



# Maryland FFA Association, Inc.

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

## Registration Instructions for MD FFA Spring Judging 2023

**Registration is due March 1<sup>st</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 2023* in the calendar
5. Click on the event “*Maryland Spring Judging*” on April 1<sup>st</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. **NOTE:** Advisors need to select if they are attending the MATA Meeting or wish to sign up to be a Room Monitor for an event that they will do not have students participating. You will be notified in advance of the assigned CDE with instructions to follow.
9. 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, advisors and supervisors that will be attending Spring Judging representing your chapter.
10. Judgingcard.com invoice will appear at the bottom of the table. Please print one for your records. A Maryland FFA Invoice will be emailed to you for payment.  
(Note: **Do NOT submit payment on judgingcard.com** with a credit card)

Submit payment by check addressed to: “**Maryland FFA Association**”  
**Attn: Terrie Shank, Executive Director**  
**925 N. East Street**  
**Frederick, MD 21701**

\*\*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)