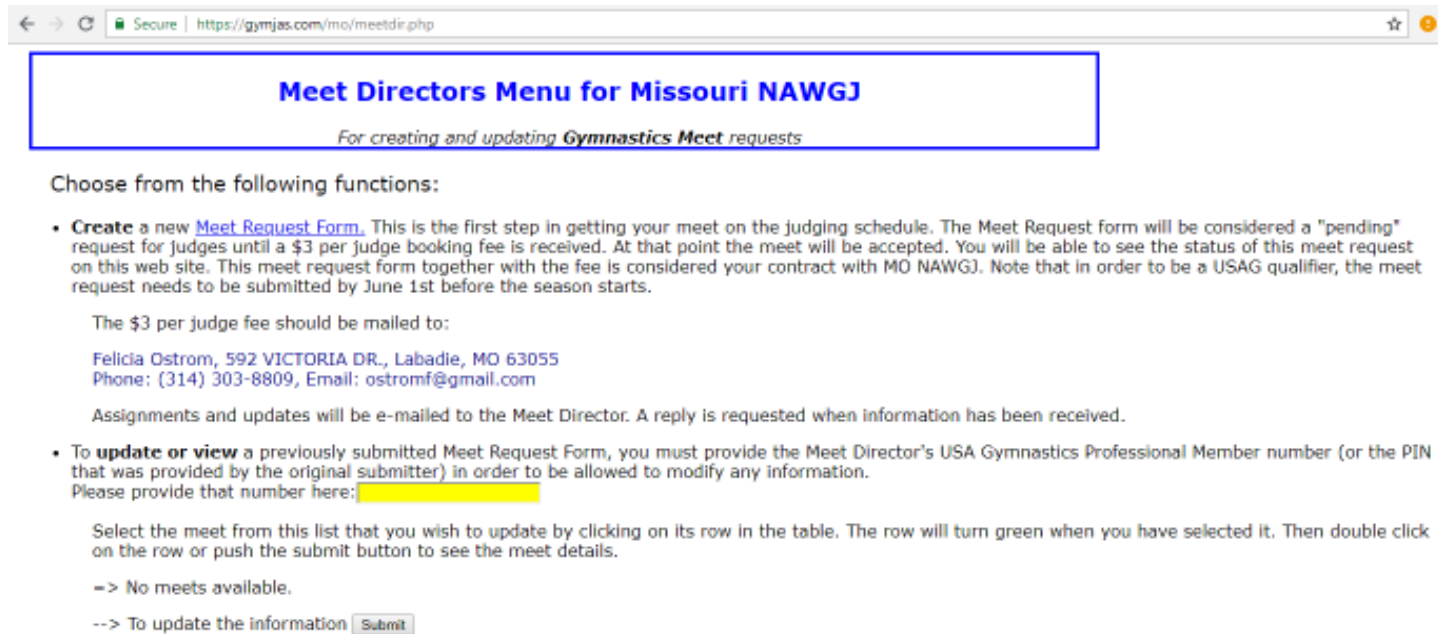


How to Submit the Request for Judges

Requests must be submitted by SEPTEMBER 30, 2018

1. Enter Site at the following Link: <http://www.gymjas.com/mo/meetdir.php>
 - o You will land on the Meet Director's Menu for Missouri page



Meet Directors Menu for Missouri 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 MO NAWGJ. Note that in order to be a USAG qualifier, the meet request needs to be submitted by June 1st before the season starts.

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

Felicia Ostrom, 592 VICTORIA DR., Labadie, MO 63055
Phone: (314) 303-8809, Email: ostromf@gmail.com

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

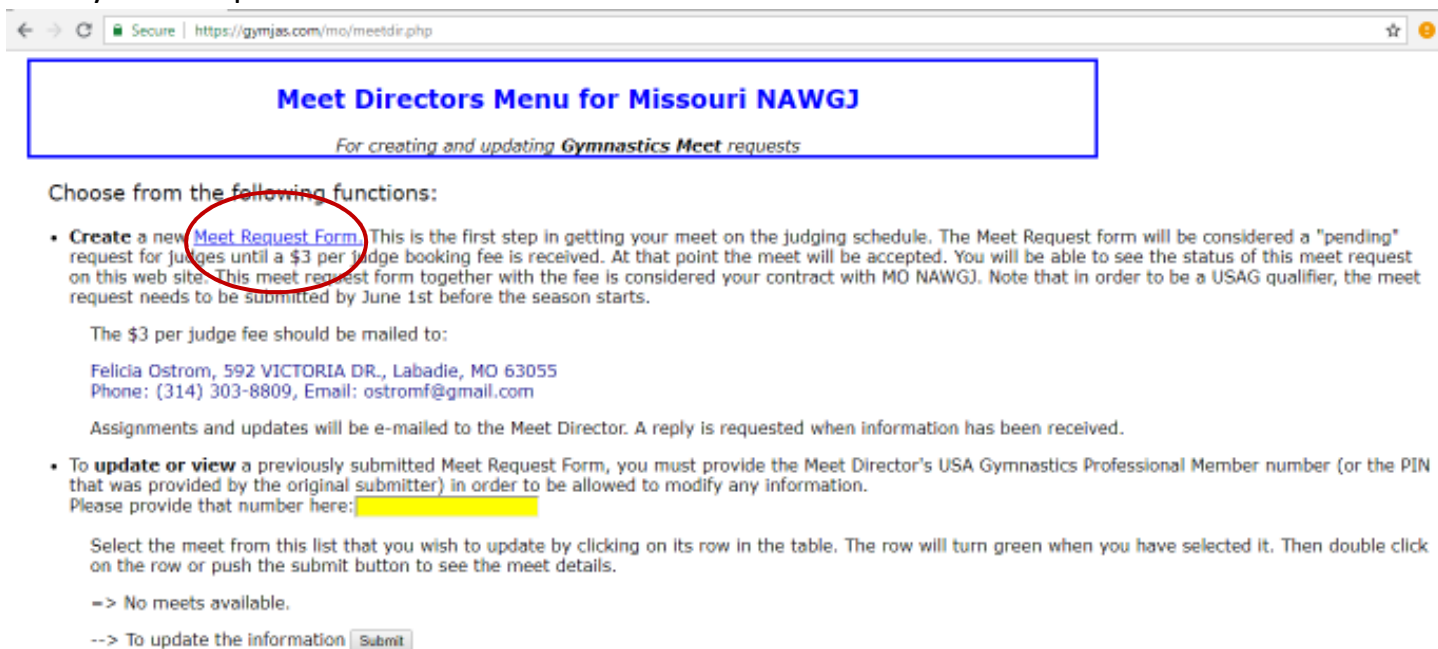
- To **update or view** a previously submitted Meet Request Form, you must provide the Meet Director's USA Gymnastics Professional Member number (or the PIN that was provided by the original submitter) in order to be allowed to modify any information. Please provide that number here:

