

Membership 101

Denise Green
NAWGJ Secretary

2023



- 1. New Judges**
- 2. Group Renewal**
- 3. Individual Renewal**
- 4. csv Files**





We Appreciate you!





Who is responsible for an accurate State list?

You!





SJD Duties page 24

Specific Duties

1. Ensure the accuracy of member information on the NAWGJ membership site.



New Judges

1st: Contacts the SJD (sometimes via others)

2nd: SJD will assign a mentor

Website links <https://nawgj.org/education/>

Study partners



Rating 1st, Joins NAWGJ 2nd

Sign up for test - and Passes

<https://usagym.org/women/>



Joins NAWGJ

<https://nawgj.org/membership/#howtoJoin>

Membership Fee: \$60.00

All NAWGJ Memberships have an expiration date of July 31.

ONLINE Membership

Join, Renew, View, or Update your Member Profile

NAWGJ Membership Site



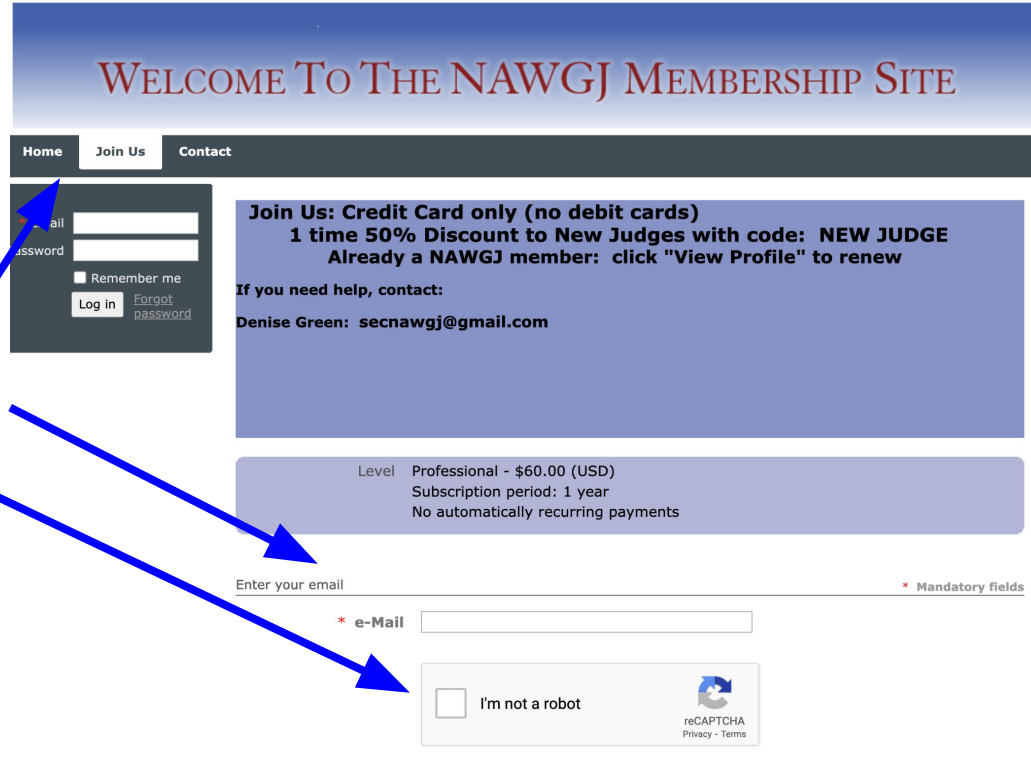
BECOME A MEMBER

YOUR MEMBERSHIP PROFILE IS YOUR RESPONSIBILITY

PLEASE Keep it current! Maintaining a current Membership Profile is every judge's responsibility. You should update your profile whenever personal information changes: name, address, phone number, email or rating. Not only does this help out NAWGJ State and Regional officers, it ensures that you will be able to vote in the appropriate elections.

