

# NAWGJ-FL's JAS ASSIGNING SYSTEM

Welcome to our NEW Assigning Program!

## 1<sup>st</sup>-Time Login

1. Enter the system – <https://gymjas.com/fl/index.php>



## Welcome to the **Florida** Gymnastics Judges Information & Assigning System

Select one of the actions below.

- View the current meet schedule.
- Create a new meet request or update the information of an existing meet.
- For Judges Only, login to the Judge Information & Assigning System

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2. Click on the **JUDGE ASSIGNING SYSTEM** button

- For Judges Only, login to the Judge Information & Assigning System

3. Click, [register here](#)



## Gymnastics Judges Information System for **Florida**

New user? If you have not yet registered, [register here.](#)

**Login:**

(Note that the password is case sensitive.)

User ID :   
Password :

Click here to [change your password.](#)  
Forgotten your User ID or password? Click here to [reset your password.](#)

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#### 4. Fill in the following info:

- **USAG#**
- Create a **USER NAME**
- And **PASSWORD** and **Confirm**
- Click the **Register** button

### Registration

Please create a Username and Password for this site.  
Be aware that the password will be case sensitive! (A suggestion would be to use your email address as your username, though this is not required.)

USA Gymnastics number:

Username:

Password:

Confirm Password:

#### 5. Now you are ready to Login



### Gymnastics Judges Information System for Florida

New user? If you have not yet registered, [register here](#).

#### Login:

(Note that the password is case sensitive.)

User ID :

Password :

Click here to [change your password](#).  
Forgotten your User ID or password? Click here to [reset your password](#).

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## Updating Your Information

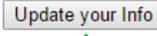


### Welcome, Judy Judge

#### Select one of the following functions:

- to display a full list of names with their contact information.
- Display detailed information (including address) for the following person.
- to display your own contact and membership information and make updates if required.
- to provide the dates you are available to judge.
- to see your current list of assigned meets and to confirm new assignments.
- to see available information about a meet.
- to see all judging assignments for the next 6 weeks, as available.
- to see where all the judges live.
- to see the whole season of judging assignments.
- to generate and send contracts.

1. On the **Welcome** page, click the **UPDATE YOUR INFO** button

▪  to display your own contact and membership information and make updates if required.

- Please update the pink fields only
- **Name** - spelling, if wrong
- Add **AAU #**, if applicable
- **Affiliation** - Please list all affiliations
- **Email address**, if wrong
- **Cell #** (please list number where others may get a hold of you for carpooling)
- **Home#** (please list number where others may get a hold of you for carpooling)
- **Update address** – if you have given us a **PO Box**, please update with the physical address of where you will carpool from. This field is linked to the GEO map that helps our assigners, assign more efficiently by seeing who is in similar areas to carpool.
- **Expiration Dates:** Once your Memberships are renewed, please update this dates here. These will be verified and only judges with current Memberships will be allowed to be assigned per USAG and NAWGJ rules.
- Then, **click to SAVE UPDATES**

|                                       |                      |   |
|---------------------------------------|----------------------|---|
| <b>Your information:</b>              |                      | <input type="button" value="Save updates"/> |
| First Name:                           | Gigi                 |   |
| Last Name:                            | Iavarone             |   |
| Rating:                               | Brevet, 4/5          |   |
| USAG Number:                          | XXXXXX               |   |
| NAWGJ Number:                         | 8609750              |   |
| AAU Number:                           |                      |   |
| Affiliation:                          | None                 |   |
| <b>Contact Information:</b>           |                      |   |
| Email:                                | giavgymnst@cox.net   |   |
| Cell Phone:                           | 949                  | 573-1654                                    |
| Home Phone:                           | 949                  | 496-4735                                    |
| Street Address:                       | 32471 Via Las Santos |   |
| Street Address (line 2)               |                      |   |
| City:                                 | San Juan Capistrano  |   |
| State:                                | CA                   |   |
| Zip Code:                             | 92675                |   |
| <b>Expiration Dates:</b>              |                      |   |
| USA Gymnastics expiration date:       | July                 | 31  |
| Safety Certification expiration date: | July                 | 31  |
| Background check expiration date:     | July                 | 31  |
| NAWGJ membership expiration date:     | July                 | 31  |
| AAU membership expiration date:       |                      |   |

\* If you believe that your rating or USAG number is incorrect as shown above, please contact the State Judging Director.

