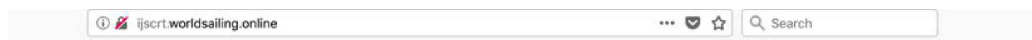


Password Request System for the IJ RENEWAL TEST

Tutorial 2022

[Click here to access the site](#)

1. After clicked on the link and when enter the site for the first time please ignore the Login box and click on “Register” at the bottom of the page



Password Request System for the IJ RENEWAL TEST

A login form titled 'Login to Your Account'. It contains two input fields: 'EMAIL' and 'PASSWORD'. Below the fields is a blue button labeled 'LOGIN'. At the bottom, there are two links: 'Forgot password?' and 'Don't have an account? Register'.

2. Create your account.

When requested, use ONLY your email address found in the latest World Sailing Yearbook, ONLY that email is valid for completing any form. Note: Be sure to keep your email up to date with World Sailing.

Save your password once you have created it. You will need it to log in again!

Login to your account any time after creating your account, use Login to access your test and info.

Password Request System for the IJ RENEWAL TEST

A registration form titled 'Judge Registration' with the subtitle 'Create a Judge Account'. It contains five input fields: 'FIRST NAME', 'LAST NAME', 'EMAIL', 'PASSWORD', and 'CONFIRM PASSWORD'. At the bottom is a blue button labeled 'CREATE ACCOUNT'.

3. Login to your account



Password Request System for the IJ RENEWAL TEST

A login form titled 'Login to Your Account'. It contains two input fields: 'EMAIL' and 'PASSWORD'. Below these fields is a blue 'LOGIN' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Don't have an account? Register'.

4. Start the process to take the test.

Note: the whole online testing process has changed and now allows a renewing judge to obtain their password directly from the platform on the day of testing and at the same time instantly send their Proctor's code to email at the address that World Sailing has on file for them.

It should be received within minutes, then be viewed so the test may be accessed (check your spam folder to see if it was kicked out). If there are any issues with getting on the site, and/or with the test. Please, only contact the Testing Working Party (TWP) at: wsjudgestest@worldsailing.online.

4.1. Select the MNA of your Proctor

Password Request System for the IJ RENEWAL TEST

A form titled 'Please select your Proctor'. It has a dropdown menu for 'Proctor MNA:' with a list of country codes: AHO, ALG, ARG, AUS, AUSEK, AUT, BEL, BER, BRA, BUL, CAN, CHN, CRO, CYP, DEN, EGY, ESP, EST, FIN. Below this is a 'Judge Data:' section with fields for 'Name' and 'Email'. To the right of these fields is a 'Proctor Data:' section with fields for 'Name', 'Email', and 'Status'. At the bottom right of the form is a 'Logout' button.

4.2. Select your Proctor

Password Request System for the IJ RENEWAL TEST

Please select your Proctor

Proctor MNA: BRA

Judge Data:

Name : Gonzalo Hernandez

Email: gonzalo.hernandez@domain.com

Proctor Data:

Name:

Email:

Status:

Logout

4.3. Check the data for accuracy and click on “Send emails”

Password Request System for the IJ RENEWAL TEST

Please select your Proctor

Proctor MNA: MNA Proctor Selected -- IJ

Judge Data:

Name : Firstname Lastname

Email: judge_email@domain.com

Proctor Data:

Name: Proctor Firstname Lastname

Email: proctor_email@domain.com

Status: IJ

Send emails

Logout

You will receive an email with your password and your Proctor will receive an email with their code within minutes. If the email does not come to the inbox, look in all spam folders.

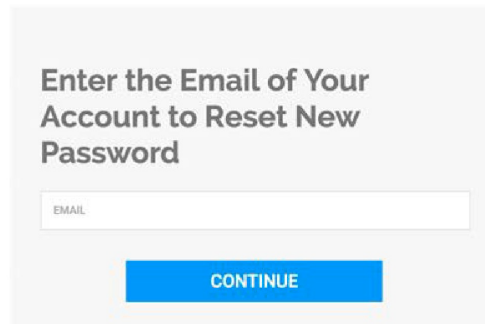
Note: registering and obtaining your password and the Proctor’s code can be done just before taking the test. The Proctor must be a current certified World Sailing race official and both you and your Proctor must have access to their email system to obtain the newly sent the World Sailing password and code.

5. To take the test

5.1. Log back in to the test with your URL address and with your Proctor with you (In this new system testing can be the same day, time and place that you were when you registered).

6. In case you forgot your password enter your registered email and click “Continue”. The new password will be sent to your email address on file with World Sailing.

Password Request System for the IJ RENEWAL TEST



Enter the Email of Your
Account to Reset New
Password

EMAIL

CONTINUE

7. Once your new password is obtained, continue the process is as before. If the Proctor has lost their password a new one can be sent using the above Proctor Process and they will be sent an updated code.