

Indicating Availability for an Event

Schools and Professional Events must be applied to using NUCULA. Log in to NUCULA and indicate your availability for Events in which you have an interest. The Chief (or Instructor) will be notified that you have indicated availability for the Event. They will assign you to the Event, or reject your application.

NUCULA generates emails at each step in the process. The Chief (or School Instructor) is notified of your availability, and when you are assigned (or rejected) NUCULA sends an email notifying you of your status for that Event.

Step 1 – Log in to NUCULA: <https://tumps.usta.com/nucula/> (note: no www)

The screenshot shows the NUCULA login page. On the left, there are two callout boxes: 'b) Enter your password' pointing to the Password field, and 'c) Click on the "Login" button' pointing to the Login button. On the right, a larger callout box 'a) Enter your PIC' points to the PIC field. The page content includes: 'Returning Users', 'Welcome to nucula.', 'All Nucula users must have an individual authorized account in order to apply for or manage assignments to tournaments and schools.', 'Returning users - please login.', 'New Users', 'Request Account', and a list of steps for new users.

Step 2 – Select “Events” from the “Item Lists” menu (to see a listing of Events/Schools)

The screenshot shows the 'Item Lists' menu in NUCULA. A callout box 'a) Roll mouse over "Item Lists" (to see sub-menu)' points to the 'Item Lists' menu item. Another callout box 'b) Click on "Events"' points to the 'Events' sub-menu item. The page content includes: '12/10 20:04', 'Home', 'My Account', 'Item Lists', 'Administrative', 'Documentation', 'Logout', 'Welcome to nucula.', 'Nucula is used to manage USTA umpire assignments, event availability and work records, and...', 'Users Guide for instructions to use the system.', a table with columns 'Author' and 'Title', and a list of items including 'Certification Appeals', 'Next Year's Certs.', '2009-10-21 17:02', '2009-10-16 16:05', and 'Deadlines'. The browser address bar shows 'https://tumps.usta.com/nucula/event/mine'.

Step 3 – Select (highlight) the School/Event and click on the “Main Event Page” button.

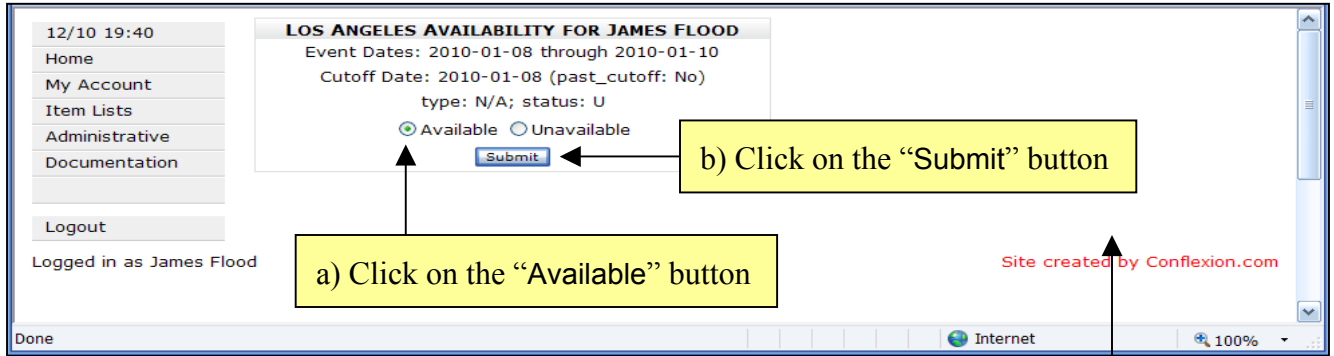
The screenshot shows a web application interface. On the left is a navigation menu with options like Home, My Account, Item Lists, Administrative, Documentation, and Event Help. Below the menu are sections for SPECIALITY, START DATE, EVENT TYPE, and STATE. The main area contains a table of events. The 'Los Angeles' event is highlighted in yellow. An arrow points from a yellow callout box 'a) Click on the event's line' to this row. To the right of the table is a details panel for '2010 Los Angeles School' with fields for Location, Country, Cutoff Date, Event Dates, and Instructor. A 'Main Event Page' button is visible. An arrow points from a second yellow callout box 'b) Click on the "Main Event Page" button' to this button.

Name	Type	State	Start Date	Status
Los Angeles	School	CA	2010-01-08	-
South San Francisco	School	CA	2010-01-08	-
Plantation	Men's Futures	FL	2010-01-08	-
Plantation	Women's 25K	FL	2010-01-10	-
Honolulu	School	HI	2010-01-15	-
Orlando	School	FL	2010-01-15	-
Portland	School	OR	2010-01-15	-
Pelham	School	AL	2010-01-15	-
Syracuse	School	NY	2010-01-15	-
Tampa	School	FL	2010-01-15	-
Dallas	School	TX	2010-01-15	-
Hollywood	Men's Futures	FL	2010-01-15	-
Baton Rouge	School	LA	2010-01-15	-
Jacksonville	School	FL	2010-01-15	-
Lutz	Women's 25K	FL	2010-01-17	-
Queens-NTC	School	NY	2010-01-22	-
Houston	School	TX	2010-01-22	-
Salt Lake City	School	UT	2010-01-22	-
Louisville	School	KY	2010-01-22	-
San Diego	School	CA	2010-01-22	-
Columbia	School	SC	2010-01-22	-
Tamarac	Men's Futures	FL	2010-01-22	-
Honolulu	Men's Challenge	HI	2010-01-24	A
Palm Coast	Men's Futures	FL	2010-01-29	-
Lancaster	School	PA	2010-01-29	-
Richmond	School	VA	2010-01-29	-

Step 4 – Click on “Manage My Availability”

The screenshot shows the 'Manage My Availability' page for the 'Los Angeles (98)' event. The page includes event details like Location, Event Dates, Cutoff Date, Type, Sup, and Chief. Below this is a 'My Availability' section showing the user's status for specific dates: Fri 1/8, Sat 1/9, and Sun 1/10, all marked as 'Unavailable'. A 'Manage My Availability' link is highlighted in blue. An arrow points from a yellow callout box 'Click on "Manage My Availability"' to this link. The page also features 'Event Notes', 'Event Action Links', and a footer with the user's name and the site creator.

Step 5 – Click on the “Available” button and click on the “Submit” button.



Step 6 – Log out – You have signed up for the School/Event.

