# **How To Apply to an Event using Judge Apps**

This document will assist you with the process of applying for an event using the Judge Apps website.

## Open your browser.

Go to "apps.magicjudges.org" and log in. Once you have logged in, on the left-hand toolbar click on "All Events" to see all the events that are currently accepting applications.

#### What are we applying to?

Select the "Region" and/or "Event type" that you are looking to apply to.

Once you have the events narrowed down to what you are looking for, click on the event that you have decided you would like to work.

# Knowledge is Power.

We have decided which event we are applying to, now let's read over the event description.

The event description will generally have all of the information you need to complete the application process. The expectations, compensation, and additional instructions (such as a google form) will typically be outlined here.

## Apply!

Time to click the "Apply Now" button at the top of the page!

On this page you will see any reminders that the Tournament Organizer feels is necessary to a successful application. You will also have a field available to write a Cover Letter (If you have never written a cover letter, you should check out our "How to..." on that as well). There is also a "Sponsorship" option that should have been explained on the Event Information page we were just on. Click the boxes for all levels of sponsorship that you are willing to accept.

Once you have successfully provided all of the information you've been asked for, click the "Apply" button! Now you wait for the TO/Judge Manager to make their staffing decisions.