



**BRITISH
JUDO**

COACHES' GUIDE TO GRADINGS

British Judo Membership Management Portal
(MyMA powered by NEST)

Last Updated: 9th December 2022



NEST

British Judo Association

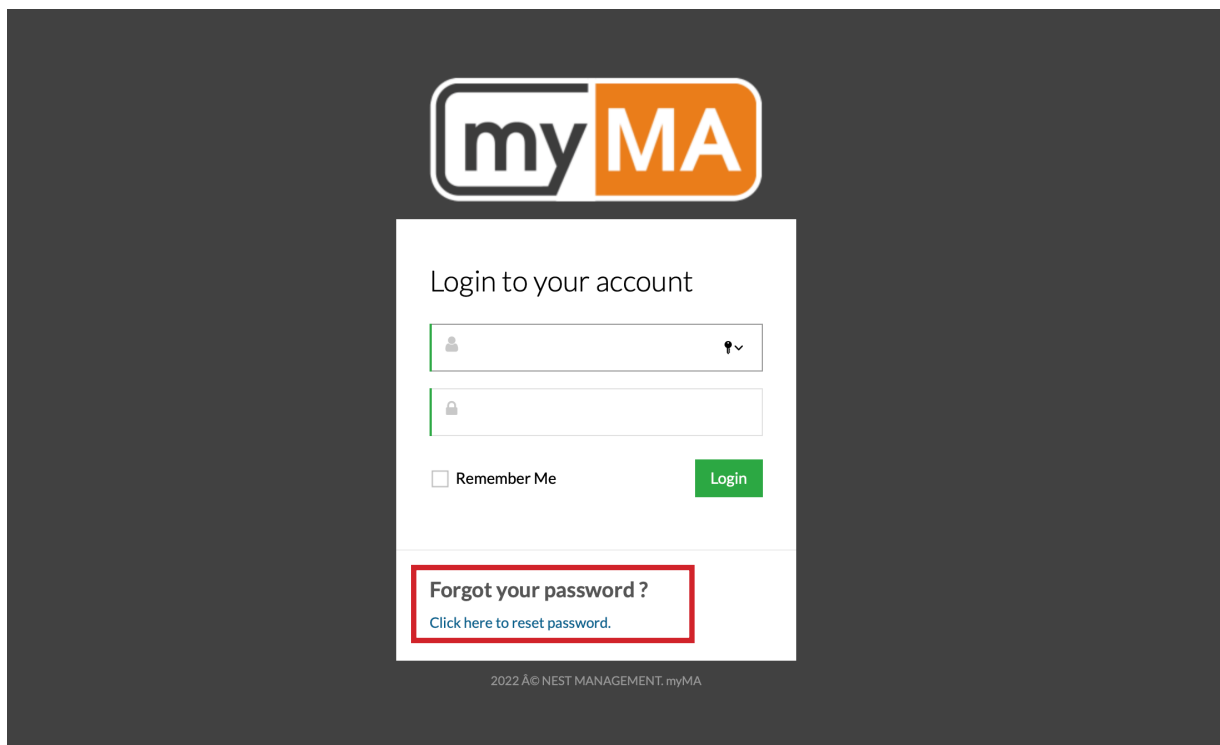
Coaches' Guide to Gradings

In order to access the British Judo Membership Management Portal, (myMA powered by NEST) you will need to login using your unique credentials.

If you have not yet accessed your account, please follow the steps below.

