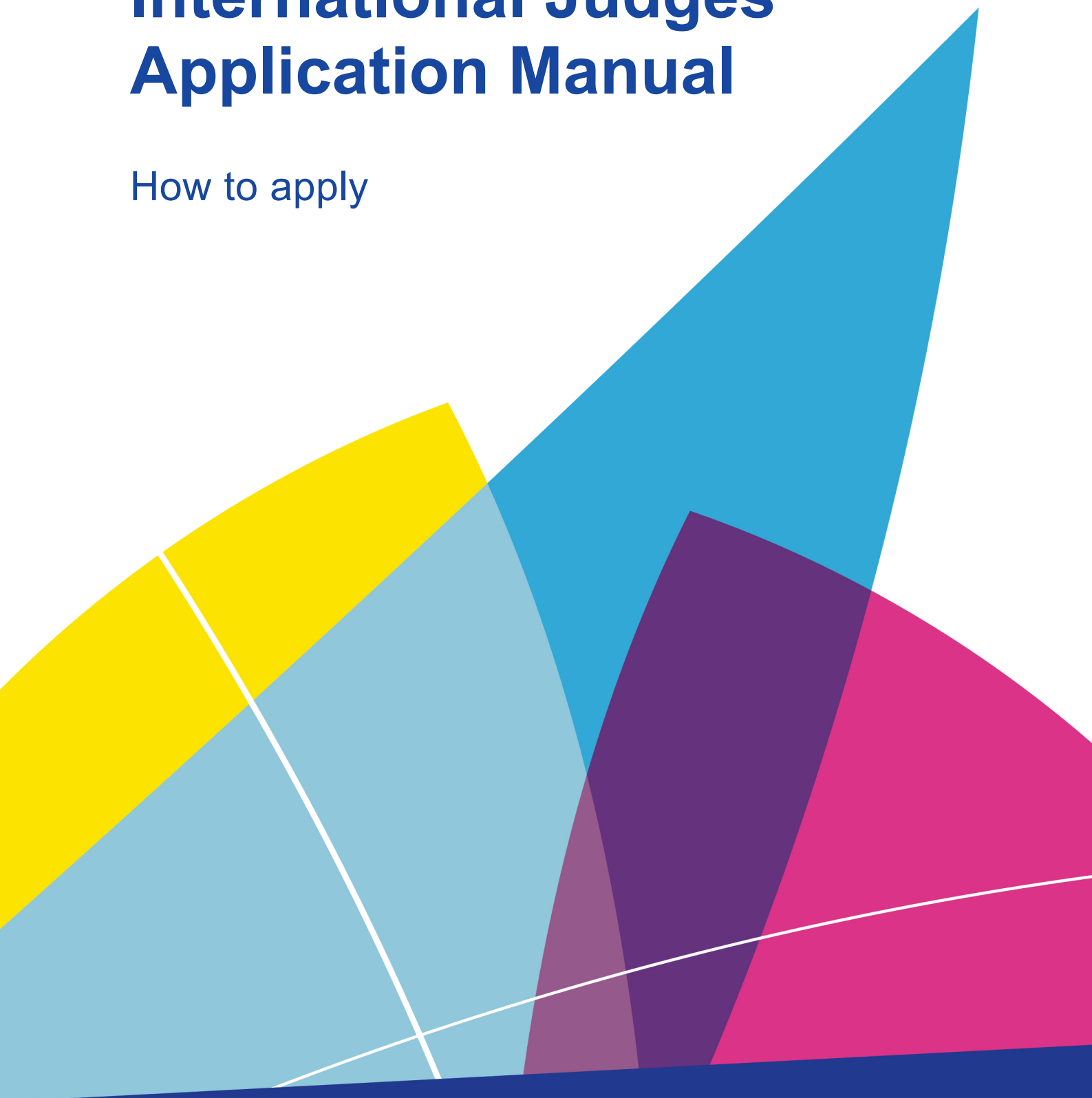


International Judges Application Manual

How to apply



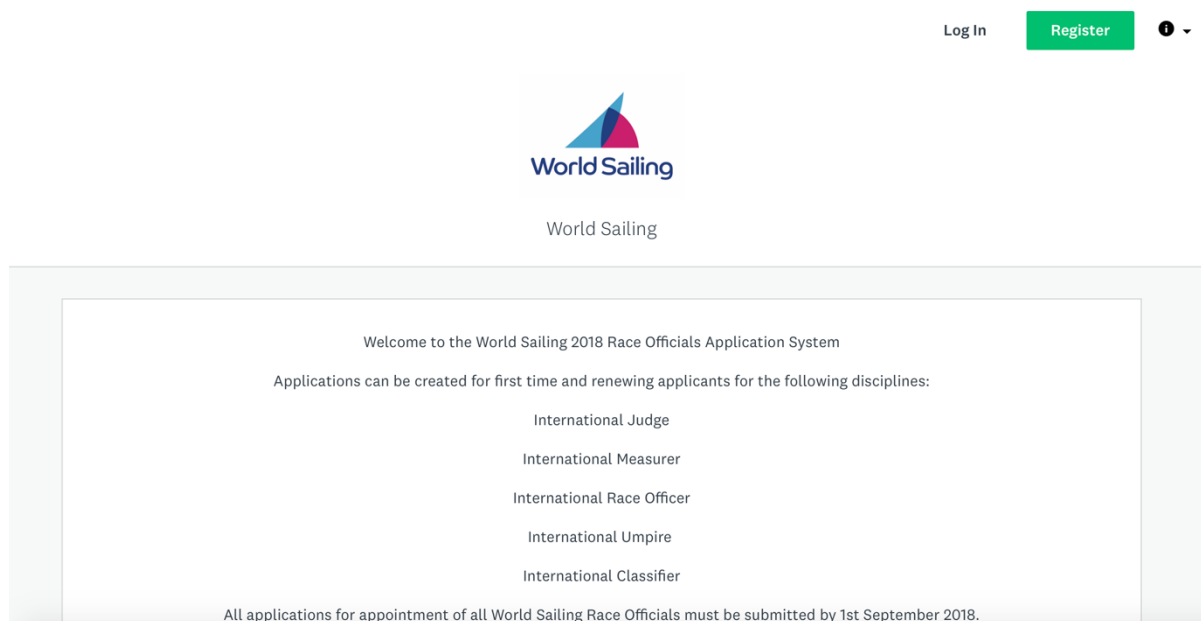
The platform for applications can be found at the following link:

<https://worldsailing.smapply.io>

Please complete the following steps to register on the platform and begin your application.


Please note if you registered last year as an applicant or have created a Registry of Recommendations you DO NOT need to re-register and can enter the site using your previously created log in details. If you used the platform as a Recommender or a Reviewer BUT NOT an applicant, please contact Raceofficials@sailing.org to request your user to be provided with applicant access. This shall prevent you needing to use an alternative email address to set up a new account.

To register please click on the green 'Register' tab located at the top right-hand side of the screen.






You will then be taken to the following page where you will need to enter your details and email address. Once completed you will be emailed a verification link.

[Return to World Sailing](#)



Register for an applicant account

Register with



OR

First name

Last name

Email


Password

Confirm password



By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

On verifying your account you will have access to log in. You will be able to view all the application programmes available per discipline. Please note both first time applications and renewing applications are under the same programme.

World Sailing



Programs



International Judges

Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 13 Mar 2019 01:00 AM (GMT)

2 Applications [MORE >](#)

International Classifiers

