

How to Enter Data into the JAS System—2010

Updated 9/04/2009, Robin Ruegg

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NOTE: Roll your cursor over the chapter title, left-click on the chapter title for a hot link to that chapter. (.pdf version)

Note also that all examples shown in screen shots are illustrative only.

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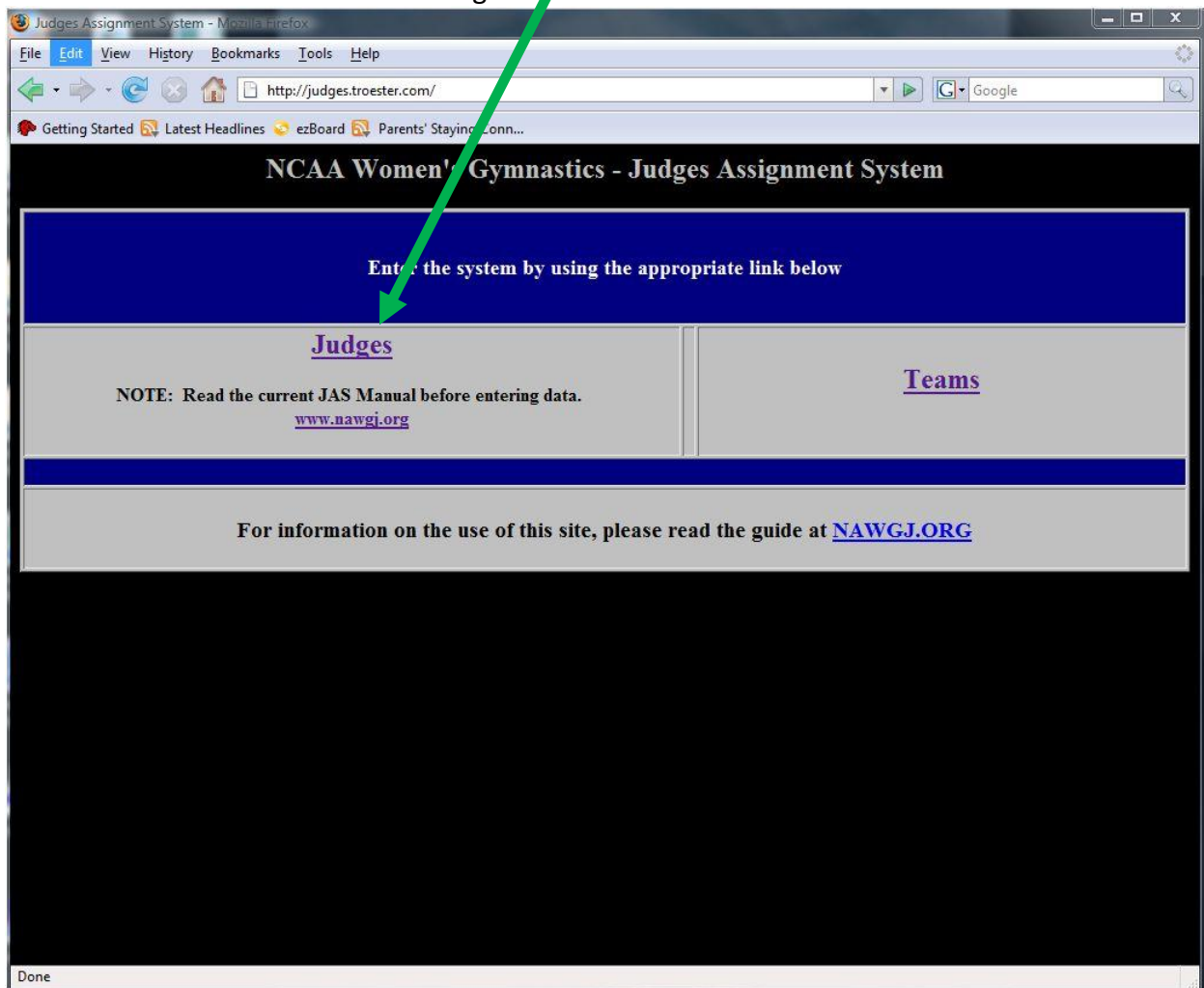
Changes in bold. Some data fields have also changed.

