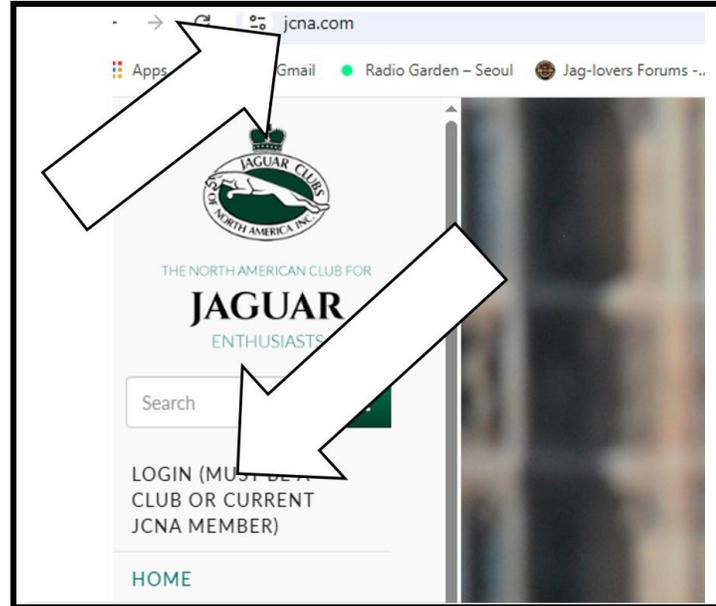# CR-7B3   How to <u>Update which Jaguars a Judge has Judged</u>

1. Type **jcna.com** to go to the JCNA home page.
2. Click on the **LOGIN** option.
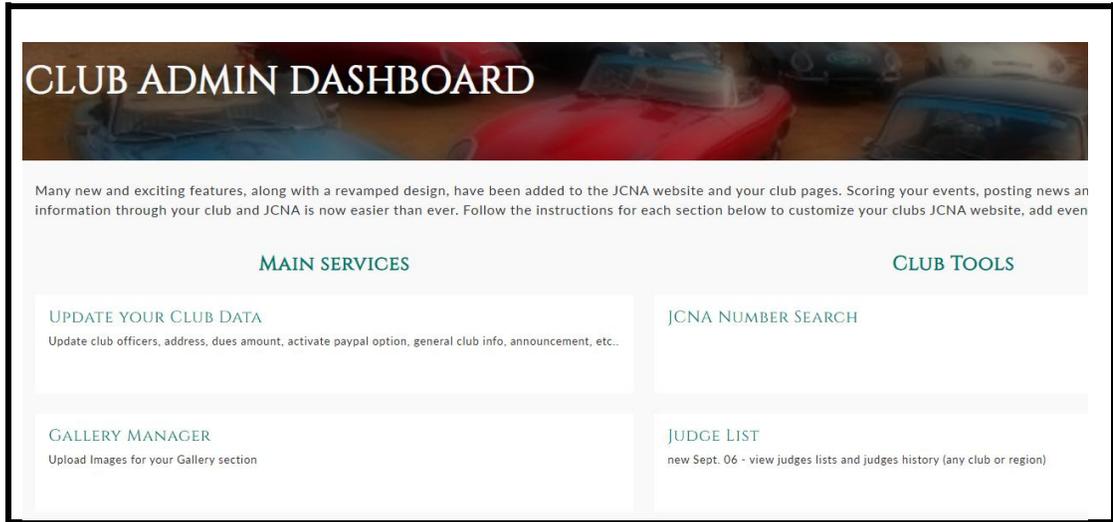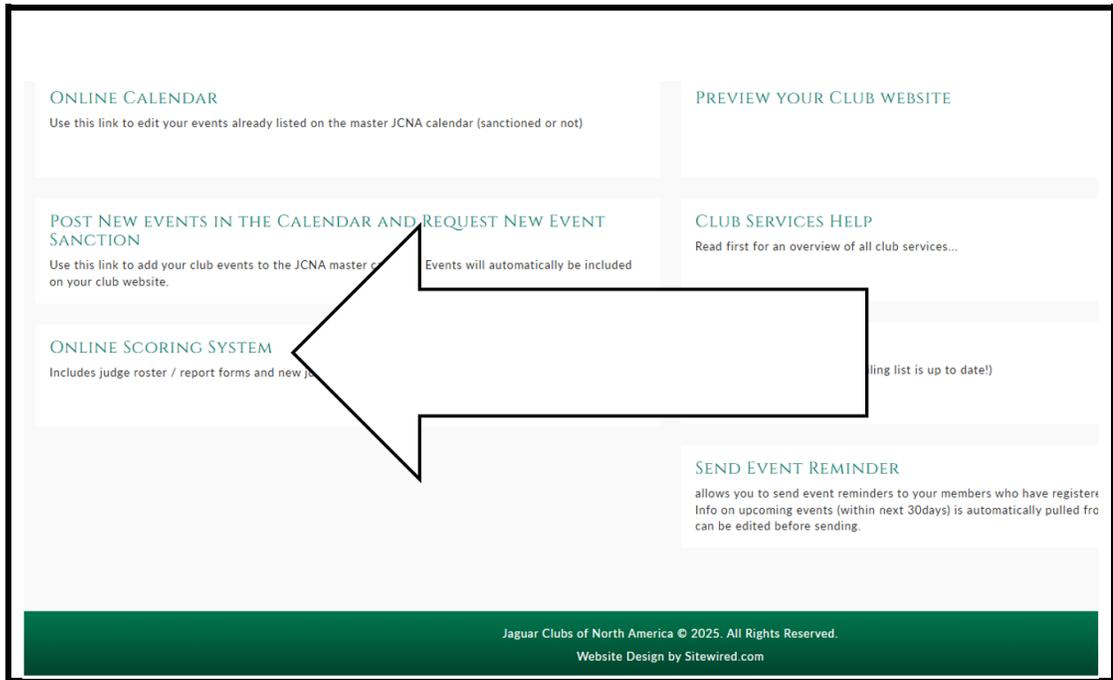
3. Each club has a unique **Username** and **Password**.