Accepting applications from 12 Mar 2019 12:00 AM (GMT) to 13 Mar 2019 01:00 AM (GMT)

[MORE >](#)

International Measurers


Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 24 Jan 2019 01:00 AM (GMT)

[MORE >](#)

International Race Officers

Accepting applications from 23 Jan 2019 12:00 AM (GMT) to 24 Jan 2019 01:00 AM (GMT)

[MORE >](#)



World Sailing

Section 1- Personal Information

The initial information to be complete shall Personal Information. Please note on entering your MNA you will be automatically provided with an MNA contact email address. Please make note of this address* as you shall be required to enter the contact information for your MNA endorsement. *Only required for First Time Applications. If you have an alternative address suitable for contacting your MNA please do not hesitate to use for this requirement, the contact we provide may act as a guideline.

The screenshot shows the 'World Sailing' application interface. The top navigation bar includes 'World Sailing', 'Programs', 'My Applications', and a user profile for 'Megan Testing'. The main content area is titled 'Personal Information: International Judges' and includes a 'Draft saved' indicator. On the left, a sidebar shows a progress bar with two tasks: 'Personal Information: International Judges' (completed) and 'Application for International Judge' (in progress). The main form fields are: 'Family Name' (World Sailing), 'First Name' (Test), 'Nationality' (United Kingdom), 'Second Nationality' (---), and 'MNA' (GBR(A)). A blue-bordered box highlights an 'IMPORTANT NOTE FOR FIRST APPLICANTS' and the email address 'Jacqui.Roberts@rya.org.uk' under the heading 'GREAT BRITAIN'. The 'Address' field is partially visible at the bottom.