Profile

1. Join Us Tab
2. Fill in email
3. Check box



WELCOME TO THE NAWGJ MEMBERSHIP SITE

Home Join Us Contact

Email
Password
☐ Remember me
[Log in](#) [Forgot password](#)


Join Us: Credit Card only (no debit cards)
1 time 50% Discount to New Judges with code: NEW JUDGE
Already a NAWGJ member: click "View Profile" to renew

If you need help, contact:
Denise Green: secnawgj@gmail.com

Level Professional - \$60.00 (USD)
Subscription period: 1 year
No automatically recurring payments

Enter your email * Mandatory fields

* e-Mail

☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Next



Please use
the same info
you used
when you
tested
(especially
name)

* First name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
* State	<input type="text"/>
	(Please use state abbreviation ONLY)
Zip Code	<input type="text"/>
e-Mail	<input type="text" value="secnawgj@gmail.com"/>
* Phone 888-888-8888	<input type="text"/>
Work/Cell Phone	<input type="text"/>
Direction (NY and CA Only)	<input type="text" value="v"/>
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer
Ethnicity	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Race	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> More than one race <input type="checkbox"/> Prefer Not to Answer



Check: Region

YOUR Current
Rating: not all

4/5

Brevet

Xcel

Position:

Currently hold

Membership Information	
Region	Clear selection
	<input type="radio"/> 1
	<input type="radio"/> 2
	<input type="radio"/> 3
	<input type="radio"/> 4
	<input type="radio"/> 5
	<input type="radio"/> 6
	<input type="radio"/> 7
	<input type="radio"/> 8
* Current Rating	<input type="checkbox"/> Xcel Rating
	<input type="checkbox"/> 4/5
	<input type="checkbox"/> 6/7/8
	<input type="checkbox"/> 9
	<input type="checkbox"/> 10
	<input type="checkbox"/> National
	<input type="checkbox"/> Brevet
	<input type="checkbox"/> Other (email National Secretary rating card-High School, NGA.to secnawgj@gmail.com).)
Position (if applicable)	<input type="text"/>
* Current NAWGJ Position	<input type="text" value="v"/>
Discount code	
Enter discount code	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Back"/> <input type="button" value="Next"/>

Pay with a
CREDIT
CARD using
code

A debit card
will NOT
work

Join Us: Credit Card only (no debit cards)
1 time 50% Discount to New Judges with code: NEW JUDGE
Already a NAWGJ member: click "View Profile" to renew

If you need help, contact:

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Review and confirm

Level Professional - \$60.00 (USD)
Subscription period: 1 year
No automatically recurring payments

Discount \$30.00
Total amount **\$30.00 (USD)**

Payment Membership Dues are \$60 per year
Instructions First time Membership Dues are \$30 per year, non-renewable



OFFLINE
PAYMENT

✓ Code "NEW JUDGE" accepted. Total amount reduced by 50%. Thank you.

Cancel

Back

Invoice me

Pay online

Application data

First name Denise
Middle Initial Renee
Last name Green
Address 166 Winfield Drive
City Castle Rock
State WA
Zip Code 98611
e-Mail secnawgj@gmail.com
Phone 888-888-8888 3604310063
Work/Cell Phone
Direction (NY and CA Only)
Gender Female
Ethnicity Not Hispanic or Latino
Race White

Membership Information

Region 2
Current Rating Brevet
Position (if applicable)
Current NAWGJ Position Executive Committee



Approval by Secretary

1st: After passes test(s), creates profile, and pays NAWGJ dues with credit card...

2nd: Secretary approves membership after rating confirmation

3rd: On SJD list of active NAWGJ members





GROUP RENEWAL OF MEMBERSHIPS

1st: SJD Communicates with membership on criteria for group renewal

2nd: SJD pulls up state membership list from NAWGJ Membership site

<https://naow3gj.wildapricot.org/admin>

Grey house- top left

Contacts (left tab)

Advanced Search tab

Contacts - Advanced search

Fill in
2-letter
State
Name

Simple search

Advanced search

Saved searches

Match all of the following criteria

Select saved search...

 Add criteria

 Clear all

Member status

is

☒ Active

[Remove](#)

☐ Lapsed

☐ Pending - Renewal

☐ Pending - New

☐ Pending - Level change

State

contains

[Remove](#)

Current Rating

any of selected

☒ Xcel Rating

[Remove](#)

☒ 4/5

☒ 6/7/8

☒ 9

☒ 10

☒ National

☒ Brevet

☒ Other (email National Secretary rating card-High School, NGA.to secnawgj@gmail.com).)

