



Maryland FFA Association, Inc.

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

Registration Instructions for MD FFA Spring Judging 2024

Registration is due March 1st

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 2024* in the calendar
5. Click on the event “*Maryland Spring Judging*” on April 13th · 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. **Please only request meals that your group will pick up and consume.** Let’s be respectful of the Maryland FFA Alumni members and not waste food.
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
29 Frederick Road, Box 564
Funkstown, MD 21734

*For questions regarding event details and rulings: Terrie Shank at tshank@maefonline.com

*For any questions regarding registration: Naomi Knight at nknight@maefonline.com