

# How to Submit the Request for Judges

1. Enter Site at the following Link: [www.gymjas.com](http://www.gymjas.com)  
Choose "Colorado", then choose "Meet Director's Menu"
  - You will land on the Meet Director's Menu for Colorado page

**Meet Directors Menu for Colorado NAWGJ**

*For creating and updating **Gymnastics Meet** requests*

Choose from the following functions:

- **Create** a new [Meet Request Form](#). This is the first step in getting your meet on the judging schedule. The Meet Request form will be considered a "pending" request for judges until a \$3 per judge booking fee is received. At that point the meet will be accepted. You will be able to see the status of this meet request on this web site. This meet request form together with the fee is considered your contract with Colorado NAWGJ.

The \$3 per judge fee should be mailed to:

Nichole Otterson, 27445 E. 160th Ave., Brighton, CO 80603  
Phone: (970) 227-5220, Email: [MagicBrits@aol.com](mailto:MagicBrits@aol.com)  
The check should be made out to CO - NAWGJ.

Assignments and updates will be e-mailed to the Meet Director. A reply is requested when information has been received.

- To **update or view** a previously submitted Meet Request Form, you must provide the Meet Director's USA Gymnastics Professional Member number (or the PIN that was provided by the original submitter) in order to be allowed to modify any information. Please provide that number here:

Select the meet from this list that you wish to update by clicking on its row in the table. The row will turn green when you have selected it. Then double click on the row or push the submit button to see the meet details.

Date	Host Gym	Meet Name	Status	Invited Levels
07-29-2016	Xtreme Altitude Gymnastics	Xtreme/Flatirons Mobility Meet	Accepted	Level 4
08-07-2016	Encore Gymnastics	Encore/DK Mobility Meet	Accepted	Level 4 & 5

2. Find your pre-loaded competition below (if you are not finding your competition please email, Nichole Otterson at once at: [MagicBrits@aol.com](mailto:MagicBrits@aol.com) and let her know)\*\*
  - Click on your competition (it will turn **GREEN**)
  - Then enter your USAG # in the **YELLOW** box
  - Then click **Enter** on your keyboard or the **SUBMIT** button at the bottom of the page

3. You will find the current information regarding your meet. When the judges have accepted the meet they will be included at the bottom of your meet listing. The information on your judges will include "current" emails, event assignments, and Meet Referee designation.

**\*\* All competitions moving forward will be entered by the Meet Director.**

Follow the steps below.

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#### 4. Some information has been preloaded for you

Here is the current meet information:

General Information:	
Meet Name:	Xtreme/Flatirons Mobility Meet
Host Gym:	Xtreme Altitude Gymnastics
Meet Dates-starting on:	07-29-2016 for 1 day(s)
Meet date flexibility:	Sat_or_Sun
Club USAG Number:	88642
Status of the Meet Request:	Accepted
Judge Assigner:	Carlson
Contact Information:	
Meet Director	Kassie Haag
Meet Director's email:	team@xtremealtitude.com
Meet Director's phone:	(717)-468-3181
Gym Address:	1405 South Public Rd.
City, State, Zip:	Lafayette, CO 80026
Meet Details	
Meet site:	in the gym
Level of gymnasts expected:	Level 4
Number of gymnasts expected:	less than 75
Meet format:	Traditional
Meet type:	Mobility

- To get started, scroll down to the middle of the page where it says, **If you want to change the meet information, provide updates in the form below.**

**Meet Name:**

- Next if the Expected length of the meet is incorrect, please correct it.
  - If your meet is only one day, please correct the choices underneath

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- Yes, I am flexible for either Saturday or Sunday.
- The meet can only be held on Saturday.
- The meet can only be held on Sunday.

7. Make sure under Gym Information, your gym address is correct and add your USAG Club#, if it is missing (If you are using an outside facility **DO NOT** change the address in this section to that outside facility)
8. Add the Meet Director information into the **Contact Information** box
  - Your own USAG# will be your password if you need to make future changes or additions to this form. **PLEASE remember this number!!**
9. Next complete the **Meet Details**
  - Meet Location-if you are using an outside facility please mark that choice and type in the name in the box, i.e.; Bear Creek HS, Broadmoor.
  - Number of Gymnasts
  - Type of **(has been pre-filled for you)**
  - Meet Format
  - Levels: please list all levels and change as necessary
  - Entry Fees
  - Anticipated number of judges
    - List total per weekend (16) or 8 judges/ day
    - List the panel configuration: 2 judge panel is most common for USAG mobility, qualifying meets
  - Meet Referee
    - Either a judging MR
    - Or Separate MR (Usually for large optional competitions)
  - Uniform?
    - If you are having a themed meet and would like the judges to accessorize for it, please change this from Official
  - Judges' Fee Structure
    - USAG (only choice for USAG Sanctioned competitions)
  - Messages (if you need to let the assignor know any special circumstances about your meet)

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<input type="checkbox"/> Local judges requested (50-60 mile range) if possible.	Comments for the assigner, if any: <i>If you have a short message for the assigner (up to 150 characters) you may include it here. If it's a longer message, please send an email.</i>
Check here if you intend to request specific judges through either email to the assigner or by using the above comment field. <input type="checkbox"/>	

- If you request specific judges, they are not guaranteed depending on their availability.
  - If you are having a multiple 2 or 3-day Optional Invite and know the Level structure of the days, please list that info here. For example: (Fri. Level 3-5, Sat Level 6-10, Sun All Xcel)
- Terms and conditions- Check the box
  - Then, SUBMIT
10. After completion, please update all of your competitions (if you are hosting more than one) in the same manner.
  11. Your competition(s) will remain in a PENDING state, and will not be in the queue to be assigned until full payment of Judges Fees are received.
  12. It is YOUR responsibility to communicate to your contracted officials Report Time, March In Time, and number of Sessions per day. This must be done 14 days prior to your competition.
  13. If you need to make changes within the 14 days you will not be able to do that in the assigning system and you must contact the assignor, Annette Carlson [carlson2222@hotmail.com](mailto:carlson2222@hotmail.com)
  14. If you have any trouble figuring out your fees, please email Nichole at [MagicBrits@aol.com](mailto:MagicBrits@aol.com) for help.
  15. Please make checks payable to **CO NAWGJ** and mail to: Nichole Otterson, 27445 E 160<sup>th</sup> Ave, Brighton, CO 80603.

**I appreciate you taking the time to read through the instructions. We are all learning a new system and it is a work in progress.**

**Thank you!**