

Entering A Manual Work Record

Every time you work an Event, or attend a School, you should log in to NUCULA and record it.

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

The screenshot shows the NUCULA login interface. On the left, there are two yellow callout boxes: 'b) Enter your Password' with an arrow pointing to the password input field, and 'c) Click on the "Login" button' with an arrow pointing to the 'Login' button. On the right, there is a larger yellow callout box: 'a) Enter your PIC' with an arrow pointing to the 'PIC' input field. The page content includes a 'Welcome to nucula.' header, a 'Returning Users' section with a 'PIC' field, a 'Password' field, and a 'Login' button. Below this are links for 'Forgot Password' and 'New Users Request Account'. A text block explains that all users must have an individual authorized account and provides instructions for returning users and new users.

Step 2 – Roll the mouse over “My Account” and Click on “New MWR”

The screenshot shows the 'My Account' menu in the NUCULA interface. On the left, there are two yellow callout boxes: 'a) Click on "My Account"' with an arrow pointing to the 'My Account' menu item, and 'b) Click on "New MWR"' with an arrow pointing to the 'New MWR' option in the dropdown menu. The page content includes a 'Welcome to nucula.' header, a navigation menu with items like 'Home', 'My Account', 'Item Lists', 'Administrative', 'Documentation', and 'Logout'. The 'My Account' dropdown menu is open, showing options like 'My Account', 'My Settings', 'Change Password', 'Change Email', 'My Work Record', and 'New Evaluation'. Below the menu is a table with columns for 'Author' and 'Title', listing various items and their authors. At the bottom, there are 'Important Deadlines' for November 10, 2009, December 22, 2009, and October 30, 2009. The page footer indicates 'Logged in as James Flood' and 'Site created by Conflexion.com'.

Step 3 – Fill out the form with details of your involvement with the Event

a) Fill in all of the required fields, and any other fields that apply.

MANUAL WORK RECORD

UMPIRE_ID
DATE (YYYY-MM-DD) †
2009-10-26

EVENT NAME † Raju Chabria \$10K TYPE Other

CHIEF/REFEREE/INSTRUCTOR † Jim Flood

PRIZE AMOUNT † 10000 POSITION CHAIR LINE N/A

LINE DAYS † 0 ROVER DAYS † 7

FURTHEST ROUND LINE None

CHAIR COUNT † 4 FURTHEST ROUND CHAIR F

TEST SCORE † 0 PASS/FAIL PASS FAIL N/A

COMMENTS
West End Tennis Club - Charity Tournament

Add Work Record Cancel Add

Adding a Manual Work Record
This form is used for entering a new manual work record.
Form Instructions
Enter the manual work record information in the form. To edit the work record at a later date, use the work record index to locate the manual work record.
Fields denoted with a † are required.

ATTENTION CHIEFS, REFEREES, AND SUPERVISORS: If you hold any of those positions at an event, please add a notation in the event name field before the title of the event.

Example

If referee for the sample event shown here then in the name field write: "Referee-Raju Charia 10K"

If Chief Umpire write: "Chief-Raju Charia 10K"

If Supervisor write: "Supervisor-Raju Charia 10K"

These notations will make it easier to recognize your role at the event

b) Click on the "Add Work Record" button

Step 4 – Go to your Manual Work Records and review/edit your entry

a) Enter your name

b) Click on the "Search" button

MANUAL WORK RECORDS

Umpire	Event	Type	Date	Section
Select Filter Conditions then Refresh List				

Umpire
Last Name
First Name

Sections
 Caribbean
 Eastern
 Florida
 Hawaii
 Intermountain
 Mid Atlantic
 Mid States

Date Range
Start
End

Search! Clear

Logout

Step 5 – Select the Work Record you want to review/edit

The screenshot shows the 'MANUAL WORK RECORDS' interface. On the left is a navigation menu with options like 'Home', 'My Account', 'Item Lists', 'Administrative', 'Documentation', and 'MWR Help'. Below the menu are input fields for 'Umpire' (Last Name: flood, First Name:), 'Sections' (checkboxes for Caribbean, Eastern, Florida, Hawaii, Intermountain, Mid Atlantic, Mid States), and 'Date Range' (Start and End). A 'Search!' button and 'Clear' button are at the bottom of the search area. The main area displays a table of work records:

Umpire	Event	Type	Date	Section
Flood, James	Raju Chabria \$10K	Chair	2009-10-26	Southern California
Flood, James	Riviera Mens and Womens Doubles Championships	Chair	2009-11-15	Southern California

An arrow points from a yellow callout box 'a) Click on the desired Event line.' to the first row of the table. To the right of the table is a detailed view of the selected record:

Umpire James Flood
Date 2009-10-26
Event Raju Chabria \$10K
Chief/Referee/Instructor Jim Flood
Position Chair
Line Days 0
Rover Days 7
Prize Amount 10000
Furthest Round Line None
Chair Count 4
Furthest Round Chair F
Pass/Fail N/A
Test Score 0
Comments West End Tennis Club - Charity

An arrow points from a yellow callout box 'b) Click on the "Edit" button if changes are needed.' to an 'Edit' button located below the detailed view. Another arrow points from a yellow callout box 'This information will appear after clicking on the Event line.' to the detailed view.

found 2 matches

Step 6 – Make any needed changes, and save the record

The screenshot shows the 'Edit Manual Work Record' dialog box overlaid on the 'MANUAL WORK RECORDS' interface. The dialog box contains the following fields:

Manual Work Record
Umpire James Flood
Date (YYYY-MM-DD) 2009-10-26
Event Name Raju Chabria \$10K
Type Prof. Natl. Sect. ITA Other School
Chief/Referee/Instructor Jim Flood
Prize Amount 10000
Position Chair Line N/A
Line Days 0
Rover Days 7
Furthest Round Line None
Chair Count 4

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. An arrow points from a yellow callout box 'a) Make needed changes. (Scroll down to see other fields)' to the dialog box. Another arrow points from a yellow callout box 'b) Click on the "Save" button' to the 'Save' button.

found 2 matches