

## Meet Directors Menu

You have the date(s) for your meet now what?

1. Log onto Gym JAS [www.gymjas.com](http://www.gymjas.com)
2. Choose Colorado
3. Choose **Meet Directors Menu**
4. At the top click on the highlighted **Meet Request Form**
5. Fill out the form and click Submit—\*Things to Remember\*
  - A. If your meet is 2 separate days you must fill out 2 separate forms
  - B. If your meet has multiple gyms you must fill out a form for each gym each day
6. Payment for your meet is \$3.00 per judge per day. Example you are running a 2 day meet with 8 judges on each day 8 judges X \$3.00 X 2 days = \$48.00. Information on where to send the payment can be found at the top of the Meet Directors page. Your meet will stay in the **Pending** category until payment is received. If you have *any* questions regarding payment of your meet please contact Nichole Otterson [MagicBrits@aol.com](mailto:MagicBrits@aol.com)

DEADLINE- Meet Submission & Payment

Compulsory-- **August 1<sup>st</sup>, 2017**

Optional & Xcel—**November 1<sup>st</sup>, 2017**

7. At any time after you submit your meet you may access it by entering the USAG number of the Meet Director in the **highlighted yellow box**. Scroll down to capture your meet and click submit. Remember if you are running a multiple day meet or have multiple gyms you will need to access each one separately. Judges who have accepted your meet will show up at the bottom with their current e-mail addresses and **USAG #'s**.

\*\*It is your responsibility to contact the judges with numbers of sessions, report times, level of athletes in the meet, and any other pertinent meet information. Per USAG R&P you must do this a minimum **14 days in advance**.