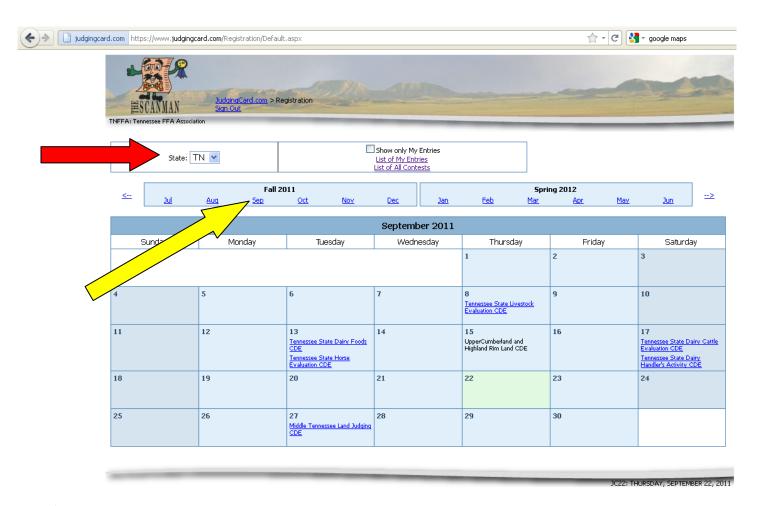


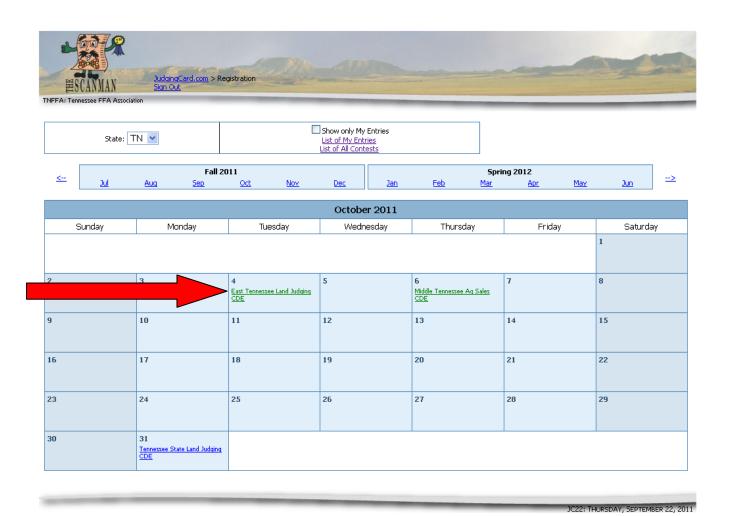
After typing in the web address <u>www.judgingcard.com</u>, this is where you log in. The Username and Password are the exact same thing – your chapter number: TN#### - the log in is case sensitive, therefore, you need to use capital letters when typing in TN.



After logging in, you can register for different events by clicking on the calendar icon that says "Registration and Information".



From the "State" dropdown menu, you will need to make sure that "TN" shows. If another state shows, then you will see events for that state and not Tennessee. Also, you will need to select the month of the event. If you are registering for an event that happens in October, you will need to select "Oct", for example. Only events for the month selected will show.



For example, if I wanted to register for the East Tennessee Land Juding CDE, I would make sure I had clicked on "Oct" to find the event under October 4, and then I would click on the event labeled "East Tennessee Land Juding CDE"



Online Registration Link:	Online Registration Administration		
Registration Status:	Open		
	, TN		
e Regstration Starts*:	8/15/2011 8:00 AM		
Late Registration Starts*:			
Registration Closes*:	9/26/2011 11:00 PM		
*These dates are	subject to change by the event host.		
Registration will open/close automatically	Yes		
Entry fees billed to JudgingCard.com account:	No		
Registration Information Contact:			
Payment Mailing Address:	PAYMENT NOT REQUIRED		
Other Information:			