World Sailing

Programs My Applications Megan Testing

< Back to application

International Judges
0000000180
ID: 0000000180

Personal Information: International Judges

Application for International Judge

0 of 2 tasks complete

Last edited: 9 Apr 2019 12:45 PM (UTC)

REVIEW & SUBMIT

Personal Information: International Judges

Family Name World Sailing

First Name Test

Nationality United Kingdom

Second Nationality ---

MNA GBR(A)

IMPORTANT NOTE FOR FIRST APPLICANTS: Please ensure to use the email populated below (once you have selected your MNA) in the task "Invite MNA." The email populated below is the one you must use to receive your endorsement if you are submitting a First Application.

GREAT BRITAIN
Jacqui.Roberts@rya.org.uk

Address

Once all Personal Information has been completed, please Mark the Section as complete.

Phone Number

Email

Language Skills

Proficient in English

- ☒ Yes
☐ No

Clear

Mother Tongue

Other Language 1

Other Language 2

Other Language 3

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Section 2- Application for International Judge

Please click on Application for International Judge.

World Sailing

Programs My Applications Megan Testing

Back to application

International Judges
0000000180
ID: 0000000180

Personal Information: International Judges

Application for International Judge

1 of 2 tasks complete

Last edited: 9 Apr 2019 12:58 PM (UTC)

REVIEW & SUBMIT

Personal Information: International Judges
Completed 9 Apr 2019 12:58 PM (UTC)

Personal Information: International Judges

Family Name World Sailing

First Name Test

Nationality United Kingdom

Second Nationality (No response)

MNA GBR(A)

IMPORTANT NOTE FOR FIRST APPLICANTS: Please ensure to use the email populated below (once you have selected your MNA) in the task "Invite MNA." The email populated below is the one you must use to receive your endorsement if you are submitting a First Application.

GREAT BRITAIN

Jacqui.Roberts@rya.org.uk

Address

Street XX

City XX

Town/ State XX

Postcode/ ZIP XX

This section begins with outlining your status of application as a First Time/ Renewal and if you are a 2 or 4 year applicant.

World Sailing

Programs My Applications Megan Testing

Back to application

International Judges
0000000181
ID: 0000000181

Personal Information: International Judges

Application for International Judge

1 of 2 tasks complete

Last edited: 9 Apr 2019 01:40 PM (UTC)

REVIEW & SUBMIT

Application for International Judge

Please indicate if you are a 2 year or 4 year applicant:

☐ 2 year (?)

☐ 4 year (?)

Are you a first time applicant or applying for renewal?

☐ First Time Applicant

☐ Renew Applicant

IJSC Reference Forms (minimum 3)

	Event	Venue	Chairman
1			
2			
3			
4			
5			

Please follow the questions and click next to move into page 2 of the application form.

World Sailing

Programs My Applications Megan Testing

2	---	---		
3	---	---		
4	---	---		
5	---	---		
6	---	---		

Do you want to add a comment expressing "special circumstances" (e.g. in accordance with Regulation 31.16(*)?)

☐ Yes

☒ No

Clear

☒ I confirm that my personal information can be disclosed to World Sailing Administrators.

SAVE & CONTINUE EDITING NEXT

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There are two options to complete the 'List of Events'

Option 1- Enter event information into the table within the application as visible below.

World Sailing

Programs My Applications Megan Testing

Back to application

International Judges
0000000180
ID: 0000000180

Personal Information: International Judges

Application for International Judge

1 of 2 tasks complete

Last edited: 9 Apr 2019 01:01 PM (UTC)

REVIEW & SUBMIT

Application for International Judge

Application for International Judge

List of Events

List the most important events at which you have served as chairman or member of an International Jury (IJ) or a Protest Committee (PC) during the past four years (also for a 2 year reappointment)

PLEASE NOTE: You may choose to complete the event information using the below table OR by downloading the PDF file found at the bottom of this page.

Start date	End date	Name of event
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	

If you choose this method, please ensure you scroll to the right hand-side of the table and complete all the required columns.

