

# 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, there is a larger callout box: 'a) Enter your PIC' pointing to the PIC field, with a sub-note: 'PIC is the User ID you were issued by the USTA Officials Office in New York, when they set up your NUCULA account.' 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. On the left, a callout box says 'a) Roll mouse over "Item Lists" (to see sub-menu)'. On the right, a callout box says 'b) Click on "Events"'. The menu items include: Home, My Account, Item Lists (highlighted), Administrative, Documentation, Logout, Incidents, Certification Appeals, Next Year's Certs., Manual Work Records, Evaluations, and Umpires. The 'Events' sub-menu is open, showing a list of items with columns for Author and Title. 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 an 'EVENTS' table with columns: Name, Type, State, Start Date, and Status. The 'Los Angeles' event is highlighted in yellow. On the right, a details panel for '2010 Los Angeles School' is visible, showing location, country, cutoff date, event dates, and instructor name. A 'Main Event Page' button is located at the bottom of the details panel. Two yellow callout boxes with arrows point to the 'Los Angeles' row and the 'Main Event Page' 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	-

**2010 Los Angeles School**  
Location: Los Angeles, CA  
Country: USA  
Cutoff Date: 2010-01-08  
Event Dates: 2010-01-08 -- 2010-01-10  
Instructor: Jane Goodman  
Main Event Page

a) Click on the event's line

b) Click on the "Main Event Page" button

Step 4 – Click on “Manage My Availability”

The screenshot shows the 'Manage My Availability' page for the 'Los Angeles (98)' event. The page includes a navigation menu on the left with options like Home, My Account, Item Lists, Administrative, Documentation, and Logout. The main content area displays event details: Location (Los Angeles, CA), Type (School), Event Dates (2010-01-08 - 2010-01-10), Sup (TBD), Cutoff Date (2010-01-08), and Chief (Jane Goodman). Below this are sections for 'Event Notes', 'My Availability', and 'Event Action Links'. The 'My Availability' section shows the status as 'N/A' and lists specific dates as 'Unavailable': Fri 1/8, Sat 1/9, and Sun 1/10. A 'Manage My Availability' link is highlighted in blue. A yellow callout box with an arrow points to this link.

**Los Angeles (98)**  
Location: Los Angeles, CA      Type: School  
Event Dates: 2010-01-08 - 2010-01-10      Sup: TBD  
Cutoff Date: 2010-01-08      Chief: Jane Goodman

Event Notes

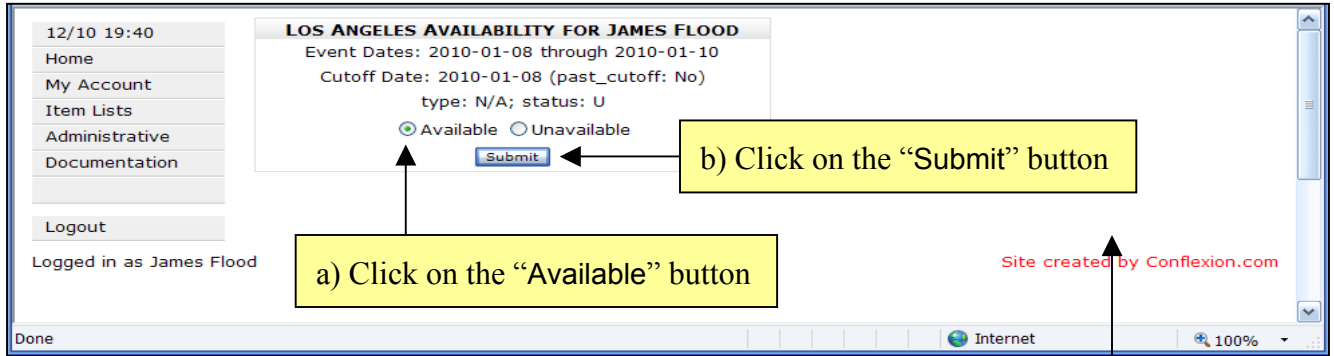
**My Availability**  
Status: N/A  
Type: N/A  
Designation: N/A  
Fri 1/8: Unavailable  
Sat 1/9: Unavailable  
Sun 1/10: Unavailable  
**Manage My Availability**

Event Action Links

Click on "Manage My Availability"

Logged in as James Flood      Site created by Conflexion.com

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.