4. If you don't know what it is, contact the JCNA web master.

5.   The **CLUB ADMIN DASHBOARD** screen is displayed.

6.   Scroll down to the bottom of the screen, then click on the **ONLINE SCORING SYSTEM**.

7.   When the **ADD SCORES** window is displayed, click on the **Edit Score** option.

8.   The name of the club's concours is displayed.

9.   Scroll to the **Add Member Event Result Entry** portion of the screen.

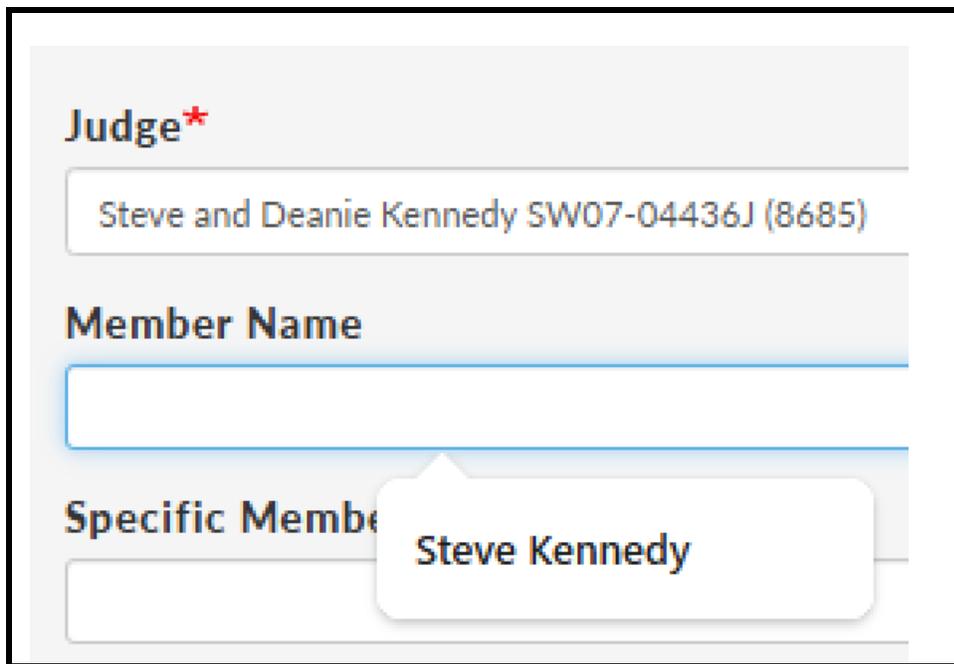
10.   In the **Judge*** portion of the screen, enter the Judge's JCNA number or last name, then select the name of the Judge.

