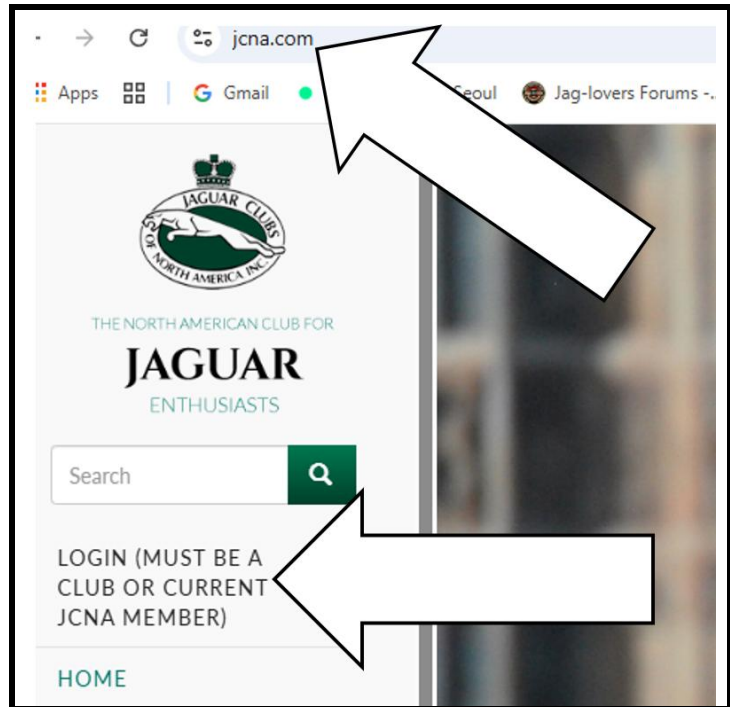


CR-7B1 How to Add a Judge's Name to the List of Club Judges

1. Type **jcna.com** to go to the JCNA home page.
2. Click on the **LOGIN** option.

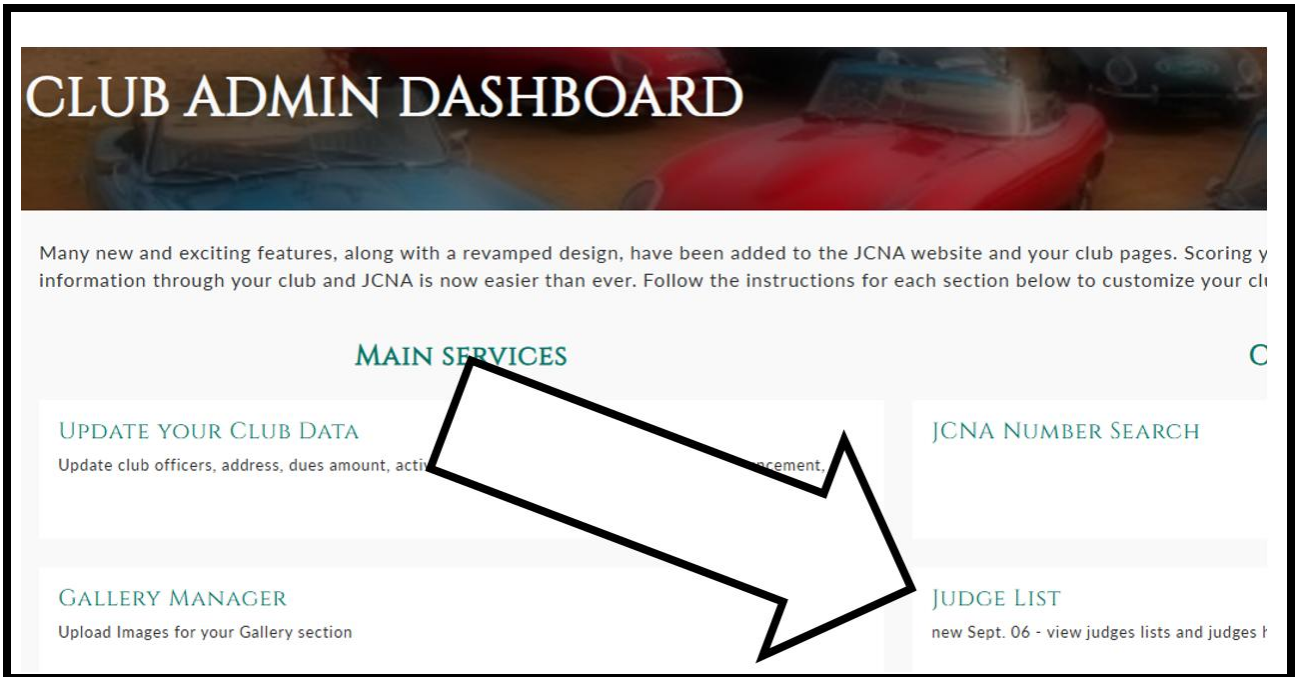


3. Each club has a unique **Username** and **Password**.