1. Visit <https://myma.systems>
2. On the welcome screen, click the reset password link
3. You will receive an email containing a link to reset your password
4. Please follow the instructions on resetting your password
5. Once your password is reset, you can now use these credentials to login

It should be noted that your login credentials for your British Judo Dojo account (bjadojo.co.uk) are separate from this account.



myMA

Login to your account

Remember Me

Forgot your password ?
[Click here to reset password.](#)

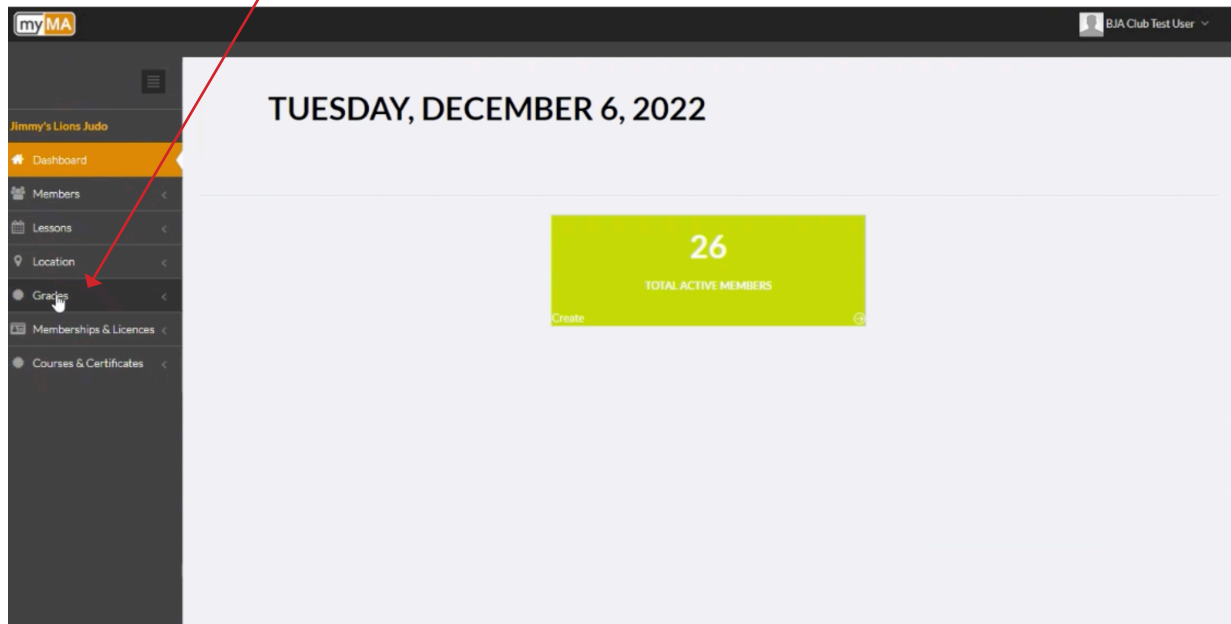
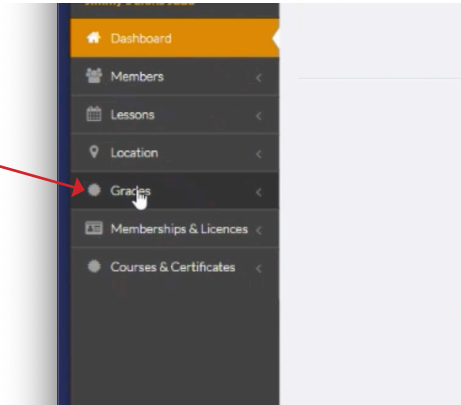
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If you still cannot access your account after resetting your password, please contact our digital support team who will assist you further.

