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.
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.
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.

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

Email: megan.graggs@worldsailing.org

Language Skills

Proficient in English
- Yes
- No
- Other

Mother Tongue: English

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.

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

Please follow the questions and click next to move into page 2 of the application form.
There are two options to complete the 'List of Events'

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

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.
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.

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
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.
Section 4 - MNA Endorsement

Please click request a Recommendation to begin this stage.

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.

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 advice 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.

Recommendations

World Sailing
raceofficials@sailing.org

Received: 11 Apr 2019
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.
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:

Once all details are entered please click send request.
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.

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.

Review and Submit

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

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
Go
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.

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