Option 2- Download the PDF document and complete

This is located below the events table and can be downloaded by clicking on the link.

World Sailing

Programs My Applications Megan Testing

If you would prefer, please download the [International Judges Events List](#) by clicking [here](#), complete it and re-upload it to this upload task

Upload a file Accepted formats: .pdf, .doc, .docx, .jpeg, .jpg, .xls, .xlsx, .png

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

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The PDF document shall be downloaded to your personal computer. This can be edited and saved in your own files before re-uploading to Survey Monkey.

International_Judge_-_Event_List_PDF.2019.1-2.pdf (page 1 of 2)

HIGHLIGHTS & NOTES

List of Events

List the most important events at which you have served as chairman or member of an International Jury (IJ) or a Protest Committee (PC) during the past four years (also for a 2 year reappointment)

Use yyyy-mm-dd format

	Start date	End date	Name of event	Venue, Country	Venue MMA (Group)	Class(es)	Grade	IJ PC	No of Boats	No of MMAs	No Days on the Water	No of Hearings	No of races	Name of Chairman
1					ALQ(Q)		Olympic	IJ						
2					ALQ(Q)		Olympic	IJ						
3					ALQ(Q)		Olympic	IJ						
4					ALQ(Q)		Olympic	IJ						
5					ALQ(Q)		Olympic	IJ						
6					ALQ(Q)		Olympic	IJ						
7					ALQ(Q)		Olympic	IJ						
8					ALQ(Q)		Olympic	IJ						
9					ALQ(Q)		Olympic	IJ						
10					ALQ(Q)		Olympic	IJ						
11					ALQ(Q)		Olympic	IJ						
12					ALQ(Q)		Olympic	IJ						
13					ALQ(Q)		Olympic	IJ						

If you are using Option 1 and are not entering all events you wish to list in your application, please ensure you click Save and Continue before leaving the application site. (If you do not complete this step you shall lose all information entered onto Page 1 of the Application Form and the Events Table when you next log in.)

If you are using the PDF table and shall be not be completing this immediately and uploading back to your application, please click save and continue.

When you are ready to upload you can log back into the site scroll back down to the attachment and click Upload. Please ensure your name is listed in the document title and all pages are in landscape when uploading to your application.

When finalised, please mark this section, Mark As Complete

World Sailing

ProgramsMy ApplicationsMegan Testing

DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	
DD/MM/YYYY	DD/MM/YYYY	

If you would prefer, please download the [International Judges Events List](#) by clicking [here](#), complete it and re-upload it to this upload task

1. International Judges Ev.png

Upload another fileAccepted formats: .pdf, .doc, .docx, .jpeg, .jpg, .xls, .xlsx, .png

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

POWERED BY Apply

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Section 3- Upload a Photo

All First Time Applications require a jpeg image. This DOES NOT have to be a 'passport style' photo but we suggest an image which provides visual recognition of your face. Please attach the file and Mark as Complete.

The screenshot displays the 'World Sailing' application interface. The top navigation bar includes 'World Sailing', 'Programs', 'My Applications', and a user profile for 'Megan Testing'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows a progress list for an 'International Judges' application (ID: 0000000180). The steps are: 'Personal Information: International Judges' (completed), 'Application for International Judge' (completed), 'Upload Photo' (current step, indicated by a green arrow), 'Invite - MNA (Endorsement)', and 'International Judge Reference'. A progress bar shows '2 of 5 tasks complete', and the last edit was on '9 Apr 2019 01:10 PM (UTC)'. A 'REVIEW & SUBMIT' button is at the bottom. The right panel, titled 'Upload Photo', features a large upload icon and an 'ATTACH FILE' button. A link for 'Show accepted formats' is provided. Below, a file named 'MeganGriggs.png' is listed with the filename 'MeganGriggs.png' and the date 'Added: 9 Apr 2019'. A 'MARK AS COMPLETE' button is at the bottom right of this panel.

Section 4- MNA Endorsement

Please click request a Recommendation to begin this stage.

