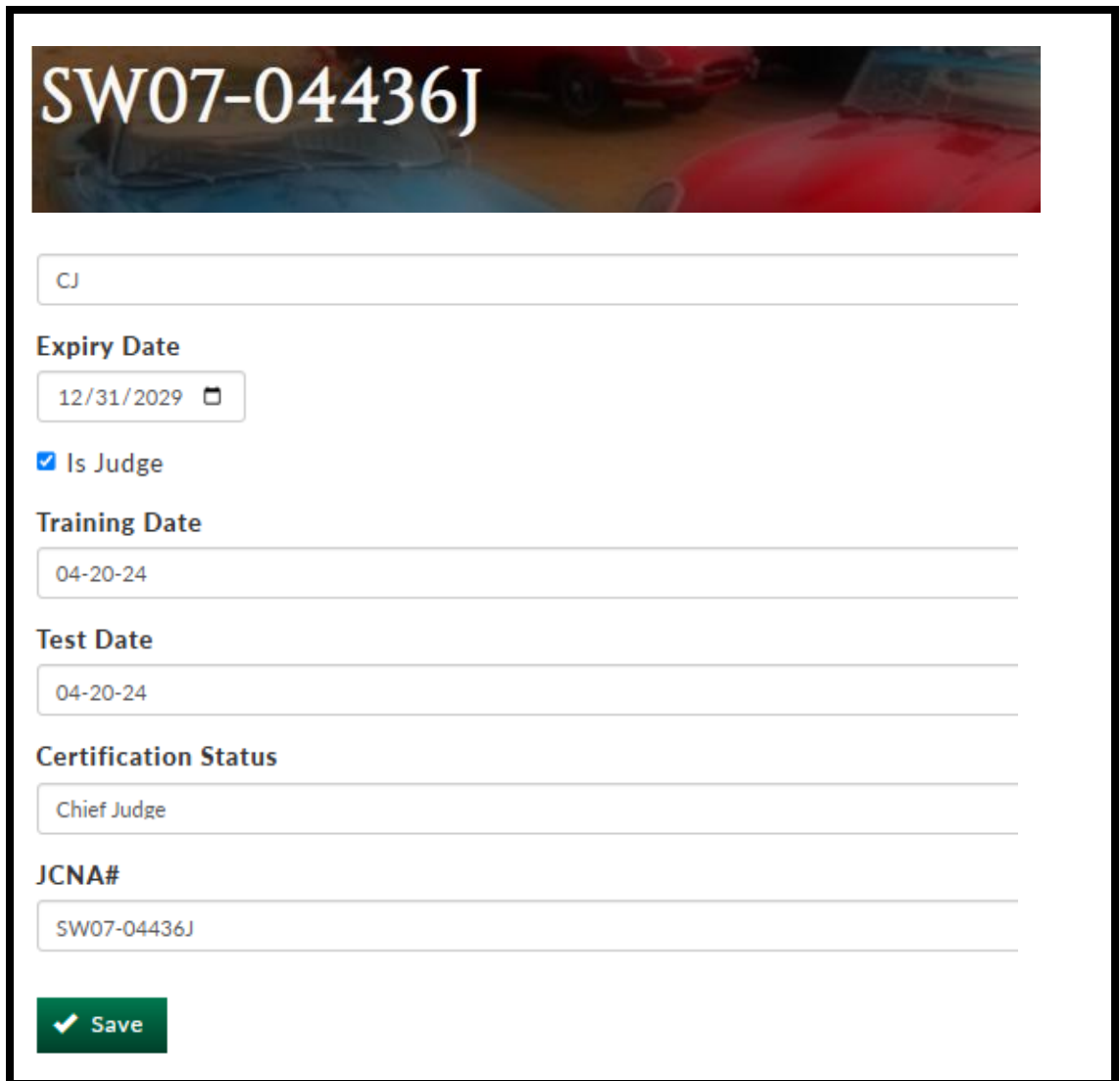
7.   When the **ADD JUDGES** window is displayed, click on any of the **Add Judge** options on the right portion of the screen.

8.   Check the **Is Judge** square, then enter the **Judge's** name, **Training Date** and **Test Date**.
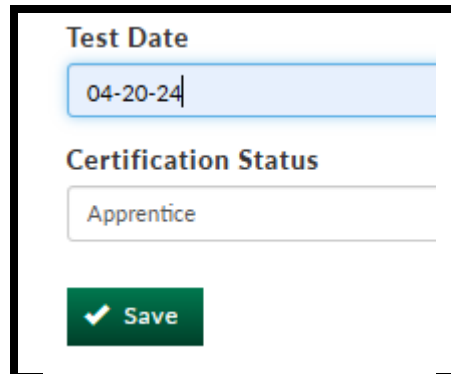
9. For the **Certification Status** option, click on the **Drop Down** arrow, the select the appropriate status.

Certification Status

- None -

- None -
Certified Judge
Apprentice
Expired
Chief Judge
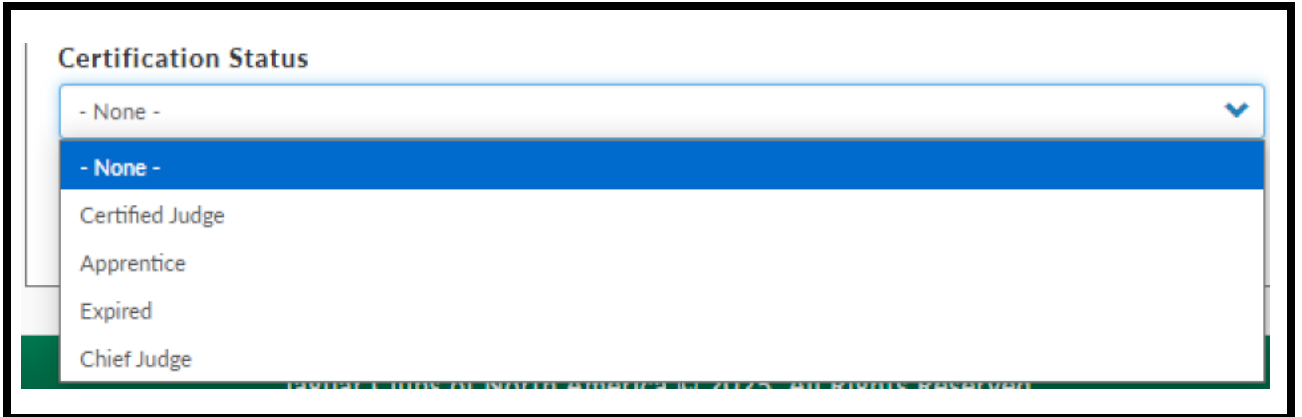
10. After all of the new Judge's information has been entered, click the **Save** button.

Test Date

04-20-24

Certification Status

Apprentice

✔ Save

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.

ADD JUDGES

The changes have been saved.

First Name	Last Name
Lori Weiner & Lorne	Polger
Todd and Linda	Wright

Search

LOGOUT

HOME

CLUB HOME

MEMBERS ONLY SECTION

View