

Nucula

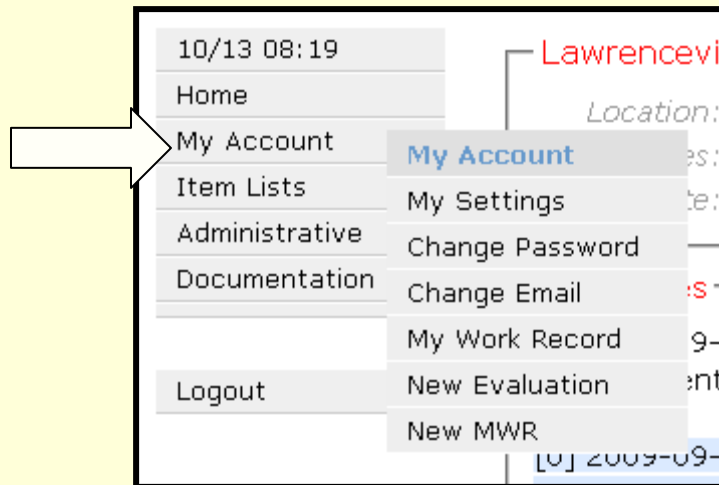
Nucula User Guide

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Basic Navigation

Once logged in to Nucula you will be able to navigate through most of the areas via the buttons on the left hand side. Scrolling over these buttons will show you all the areas under each category. You can get to each of these areas by clicking these sub-categories.



Here you see all the areas under the “My Account” category. This appears once you mouse over where the blue arrow is pointing

My Account

In this category you will have the option to go to the following pages:

My Settings -where you can view and edit your personal information, evaluations, Certifications, incident reports, and work records

Change Password- Where you can set a new one.

Change Email - Where you can set a new address

My Work Record – Where you can view all details of you work records

New Evaluation – A quick way to start a new evaluation if you are a Trainer/Evaluator.

New MWR – This stands for new manual work record. Here you can add to your work history.

My Account-My Settings

Most of your time will be spent here. There are buttons on top that let you view all your vital information including Pro availability, certification, and incident reports. Please note that the only information that will be available to other officials is what appears under Address and Certifications.

The screenshot shows a user account settings page. On the left is a navigation menu with the following items: 10/13 09:05, Home, My Account, Item Lists, Administrative, Documentation, User Account Help, and Logout. The main content area is titled 'Julio Echavarria' and features a row of tabs: Address, Personal, Certs., Avail., Evals., Incidents, and Work Record. Below the tabs is a table of user information:

First Name	Julio
Last Name	Echavarria
Section	None
Email	echavarria@usta.com
Phone	(Cell) (Home) (Business)
Address	n/a n/a, n/a n/a USA
User ID	104

At the bottom of the main content area are four buttons: Edit Personal Data, Edit Roles, Change Email, and Change Password.

The buttons on top allow you to navigate to other areas while the ones at the bottom help you edit.

My Account- Certifications

This tab will allow you to see your current certifications. Sectional and National Chairpersons will have the ability to edit these and set them up for the following year.

Address Personal **Certs.** Avail. Evals. Incidents Work Record

Julio Echavarria

CURRENT CERTIFICATIONS

Rating	USTA	ITF
Chair	None	None
Chief	None	None
Referee	None	None
Line	None	n/a
ITA	None	n/a
Roving	None	n/a
T/E	None	n/a
Umpire	None	n/a

Edit Current Certifications

2010 CERTIFICATIONS

NONE

COMPL: No

Rating	USTA
Chair	None
Chief	None
Referee	None
Line	None
ITA	None
Roving	None
T/E	None
Umpire	None

Edit 2010 Certifications

As you can see here, All your certifications will be listed including what your ITF badge might be.

Work Record

Umpire work records were previously recorded on *data cards*. The work record includes a *work record item* for each event worked and each school attended. The work record is the primary source of information for determining umpire certification levels.

You can access your complete work record from the My Work Record item in the My Account menu. Administrators can also access any umpire's work record from the Work Record tab of the [User Information / My Settings Page](#) for that umpire. The complete work record page supports filtering by date (using the Date Range filter text boxes) and sorting by column (by clicking on the corresponding column heading). To enter a date in the Date Range filter (either Earliest, Latest, or both), use the format "YYYY-MM-DD" (e.g., 2009-07-04 for July 4, 2009).