support@britishjudo.org.uk

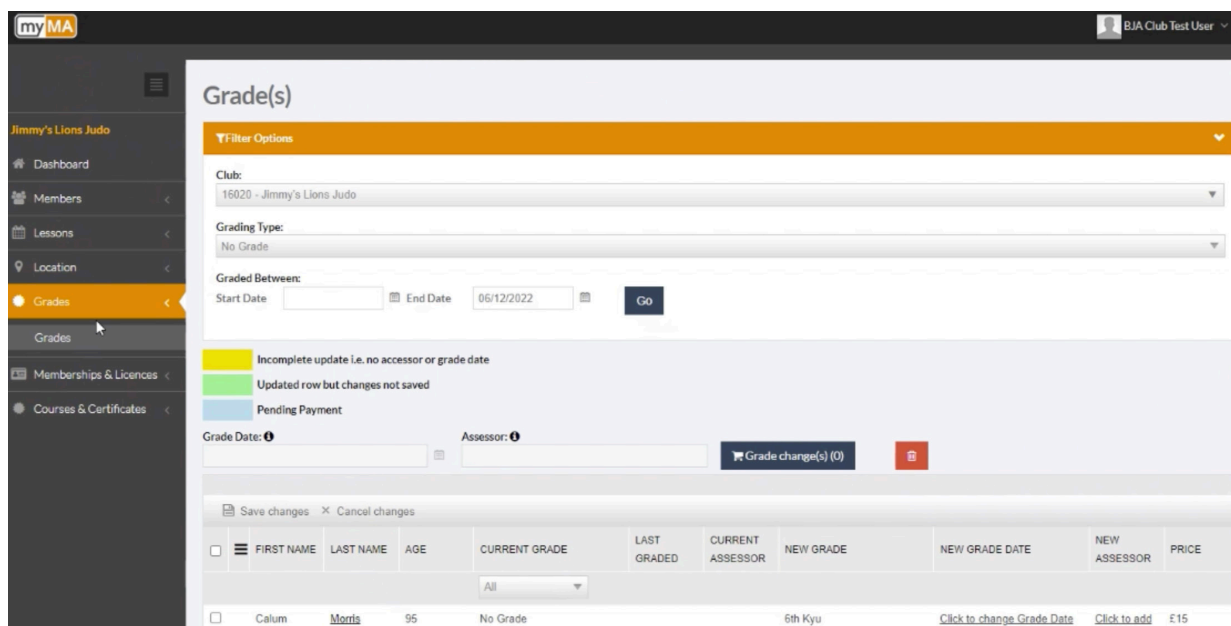
When you have gained access, you will be redirected to the dashboard page.

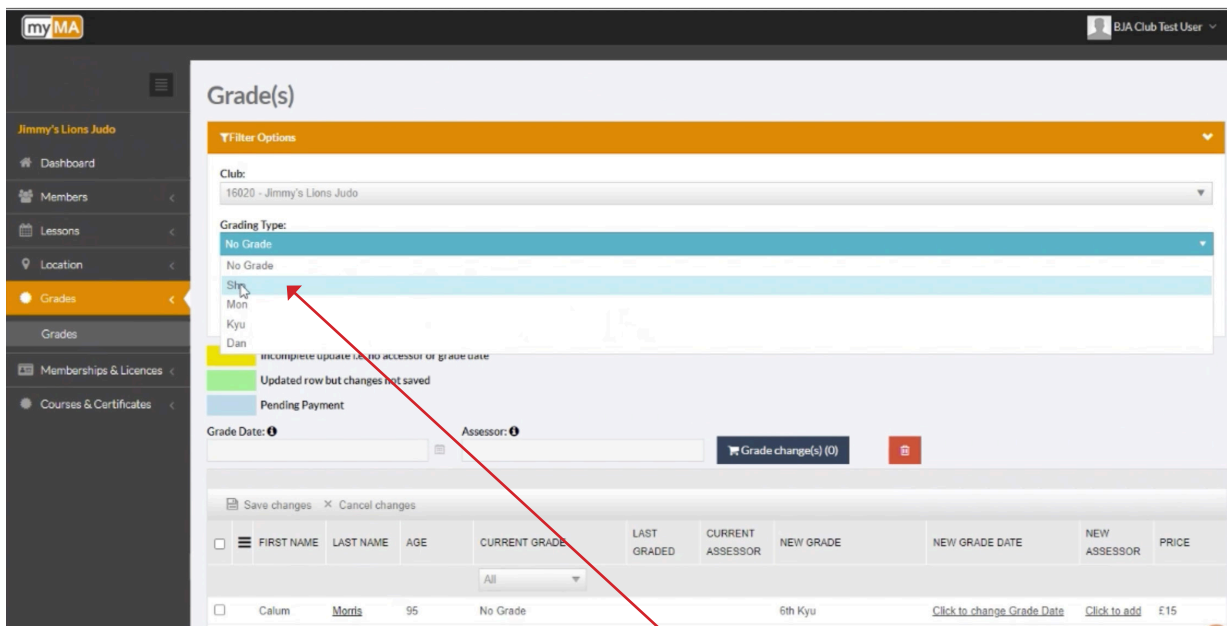
Here you will need to use the left hand menu and click on 'Grades'.



