GymJas Processes

This document covers the three main processes within GymJas along with how to find contact information for your fellow judges.

Profile Updates

As you complete your membership, certification, and miscellaneous obligations required to judge each season, you need to reflect this in your GymJas profile.

Log in to GymJas and navigate into the [Judges Assigning System page of GymJas](#) and click on 'Update Info', then confirm your information is current:
- Your Information
    - First Name
    - Last Name
    - NAWGJ Number
    - NGA Number
    - Affiliations
        Your Rating and USAG Number are not editable fields. If either is incorrect contact the State Judging Director
- Contact Information
    - Email
    - Cell Phone
    - Home Phone
    - Street Address
    - City
    - State
    - Zip Code
    - Emergency Contact
    - Emergency Contact Number
- Expiration Dates
    - USA Gymnastics expiration date (USAG Membership)
    - Safety Certification expiration date
    - Background Check expiration date
    - NAWGJ membership expiration date
    - Safe Sport expiration date
    - NGA membership expiration date
    - I have met my CPE requirement

Availability

Submit via the [Indiana Judges Assigning System page of GymJas](#) to indicate what weekends you are available to judge. Friendly reminders:

- You can modify availability anytime unless you've already received an assignment for a given day(s)
- Do NOT make yourself available for weekends that you are waiting on high school or college assignments
- When possible, make yourself available for Friday, Saturday, and Sunday

To update your availability click on the 'Update availability' button and select the days you are available to judge in each month. Remember, when it's possible make yourself available for Friday, Saturday, and Sunday in a given weekend. You can also indicate if you have a specific meet preference for a given weekend. See the below example for entering availability for Friday through Sunday, and indicating a meet preference:

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	☐1	☐2	☐3	☐4	☑5	☑6
☑7	☐8	☐9	☐10	☐11	☑12	☑13
☑14	☐15	☐16	☐17	☐18	☐19	☐20
☐21	☐22	☐23	☐24	☐25	☐26	☐27
☐28	☐29	☐30	☐31			

Start Date	Preferences
December 05	☐ Indiana NAWGJ
December 12	☑ The Gymnastics Company
December 13	☐ SIGS Sportsplex
December 14	☐ Gymnastics Unlimited
December 20	☐ Dream Big Gymnastics

Once you have populated your availability for each month of the season, scroll to the bottom and if applicable, enter any general comments for the assignors. Some examples may be:

- You're willing to judge out of state
- You may have additional availability if it's needed
- Indicate a preference to judge in a certain part of the state when possible (north, central, south)
- Indicate if you are able to stay in hotels for multi-day meets

Once you've selected your available days for the season and entered any comments, click on the 'SUBMIT' button.

Accepting Contracts

As meets are assigned to you, you will receive email notifications from GymJas. Assignment emails will have a subject line of 'Meet Assignment for XYZ Meet'. This is your prompt to navigate into the [Indiana Judges Assigning System page of GymJas](#) and click on the 'Create a Contract' button.

On this page your existing assignments will be listed along with their current status. To create a contract select the radio button for the applicable meet, and then click on the button labeled 'Send My Contract for the Selected Meet'. Below is an example of an accepted contract in GymJas.

Select	Date	Meet Name & Host Gym	Contract Created?
⦿	06-03-2025	2025 NGA Nationals Host: Virginia Beach Sports Center in OR	Created ✉

Once you have created the contract you will get an email with a subject line of 'Judging Contract for Your Name' and the meet director cc'd, confirming the contract has been created and providing some details of the meet.

As the assignment approaches you may also receive emails with a subject line of 'Update - Meet Assignment for XYZ Meet' as additional information becomes available about that meet including event assignments or changes to the original judges assigned.

Judge's Contact Information

An additional benefit of GymJas is you can find phone numbers and email addresses for most Indiana judges. Start on the Indiana Judges Assigning System page of GymJas and click on 'Contacts'. On this page you can view name, email, phone number, affiliation, and rating for all judges.