How to get into JAS--URL:

Log onto <http://judges.troester.com> (There is NO www. in the URL)

Logging into your account:

You will see this screen. Click on “Judges”

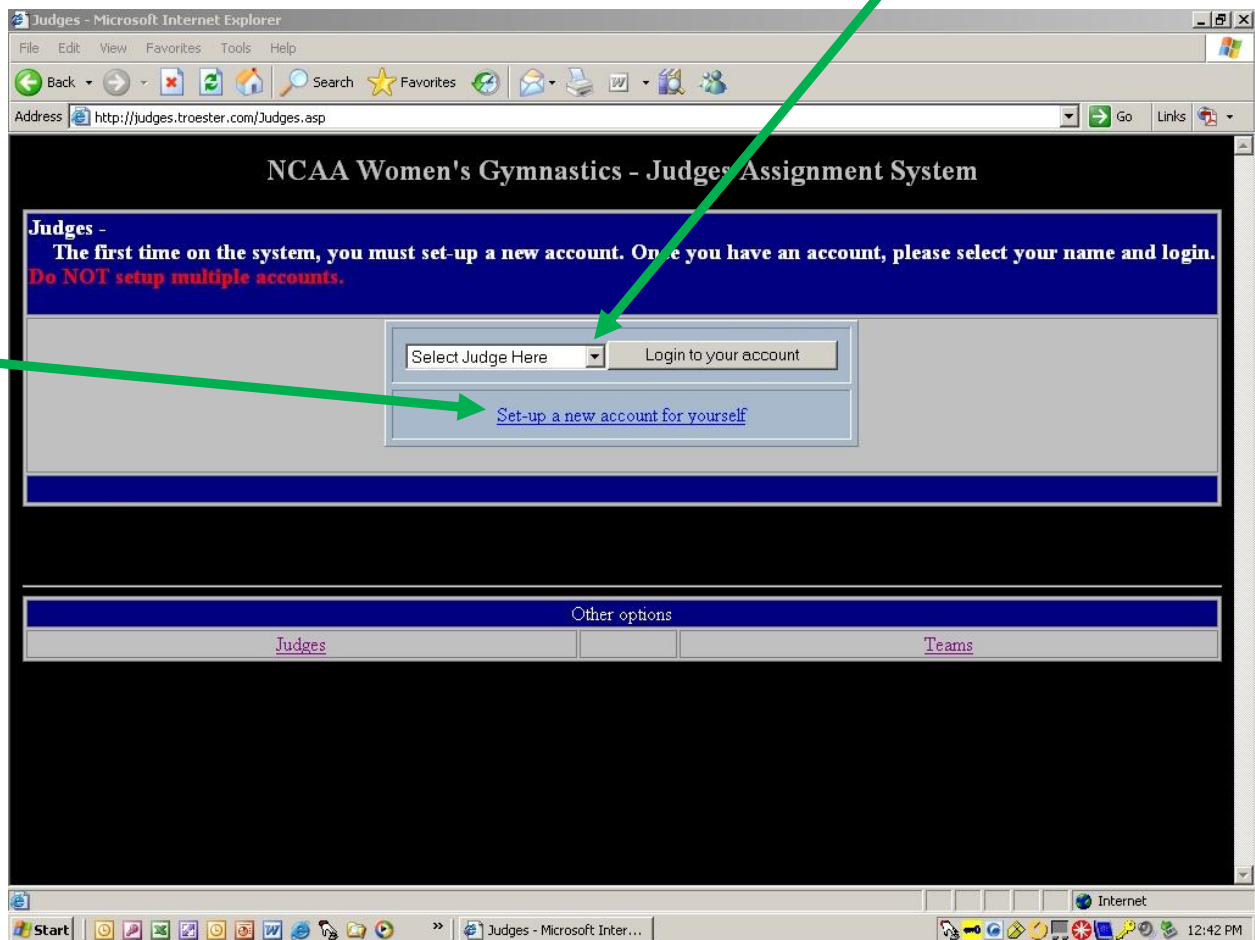


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If you already have an account set up, use the drop down menu to find your name and log in. Enter your password, click on “Submit.”

