

NEW ASSIGNING SYSTEM

Welcome to the 2016-2017 gymnastics season. We have switched assigning systems and you are going to love the new system!

Your gym has already been downloaded into the new system. All you have to do is set up your meet or meets.

To get started you will need to go to this link: www.gymjas.com/il

- 1) Click on the *Set Up Meet* button
- 2) Double check that the gym information is correct.
- 3) Meet Directors must enter their USA Gymnastics Professional number.
- 4) Enter the location and address of your meet
- 5) Enter the number of days of the meet
- 6) Enter the meet format
- 7) Enter the number of expected athletes
- 8) Levels of gymnasts that may enter
- 9) Entry fees
- 10) There is a comment box of 150 characters. **If you have a meet referee preference please state that in the comments. If you wish to bring in out of state judges, you MUST list them in the comment box. E-mailing the assigner is not a valid way to request judges, in state or out of state. Only requests made in the assigning system will be honored.**
- 11) If you have Illinois judges you would like on your meet click the *display and select judges* button and a list of Illinois judges will pop up. Simply click the box next to the names of the judges you would like assigned to your meet. Requesting judges is not a guarantee that the requested judges will be available and assigned.
- 12) Illinois will be assigning in state judges before out of state judges unless specific out-of-state judges have been requested in the assigning system.

Your meet will appear on the calendar with all this information. Please be as specific as possible and list as much information as you can. You can always go back and add information. However, we recommend putting all important information into the system when you register your meet. Assigners will be

randomly assigning meets based on the information in the assigning system. Once assignments are made we will NOT be able to honor additions made to judge requests.

There is an assigning fee of \$3 per judge assigned. New this year, judges will not be assigned until we receive your assigning fees. Your meet status will be pending in the system's calendar until your assigning fees are received.

Please make checks payable to IL NAWGJ and send \$3 per judge to:

SUE WOLOSZYK
415 HORIZON DR. WEST
ST. CHARLES, IL 60175

Meets will not be assigned until assigning fees are received.

After we have received your payment your meet will change to approved. This only means that you have paid your assigning fees. This does not mean that the USA Gymnastics Committee has approved your meet.

You may add your meet immediately. Please note that the Illinois USA Gymnastics Committee prioritizes by Phase One, Two, and Three. Having the Phase One and Two meets in the system will help meet directors who are in Phase 3 determine a good weekend for hosting a competition. The Illinois USA Gymnastics Committee may discourage you from selecting a particular weekend if your desired weekend already has multiple meets. Illinois NAWGJ will make every effort to assign geographically desirable judges. If you chose to put your meet on a busy weekend and no Illinois judges are available, we will be forced to find you out of state judges. Please keep in mind that NAWGJ assigns both USA Gymnastics and AAU competitions and both are considered equally.

Your assigners are the same,

- Mary Lou Ackman mlouackman@yahoo.com North
- Christi Kearns sigachristi@yahoo.com South
- Linda McDonald lindailsjd@gmail.com AAU

You no longer have to click on an assigner. Illinois NAWGJ is notified when you enter your meet and an assigner will then be notified to assign your meet.

Assigning will start taking place in September for the fall. January, February, and March meets will be assigned end of October through early November. Once your

assigning fees are received and your meet is assigned, you will receive e-mails with each judge's contract when they accepted the assignment. Your meet referee will be in contact with you concerning the specifics of your meet, including confirmed report times, event assignments, travel/hotel needs, etc.

If you are no longer the meet director, will you PLEASE forward this email to the new meet director!

Enjoy the new user friendly assigning system!

Linda McDonald
Illinois State Judging Director