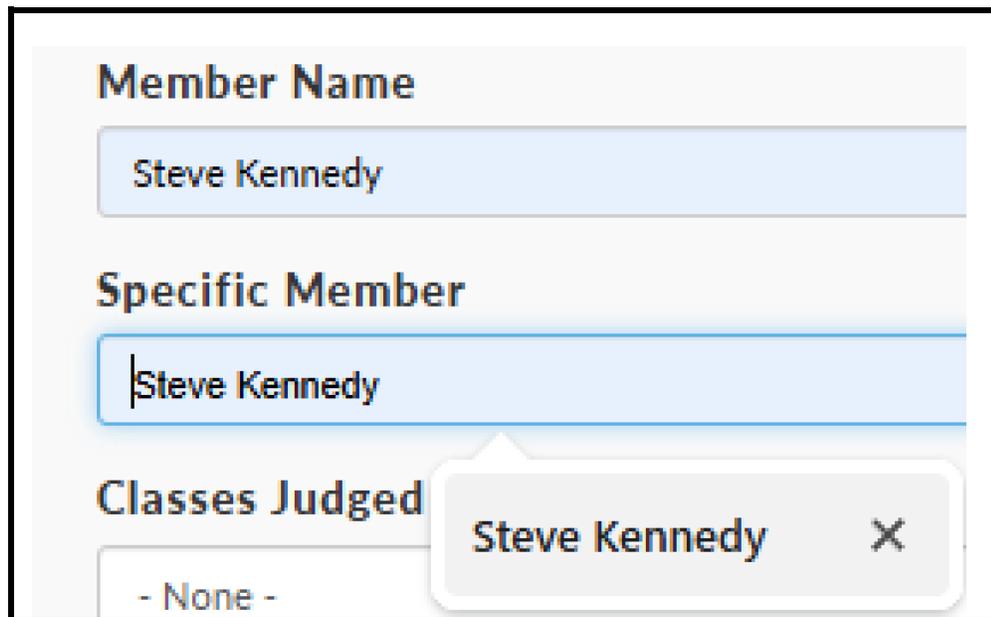11.   Leave the Member Name field blank.

Judge*

Steve and Deanie Kennedy SW07-04436J (8685)

Member Name

Specific Membe

Steve Kennedy

12.   For the **Specific Member**, type in the first or first and last name of the household member who is the judged in this particular instance.

