

## Directions for Judges Requests

**We have changed to a new online system for submitting meet requests for Judge Assignment.**

First go to [gymjas.com/tx](http://gymjas.com/tx) (or go to gymjas.com and select Texas..)  
You will see a page with 3 buttons. Choose Meet Directors Menu.  
On that page you will see the already submitted meets on the schedule.

To create a new request, follow the Create a New Meet request link at the top of the page, then fill out the form with the information about your meet as best you can. You will be able to make updates later if some things change. If you don't know something, it's ok to leave it blank or choose "Unknown at this time" in the drop down list.

Many gyms have been pre-loaded in the system and will therefore be present in the dropdown box to preload your address information. However, if you do not see your gym in the list, just type the information in yourself. (If you let me know that it was not in the list, we'll get it added for next time!) Once you submit the form, it will show up immediately on the schedule, but it will be marked as "pending" until your \$3 per judge fee is submitted by paypal. Once the fee has been received, it will be marked "Accepted". The paypal tab is located at the end of the first paragraph on the meet director page.

The form allows you to submit comments to the Judge Assigner, provide information about the levels of gymnasts ( and therefore the required level of judges), the type of meet, what report time will be, etc.

IMPORTANT\*\*\*\*\*You will provide either your USAG professional member number or other PIN code to use as a password that can be used at a later time to make updates to the meet information.

Later on, to make an UPDATE to the meet form, first put your USAG number or PIN code in the yellow input field, and then select your meet in the list of meets in the table. Either double click on that row or select the row and then push the submit button. You will be shown an update form for making changes.

There is a PayPal link included on the Meet Director's Menu for you to use to submit the \$3 per judge fee. Alternatively, you can send a check made out to NAWGJ to

NAWGJ  
Co/ Carol Williams  
14402 Modesta Pl.  
San Antonio, Tx. 78247

I think you will find this meet form pretty straight forward to fill out, but let me know if there are any questions.

Sincerely,  
Carol Williams SJD TX  
[carolrobuck@att.net](mailto:carolrobuck@att.net)  
210-889-4897