You will then be greeted with the grades window where you will be able to use the drop downs to select your desired club and grading type.

Please note: You will only be able to view clubs and members which are associated with your account.

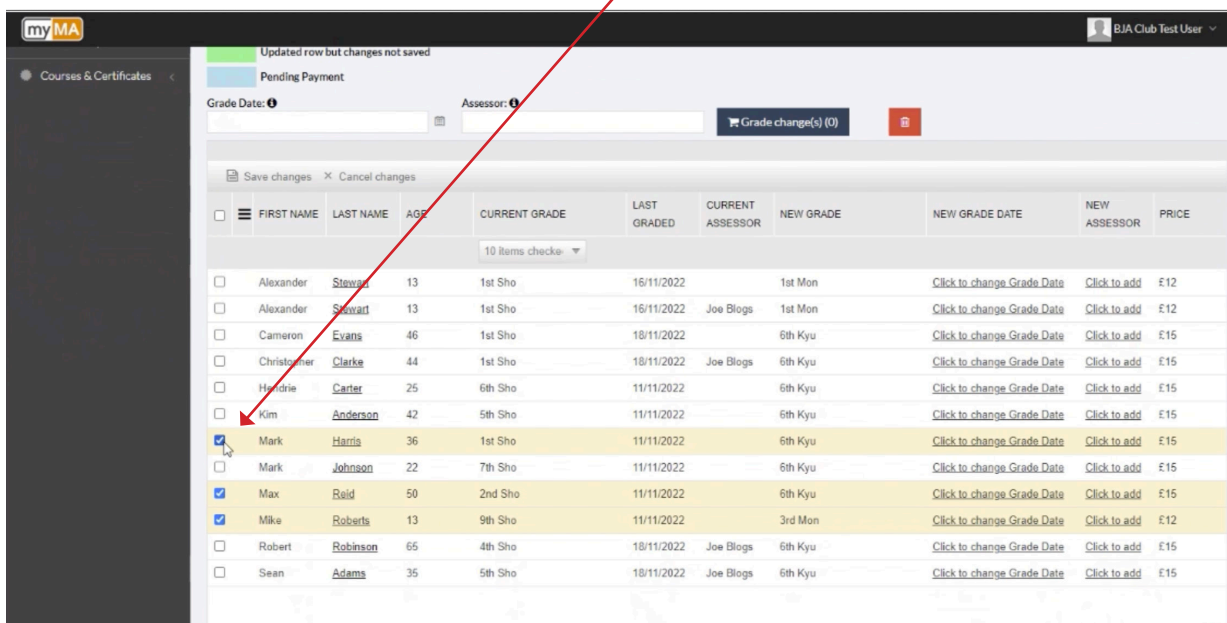
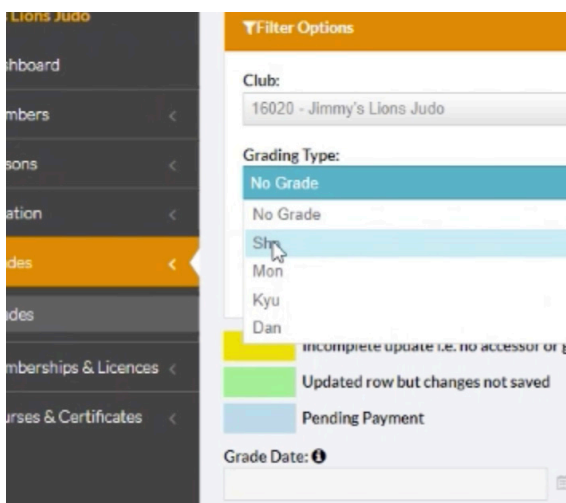