There are 2 types of work records:

Manual Work Record (MWR) Items

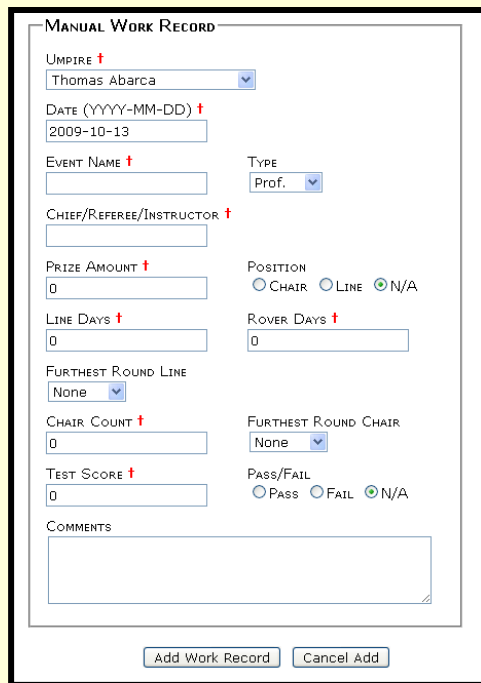
For non-nucula-enabled events, the umpire will create a corresponding *manual work record item* (MWR). To enter an MWR, select the New MWR item from the My Account menu and enter the work record information in the form.

Nucula Event Work Record Items

For nucula-enabled events, the work records will be entered by the chief umpire (tournaments) or instructor (schools). This is done using the [Event Work Record Editor](#) accessed from the [Main Event Page](#) for the corresponding event.

Manual Work Records

Manual Work Records (MWR's) are recorded in a similar fashion to how you would record it on the Data Cards.



The screenshot shows a web form titled "MANUAL WORK RECORD". The form contains the following fields and options:

- UMPIRE**: A dropdown menu with "Thomas Abarca" selected.
- DATE (YYYY-MM-DD)**: A text input field containing "2009-10-13".
- EVENT NAME**: A text input field.
- TYPE**: A dropdown menu with "Prof." selected.
- CHIEF/REFEREE/INSTRUCTOR**: A text input field.
- PRIZE AMOUNT**: A text input field containing "0".
- POSITION**: Radio buttons for "CHAIR", "LINE", and "N/A", with "N/A" selected.
- LINE DAYS**: A text input field containing "0".
- ROVER DAYS**: A text input field containing "0".
- FURTHEST ROUND LINE**: A dropdown menu with "None" selected.
- CHAIR COUNT**: A text input field containing "0".
- FURTHEST ROUND CHAIR**: A dropdown menu with "None" selected.
- TEST SCORE**: A text input field containing "0".
- PASS/FAIL**: Radio buttons for "PASS", "FAIL", and "N/A", with "N/A" selected.
- COMMENTS**: A large text area for notes.
- Buttons**: "Add Work Record" and "Cancel Add" at the bottom.

When you choose "New MWR" you will open up a new form that allows you to input the information. There is even a comment box for you to add relevant notes. The Chief Umpire will not need to sign since we are doing this online. Like in the past, the person who will review your record for certification purposes has the option to contact the Chief Umpire you listed in the record

Umpire List / Address Book

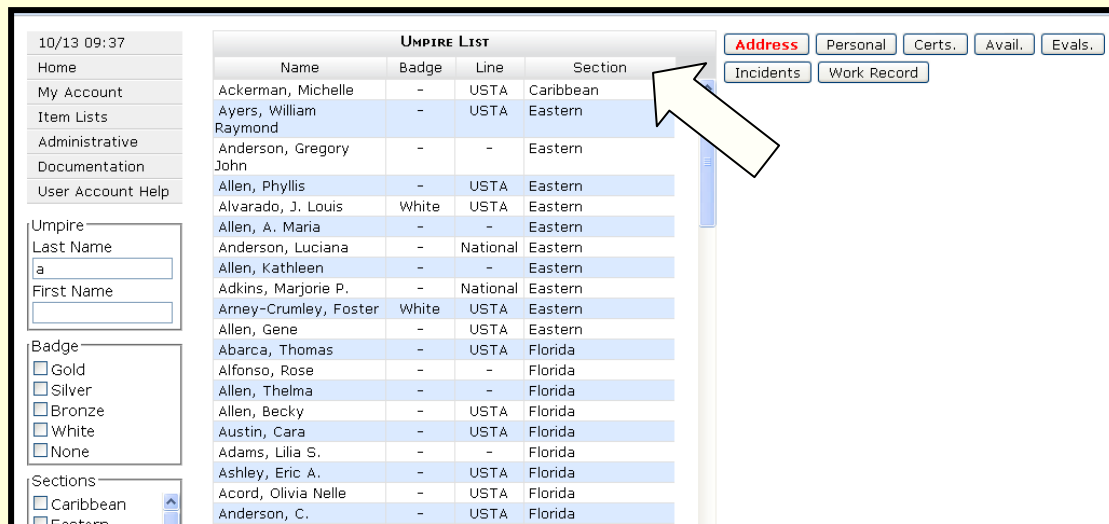
The Umpire List / Address Book provides contact and other information for all umpires with Nucula accounts. Only registered Nucula users have access to the address book. You can access the Umpire Address Book using the Umpires item on the Item Lists menu. To find an umpire, simply enter part or all of his/her name in the Umpire filter text boxes (Last Name and/or First Name) and click on the Search button. To clear the search criteria, leaving the current results, click the Clear button. All matching umpire records will be displayed in the list. To display the contact and other information for an umpire, click on that umpire's row in the list.