Otherwise, click on the blue “Set up a new account for yourself.”

Note that we clear out your information from the past season, and you will have to reenter it. This is to assure that we have the correct contact information—people frequently change cell phone numbers, email addresses, etc. and we want to be able to find you.



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Setting up New Account/Creating Password

Please record your PASSWORD. If you forget your password, the Assigners do not have access to it. The only way to obtain your password is to contact the system computer programmer through the National Collegiate Assigner. This can take a few days and will delay you entering information.

When creating your password, remember that more secure passwords contain a mixture of:

- upper case letters,
- lower case letters,
- And numbers.

You do not want an obvious password in order to keep hackers or others from getting into the system and corrupting your information. For example, your name is probably not a good password.

The next two screens show the fields you will need to enter to set up a new account each year.

| NCAA Women's Gymnastics - Judges Assignment System | |
|---|--------------------------|
| Add new Judge | |
| Do NOT complete this form if you have completed it before, go back and try your password. | |
| Update your information below. Fields ADDED to comply with TSA Secure Flight requirements. Your name must match your government issued ID. | |
| Last Name | <input type="text"/> |
| First Name | <input type="text"/> |
| Middle Name or Initial | <input type="text"/> |
| Gender | Select Gender ▾ |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | Select State ▾ |
| Zip | <input type="text"/> |
| Password | <input type="password"/> |
| Email Address | <input type="text"/> |
| Work Phone | <input type="text"/> |
| Home Phone | <input type="text"/> |
| Mobile Phone | <input type="text"/> |
| Fax Number | <input type="text"/> |
| Nearest Airport | <input type="text"/> |
| Schools in driving distance | <input type="text"/> |
| Judge Rating | Level 10 ▾ |
| Years at Current Level | 0 |

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| | |
|---|---|
| Years at Current Level | 0 |
| Years Judging College | 0 If one (1) year or less, please answer the following 3 questions. |
| Attended NCAA rules symposium: Date | |
| Practice judged NCAA meet: Date(s) | |
| Volunteered as NCAA auxiliary judge: Date(s) | |
| Highest level of NCAA competition judged in the past 3 years | None |
| Event Preference Order | 1 No preference 2 No preference 3 No preference 4 No preference |
| Team Affiliation | |
| Local Weekday Meets | No |
| Travel Weekday Meets | No |
| May the assigner/school personnel share your cell phone number and email address with other judges on the meet? | No |
| Meets Desired per weekend | 2 |

OK Reset

If you have no changes, use the "Back" button on your browser to return the previous screen.

Click on the OK button when you have finished entering your information.

Some tips on entering information:

Please use Capital and small letters for your name, "Smith" not "SMITH." In internet etiquette, using all capital letters is shouting. No need to shout, you do not get better assignments.

For nearest airport, if you know the three-letter code, include that, but also spell out if you can. It helps assigners from outside of your area more quickly understand. An example of an entry: Minneapolis/St. Paul (MSP)

Schools in driving distance—please spell out and put a comma between the schools. Also, if room, indicate the ONE-WAY mileage for you to that school. For example: Ohio State-140 miles, Kent State-25 miles (If you type in OSU, it could mean Oregon State University, so please help your assigners out and spell it out.)

Three Steps to Entering information--Choices

After you have set up an account and password, you must take three steps to enter your data into the system. You will enter:

- 1) Basic Information
- 2) General Availability
- 3) Specific Dates of Availability

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After logging in, you will see this screen which gives you these choices:

1) Enter/Edit Basic Information

Note that there are new fields this year, specifically your middle name, Gender, and whether your email and cell phone numbers may be shared with other judges on the meet. Also, the NCAA Region will automatically fill in when you put your state in. (See the next 2 screens). Then click on OK.