- If your rating has changed or is wrong, please email Susan Monahan susan\_78726@hotmail.com and she will verify it by logging onto USAG or you can expedite the process by attaching your rating card to the email or forwarding the results letter.

## Entering your Availability



**Welcome, Gigi!**

Select one of the following functions:

- to display a full list of names with their contact information.
- Display detailed information (including address) for the following person.
- to display your own contact and membership information and make updates if required.
- to provide the dates you are available to judge.
- to see your current list of assigned meets and to confirm new assignments.
- to see available information about a meet.
- to see all judging assignments for the next 6 weeks, as available.
- to see where all the judges live.
- to see the whole season of judging assignments.
- to generate and send contracts.

- to provide the dates you are available to judge.

1. On the **Welcome** page, click the **UPDATE YOUR AVAILABILITY** button

## Availability

The dates already stored for you in the database are pre-filled. You may make updates by checking or unchecking the dates in the calendar that you are available to judge and then pushing the submit button. Since the meet schedule changes frequently, please note that the meets listed in the preferences section may change in the future and the ones you indicated as preferred may or not be available. A maximum of 2 preferences will be saved per date.

*A note about preferences: Please remember that flexibility is important to allow us to meet the judging needs of the state. However, if you have a meet preference you may select it for consideration in scheduling. There is an input box at the bottom of the form for any general comment you want the Meet Assigner to see.*

When you have completed your update push ----->

2. On this page you will see the **monthly calendars** and the **list of meets with their start dates** in a box underneath or to the side, depending on your monitor size.

| August 2016                            |                             |     |     |     |                             |  |
|--|-----------------------------|-----|-----|-----|-----------------------------|--|
| Sun                                    | Mon                         | Tue | Wed | Thu | Fri                         | Sat                                    |
|  | <input type="checkbox"/> 1  | 2   | 3   | 4   | <input type="checkbox"/> 5  | <input type="checkbox"/> 6             |
| <input type="checkbox"/> 7             | <input type="checkbox"/> 8  | 9   | 10  | 11  | <input type="checkbox"/> 12 | <input type="checkbox"/> 13            |
| <input type="checkbox"/> 14            | <input type="checkbox"/> 15 | 16  | 17  | 18  | <input type="checkbox"/> 19 | <input type="checkbox"/> 20            |
| <input type="checkbox"/> 21            | <input type="checkbox"/> 22 | 23  | 24  | 25  | <input type="checkbox"/> 26 | <input checked="" type="checkbox"/> 27 |
| <input checked="" type="checkbox"/> 28 | <input type="checkbox"/> 29 | 30  | 31  |     |                             |  |

|            |  |
|------------|--|
| Start Date | Preferences  |
| August 27  | <input checked="" type="checkbox"/> All Olympia AOGC <input type="checkbox"/> DC Gymnastics & Tumbling |

| September 2016                         |                             |     |     |     |                             |  |
|--|-----------------------------|-----|-----|-----|-----------------------------|--|
| Sun                                    | Mon                         | Tue | Wed | Thu | Fri                         | Sat                                    |
|  |                             |     |     | 1   | <input type="checkbox"/> 2  | <input type="checkbox"/> 3             |
| <input type="checkbox"/> 4             | <input type="checkbox"/> 5  | 6   | 7   | 8   | <input type="checkbox"/> 9  | <input checked="" type="checkbox"/> 10 |
| <input checked="" type="checkbox"/> 11 | <input type="checkbox"/> 12 | 13  | 14  | 15  | <input type="checkbox"/> 16 | <input type="checkbox"/> 17            |
| <input type="checkbox"/> 18            | <input type="checkbox"/> 19 | 20  | 21  | 22  | <input type="checkbox"/> 23 | <input checked="" type="checkbox"/> 24 |
| <input checked="" type="checkbox"/> 25 | <input type="checkbox"/> 26 | 27  | 28  | 29  | <input type="checkbox"/> 30 |  |

