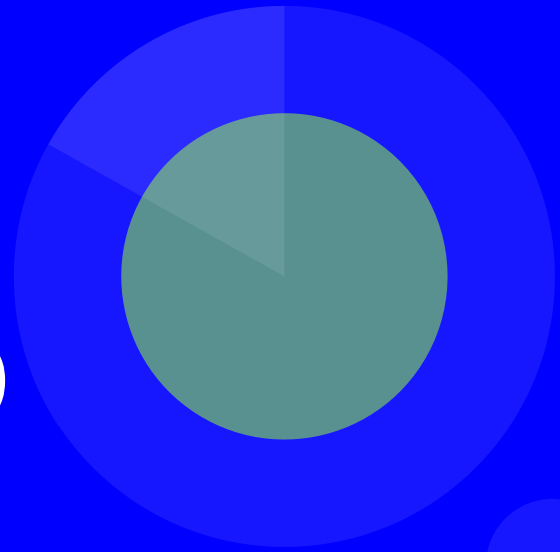


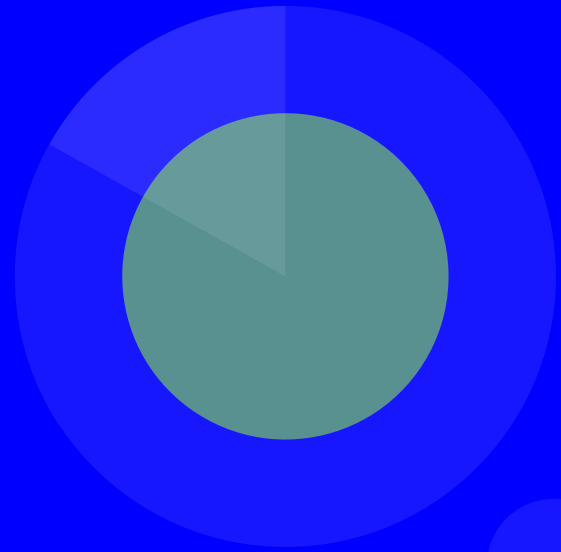
Membership 101

Denise Green
NAWGJ Secretary

2024



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



**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

2nd: SJD will assign a mentor

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

Study partners



Rating 1st, Joins NAWGJ 2nd

Sign up for test - and **Pass**

<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

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](#)

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

Next



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

*** First name**

Middle Initial

*** Last name**

Address

City

*** State**
(Please use state abbreviation ONLY)

Zip Code

e-Mail

*** Phone 888-888-8888**

Work/Cell Phone

Direction (NY and CA Only)

Gender Female
 Male
 Other
 Prefer not to answer

Ethnicity Hispanic or Latino
 Not Hispanic or Latino

Race American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Other
 More than one race
 Prefer Not to Answer

Check: Region

YOUR Current
Rating: not all
4/5
Brevet
Xcel

Position:
Currently hold

Membership Information

Region [Clear selection](#)

1
 2
 3
 4
 5
 6
 7
 8

* **Current Rating** Xcel Rating
 4/5
 6/7/8
 9
 10
 National
 Brevet
 Other (email National Secretary rating card-High School, NGA.to secnawgj@gmail.com).)

Position (if applicable)

* **Current NAWGJ Position**

Discount code

Enter discount code

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:
Denise Green: secnawgj@gmail.com


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

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

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 (if not rated with USAG, send email with documentation of rating)

3rd: On SJD list of active NAWGJ members



If you are already a USAG member in another capacity....

In order to show up on the USAG Current Judges List so your membership can be APPROVED:

Check the 2 boxes on your USAG membership coach/gymnast/meet director...

AND a Women's Gymnastics Judge



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 Add + Criteria (top right)

Click "HOME"

The screenshot displays a website management interface. At the top, there is a navigation bar with a home icon, "Site pages", "Page templates", "System pages", and "Files". Below this, there are buttons for "Add page", "Edit", and "Move to trash", along with a "Join Us" link. The main section is titled "Site pages" and includes a "Reorder pages" link. A list of menu pages is shown, with "Home" at the top, followed by "Instructions (admin only)", "Member Directory", "Members", "Sample Page", "Join Us", "Events", "Forums", "News", and "Contact". A preview of the home page is shown on the right, featuring a "WELCOME" banner and a user profile for "DENISE GREEN" with options to "View profile", "Change password", and "Log out". A black arrow points from the "Home" item in the list to the home icon in the top navigation bar.

