

To all NGJA Members,

It is time to register for **the 2021** NCAA Judges Challenge!!! This year, the team registration and scoring system have been put into an app to simplify the process for everyone involved. You will register, set up your team, enter your scores and see your results all in the same app.

In addition, your team members can access the site at any time as well and track your progress. Below is the link to the registration and team set up page. Paste this link into your URL and you will be taken to the page below.

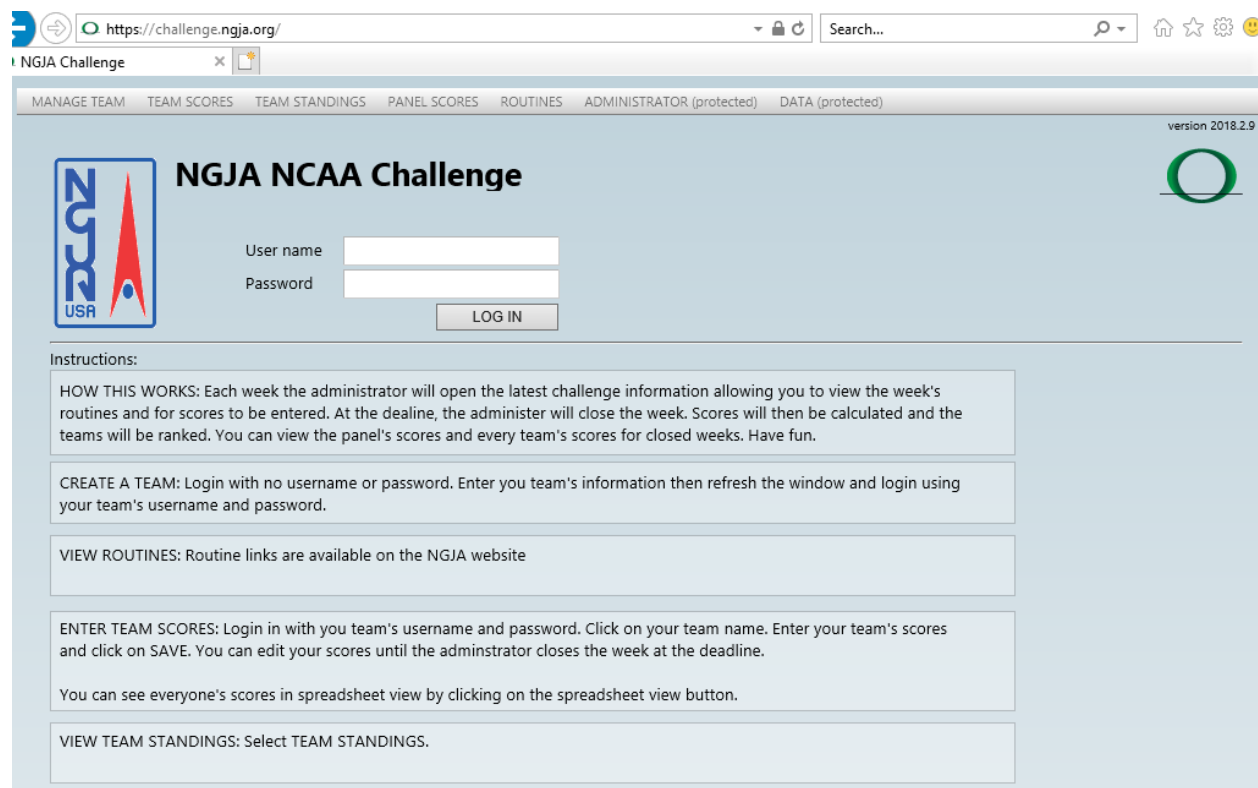
<http://64.227.58.251/ngjchallenge>

Please do not use Microsoft Internet Explorer or Microsoft Edge. Use Chrome, Safari, or Firefox.

Simply follow the instructions below to register and enter your team name, members and set up your password.

Instructions:

