

## 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](http://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 entered
- 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 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.

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.

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 systems 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.**

You may add your meet immediately. Phase One and Two meets have already rented facilities so if your weekend will not change, please enter it into the assigning system as soon as possible. This will help us know how many meets to plan for as we assign both USA Gymnastics and AAU. 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 meet. The Illinois USA Gymnastics Committee may discourage you from selecting a particular weekend. However, 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.

Your assigners are the same,

- Mary Lou Ackman      [mlouackman@yahoo.com](mailto:mlouackman@yahoo.com)      North
- Christi Kearns      [sigachristi@yahoo.com](mailto:sigachristi@yahoo.com)      South
- Linda McDonald      [lindailsjd@gmail.com](mailto: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 starting at the end of 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 all your judges contracts and 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!