

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 page. 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, and 'PIC is the User ID you were issued by the USTA Officials Office' below it. The page content includes a 'Welcome to nucula.' header, a 'Returning Users' section with a 'PIC' input field, a 'Password' input field, and a 'Login' button. Below the login fields are links for 'Forgot Password' and 'Request Account'. A paragraph explains that all users must have an individual authorized account. Below that, it says 'Returning users - please login.' and 'Users without an existing Nucula account - the steps to request and setup a user account are:'. A numbered list follows: 1. Click the Request Account link and fill in the requested user-related information. 2. The administrator will evaluate the account request and decide whether to approve or decline the request. If the account is approved, the system...

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

The screenshot shows the 'My Account' menu in the NUCULA system. 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' sub-item. 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' menu is expanded, showing sub-items: 'My Account', 'My Settings', 'Change Password', 'Change Email', 'My Work Record', and 'New Evaluation'. The 'New MWR' sub-item is highlighted. Below the menu, there is a table with columns 'Author' and 'Title'. The table contains the following data:

	Author	Title
New MWR	Julio Echavarria	Certifications
2009-10-21 17:02	Julio Echavarria	Video How to
2009-10-16 16:05	Julio Echavarria	Deadlines

Below the table, there is a section titled 'Important Deadlines' with the following text: 'Pro Circuit Chair Availabilities for the first quarter must be in by **November 10, 2009**', 'Pro Circuit Chair Availabilities for the Second quarter must be in by **December 22, 2009**', and 'Pro Circuit Chief Umpire Application Submission for the first quarter must be in by **October 30, 2009** Click Here for More Info'. At the bottom left, it says 'Logged in as James Flood' and at the bottom right, '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

MANUAL 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

Umpire Details:

- 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

Callouts:

- a) Click on the desired Event line.
- b) Click on the "Edit" button if changes are needed.
- This information will appear after clicking on the Event line.

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

Edit Manual Work Record:

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

Callouts:

- a) Make needed changes. (Scroll down to see other fields)
- b) Click on the "Save" button