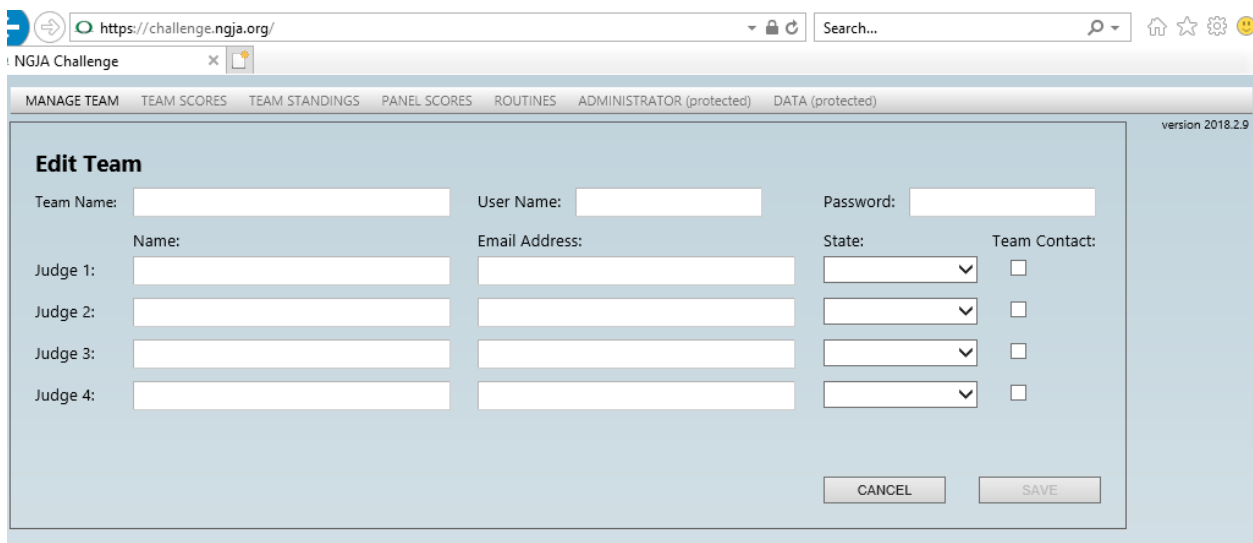
1. Enter the Link above into your URL and you will arrive at the page below
2. Click on the "Log In" button below the password box - DO NOT enter a username and password to start



The screenshot shows a web browser window with the address bar displaying <https://challenge.ngja.org/>. The browser tabs include "NGJA Challenge". The website header features navigation links: "MANAGE TEAM", "TEAM SCORES", "TEAM STANDINGS", "PANEL SCORES", "ROUTINES", "ADMINISTRATOR (protected)", and "DATA (protected)". The version number "version 2018.2.9" is visible in the top right corner. The main content area includes the NGJA logo (a stylized "N" and "J" with "USA" below) and the title "NGJA NCAA Challenge". Below the logo are two input fields for "User name" and "Password", and a "LOG IN" button. A section titled "Instructions:" contains several text boxes with the following content:

- HOW THIS WORKS:** Each week the administrator will open the latest challenge information allowing you to view the week's routines and for scores to be entered. At the deadline, the administrator will close the week. Scores will then be calculated and the teams will be ranked. You can view the panel's scores and every team's scores for closed weeks. Have fun.
- CREATE A TEAM:** Login with no username or password. Enter your team's information then refresh the window and login using your team's username and password.
- VIEW ROUTINES:** Routine links are available on the NGJA website
- ENTER TEAM SCORES:** Login in with your team's username and password. Click on your team name. Enter your team's scores and click on SAVE. You can edit your scores until the administrator closes the week at the deadline. You can see everyone's scores in spreadsheet view by clicking on the spreadsheet view button.
- VIEW TEAM STANDINGS:** Select TEAM STANDINGS.

3. You will arrive at the "Edit Team" page below
4. Enter your Team Name
5. Enter a Username for the Team (team members must use this)
6. Enter a Password for the Team (team members must use this)
7. Enter each team member's name, email address, and state. Select one team member as the main contact
8. Click on the SAVE button!!!! Your team is saved but you are not logged in.



The screenshot shows a web browser window with the URL <https://challenge.ngja.org/>. The page title is "NGJA Challenge". The navigation menu includes: MANAGE TEAM, TEAM SCORES, TEAM STANDINGS, PANEL SCORES, ROUTINES, ADMINISTRATOR (protected), and DATA (protected). The main content area is titled "Edit Team" and contains the following form fields:

- Team Name:
- User Name:
- Password:
- Judge 1: Name: Email Address: State: Team Contact:
- Judge 2: Name: Email Address: State: Team Contact:
- Judge 3: Name: Email Address: State: Team Contact:
- Judge 4: Name: Email Address: State: Team Contact:

At the bottom right of the form are two buttons: "CANCEL" and "SAVE". The version number "version 2018.2.9" is visible in the top right corner of the page.

9. Refresh your current internet page and you will return to the home page below - same as where you started
10. Enter your Team Username
11. Enter your Team Password
12. Click on the "Log In" button
13. You will go to the Enter Team Scores page. Your team should be listed on the left.

Congratulations, your team is registered and you are ready for Week 1. Routines for Week 1 will be posted on Dec 3 and instructions will be sent for entering your scores into the app.

If you have problems with any of the steps above, contact John Scanlan at jvscanlan@g.com