Search

Save search as:

Save

[Add contact](#)[Add member](#)[Export](#)[Email contacts](#)[Back](#)

Contacts - Advanced search

[Simple search](#)[Advanced search](#)[Saved searches](#)Match all of the following criteria[Select saved search...](#)

Member status

is

☒ Active☐ Lapsed☐ Pending - Renewal☐ Pending - New☐ Pending - Level change

State

contains

WA

Current Rating

any of selected

☒ Xcel Rating

Export contacts

Export to CSV (Comma separated)

☐ Export all fields

Contact related

☒ User ID

☒ First name

☐ Middle Initial

☒ Last name

☐ Organization

☐ Address

☐ City

☒ State

☐ Zip Code

☒ e-Mail

☐ Phone 888-888-8888

☐ Work/Cell Phone

☒ Direction (NY and CA Only)

[Select all](#) / [Clear all](#)

Check
these
boxes

Export contacts

Membership related

- ☐ Group participation
- ☐ Gender
- ☐ Ethnicity
- ☐ Race
- ☐ NAWGJ Number
- ☐ USAG Professional Number
- ☐ Renewal Date
- ☐ Region
- ☒ Current Rating
- ☐ Position (if applicable)
- ☒ Current NAWGJ Position

[Select all](#) / [Clear all](#)

- ☐ Membership enabled
- ☒ Membership level
- ☒ Membership status
- ☒ Member since
- ☒ Renewal due
- ☒ Renewal date last changed
- ☐ Level last changed
- ☐ Access to profile by others
- ☐ Details to show
- ☐ Photo albums enabled
- ☐ Member bundle ID or email
- ☐ Member role

[Select all](#) / [Clear all](#)

And
these
boxes
also

Export

Cancel



Print & Check for Accuracy

- Cross off judges you are not renewing
- Check and fix name or rating changes (Ask member to update profile)
- Write a note if a judge is retiring, taking a year off, moved, passed away



Members not to renew

Board of Directors

President, Vice President, Secretary, Director of Finance

RJD's

At-Large Directors

Hall of Fame and Life Members

Judges without a rating



Mail list and Check

Send list and check made out to NAWGJ (\$60.00/judge)
to:

Denise Green- See address in the Directory

You will receive a confirmation email for your receipt



When to do renewals

Group Renewals: Anytime! Before July is best

New Judges: When they achieve a rating, yet can join in June and still pay \$30.00 for a membership that ends 7/31/next yr.



Individual Judge renewal

Follow the links:

Nawgj.org (Members tab-Renew Membership)

<https://naow3gj.wildapricot.org/>



[ABOUT US](#)

[BECOME A JUDGE](#)

[MEMBERS](#)

[EDUCATION](#)

[JUDGING AIDS](#)

[EVENTS](#)

[NAWGJ](#)

Promoting Judging Excellence

Servicing the gymnastics community and its judges

[JOIN NAWGJ](#)

[RENEW MEMBERSHIP](#)

WELCOME TO THE NAWGJ MEMBERSHIP SITE

[Home](#)

[Join Us](#)

[Contact](#)

DENISE GREEN

[View profile](#)

[Change password](#)

[Log out](#)

Join Us: Credit Card only (no debit cards)

1 time 50% Discount to New Judges with code: NEW JUDGE

Already a NAWGJ member: click "View Profile" to renew

If you need help, contact:

Denise Green: secnawgj@gmail.com



You are already a member. [Edit your member profile](#)



Your membership Profile

View Profile

Edit if needed: **keep email/rating current**

Gray button: Renew to July 20__

Pay with CREDIT CARD(debit cards will not work)

[ry_profile](#)

[subscriptions](#) [Member photo albums](#) [My event registrations](#)
[Donations](#)

Membership details

Life Member - Free

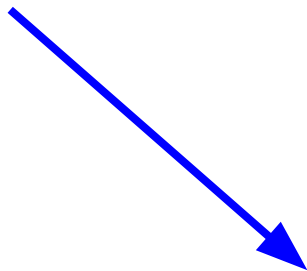
Subscription period: 1 year

No automatically recurring payments

Active

02 Dec 1977

31 Jul 2024



Renew to 31 Jul 2025



YOUR MEMBERSHIP PROFILE IS YOUR RESPONSIBILITY

PLEASE Keep it current! Maintaining a current Membership Profile is every judge's responsibility. You should update your profile whenever personal information changes: name, address, phone number, email or rating. Not only does this help out NAWGJ State and Regional officers, it ensures that you will be able to vote in the appropriate elections.



