

How to create and send an electronic copy of a grading sheet

1. Move the mouse pointer over the “My Judo” button on the British Judo website. You do not need to click it.
2. Find “Gradings” in the menu that appears and click on “Online Grade Registration”.
3. A grade registration form will appear. Complete the form as you would do normally, but do not submit it yet!
4. Press and hold the “Ctrl” key on your keyboard and press the “p” key once. Release the “Ctrl” key. This is a shortcut to print the page.
5. A window will appear that has a list of available printers at the top under “Select Printer”. Newer machines will have an option called “Microsoft Print to PDF”. Click on this and it will be highlighted. (If you do not have the “Microsoft Print to PDF” option, see the notes below about PDF printers.)
6. A preview of the page to be printed should be displayed. Change the scale to 50% and check to see that the whole grading sheet is visible in the preview.
7. Click on “Print”. Give the file a suitable name (e.g. “Judo Club Grading 04Jan17”) and save it wherever you want. You have now saved a copy of the grading sheet for your records.
8. Submit the grading sheet by clicking on “Submit Application”. British Judo will normally call the phone number you entered on the grading sheet on the following day to collect payment by card.
9. Go in to your usual email programme and write a new email. The email should be sent to the Area Director of Examiners, Graham Turner (grahamturner2806@gmail.com). Attach the PDF file you saved earlier to the email and send.

PDF printers

Most new PCs and laptops come with Microsoft PDF creator installed. If you do not have a PDF printer available, you will need to install one. There are many free PDF printers available to download. Once installed, the PDF printer will be visible in the list of available printers when you get to step 5 above.