How to Enter Data into the JAS System—2010

| | |
|---|-----------------------------|
| Practice judged NCAA meet: Date(s) | |
| Volunteered as NCAA auxiliary judge: Date(s) | |
| Highest level of NCAA competition judged in the past 3 years | National Championship |
| Event Preference Order | 1 UB 2 FX 3 V 4 BB |
| Team Affiliation | None |
| Local Weekday Meets | No |
| Travel Weekday Meets | No |
| May the assigner/school personnel share your cell phone number and email address with other judges on the meet? | Yes |
| Meets Desired per weekend | 2 |
| <input type="button" value="OK"/> <input type="button" value="Reset"/> | |
| If you have no changes, use the "Back" button on your browser to return to your profile, or use one of the options below. | |
| Judges | Teams |

2) Enter/Edit General Availability

This is your general availability. Be sure to jot in any notes that will help your assigners concerning your availability. Note that you MUST also complete the next step (specific availability) or the assigner will not see your name as available for specific dates.

JudgeGenAvail -- Add/Edit - Microsoft Internet Explorer

Address: <http://judges.troester.com/EditJudgeGA.asp>

NCAA Women's Gymnastics - Judges Assignment System

General Availability

| Troester, Steve | | | | | | | |
|---|--|----------|---------|-----------------------|---------|-----------|----------|
| | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday |
| Drive | Yes | Yes | Yes | No | No | No | No |
| Max Drive (Miles) | 150 | 150 | 150 | 0 | 0 | 0 | 0 |
| Fly | Yes | Yes | Yes | No | No | No | No |
| Max Fly (Miles) | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Earliest depart time | 12:00pm | 7:00am | 7:00am | 7:00am | 7:00am | 7:00am | 7:00am |
| Latest return time | 11:00pm | 11:00pm | 11:00pm | 11:00pm | 11:00pm | 11:00pm | 11:00pm |
| Notes | I am not available on weekdays, need to work until noon on Fridays | | | | | | |
| <input type="button" value="OK"/> <input type="button" value="Reset"/> | | | | | | | |
| If you have no changes, use the "Back" button on your browser to return to your profile, or use one of the options below. | | | | | | | |
| Judges | | | | Teams | | | |

Done Internet

Start JudgeGenAvail -- Add/Ed... 12:51 PM

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3) Enter/Edit Specific Dates of Availability

Left click on the box by each date that you are available to judge. This puts a checkmark in the date as available. Click on "Submit."

NCAA Women's Gymnastics - Judges Assignment System

Dates of Availability previously entered

Ruegg, Robin

| Date | Assigned | Accepted | Meet # | Drive | Max. Drive Miles | Fly | Max. Fly Miles | Earliest depart time | Latest return time | Desired Meets this Weekend |
|-------------------|----------|----------|--------|-------|------------------|-----|----------------|----------------------|--------------------|----------------------------|
| No records found. | | | | | | | | | | |

Check the dates that you are available to judge and click the Submit button

| January 2010 | | | | | | | Submit | Reset |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------------|--|--------|-------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | |
| | | | | | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | | |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 | <input checked="" type="checkbox"/> 8 | <input checked="" type="checkbox"/> 9 | | |
| <input type="checkbox"/> 10 | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 | <input type="checkbox"/> 13 | <input type="checkbox"/> 14 | <input type="checkbox"/> 15 | <input checked="" type="checkbox"/> 16 | | |
| <input checked="" type="checkbox"/> 17 | <input type="checkbox"/> 18 | <input type="checkbox"/> 19 | <input type="checkbox"/> 20 | <input type="checkbox"/> 21 | <input type="checkbox"/> 22 | <input type="checkbox"/> 23 | | |
| <input type="checkbox"/> 24 | <input type="checkbox"/> 25 | <input type="checkbox"/> 26 | <input type="checkbox"/> 27 | <input type="checkbox"/> 28 | <input type="checkbox"/> 29 | <input checked="" type="checkbox"/> 30 | | |
| <input checked="" type="checkbox"/> 31 | | | | | | | | |

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Once you entered data, how to use system to see your assignments

Once the assigners start assigning meets, you can check and see your assignments from the main screen. You must go into this area and either accept or reject each meet.