The screenshot shows the 'World Sailing' application interface. On the left, a sidebar lists the application steps: 'Personal Information: International Judges', 'Application for International Judge', 'Upload Photo', 'Invite - MNA (Endorsement)', and 'International Judge Reference'. The 'Invite - MNA (Endorsement)' step is currently active and highlighted. Below the sidebar, a progress bar indicates '3 of 5 tasks complete' and shows the last edit time as '9 Apr 2019 01:12 PM (UTC)'. A 'REVIEW & SUBMIT' button is at the bottom of the sidebar. The main content area is titled 'Invite - MNA (Endorsement)' and contains task instructions. It explains that the user should use the 'get a recommendation' button to invite their MNA endorser. It also provides instructions to fill in the MNA's first and last name and email address. A large green button labeled 'REQUEST A RECOMMENDATION' is prominently displayed. Below this, there is a section for 'Recommendations' and a 'MARK AS COMPLETE' button.

To request the endorsement please enter YOUR full name and the email address for the contact of your MNA. You can choose to include a message to be sent in the automated email to your MNA informing them of your request. Once all details are entered please click send request.

This screenshot shows the 'Request Recommendation' form within the 'World Sailing' application. The form is titled 'Task instructions Hide' and provides instructions for inviting an MNA endorser. It asks the user to fill in their MNA's first and last name and email address. Below these fields, there is a 'Message' field where the user can provide a custom message. The form includes a 'CANCEL' button and a 'SEND REQUEST' button. The background shows a blurred view of the application's sidebar and progress bar, indicating that the user is still in the 'Invite - MNA (Endorsement)' step.

You will be able to view your sent recommendation and the date this is requested. Once requested you can mark the section as Complete.

Please note it is your responsibility to ensure your MNA completes the recommendation on your behalf. World Sailing suggests you communicate with your MNA to advise this being completed. You will be able to log into your account at any time to check the status of your requests. Once a response has been provided by an MNA endorser you shall receive an automated email (please note this may go to your junk inbox.) On entering your application you shall see the original three dots is replaced with a green tick and the date this was received to your application.

World Sailing

ProgramsMy ApplicationsMegan Testing

< Back to application

International Judges
0000000180
ID: 0000000180

✓

Personal Information:
International Judges

✓

Application for
International Judge

✓

Upload Photo

✓

Invite - MNA (Endorsement)

⋮

International Judge
Reference

3 of 5 tasks complete

Last edited: 9 Apr 2019 01:15 PM (UTC)

REVIEW & SUBMIT

Invite - MNA (Endorsement)

Task instructions [hide](#)

Please use the "get a recommendation" button to invite your MNA endorser to your application.
Fill in Your MNA contacts First Name and Last Name.
Fill in your MNA's email address (as outlined when selecting your MNA on the application form)
Your MNA will then receive your request by email and a link to complete the MNA Endorsement Form for your application

