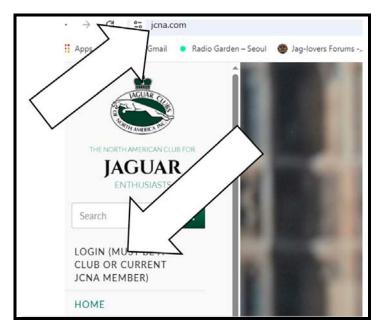
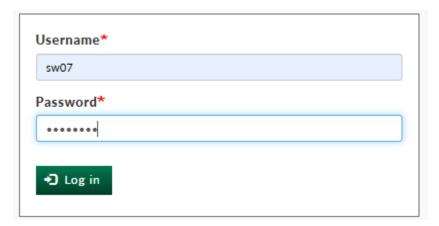
CR-7B1 How to enter the Entrant's Concours Scores

- 1. Type **jcna.com** in the **Address Bar** at the top of the screen to go to the JCNA home page.
- 2. Click on the **LOGIN** option.

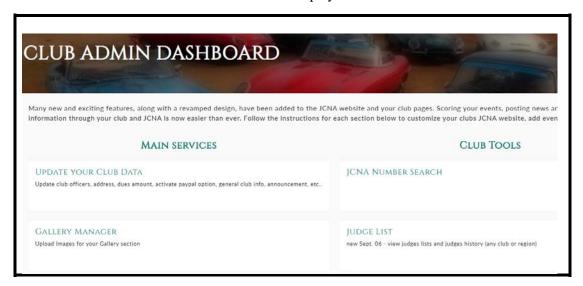


3. Each club has a unique **Username** and **Password**.

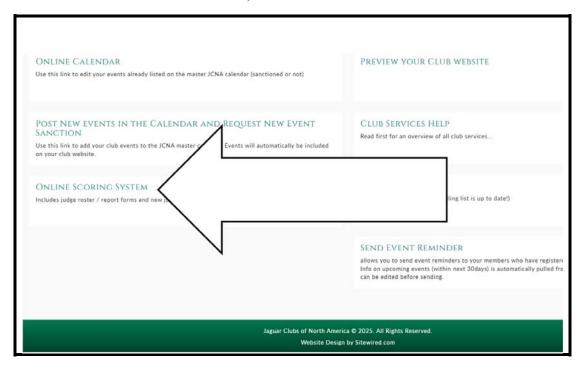


4. If you don't know what it is, contact the JCNA web master.

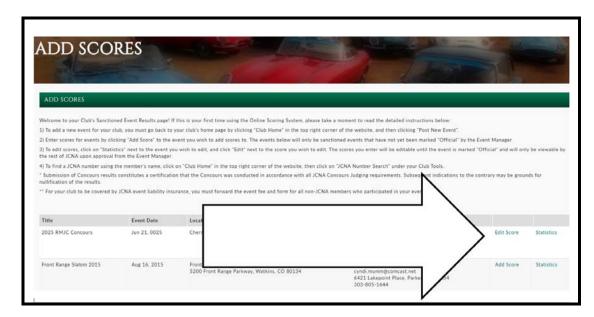
5. The **CLUB ADMIN DASHBOARD** screen is displayed.



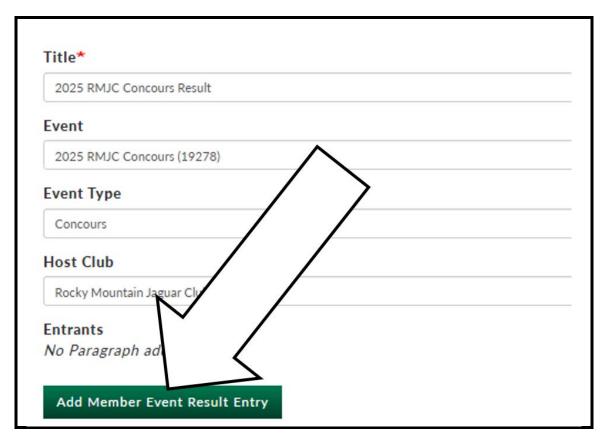
6. Scroll down to the bottom of the screen, then click on the **ONLINE SCORING SYSTEM**.