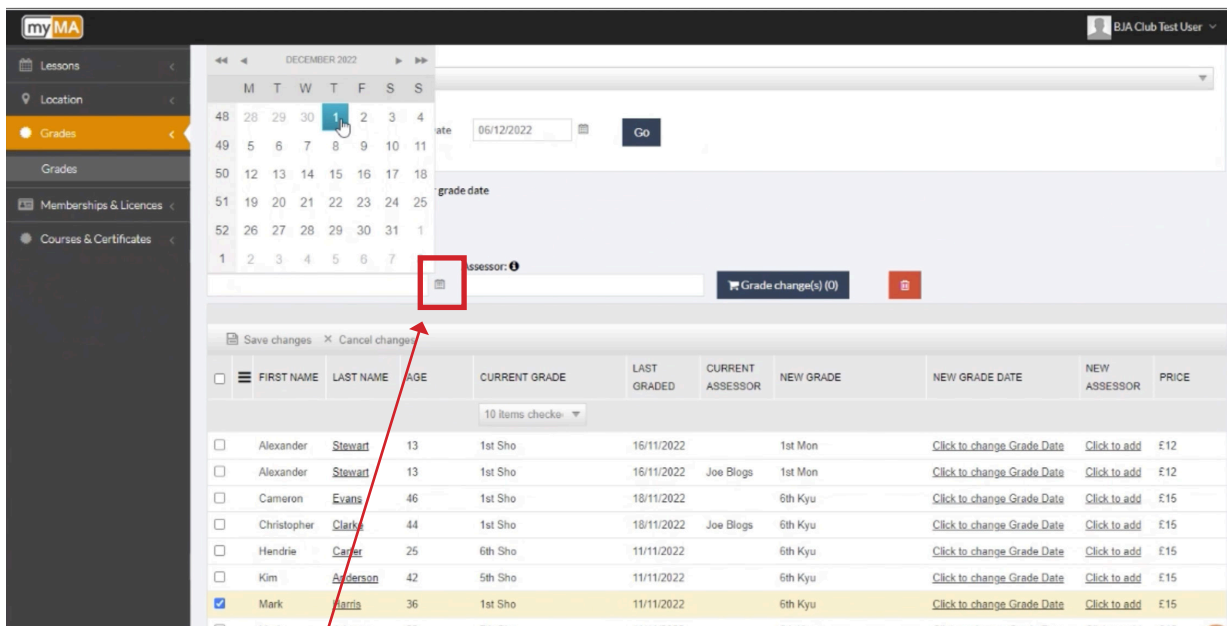
Once you have selected your desired club and grading type, all members with that grade type will appear in a list below

The displayed list of members will change depending on the grading type you select.

You then need to select the members you wish to grade by using the check boxes on the left-hand side (you can select multiple members).

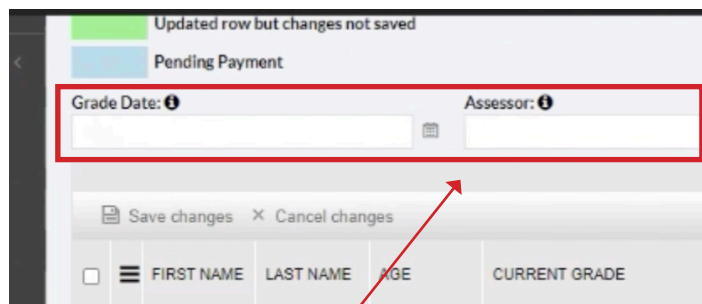


The members' next grade will automatically be selected as the next available grade with the exception of sho-mon grades and mon-kyu grades (this will show as a drop down menu depending on the members' age).



After selecting the members you wish to grade, you will need to select a grade date using the calendar selector.

Open the grade date calendar and select the date you wish to submit the grading under.