Member Name

Steve Kennedy

Specific Member
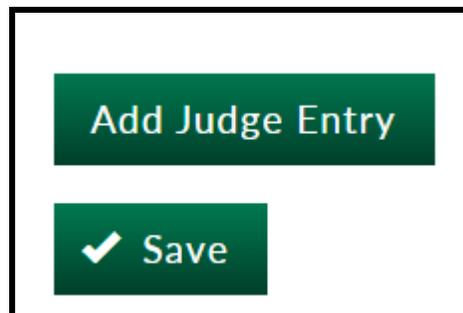
Steve Kennedy

Classes Judged

Steve Kennedy   ✕

- None -

13. Scroll down to the **Classes Judged** window, then **Mouse** click on the classes that a Judge judged.
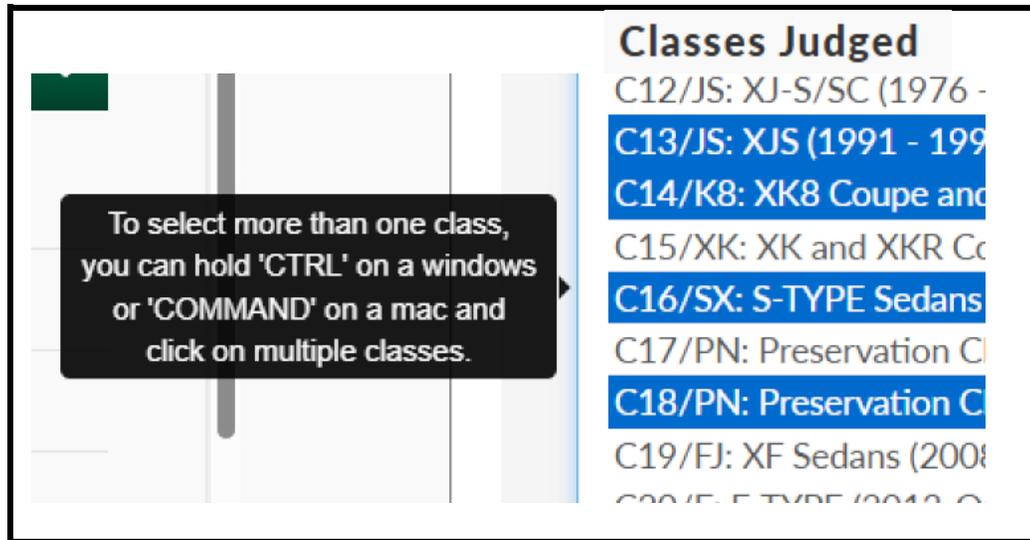
14. After highlighting the classes that the Judge judged, scroll all the way to the bottom, then click on the **Save** button.

15. The screen returns to the **View** portion of the **club's concours page** and the classes that a Judge has judged are listed below the Judge's name in the **Class** column.

16. To add more classes that Judges have judged, click on the **Edit** tab.

17.   The screen returns to the club's concours page.
        Scroll down to the **Add Member Event Result Entry** portion of the screen and repeat steps 9 through 14.
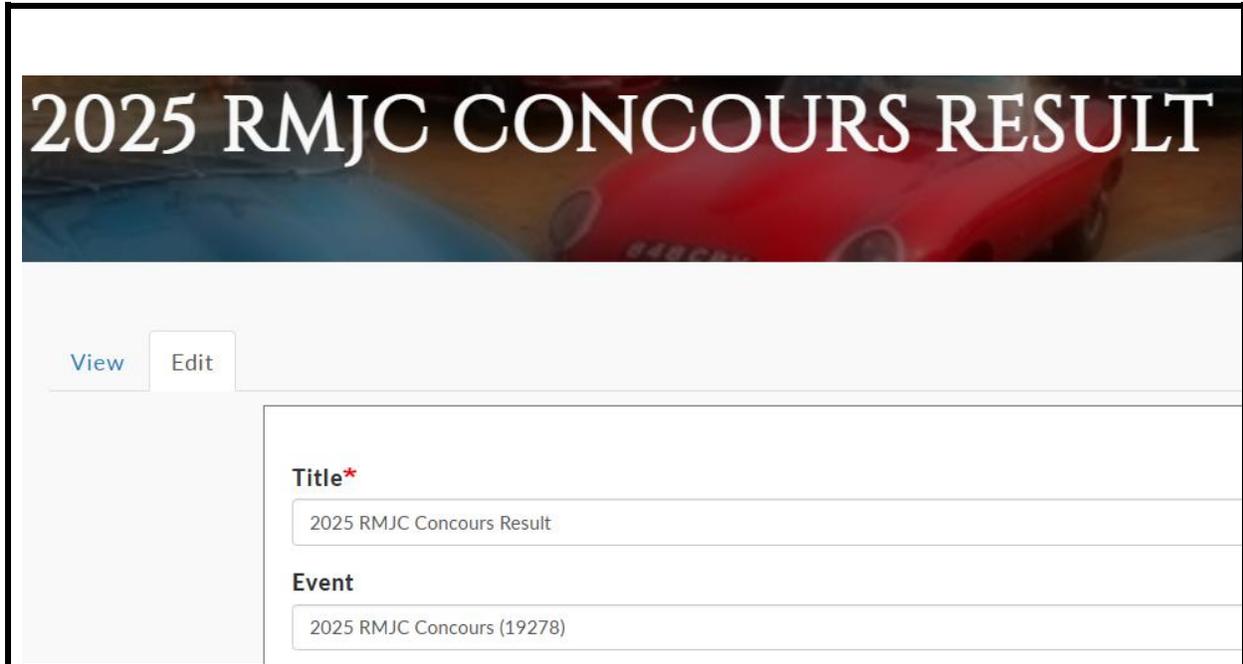
2025 RMJC CONCOURS RESULT

View   Edit

Title*

2025 RMJC Concours Result

Event

2025 RMJC Concours (19278)