



# MARYLAND FFA

200 West Baltimore St.  
Baltimore, MD 21201

**“Learning to do, Doing to learn,  
Earning to live, Living to serve”**

## **Registration Instructions for MD FFA Spring Judging 2018**

**Registration is due March 15<sup>th</sup>**

1. Login to *judgingcard.com* using your chapter number (i.e. MD0000) as both username and password.
2. Select “*Event Registration and Information*” tab
3. Under State drop down on top left of screen, change selection from “*all*” to “*MD*” to narrow events
4. Select *April* under *Spring 2018* in the calendar
5. Click on the event “*Maryland Spring Judging*” on April 7<sup>th</sup>, this should bring you to a page with a registration table on it
6. Select “*Online Registration*” in order to edit the table
7. In order to register students for each event, select “*Options*” under the “*Registration*” column (Please make sure that members of the team are listed under *Event Name- Team* and that individuals are listed under *Event Name- Individuals* after correct entry names should appear on the large table)
8. After registering all students for events, please list the number of each type of lunch your chapter will need in their respective areas. This number should be equal to all students and advisors that will be attending Spring Judging.
9. Invoice will appear at the bottom of the table please print two copies of this page; one for your own records and one to be submitted with payment
10. Submit payment by check addressed to ***Maryland FFA Association*** at ***925 N. East Street, Frederick, MD 21701*** (note: do NOT submit payment on *judgingcard.com* with credit card)

\*\*For any questions regarding registration, please contact:

MD FFA Executive Director, Terrie Shank at [tshank@maefonline.com](mailto:tshank@maefonline.com)

MD FFA Program Coordinator, Naomi Knight at [nknight@maefonline.com](mailto:nknight@maefonline.com)