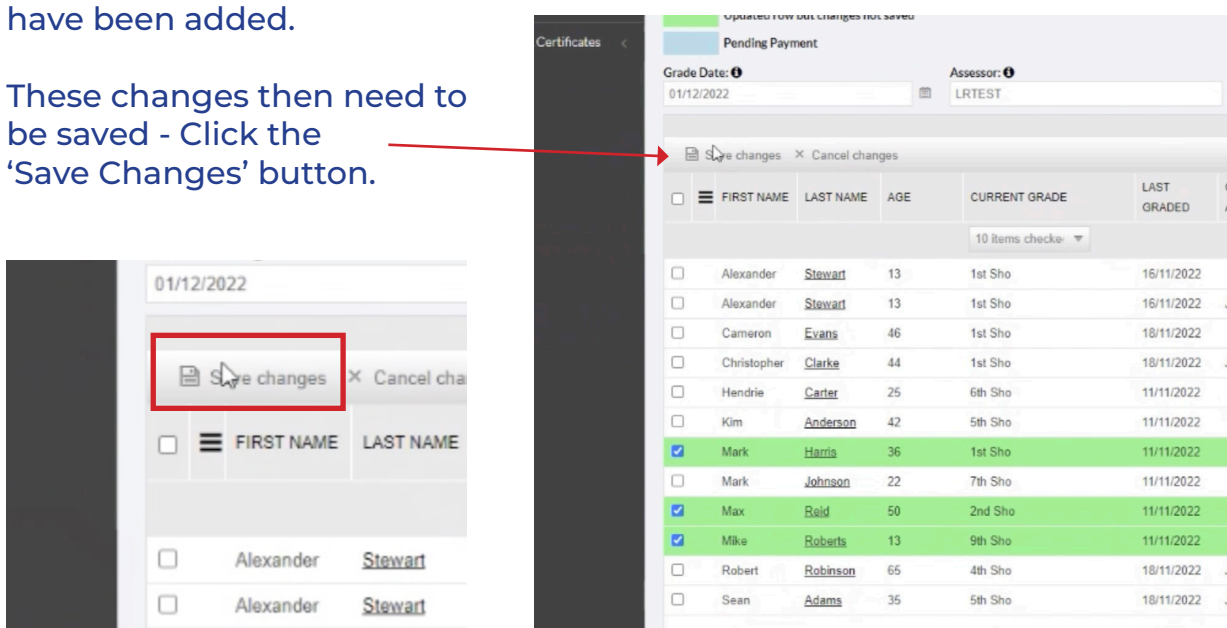


You will then need to add the assessor in the box beside the grade date. Click on the white text box under 'Assessor' and enter the assessor's BJA membership number.

If the assessor (BJA membership) number is not accepted please contact coaching@britishjudo.org.uk

The rows of the selected members will then turn green once these details have been added.

These changes then need to be saved - Click the 'Save Changes' button.



Once the changes have been made and saved, the rows of the selected members will then turn blue.

This indicates that the grades are now pending payment.

If these are the only gradings you are completing, you can click the 'Grade Changes' button to complete the payment process.

Updated row but changes not saved
Pending Payment

Grade Date: Assessor: LRTEST

Grade change(s) (3)