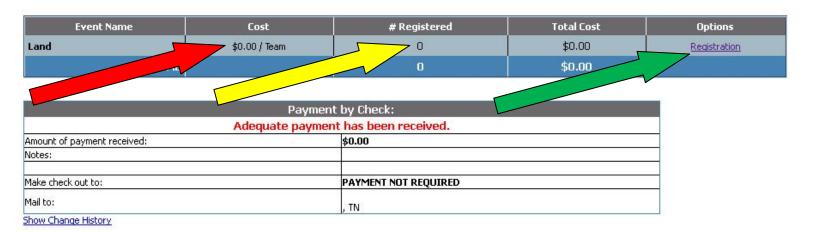
Event Name (Entry Restrictions)	Pre-reg. \$	Late Reg. \$	Scan Sheet	# Registered	
Land (TN)	\$0.00 / Team	\$0.00	(None/Unspecified/Provided)	9	Мар

TC22: THEIRSDAY SEPTEMBER 22 201

The next screen would take me to the event page which provides different information about the event. In order to register for the CDE and list the competing students, I would click on "Online Registration".



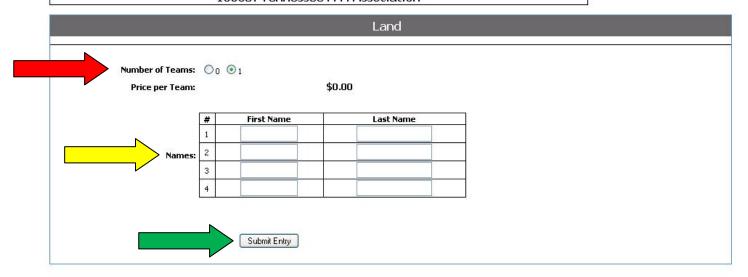
Invoice #10085-2033 East Tennessee Land Judging CDE 10/4/2011 10085: Tennessee FFA Association



On this page there are three things. First is the cost – the cost / team will always say \$0.00 unless we begin charging a fee for supplies. The # Registered will always say "0" until you have actually listed students. The most important button is the "Registration" button – click this to register for the event.



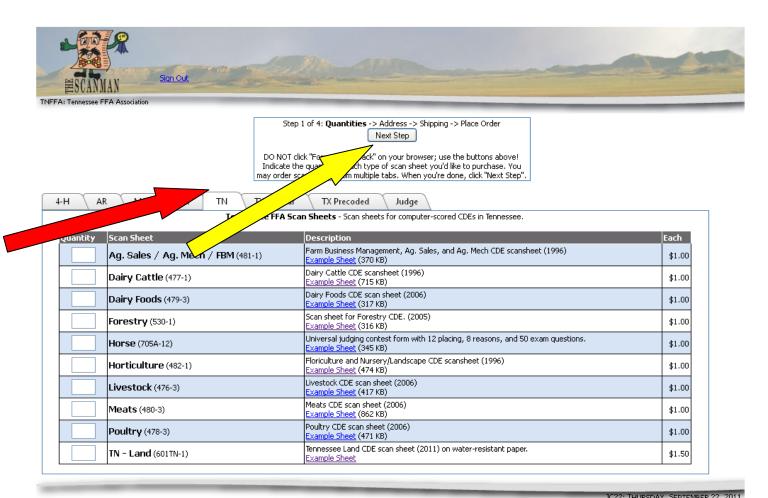
East Tennessee Land Judging CDE 10/4/2011 10085: Tennessee FFA Association



The next screen, I will click the number of teams I am registering (this will always be "1" unless you are also registering an alternate team...if this is an option, you will have the choices "0", "1", and "2". In the "Names" category, list the names of individual students competing. Finally, click "submit entry".



Once you have submitted entry for a CDE, you then need to make sure that you order the scan sheets needed for the event. Click on "Order Scan Sheets". (Hint: some teachers order more than they need so that they don't have to place an order every year.) It is the teacher's responsibility to make sure that his/her students have scan sheets at a CDE.



After clicking on "order scan sheets", make sure the tab at the top shows "TN" for Tennessee. If you are on another state, you may end up ordering the incorrect scan sheet. After entering the quantity of scan sheets that you would like to purchase, click the "Next Step" button and continue following those steps until your order is complete.



Once a CDE has concluded, scores will be released on judgingcard.com – if you would like to check the scores of your individual students, your team, or the scores of other teams, click the "Online Results" tab and navigate through the system.



If you need help logging in or navigating through the system, there is an e-mail address located at the bottom of the login screen. Judgingcard.com is not administered by Tennessee FFA and we, therefore, cannot assist with any technical issues. Send an e-mail and wait patiently (hard, I know) until you receive a response.