Note that if you reject a meet for a weekend, you will not be assigned to another meet that weekend. Please contact your assigner if he/she has made an error in assigning a meet for you that you then rejected. For example, you may have written in your general availability that you could not leave before 4 pm, but the assigner gave you a meet that would require you to leave at noon. That example is an assigning error, and you could still be reassigned that weekend. (Assigner information will be released to you Nov 15th)

The system will email you when you get a new assignment. **This was NOT working for the 2009 season, but our programmer indicates it works now. You may still want to go into the system and periodically check.**

The screenshot displays the 'NCAA Women's Gymnastics - Judges Assignment System' web interface. The user is logged in as 'Troester, Steve'. The interface includes several buttons for editing information: 'Edit Basic Information', 'Edit General Availability', and 'Enter / Edit Specific Dates of Availability'. Below these are buttons for 'January 2009', 'February 2009', 'March 2009', and 'April 2009'. There are also buttons for 'List Availability Previously Entered' and 'Show My Assignments (Accept/Decline Here)'. A red message states: 'You MUST enter General Availability before specific dates below'. At the bottom, there are links for 'Judges' and 'Teams'. The browser window shows the address 'http://judges.troester.com/JudgeLogin2.asp' and the system tray shows the time as 12:48 PM.

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How to Delete Dates When Availability Changes

Here is how you delete dates:

Go sign in, and click on “list availability previously entered.”

Then click on the date you want to remove.

NCAA Women's Gymnastics - Judges Assignment System
Dates of Availability entered

To edit an entry, please click on the date.
To view details on a meet, please click on Meet #.
To Accept/Decline an assignment, please click "No Answer" below.

| Buell, Noelle | | | | | | | | | | |
|---------------|----------|----------|--------|-------|------------------|-----|----------------|----------------------|--------------------|----------------------------|
| Date | Assigned | Accepted | Meet # | Drive | Max. Drive Miles | Fly | Max. Fly Miles | Earliest depart time | Latest return time | Desired Meets this Weekend |
| 1/4/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 11:00pm | 2 |
| 1/5/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 11:00pm | 2 |
| 1/6/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 5:00pm | 2 |
| 1/9/2008 | No | --- | --- | Yes | 50 | No | 0 | 7:00am | 11:00pm | 2 |
| 1/10/2008 | No | --- | --- | Yes | 50 | No | 0 | 7:00am | 11:00pm | 2 |
| 1/11/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 11:00pm | 2 |
| 1/12/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 11:00pm | 2 |
| 1/13/2008 | No | --- | --- | Yes | 200 | Yes | 2000 | 7:00am | 11:00pm | 2 |

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It will bring you to this page:

NCAA Women's Gymnastics - Judges Assignment System

Update your availability information below

| | |
|----------------------------|----------|
| Date | 1/9/2008 |
| Assigned | N |
| Meet Number Assigned | 0 |
| Drive | Yes |
| Maximum Drive Miles | 50 |
| Fly | No |
| Maximum Fly Miles | 0 |
| Earliest Depart Time | 7:00am |
| Latest Return Time | 11:00pm |
| Meets desired this weekend | 2 |

OK Reset

If you are no longer available on this date, please click the button below

Remove this date

If you have no changes, use the "Back" button on your browser to return to your profile, or use one of the options below.

[Judges](#) [Teams](#)

Click the small box on the bottom "Remove this date".

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It will bring you to this page:

| DELETE this date of availability ? | |
|------------------------------------|--|
| Date | 1/9/2008 |
| Assigned | N |
| Meet Number Assigned | 0 |
| Drive | Yes |
| Maximum Drive Miles | 50 |
| Fly | No |
| Maximum Fly Miles | 0 |
| Earliest Depart Time | 7:00am |
| Latest Return Time | 11:00pm |
| Meets desired this weekend | 2 |
| Are you sure ? | <input type="button" value="Yes, Delete this date"/> |

If you have no changes, use the "Back" button on your browser to return to your profile, or use one of the options below.

[Judges](#) [Teams](#)

Click “Yes, Delete this date”.

If you delete a date in error, just can go back in and re-enter it.

After clicking the” yes delete this date” button, the system will bring you back to the page that says “click here to return to your account” and you will have to click “list availability previously entered.”

And start all over again on the next date you want to delete.