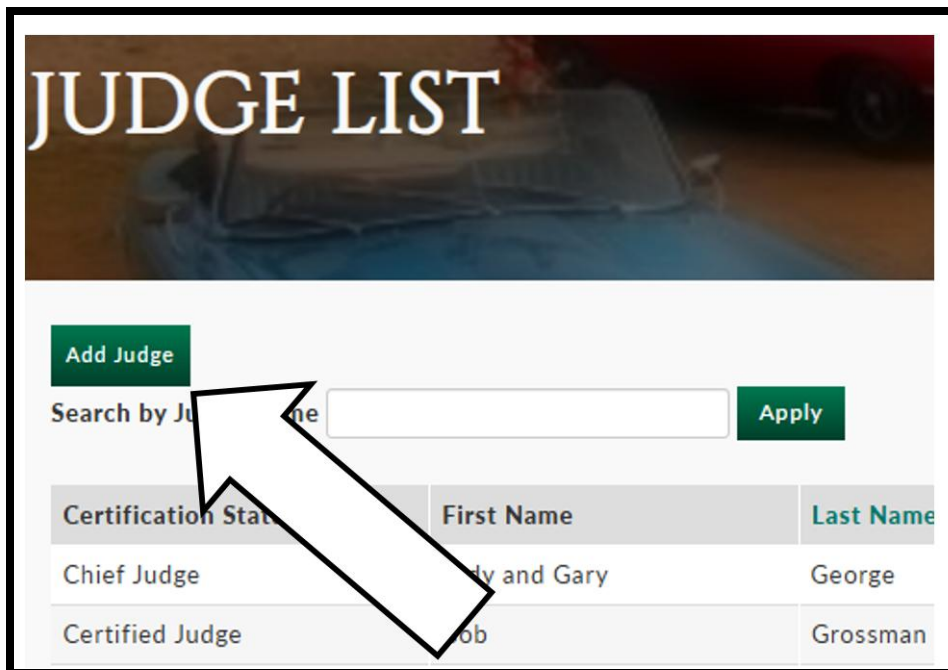
A screenshot of a login form. It has two input fields: 'Username*' with the text 'sw07' and 'Password*' with a masked password of seven dots. Below the fields is a green 'Log in' button with a right-pointing arrow icon.