|              |  |
|--------------|--|
| Start Date   | Preferences  |
| September 10 | <input type="checkbox"/> Aftershock Gymnastics <input type="checkbox"/> Coastal Gymnastics Academy |
|              | <input type="checkbox"/> Platinum Sports Center <input type="checkbox"/> South Bay YMCA            |

or

| August 2016                            |                             |     |     |     |                             |  |
|--|-----------------------------|-----|-----|-----|-----------------------------|--|
| Sun                                    | Mon                         | Tue | Wed | Thu | Fri                         | Sat                                    |
|  | <input type="checkbox"/> 1  | 2   | 3   | 4   | <input type="checkbox"/> 5  | <input type="checkbox"/> 6             |
| <input type="checkbox"/> 7             | <input type="checkbox"/> 8  | 9   | 10  | 11  | <input type="checkbox"/> 12 | <input type="checkbox"/> 13            |
| <input type="checkbox"/> 14            | <input type="checkbox"/> 15 | 16  | 17  | 18  | <input type="checkbox"/> 19 | <input type="checkbox"/> 20            |
| <input type="checkbox"/> 21            | <input type="checkbox"/> 22 | 23  | 24  | 25  | <input type="checkbox"/> 26 | <input checked="" type="checkbox"/> 27 |
| <input checked="" type="checkbox"/> 28 | <input type="checkbox"/> 29 | 30  | 31  |     |                             |  |

|            |  |
|------------|--|
| Start Date | Preferences  |
| August 27  | <input checked="" type="checkbox"/> All Olympia AOGC <input type="checkbox"/> DC Gymnastics & Tumbling |

| September 2016                         |                             |     |     |     |                             |  |
|--|-----------------------------|-----|-----|-----|-----------------------------|--|
| Sun                                    | Mon                         | Tue | Wed | Thu | Fri                         | Sat                                    |
|  |                             |     |     | 1   | <input type="checkbox"/> 2  | <input type="checkbox"/> 3             |
| <input type="checkbox"/> 4             | <input type="checkbox"/> 5  | 6   | 7   | 8   | <input type="checkbox"/> 9  | <input checked="" type="checkbox"/> 10 |
| <input checked="" type="checkbox"/> 11 | <input type="checkbox"/> 12 | 13  | 14  | 15  | <input type="checkbox"/> 16 | <input type="checkbox"/> 17            |
| <input type="checkbox"/> 18            | <input type="checkbox"/> 19 | 20  | 21  | 22  | <input type="checkbox"/> 23 | <input checked="" type="checkbox"/> 24 |
| <input checked="" type="checkbox"/> 25 | <input type="checkbox"/> 26 | 27  | 28  | 29  | <input type="checkbox"/> 30 |  |

|              |   |
|--------------|---|
| Start Date   | Preferences   |
| September 10 | <input type="checkbox"/> Aftershock Gymnastics <input type="checkbox"/> Coastal Gymnastics Academy    |
|              | <input type="checkbox"/> Platinum Sports Center <input type="checkbox"/> South Bay YMCA               |
| September 17 | <input type="checkbox"/> World Elite Gymnastics <input type="checkbox"/> Coach Pattys Gymnastics      |
|              | <input type="checkbox"/> VAFB Jets Gymnastics <input type="checkbox"/> Winner's Academy of Gymnastics |
| September 24 | <input type="checkbox"/> Gymnastics Olympica USA <input type="checkbox"/> Precision Gymnastics        |
|              | <input type="checkbox"/> SCEGA Gymnastics <input type="checkbox"/> T.R.C. Gymnastics                  |

3. Start by clicking on the days you are available on each weekend that has competitions.

- Click Saturday and Sunday if you can judge the whole weekend
  - During the Optional Season, large competitions will start on Friday, so please give us your Friday availability in case 2-day meets get extended to 3-days. (some are already set-up for 3 days)
- Click Saturday or Sunday (for that 1 day specifically)
- If you want an **Either Day** choice, click on **BOTH** Saturday and Sunday and at the bottom of the form, in the **“COMMENTS”** section state that you only want to judge 1 day on each weekend.
- You must check EACH day you are available for the system will not mark the entire week/month for you like in our previous assigning system.