Site pages

Page templates

System pages

Files

Add page

Edit

Move to trash

Join Us

Site pages

Reorder pages

MENU PAGES

Home

Instructions (admin only)

Member Directory

Members

Sample Page

Join Us

Events

Forums

News

Contact

WELCOME

Home

Instructions (a

DENISE GREEN

View profile

Change password

Log out

Add contact

Add member

Export

Email contacts



Account

Contacts

Members

Events

Store

Donations

Finances

Communication

Apps

Settings

Back

Contacts - Advanced search

Simple search

Advanced search

Saved searches

Match of the following criteria

Select search criteria to proceed with search

or

CLICK

1. Contacts

2. Advanced search

3. Add criteria

Contacts - Advanced search

Member status IS Active

State contains Fill in 2-letter State Name

Rating Any of selected Check all

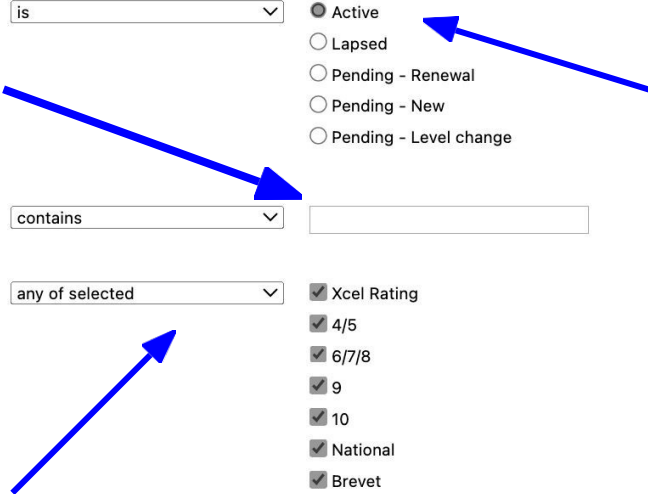
SEARCH →

Simple search | **Advanced search** | Saved searches

Match of the following criteria [+ Add criteria](#) [✖ Clear all](#)

Member status	<input type="text" value="is"/>	<input type="radio"/> Active <input type="radio"/> Lapsed <input type="radio"/> Pending - Renewal <input type="radio"/> Pending - New <input type="radio"/> Pending - Level change	Remove
State	<input type="text" value="contains"/>	<input type="text"/>	Remove
Current Rating	<input type="text" value="any of selected"/>	<input checked="" type="checkbox"/> Xcel Rating <input checked="" type="checkbox"/> 4/5 <input checked="" type="checkbox"/> 6/7/8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> Brevet <input checked="" type="checkbox"/> Other (email National Secretary rating card-High School, NGA.to secnawgj@gmail.com.)	Remove

Save search as:



Add contact

Add member

Export

Email contacts

[Back](#)

Contacts - Advanced search

**EXPORT
List**



Simple search

Advanced search

Saved searches

Match of the following criteria

Select saved search...

Member status

is

Active

Lapsed

Pending - Renewal

Pending - New

Pending - Level change

State

contains

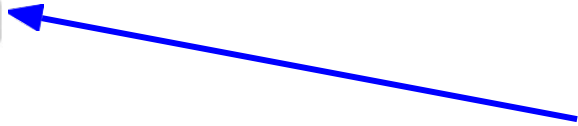
WA

Current Rating

any of selected

Xcel Rating

Export 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](#)

CSV

Check
Name

State

email

Export contacts

Membership related

- Group participation
- Gender
- Ethnicity
- Race
- NAWGJ Number
- USAG Professional Number
- Renewal Date
- Region
- Current Rating (lowest & highest)
- 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](#)

Export

Cancel

Further down
add these boxes

NAWGJ #

Renewal date

Current Rating



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 confirmed 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

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/>

Membership Information

Become A Judge > Members

Membership Fee: \$60.00

All NAWGJ Memberships have an expiration date of July 31.

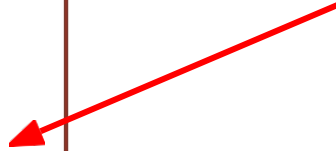
NAWGJ ONLINE Membership Site – Join/Renew/Update

Join, Renew, View, or Update your Member Profile

**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.

**Click on RED
letters**



WELCOME TO THE NAWGJ MEMBERSHIP SITE

Home

Join Us

Contact

DENISE GREEN

[View profile](#)

[Change password](#)

[Log out](#)

**View
Profile**

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

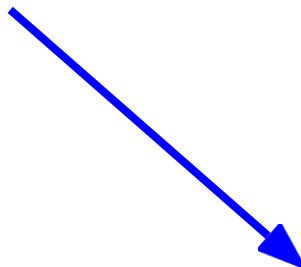
Subscription period: 1 year

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.



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? Used incorrect email, forgot password-email me and I will send a link to reset your password

Do I have to give you my personal information? No, but State is required

Where do I send the check for group renewals? Denise Green

When can I renew? Anytime, your date will move 1 year forward from 7/31

Why is this person on/not on my state list? Wrote out the entire state vs abbreviation? Moved? Coach in the area? new?

Call if you need help!



Thank You!

