

For Meet Directors: How to Request Judges Using GymJAS

We are excited to announce NY North NAWGJ is adopting the **Gymnastics Judge Assigning System (GymJAS)**. This powerful assigning system program has been successfully used since 2012 throughout the country, and now NY North getting on board. GymJAS can assign USAG, NGA, USAIGC, AAU and other league meets. Assigning through GymJAS and NAWGJ also provides a million dollar liability insurance policy **per judge** assigned, in addition to what you will already have in place through USAG, NGA or other leagues – good for the judges and good for you as the meet host. I think once you take a look you will be pleased.

Meet Directors will complete an easy-to-navigate form in GymJAS. Here you will enter your meet information and request judges. Once a request has been made, judges will be assigned and issued contracts. Judges will return completed contracts to you via GymJAS.

Want to take a look at GymJAS? Click on the links below.

The home page is <https://www.gymjas.com/>. Click on **New York North**, which brings you to NY North pages. <https://www.gymjas.com/nyn/index.php>



Welcome to the New York North Gymnastics Judges Information & Assigning System

Select one of the actions below.

- [Meet Schedule](#) View the current meet schedule.
- [Meet Directors Menu](#) Create a new meet request or update the information of an existing meet.
- [Judge Assigning System](#) For Judges Only, login to the Judge Information & Assigning System

Here is a YouTube video that explains the process of requesting judges through GymJAS. (5 minutes length—well worth watching).

www.youtube.com/watch?v=jhexRP0BPtQ&t=12s

This is a brief summary of the process of How to Add a Meet to GymJAS. Between the video and this explanation, I hope you find requesting your judges is easy.

Select **Meet Directors Menu**, where you can **create a new meet** or **update information** you already entered.

Meet Directors Menu for New York North NAWGJ

For creating and updating **Gymnastics Meet** requests for Judges

Choose from the following functions:

- REQUEST judges by creating 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 judge booking fee is received. The judge booking fee is \$5 per judge requested. Upon receiving the booking fee, the meet will be marked as "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 New York - North NAWGJ.

The judge booking fee can be paid by check made out to New York - North NAWGJ and mailed to:

CHERYL TOSH, 8274 DEETER PKWY, BAZINGVILLE, NY 13027

Phone: (518) 737-6884, Email: cheryltosh@nyngj.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 Member number (or the PIN code that was created when originally submitted) in order to be allowed to **modify any info**. 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 [\[Link\]](#)

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, please go back to the Meet Director's page and choose the update option.

New Meet Request	
Meet Name: <input type="text"/>	
Meet Dates: <input type="text"/>	
The start date: Jan 1 2024	
Expected length of the meet: 1 day (or partial day)	
Please indicate your date flexibility. Possible meet days: Saturday, Sunday	
Check this box if your gym is hosting 2 or more meets on the same day: <input type="checkbox"/>	
(possibly multi-gym, multi-location, or multiple types of meets on the same day.)	
Gym Information	Contact Information
Host Gym Name: <input type="text"/>	Meet Director: <input type="text"/>
<i>If your gym does not appear in the drop down list, type it here:</i>	Meet Director's Phone: <input type="text"/>
Gym street address: <input type="text"/>	Meet Director's Email: <input type="text"/>
City: <input type="text"/>	Meet Director's Member Number: <input type="text"/>
State: <input type="text"/>	* This field is required as it will be the password for futu
Zip Code: <input type="text"/>	If you do not have a member number, just create a PIN.
Meet Details	
Meet Location: <input type="text"/>	Number of Gymnasts: <input type="text"/>
In our gym	

Click <https://www.gymjas.com/nyn/meetinfoform.php>.

To “create” your meet: you will enter all the pertinent information about your meet in a **Fill-In Form including drop down choices**—dates, location, meet format, levels, number of expected gymnasts, entry fees, and so much more. Please be as specific as possible and list as much information as you can about your meet. **You can always go back and add/edit information.** Finally, you will enter your USAG member number or create a PIN, then **Submit**.

Do you want to pick your judges?

If you want input on judges assigned there is a place on the request form that lists all judges—you check the ones you want, or you may leave it up to the assigner if you have no preference. You can also indicate other considerations (travel distance, carpooling, lodging, out of state judges). If you have a particular judge you would like to be your **meet referee**, you want an **out of state or NY South judge**, or you have a **judge you do NOT want** assigned, please indicate this in the **Comments Box**. *Please note, although you are able to request judges, this doesn't guarantee that the requested judges will be available and/or assigned. I will do my best to accommodate your requests.*

Once you submit your meet, then you will pay \$5 per judge booking fee (\$7 per judge if requested less than 30 days from first day of competition) to: NYNorth NAWGJ

You can pay by **VENMO**

find NAWGJ@NYN-NAWGJ under the business tab, and be sure to indicate the name of the meet you are paying for. For questions on VENMO, please contact Karen Gurnett or Cheryl Tosh at cosjdnawgj.nyn@gmail.com

OR mail your **check** to:

CHERYL TOSH

8274 DEXTER PKW

BALDWINSVILLE, NY 13027

After the booking fee is received your meet status changes from **Pending to Accepted** -- and the assigning process may begin.

Note: Booking fee goes to \$7 per judge if requested within 30 days of competition—so get your requests in early!

Once judges have been assigned, the designated Meet Referee will be the liaison between you and the judges. **The meet referee will work closely with you about details concerning travel, meals, accommodations, gym affiliation etc.**

Please feel free to contact me with questions and comments. I also will be happy to walk with you through getting signed up and entering your meet into GYMJAS. I look forward to working with you and I wish you a great 2024-25 gymnastics season!

Regards,

Cathy Horein

assignNYNorth@gmail.com

607-742-1654