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.

-> No meets available.

--> To update the information

2. Click on the **Create** a new [Meet Request Form](#), and start filling in the information for your competition



Meet Directors Menu for Missouri 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 MO NAWGJ. Note that in order to be a USAG qualifier, the meet request needs to be submitted by June 1st before the season starts.

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

Felicia Ostrom, 592 VICTORIA DR., Labadie, MO 63055
Phone: (314) 303-8809, Email: ostromf@gmail.com

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.

-> No meets available.

--> To update the information

How to Submit the Request for Judges

3. **Meet Name:** give us the name of your competition
4. Give us the **Start date** of your competition
5. **Expected length of the meet:**
 - 1 day (or partial day), 2 days, 3 days, 4 days
6. **Please indicate your date flexibility: (NEW Feature)**
 - This is for use if you have flexibility for assigning purposes:
 - Possible Meet Days: Saturday, Sunday (choose for 2-day meet)
 - Possible Meet Days: Friday, Saturday, Sunday (choose for 3-day meet)
 - Possible Meet Days: Friday, Saturday
 - This meet can only be held on: Friday, This meet can only be held on: Saturday, This meet can only be held on: Sunday

New Meet Request / Information Form

Please fill in the form below with information about your meet.
If you instead need to **update** an existing meet request form, go [here and choose the update option](#)

New Meet Request

Meet Name:

Meet Dates:
The start date:

Expected length of the meet:

Please indicate your date flexibility. Possible meet days:

**If you believe there is any possibility your meet will extend to 3 days, please choose the Friday, Saturday, Sunday option. It is very difficult to extend the meet to Friday if it is not originally assigned as a Friday meet.*

7. **Gym Information:**
 - Find your gym in the drop-down, address will pre-populate below it
 - If it is not in the drop down, please enter your gym name in the box and enter your address below
8. **Contact information:**
 - Enter the Meet Director Information
 - Name
 - Best phone number *for the Assigner to be able to get in touch with you*
 - Email address *for the Assigner to be able to get in touch with you and for judges' contracts to be received*
 - **Meet Director USAG number**- this is very important that you get this correct as it is your password to be able to enter the Meet again and update any info

How to Submit the Request for Judges

Gym Information	Contact Information
Host Gym Name: <input type="text" value="Select your gym name"/> <i>If your gym does not appear in the drop down list, type it here:</i> <input type="text"/>	Meet Director: <input type="text"/> Meet Director's Phone: <input type="text" value="(xxx)xxx-xxxx"/> Meet Director's Email: <input type="text"/>
Gym street address: <input type="text"/> City: <input type="text"/> State: <input type="text" value="CA"/> Zip Code <input type="text"/>	Meet Director's USA Gymnastics Number: <input type="text"/> * This field is required as it will be the password for future updates. If you do not have a USAG number, you may use an AAU membership number or a PIN.

9. Meet Details

- Meet Location-if you are using an outside facility please mark that choice and type in the name in the box, (we will gather the new address via emails from your assigner of your competition).
- Number of Gymnasts
- Type of Meet
- Meet Format
 - Traditional format, Capital Cup, Modified Traditional (Warm-up Compete), Modified Capital Cup, Unknown at this time or Other
- Levels: please list all levels and change as necessary
- Entry Fees
- Anticipated number of judges
 - List total per day – 8/16/24 judges/ day (1, 2 or 3 gyms-optional season)
 - List the panel configuration: 1 or 2 judge panels
- 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)
- **Comments for the Assigner** (if you need to let the assigner know any special circumstances about your meet; i.e. you have a list of preferred or non-preferred judges)
- **Click here** to let the Assignor know you have more comments to let them know about that won't fit on the 150 characters above (at this point we don't know

How to Submit the Request for Judges

who your assigner will be some this check mark ✓ will prompt them to ask you about additional info you want to give to them)

- List preferred judges (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 and answer the security question
- **Submit** your Competition Request

10. Enter more competition(s) (if applicable) and Pay!

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. If you need to **adjust/ update information**, provide the MD USAG number(password) and double-click on your competition below, please always go back to the form and update and please also **let your assignor know about your updates**.

13. **Paying your Fees:** (\$3 per judge requested)



- Pay by credit card through PayPal at the following link:
<http://monawgj.org/id15.html>
- Or make checks payable to **NAWGJ-MO** and mail to: Felicia Ostrom 592 Victoria Dr Labadie, MO 63055

Thank you!