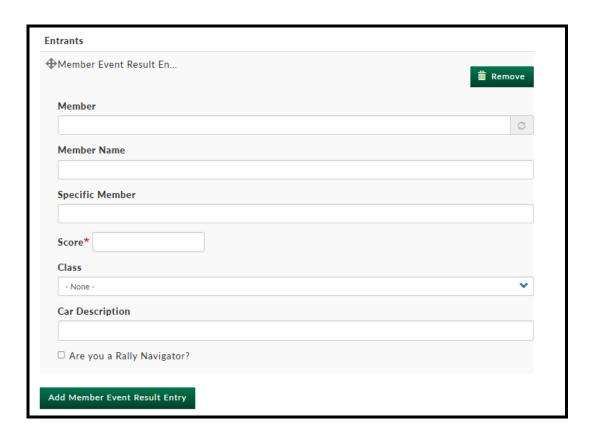
7. When the **ADD SCORES** window is displayed, click on the **Edit Score** option.



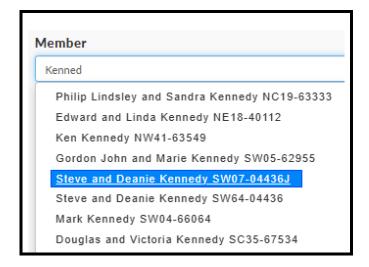
8. The name of the club's concours is displayed. Click on the **Add Member Event Result Entry** option.



9. Above the Add Member Event Result Entry option, the Entrants, Member Event Result En... screen is displayed.



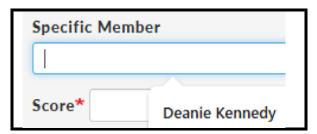
10. Type in the **Entrant's last name**, then a drop down window is displayed showing all Entrants with that last name. Click on the appropriate name.



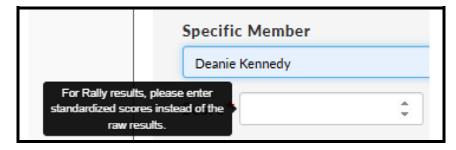
11. Leave the **Member Name** field blank.

Member Name		

12. No information is required in the **Specific Member** field, but a name or names can be added if an entrant want to highlight which individual of the household membership is showing the vehicle or competing in the competition.



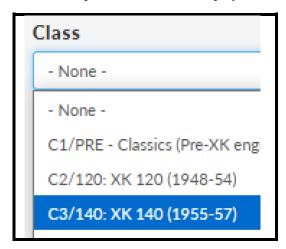
13. Click in the **Score** field. A message regarding Rallies is displayed.



14. Click in the **Score** field again, then enter the concours scores.



15. Click in the **Class** field, then a drop-down window is displayed. Click on the appropriate class.



16. Click in the **Car Description** field. Add year, model and color.

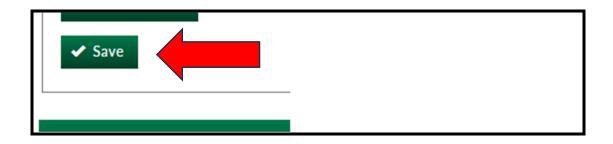


17. THIS IS THE IMPORTANT STEP.

To enter another member's concours information, click on the **Add member Event Result Entry** button and repeat Steps 9 through 16.



18. After all the Entrant's information has been entered, BE SURE to click on the Save button, otherwise none of the work you just entered will be saved.



19. After clicking the **Save** button, the screen returns to **the Concours Results** window.

The View tab is displayed by default. If further editing is required, click the Edit tab.

NOTE: If all the scores are not displayed, try clicking the **Edit** tab, scroll to the bottom, click the **Save** button again. That should display all of the Entries.



End