4. In the **Preference Box**, click on the meets you prefer to Judge (this is just a guideline for the assignors and there is *no guarantee* you will receive that contract). **DO NOT contact the assignor or the SJD if you do not get a meet you've marked as a preference.**

- Max of **2 preferences per weekend** can be saved

5. After filling out your **AVAILABILITY**, make sure to put any **“COMMENTS”** you may have in the **box** at the bottom

- **All comments** appear on every weekend for the assignor to see - try to make them **General** but if you have anything you need to convey, do it here and make sure to do it clearly and concisely. The field only holds 150 characters!

|        |                          |  |
|--------|--------------------------|--|
| May 05 | <input type="checkbox"/> | Precision Gymnastics   |
| May 13 | <input type="checkbox"/> | Broadway Gymnastic School <input type="checkbox"/> Cameron Family YMCA |
| May 20 | <input type="checkbox"/> | All Olympia AOGC   |

General comments you would like the Meet Assigner to see: (This field will hold 150 characters. For longer messages, please send an email.)

No YMCA MEETS

SUBMIT

6. When you are finished, please click the **SUBMIT** button at the bottom or at the top of the form.

- **Anytime you need to make adjustments, make sure to click **submit**.**

## Accepting Your Assignment



**Welcome, Gigi!**

**Select one of the following functions:**

- **Show All Judges** to display a full list of names with their contact information.
- Display detailed information (including address) for the following person.  
Select the name from the list below:
- **Update your Info** to display your own contact and membership information and make updates if required.
- **Update your availability** to provide the dates you are available to judge.
- **Display your schedule** to see your current list of assigned meets and to confirm new assignments.
- **Display meet details** to see available information about a meet.
- **Display the 6 week summary** to see all judging assignments for the next 6 weeks, as available.
- **View map of judges** to see where all the judges live.
- **Display the whole season** to see the whole season of judging assignments.
- **Create a contract** to generate and send contracts.
- **Display your schedule** to see your current list of assigned meets and to confirm new assignments.

1. On the **Welcome** page, click the **DISPLAY YOUR SCHEDULE** button and the list of competitions you have been assigned to will show up.

**Upcoming Meet Assignments:**

| Date       | Meet Name & Host Gym  | Event | Confirmed?   | Contract Created?        |
|------------|---|-------|--|--------------------------|
| 08-27-2016 | 2016 Judges' Cup South<br>Host: DC Gymnastics & Tumbling<br><a href="#">Show meet details</a> | TBD   | <input type="button" value="Confirm this assignment"/> | Contract not yet created |
| 08-28-2016 | 2016 Judges' Cup South<br>Host: DC Gymnastics & Tumbling<br><a href="#">Show meet details</a> | TBD   | <input type="button" value="Confirm this assignment"/> | Contract not yet created |

2. Please examine your list of meets and the days that you have been assigned, both Saturday and Sunday, during the Fall Season.
  - Click the **Show Meet Details** to see more information on the competition. Here you will see:
    - Host gym and address
    - Meet Director information
    - Meet location
    - Others assigned to the competition
    - Uniform info
    - Meet type: USAG, AAU, etc.
    - Meet format
    - Name of Assigner and any comments the assigner needs you to see