Recommendations

World Sailing
raceofficials@sailing.org

Requested: 9 Apr 2019

⋮

MARK AS COMPLETE


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Recommendations

World Sailing
raceofficials@sailing.org

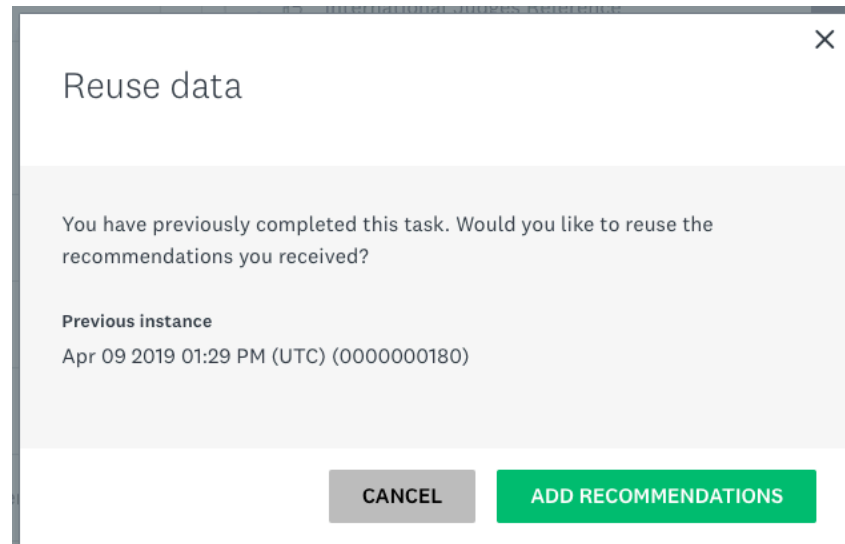
✓ Received: 11 Apr 2019



World Sailing

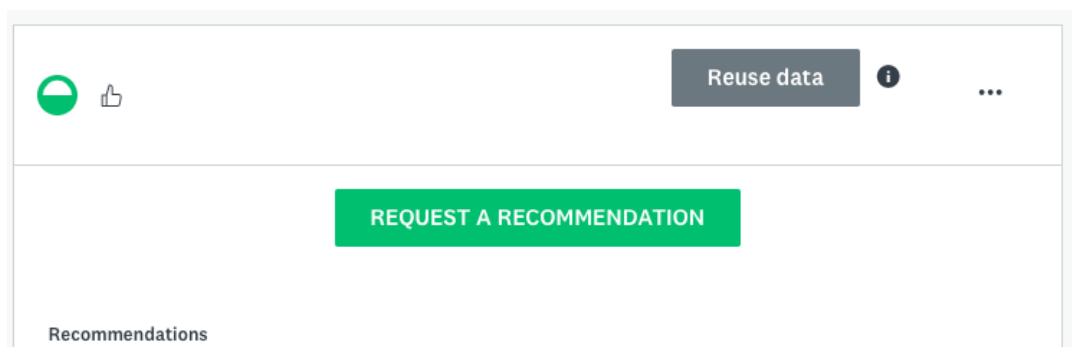
Stage 5 - International Reference

If you have previously received references stored within the Registry of Recommendations you shall initially see this message when you enter the International References. This shall transfer all you collected information into your application.



If you do not see this initial message please proceed back to your Registry of Recommendations to ensure you have reviewed and submitted this section.

You shall then be able to log back into your application, where you shall note the 'Reuse data' button visible at the top of the International Judge References section. Please click this button to transfer your previously collected references to your application.



Please note: You shall be able to continue collecting references through your application and shall not need to further use your Registry of Recommendations.

If you have not collected any references using Survey Monkey, please follow the below steps.

Please click request a Recommendation to begin this stage.

The screenshot displays the 'World Sailing' application interface. On the left, a sidebar lists the application progress: 'Personal Information: International Judges', 'Application for International Judge', 'Upload Photo', 'Invite - MNA (Endorsement)', and 'International Judge Reference' (the current stage). A progress bar indicates '4 of 5 tasks complete'. The main content area is titled 'International Judge Reference' and features a prominent green button labeled 'REQUEST A RECOMMENDATION'. Below this, a section for 'Recommendations' states 'You will not be able to review the contents of received recommendations.' and includes a 'MARK AS COMPLETE' button. The footer shows 'POWERED BY Apply' and copyright information for SurveyMonkey.

To request a reference please enter the name and email address of the official whom shall be completing the reference. You can choose to include a message to be sent in the automated email informing them of your request.

Please note- Only one reference form per event will be accepted. A reference form completed more than 4 weeks after the event cannot be considered for application.

For full guidance on obtaining references please view the Race Officials Roles, Qualifications and Competencies document here:
[http://sailing.org/tools/documents/RaceOfficialsRQCDoc2019April10-\[24896\].pdf](http://sailing.org/tools/documents/RaceOfficialsRQCDoc2019April10-[24896].pdf)

Once all details are entered please click send request.

The screenshot shows the World Sailing application interface. A modal window titled 'Send recommendation' is open, allowing a user to send a recommendation request. The form includes fields for 'First name' (Madeleine), 'Last name' (Dunn), and 'Email' (raceofficials@sailing.org). A 'Message' field contains the text 'Please provide a reference from [Event]'. At the bottom of the modal are 'CANCEL' and 'SEND REQUEST' buttons. In the background, a sidebar shows a list of tasks with a green checkmark indicating completion, and a 'MARK AS COMPLETE' button is visible.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.

Please note it is your responsibility to ensure your reference requests are completed.

World Sailing suggests you communicate with your referee to advise this being completed. You will be able to log into your account at any time to check the status of your requests. Once a response has been provided you shall receive an automated email (please note this may go to your junk inbox.) On entering your application, you shall see the original three dots is replaced with a green tick and the date this was received to your application.

Recommendations

World Sailing
raceofficials@sailing.org



Received: 11 Apr 2019

If you have already submitted references for your application as PDF versions to World Sailing please use the World Sailing email address raceofficials@sailing.org making one request to upload all of your references already submitted to the office (noting event details and referee's name) that you require for upload to your application. These will be uploaded by the Executive Office to your application.

Uploaded references shall not feature in this section but an additional Uploaded Documents sections shall become visible.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.

