

KCA: Applicant User Guide

Creating your account

You can register for the 2026 KC Competition here: <https://applicant.kcappointments.org>

1. **Register** – the details you use to register your account will be the details we use to contact you throughout the KC Competition.



Welcome to the Applicant Portal

Don't have an account? [Register today.](#)

Registration successful. Please check your email inbox for a validation link to activate your account. You must validate your email before you can log in. If you cannot find the email, please check your spam or junk folder.

Email Address

applications@kcappointments.org

Password

.....

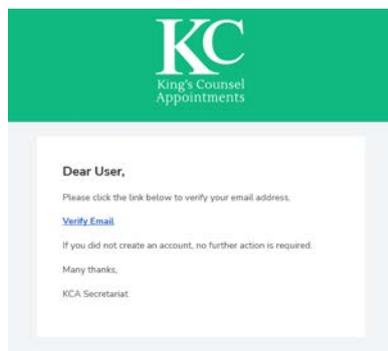


[Forgot your password?](#)

Sign In

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2. **Verify** – you will receive a request to verify your email address. Click the link, and you will be asked to log in.



Email Verification

Email Verified Successfully

Your email has been verified. You can now log in to your account.

Go to Login

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3. MFA – you will need to use an authenticator app to complete your account setup.

Authenticators

- KCA recommends using either Microsoft Authenticator or Google Authenticator on your smartphone. Both will be available in your app or Google Play store.



- Once you have installed the app, click the ‘add account’ or the ‘+’ symbol to add your new KC account.
- Scan the registration QR code with your app, or enter the long code below to finish setup.

The screenshot shows the 'Set up Two-Factor Authentication' screen for King's Counsel Appointments. At the top left is the KC logo with the text 'King's Counsel Appointments'. The main heading is 'Set up Two-Factor Authentication' in green, with a sub-heading 'Scan the QR code with your authenticator app to get started'. Below this is a large QR code. Underneath the QR code is a text input field with the placeholder 'Can't scan? Enter this code manually:'. Below the input field is a 'Verify your setup' section with the instruction 'Enter the 6-digit code from your authenticator app'. There is a 'Verification Code' input field containing '000000'. At the bottom of the form is a green 'Complete Setup' button and a 'Cancel' link.

- Every time you log into your account with your email and password, you will also need to generate a new MFA code with your app.

Completing the Form

Find Assessor

The new form has a **Find Assessor** function which we hope applicants will find useful.

When searching for an assessor, please make sure you try different versions of the name (i.e. Steve, Stephen etc) if the first attempt does not work.

If the assessor is found, the system will show the title that we hold for them in our database. If you are unsure that this is the right assessor, please add them manually.

Note: we still require you to input an email address for a Found Assessor, as this may differ to what we have on file.

Nominating assessors

Once you have added your assessors for a case, use the dropdown boxes on the left to select your Nominated assessor.

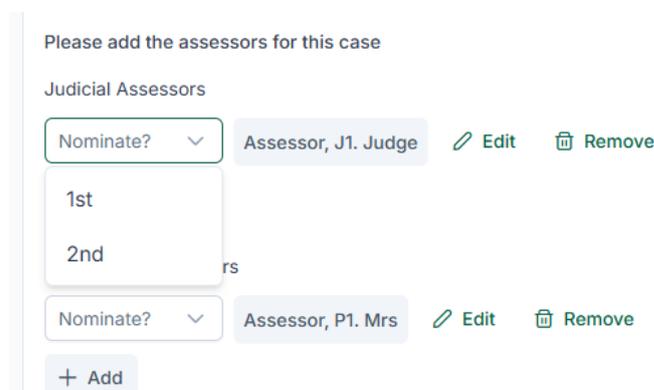
You can only have **one** 1st Nominated assessor for each category, and **one** 2nd Nominated assessor for each category.

If you have an assessor appearing in multiple cases, you **only need to Nominate them once**. If you wish to change the case they are nominated on, you will need to 'Unset' the original nomination first.



A dropdown menu with a white background and a light blue border. The top item is '2nd' with a downward arrow. Below it are '1st' and '2nd'. At the bottom is a green button with the text 'Unset' in white.

If you are not nominating an assessor, you can leave the dropdown box blank.



A screenshot of a web form titled 'Please add the assessors for this case'. Under the heading 'Judicial Assessors', there are two rows of assessor information. Each row starts with a 'Nominate?' dropdown menu. The first row shows 'Assessor, J1. Judge' with 'Edit' and 'Remove' icons. The second row shows 'Assessor, P1. Mrs' with 'Edit' and 'Remove' icons. At the bottom is a '+ Add' button.

If you wish to change your nomination, you will need to 'Unset' your original selections before you can Nominate a different assessor.

Troubleshooting

Sizing: If you cannot see the entirety of the application form on your screen, please try zooming in/out on your browser. This may be more of a problem on mobile devices. The application form is not designed for smartphones.

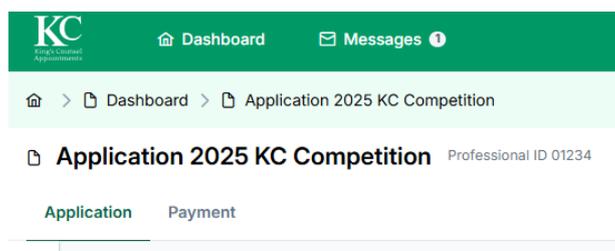
Save and Close: If a modal/pop-up does not close when you click 'save and close', check to make sure you have filled in all mandatory fields.

Adding cases: If you have a modal open i.e. Case 11, however if you only need 10 case make sure you delete the case 11 modal otherwise you cannot submit your applicant form

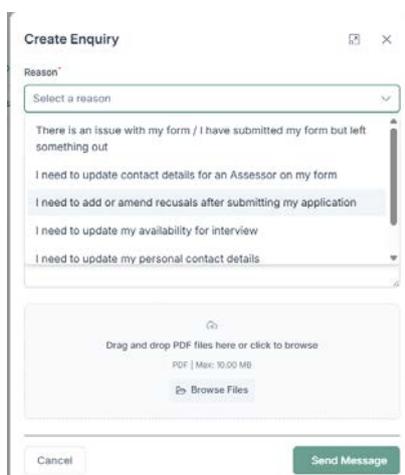
Deadline: If the deadline has passed, the submit button on your form will no longer be visible.

Contacting KCA and making payments

Making payment: Once you have submitted your application, you will be able to view it in your account. Click view, and you will be able to see a Payment tab. Details to make your payment are kept here.



Contact us: The new applicant portal has a Messages section. This is where notifications about your application will appear. This is also where you will be able to make general enquiries to the Secretariat:



If you have any further questions or anything remains unclear, you can always contact us on 0207 831 0020, or at applications@kcappointments.org