Save changes Cancel changes

	FIRST NAME	LAST NAME	AGE	CURRENT GRADE	LAST GRADED	CURRENT ASSESSOR	NEW GRADE	NEW GRADE DATE	NEW ASSESSOR	PRICE
<input type="checkbox"/>	Alexander	Stewart	13	1st Sho	16/11/2022		1st Mon	Click to change Grade Date	Click to add	£12
<input type="checkbox"/>	Alexander	Stewart	13	1st Sho	16/11/2022	Joe Blogs	1st Mon	Click to change Grade Date	Click to add	£12
<input type="checkbox"/>	Cameron	Evans	46	1st Sho	18/11/2022		6th Kyu	Click to change Grade Date	Click to add	£15
<input type="checkbox"/>	Christopher	Clarke	44	1st Sho	18/11/2022	Joe Blogs	6th Kyu	Click to change Grade Date	Click to add	£15
<input type="checkbox"/>	Hendrie	Carter	25	6th Sho	11/11/2022		6th Kyu	Click to change Grade Date	Click to add	£15
<input type="checkbox"/>	Kim	Anderson	42	5th Sho	11/11/2022		6th Kyu	Click to change Grade Date	Click to add	£15
<input checked="" type="checkbox"/>	Mark	Harris	36	1st Sho	11/11/2022		6th Kyu	01/12/2022	Louise Reader	£15
<input type="checkbox"/>	Mark	Johnson	22	7th Sho	11/11/2022		6th Kyu	Click to change Grade Date	Click to add	£15
<input checked="" type="checkbox"/>	Max	Reid	50	2nd Sho	11/11/2022		6th Kyu	01/12/2022	Louise Reader	£15
<input checked="" type="checkbox"/>	Mike	Roberts	13	9th Sho	11/11/2022		3rd Mon	01/12/2022	Louise Reader	£12
<input type="checkbox"/>	Robert	Robinson	65	4th Sho	18/11/2022	Joe Blogs	6th Kyu	Click to change Grade Date	Click to add	£15
<input type="checkbox"/>	Sean	Adams	35	5th Sho	18/11/2022	Joe Blogs	6th Kyu	Click to change Grade Date	Click to add	£15

The grading payments window will display all the gradings that are waiting for a payment to be made.

If you wish to edit or go back to the grading list, simply click the add/edit grades button.

In this window, you can also delete new grade submissions if you no longer wish to grade the member. This can be done by clicking the red delete button.

Grading Payments

Add/Edit Grades Pay Now

New Grades

MEMBER	GRADE	ASSESSOR	DATE	PRICE	ACTION
Mark Harris	6th Kyu	Louise Reader	01/12/2022	£15	Delete
Max Reid	6th Kyu	Louise Reader	01/12/2022	£15	Delete
Mike Roberts	3rd Mon	Louise Reader	01/12/2022	£12	Delete


Total Price: £42.00

If you have reviewed the pending gradings and wish to proceed with making a payment, click the 'Pay Now' button.

You will then be redirected to the payment portal page.

Please note: Fast track gradings will no longer be able to be submitted using the online gradings system. All fast-track requests will need to be made using the Grade Fast-Track Application form.

British Judo Head Office, University of Nottingham (Walsall Campus) Sorby Road, Walsall, West Midlands, WS1 6DD



Grade Information					
Grading Type	Grade	First Name	Last Name	Grade Date	Price
Mon	1st Mon	Joe	Smith	06/12/2022	£12.00

Total Price: £12.00

Payer

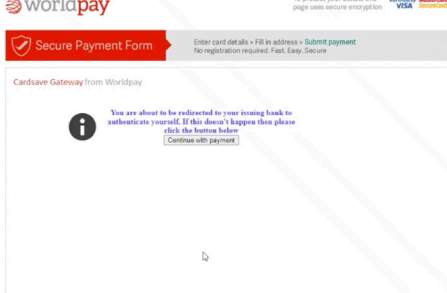
First Name	Last Name
<input type="text" value="Geoff"/>	<input type="text" value="Wayne"/>
Email	Mobile
<input type="text" value="bjja@britishjudo.org.uk"/>	<input type="text" value="07987654321"/>

All of the gradings you wish to submit will then show in a list.

Complete the payment process by entering the payer details followed by the credit/debit card details using the worldpay payment portal.

Once the transaction is complete you will receive an email with confirmation of the payment which has been made.

You then be redirected back to the gradings window, where you can repeat the process again if you have further gradings to submit.



worldpay

To protect your details this page uses secure encryption

Secure Payment Form

Enter card details • Fill in address • Submit payment
No registration required. Fast. Easy. Secure.


Cardsave Gateway from Worldpay

You are about to be redirected to your issuing bank to authenticate yourself. If this doesn't happen then please click the button below.


Continue with payment

VISA VISA VISA VISA VISA VISA VISA VISA VISA VISA

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Your transaction is complete




Your payment has been successfully processed. Thank you.

You will be redirected in 3 seconds.



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