World Sailing

Programs My Applications Megan Testing

Back to application

International Judges
0000000180
ID: 0000000180

- Personal Information: International Judges
- Application for International Judge
- Upload Photo
- Invite - MNA (Endorsement)
- International Judges Reference

4 of 5 tasks complete

Last edited: 9 Apr 2019 01:24 PM (UTC)

REVIEW & SUBMIT

International Judges Reference

REQUEST A RECOMMENDATION

Recommendations

World Sailing
raceofficials@sailing.org
Requested: 9 Apr 2019

0 recommendations
Minimum: 1

MARK AS COMPLETE

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Review and Submit

When all sections are marked as complete please progress to Review and Submit your application.

World Sailing

Programs My Applications Megan Testing

Back to application

International Judges
0000000180
ID: 0000000180

- Personal Information: International Judges
- Application for International Judge
- Upload Photo
- Invite - MNA (Endorsement)
- International Judges Reference

5 of 5 tasks complete

Last edited: 9 Apr 2019 01:29 PM (UTC)

REVIEW & SUBMIT

International Judges Reference
Completed 9 Apr 2019 01:29 PM (UTC)

Recommendations

World Sailing
raceofficials@sailing.org
Requested: 9 Apr 2019

Minimum: 1

POWERED BY Apply

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Please note your application shall not be finalised and confirmed as completed until you have submitted your application.



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)



Renewing Applications

Please follow the guidelines above to complete Stage 1 Personal Information and Stage 2- Application for an International Judge. Once both these stages have been completed and marked as complete, please Review and Submit your application.

The screenshot shows the 'World Sailing' application interface. The top navigation bar includes 'World Sailing', 'Programs', 'My Applications', and a user profile for 'Megan Testing'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows a progress bar with two steps: 'Personal Information: International Judges' (completed) and 'Application for International Judge' (active). Below the progress bar, it indicates '2 of 2 tasks complete' and 'Last edited: 9 Apr 2019 01:44 PM (UTC)'. A green 'REVIEW & SUBMIT' button is highlighted. The right panel, titled 'Application for International Judge', shows the application details. It includes a green checkmark icon and the text 'Completed 9 Apr 2019 01:44 PM (UTC)'. The application form contains the following fields: 'Application for International Judge' (with a sub-header 'Please indicate if you are a 2 year or 4 year applicant:' and a value of '4 year (?)'), 'Are you a first time applicant or applying for renewal?' (with a value of 'Renew Applicant'), 'Renewal System' (with a value of '2: System 2'), 'World Sailing ID' (with a value of 'GBRAS69'), and 'Passed renewal test' (with a table showing 'Year' as '2017', 'Venue' as '(No response)', and 'Proctor' as '(No response)'). At the bottom of the right panel, there is a link to 'Most recent activities in Racing Rules, Appeals, Race Officials, Race Management etc Committees in your MNA'.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.

The screenshot shows the 'World Sailing' application interface. The top navigation bar includes 'World Sailing', 'Programs', 'My Applications', and a user profile for 'Megan Testing'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows a progress bar with two steps: 'Personal Information: International Judges' (completed) and 'Application for International Judge' (active). Below the progress bar, it indicates '2 of 2 tasks complete' and 'Last edited: 9 Apr 2019 01:44 PM (UTC)'. A green 'REVIEW & SUBMIT' button is highlighted. The right panel, titled 'Application for International Judge', shows the application details. It includes a green checkmark icon and the text 'Completed 9 Apr 2019 01:44 PM (UTC)'. The application form contains the following fields: 'Application for International Judge' (with a sub-header 'Please indicate if you are a 2 year or 4 year applicant:' and a value of '4 year (?)'), 'Are you a first time applicant or applying for renewal?' (with a value of 'Renew Applicant'), 'Renewal System' (with a value of '2: System 2'), 'World Sailing ID' (with a value of 'GBRAS69'), and 'Passed renewal test' (with a table showing 'Year' as '2017', 'Venue' as '(No response)', and 'Proctor' as '(No response)'). At the bottom of the right panel, there is a link to 'Most recent activities in Racing Rules, Appeals, Race Officials, Race Management etc Committees in your MNA'.



Application Submitted!

Thank you for submitting your application.

[Go to My Applications](#)

OR

[View more Programs](#)



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London W2 6LG
United Kingdom

Tel: + 44 (0)2039 404 888

www.sailing.org

sport / nature / technology



World Sailing