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

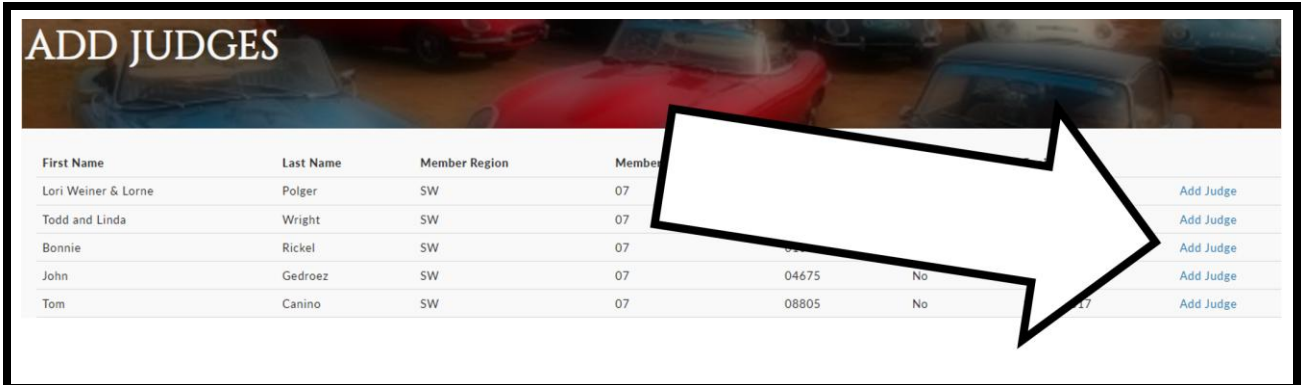
5. At the **Club Admin Dashboard** screen, click on **JUDGE LIST**.



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



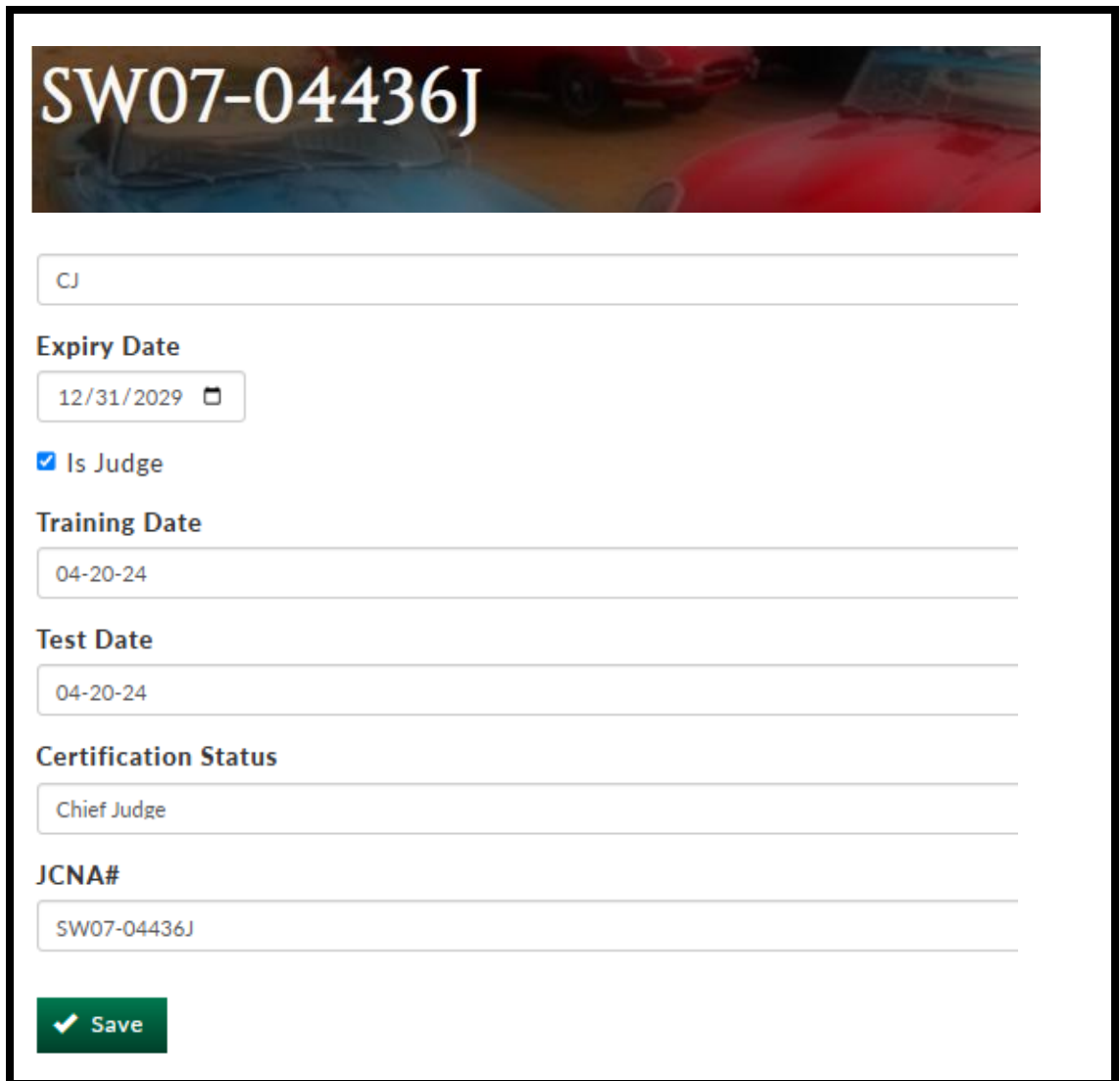
7. When the **ADD JUDGES** window is displayed, click on any of the **Add Judge** options on the right portion of the screen.