|   |   |   |  |  |
|---|---|---|--|--|
| 08-27-2016  | 2016 Judges' Cup North<br>Host: All Olympia AOGC<br><a href="#">Hide meet details</a> | TBD   | Confirmed ✓  | Contract ☒ ✓   |
| <p><b>All Olympia AOGC</b><br/>13041 Cerise Ave.<br/>Hawthorne, Ca 90250</p> <p><b>Meet Director:</b><br/>Gigi Iavarone<br/>Giavgymnst@cox.net<br/>9495731654</p> <p><b>Meet Location:</b><br/>in the gym</p> |   | <p><b>Judges assigned:</b></p> <p>Christina Zwilling: TBD<br/>Christina Vanarelli: TBD<br/>✓ Gigi Iavarone: TBD<br/>Katalin Polgar: TBD<br/>Stevie Blum: TBD<br/>Briana Hetrick: TBD<br/>Denise Porrazzo: TBD<br/>Dianne Robinson: TBD<br/>Piper White: TBD<br/>Janice White: TBD<br/>Amanda Turko: TBD<br/>Linda Tickenoff: TBD<br/>Kelly Feuer: TBD<br/>Cynthia Lord: TBD<br/>Mary Preece: TBD<br/>Susan Sarmiento: TBD<br/>Tina Preston: TBD<br/>Kristeen Go: TBD<br/>Maria Canapino: TBD<br/>Jasmine Williams: TBD<br/>Tobe Stacey: TBD</p> | <ul style="list-style-type: none"> <li>• Uniform:</li> <li>• Meet type: USAG</li> <li>• Meet format: Mod Trad (Warmup, Compete)</li> </ul> | <ul style="list-style-type: none"> <li>• Comments: Please Note: Your location is subject to change due to specific competition dates.</li> </ul> |

3. Click the **CONFIRM THIS ASSIGNMENT** button, to acknowledge the assignments and accept them.
  - Pushing the **Confirm This Assignment** button, will confirm both days of a weekend automatically. If your availability has changed, at this time, and you can only do one of the days, still click the **Confirm** button, however, you must notify the Assignor immediately. **(The Assignor for the Meets can be found in the Comments box in the SHOW MEET DETAILS section)**

## Upcoming Meet Assignments:

| Date       | Meet Name & Host Gym  | Event | Confirmed?  | Contract Created?        |
|------------|---|-------|-------------|--------------------------|
| 08-27-2016 | 2016 Judges' Cup South<br>Host: DC Gymnastics & Tumbling<br><a href="#">Show meet details</a> | TBD   | Confirmed ✓ | Contract not yet created |
| 08-28-2016 | 2016 Judges' Cup South<br>Host: DC Gymnastics & Tumbling<br><a href="#">Show meet details</a> | TBD   | Confirmed ✓ | Contract not yet created |

- Once you have acknowledged your list of competitions by clicking the **Confirm This Assignment** button for each competition, it is now time to generate your contracts.

## Generating a Contract



Welcome, Gigi!

Select one of the following functions:

- to display a full list of names with their contact information.
- Display detailed information (including address) for the following person.
- to display your own contact and membership information and make updates if required.
- to provide the dates you are available to judge.
- to see your current list of assigned meets and to confirm new assignments.
- to see available information about a meet.
- to see all judging assignments for the next 6 weeks, as available.
- to see where all the judges live.
- to see the whole season of judging assignments.
- to generate and send contracts.

- to generate and send contracts.

1. **STOP!** In order to contract your competitions, all your Membership Information needs to be RENEWED and the information needs to be updated under the **UPDATE YOUR INFORMATION** button on the Home Page. This will be verified.

- Please update prior to contracting or your contracts will be NULL and VOID.
- Did you know your NAWGJ number no longer starts with P-8? The New numbers can be found on your payment receipt emails or on your NAWGJ profile.
- Please change it if you had the P-8 number listed.

