VERY IMPORTANT!!! IF YOU HAVE ALREADY REGISTERED THIS YEAR AS EITHER A VOLUNTEER OR A TEACHER, YOU HAVE TO MAKE A SMALL ADJUSTMENT WHEN REGISTERING AS A JUDGE. WHEN YOU ENTER YOUR NAME AND EMAIL, IT HAS TO BE DIFFERENT THAN YOUR FIRST REGISTRATION. So if you registered as Judy Smith jsmith@myschool.com – you could register with a different email account, or change your first name to Judith or even add a digit such as Judy1 Smith. The system goes into a loop if you try to register with the same name and email.

Completing this registration will give us the necessary information to place you with a group of students for the judging event, and to send you any additional information you might need prior to the event.

If, after filling out this registration, you have additional questions feel free to contact us at www.cainventionconvention.org/contact/

Notes:
- All segments of this application must be completed on or before April 10, 2020 in order to be considered eligible for review and consideration.
- When your application is complete you will receive an email indicating you have successfully completed it.
- You will not be systematically prompted to return to your application to complete missing information. We may send periodic email reminders to applicants, however it is the applicant's responsibility to manage the completion of their own application. Applications still incomplete on April 20, 2020 will be considered ineligible for consideration.

1. CREATING YOUR ACCOUNT:
   b. Select [Create Account] tab located in the upper left hand corner, then Select [JUDGE].
   c. Enter your name and email address. This will be the email address we will use if we need to contact you. Your first and last name become your username.
   d. Enter
   You will now be on the “Judge’s Personal Information” screen.

2. ENTERING ADDITIONAL INFORMATION
   Complete the personal information and press [Save & Continue].

3. JUDGE’S Personal Info continue
   a. Food preference
   b. You need to read and agree to the Media and Hold Harmless
   c. The final section on this page asks about Conflict of Interest regarding students you might be judging.
   d. When you have completed this page, select [Next].
4. GUIDELINES AND PERMISSIONS
   a. You will need to check each of the boxes regarding guidelines on this page.

   ● You will need to have access to a smart device to enter the scores of each project you are judging
   ● You will need to check into the training between 7:45 AM - 8:00 AM to assure that you get through security procedures in time for the training.
   ● Number 3 is referring to being able to meet with your judging team to discuss any questions regarding your student judging cohort.
   ● Make sure to check the last box before selecting [Continue].

Thank you for Registering as a Judge. You will be making a positive impact!!

Questions? Contact us at www.cainventionconvention.org/contact/