The screenshot shows the 'ADD JUDGES' window with a table of judges. A large white arrow with a black outline points to the 'Add Judge' buttons on the right side of the table.

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		Add Judge

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



The screenshot shows the judge details form for SW07-04436J. The form includes fields for Name, Expiry Date, Is Judge, Training Date, Test Date, Certification Status, and JCNA#.

SW07-04436J

CJ

Expiry Date
12/31/2029

Is Judge

Training Date
04-20-24

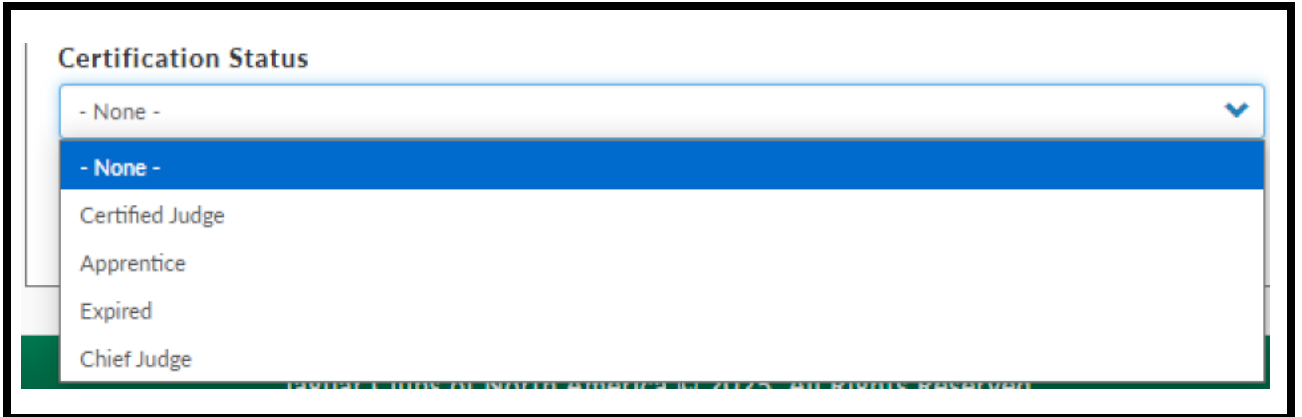
Test Date
04-20-24

Certification Status
Chief Judge

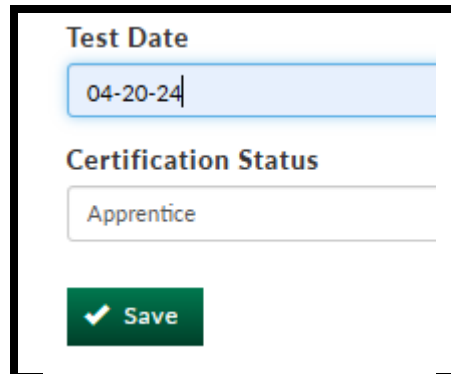
JCNA#
SW07-04436J

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.