Csv Files

1. For elections
2. For voting in elections



Eligibility to vote pg 9 Bylaws

To be eligible to vote in elections, a judge must meet the following criteria ninety (90) days prior to the date the ballots are sent:

- a. Be an active NAWGJ member with a valid certification.**
- b. Have an address established with the National NAWGJ Membership site. (In the state for SJD and State Committee, and in the Region for RJD.)**
- c. Have achieved the required certification (as per their certification date).**



Eligibility to run for office Pg 7 Bylaws

Section II – Requirements of Office

- A. All National, Regional, and State Officers, and At-Large Directors, shall be 21 years of age.
- B. All Directors and Officers shall be NAWGJ members and certified at Level 10 or above. When possible, it is suggested that the Executive Officers and Board of Directors (which includes the eight Regional Judging Directors) be certified at National Level or above.
- C. All prospective Directors and Officers shall have been voting members of their respective Committees for at least one year (12 months). (For SJD's, the State Committee; for RJD's, the Regional Committee; for Executive Committee positions, the Board of Directors.) Life Members and appointed National Directors are also eligible if they have previously held an elected position, meet the above criteria, and currently hold the appropriate rating.
- D. Each At-Large Director shall be a member of NAWGJ, certified at Level 10 or above, and submit qualifications for the specific position. Exception: The National Collegiate Assigner must have a National rating or above for the duration of the position.
- E. All State Committee members shall be members of NAWGJ and certified judges for a minimum of one year (12 months).



Sign into NAWGJ membership site

- Click the “HOME” (gray house upper left corner)
- You should see “Public View” (in the upper right corner)
- If not click “Admin View”, which takes you to Admin pages



Contacts Tab (on left)

Advanced Search

Add Criteria: + sign

1. State + (Direction if CA or NY)
2. Member Status
3. Member Since
4. Rating



Add your State Information

Fill in information

1. 2-letter State abbreviation

2. Member Status: Active

3. Member Since: pull-down menu “On or Before”

- a. Running for Office: Add date 1 year prior to date voting begins
- b. Elections: Add date 90 days prior to the date the voting begins

4. Rating:

- a. SJD & State Committee Elections: Check “any of selected” and check all boxes
- b. RJD Election: Check “any of selected” and check level 10 rating, National, Brevet



SEARCH

You will see your State Membership.

EXPORT: Box at the top of the page (blue letters)

Use pull down menu to select csv (at top)

Check the following:

1. First Name
2. Last Name
3. State
4. Email
5. Nawgj Number



EXPORT to csv file

Click EXPORT at the bottom of the page

Where are you saving the csv file?

Save to downloads, desktop?

MAC: Save as Microsoft Excel doc then open as a csv file, save to desktop.

Export contacts

Export to CSV (Comma separated)

☐ Export all fields

Contact related

- ☒ User ID
- ☒ First name
- ☐ Middle Initial
- ☒ Last name
- ☐ Organization
- ☐ Address
- ☐ City
- ☒ State
- ☐ Zip Code
- ☒ e-Mail
- ☐ Phone 888-888-8888
- ☐ Work/Cell Phone
- ☒ Direction (NY and CA Only)

[Select all](#) / [Clear all](#)

- ☐ Archived
- ☐ Subscribed to emails
- ☐ Subscription source
- ☐ Opted in
- ☐ Event announcements
- ☐ Member emails and newsletters
- ☐ Administration access
- ☐ Created on
- ☐ Profile last updated

Export

Cancel



Final Step

Send the csv file as an attachment to the designated person

- a. RJD**
- b. VP**



Frequently asked questions

Why can't I get into my profile?

Do I have to give you my personal information?

Where do I send the check for group renewals?

Where do I find the Director's Directory? Can I share it?

When can I renew?

Why is this person on my state list?



Who is responsible for an accurate State list?

You!