PAYMENT RECEIPT

National Association of Womens' Gymnastics Judges

Date: 04 Jul 2016

Amount: \$60.00

Tender: Authorize.NET Credit Card

From: Auto-Receipt [mailto:noreply@mail.authorize.net]

Sent: Monday, July 4, 2016 3:54 PM

To: Georgeann H IAVARONE <giavgymnst@cox.net>

Subject: Transaction Receipt from National Association of Womens Gyrr

Order Information

Description: Membership renewal. Level: Professional. Renewing until 31 Jul 20

Invoice Number 84109

Customer ID 8609754

Billing Information  
Georgeann H IAVARONE

Shipping Information

Payment received from:

GIGI IAVARONE

giavgymnst@cox.net

NAWGJ # 8609754

Payment for:

| Date | Document |
|------|----------|
|------|----------|

2. On the **Welcome** page, click the **CREATE A CONTRACT** button and the list of competitions you have acknowledged to will show up.

## Contracts

Select the meets that you want to appear in the contract by clicking on one or more checkboxes from the list below. Please note that some states prefer that judges send contracts for each individual meet (in which case, simply select one checkbox below), while in others they prefer all meets on one contract (in which case, click all the checkboxes or perhaps all the ones that have not yet been created.) When you are finished selecting the meets for the contract, a contract will be generated for you and sent to your contract official when you click here:

Create & Send a Contract for the Selected Meets

| Select                   | Date       | Meet Name & Host Gym   | Contract Created?        |
|--------------------------|------------|--|--------------------------|
| <input type="checkbox"/> | 12-11-2016 | Host: Coastal Gymnastics Academy                                     | Contract not yet created |
| <input type="checkbox"/> | 10-16-2016 | 3rd Prelim<br>Host: Azarian U.S. Gymnastics                          | Contract not yet created |
| <input type="checkbox"/> | 10-02-2016 | Elite Gymnastics Invitational<br>Host: Elite Gymnastics of San Diego | Contract not yet created |
| <input type="checkbox"/> | 09-25-2016 | 2nd Prelim<br>Host: T.R.C. Gymnastics                                | Contract not yet created |
| <input type="checkbox"/> | 09-11-2016 | 1st Prelim<br>Host: Coastal Gymnastics Academy                       | Contract not yet created |

3. Click the checkboxes on the right, for the meet(s) that you have no issues with and Click on the **CREATE & SEND A CONTRACT FOR THE SELECTED MEETS** button. (**Careful!** This button is above the grid, not below. The return to main screen is below)

- For the competitions you have issues with, wait for the **Assignor** to let you know when the system has been updated with the correct information. i.e. removing you from one day or switching your day, if possible.

| Select                              | Date       | Meet Name & Host Gym   | Contract Created?                             |
|-------------------------------------|------------|--|---|
| <input checked="" type="checkbox"/> | 12-11-2016 | Host: Coastal Gymnastics Academy                                     | Contract not yet created                      |
| <input checked="" type="checkbox"/> | 10-16-2016 | 3rd Prelim<br>Host: Azarian U.S. Gymnastics                          | Contract not yet created                      |
| <input type="checkbox"/> <b>✘</b>   | 10-02-2016 | Elite Gymnastics Invitational<br>Host: Elite Gymnastics of San Diego | Contract not yet created                      |
| <input checked="" type="checkbox"/> | 09-25-2016 | 2nd Prelim<br>Host: T.R.C. Gymnastics                                | Contract not yet created                      |
| <input checked="" type="checkbox"/> | 09-11-2016 | 1st Prelim<br>Host: Coastal Gymnastics Academy                       | Contract not yet created                      |
| <input type="checkbox"/>            | 08-28-2016 | 2016 Judges' Cup North<br>Host: All Olympia AOGC                     | Created <input checked="" type="checkbox"/> ✓ |

- Once the issue(s) have been fixed, go in and **Create a Contract** for all remaining meets.
- During the course of the season, if you are added to a competition, you must complete the **Create a Contract** portion for the added meets.
- Created  ✓ means your contracted has been submitted. Once submitted if you have any unforeseen issues with one of your meets, please contact the Assignor for the competition.

Thank you!

**During the season, the meet information will be going out as usual and you will have your assignments no later than 7 days in advance!**

**Please let us know if you are having difficulties with any of the process listed in these instructions. This is a NEW process for us all!**