

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

.....

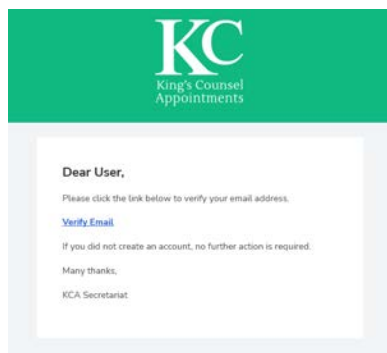


[Forgot your password?](#)

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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2. If there is an existing KCA API account, either swipe to the left on it to remove the account, or tap into the account, and remove it by going into the settings cog in the top right.
3. Close and re-open the app to be sure (in some cases, deletion has not worked the first time).
4. Let us know by phone or email that you need the 2FA reset on your account. Once we have reset it, log in with your username and password, and you will see a fresh QR code appear which you can scan with your Authenticator app.

Completing the Form

Passport vs Professional Name

The name that you **register your account with** will be the name we use to contact you and your assessors.

Your **Passport Name** will be what appears on your Letters Patent if recommended.

Your **Professional Name** will *overwrite* the name you registered with and will be the name that we use to contact you and your assessors. You can leave this field blank if it is the same as the name you registered with.

For example:

Account created for **Jonathan** Doe.

Passport name: Jonathan **David** Doe.

Professional Name: **John** Doe.

We will call you John Doe, we will refer to you as John Doe to your assessors, and if successful you will be announced as John Doe, but Jonathan David Doe is what will appear on your Letters Patent.

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.

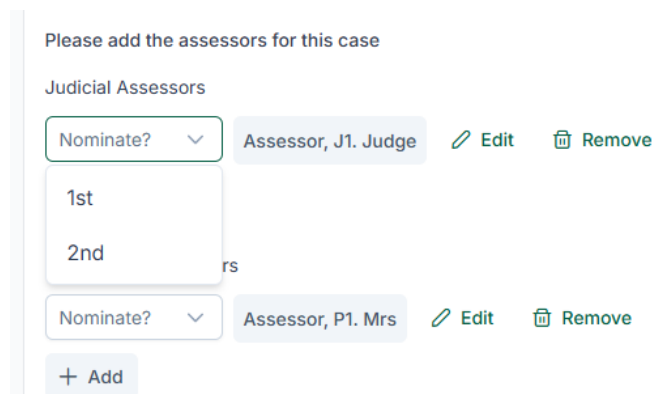
You can only have **one** 1st Nominated assessor for each category, and **one** 2nd Nominated assessor for each category.

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 screenshot of a dropdown menu. The current selection is '2nd'. The menu is open, showing options '1st' and '2nd'. Below the menu is a green button labeled 'Unset'.

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



A screenshot of a form titled 'Please add the assessors for this case'. Under the heading 'Judicial Assessors', there are two rows of input fields. Each row starts with a 'Nominate?' dropdown menu. The first row has '1st' selected in the dropdown, followed by the text 'Assessor, J1. Judge', an 'Edit' button (pencil icon), and a 'Remove' button (trash icon). The second row has '2nd' selected in the dropdown, followed by the text 'Assessor, P1. Mrs', an 'Edit' button, and a 'Remove' button. At the bottom of the form 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.

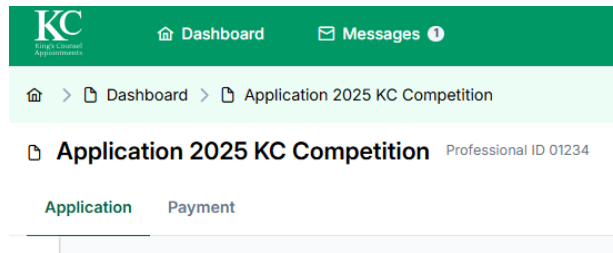
Save and Close: If a modal/pop-up does not close when you click 'save and close', check to make sure you have filled in all mandatory fields.

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:

The image shows a 'Create Enquiry' form. At the top, it says 'Reason' with a red asterisk. Below is a dropdown menu with the text 'Select a reason'. The dropdown is open, showing five options: 'There is an issue with my form / I have submitted my form but left something out', 'I need to update contact details for an Assessor on my form', 'I need to add or amend recusals after submitting my application', 'I need to update my availability for interview', and 'I need to update my personal contact details'. Below the dropdown is a file upload section with a trash icon, the text 'Drag and drop PDF files here or click to browse', 'PDF | Max: 10.00 MB', and a 'Browse Files' button. At the bottom of the form are two buttons: 'Cancel' and 'Send Message'.

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