Other Categories you can filter by are:

USTA Section – Useful in attempting to find umpires in you area

ITF Badge – Helpful if you are in need of a person to fulfill an ITF requirement

Once the list populates you can click on the list headings and sort the list by certification and section as well.



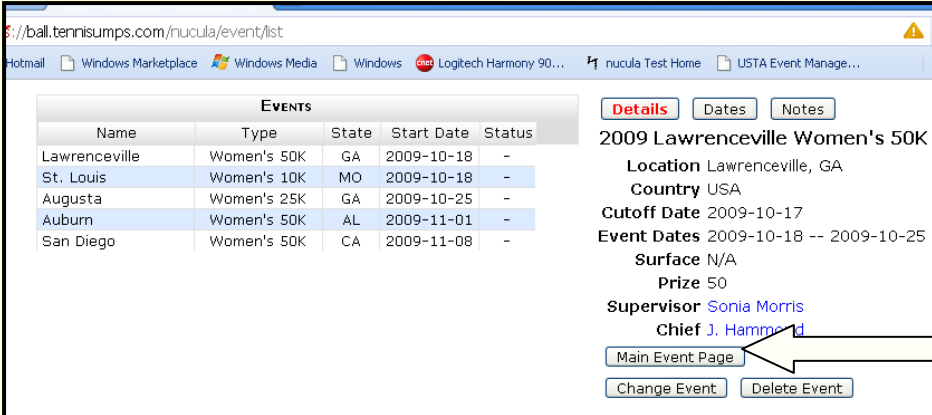
UMPIRE LIST			
Name	Badge	Line	Section
Ackerman, Michelle	-	USTA	Caribbean
Ayers, William Raymond	-	USTA	Eastern
Anderson, Gregory John	-	-	Eastern
Allen, Phyllis	-	USTA	Eastern
Alvarado, J. Louis	White	USTA	Eastern
Allen, A. Maria	-	-	Eastern
Anderson, Luciana	-	National	Eastern
Allen, Kathleen	-	-	Eastern
Adkins, Marjorie P.	-	National	Eastern
Arney-Crumley, Foster	White	USTA	Eastern
Allen, Gene	-	USTA	Eastern
Abarca, Thomas	-	USTA	Florida
Alfonso, Rose	-	-	Florida
Allen, Thelma	-	-	Florida
Allen, Becky	-	USTA	Florida
Austin, Cara	-	USTA	Florida
Adams, Lilia S.	-	-	Florida
Ashley, Eric A.	-	USTA	Florida
Acord, Olivia Nelle	-	USTA	Florida
Anderson, C.	-	USTA	Florida

Here is a list that was generated by looking for all officials with a last name starting with “a”. I have also sorted the list by clicking the column heading where the arrow is.

Event List

The Event List is a filterable, sortable list of the Nucula events. The Event List can be accessed through the My Events item of the My Account menu or through the Events item of the Item Lists menu. The only difference between these is the initial event filtering – My Events filters the event list to include those events from the current date forward for which the logged in user has availability; and My Events filters the list to include all events from the current date forward.

The event list works similarly to the Umpire List in how you sort and filter. Once you choose an event by clicking on it, We will be able to access event notes, event dates, and important event information. You can also access the “Main Event Page” by clicking a button. PLEASE NOTE: this will open a new tab or window in your browser. More on this in the next page.



The screenshot shows a web browser window with the URL <http://ball.tennisumps.com/nucula/event/list>. The page displays a table of events and a details panel for the selected event.

Name	Type	State	Start Date	Status
Lawrenceville	Women's 50K	GA	2009-10-18	-
St. Louis	Women's 10K	MO	2009-10-18	-
Augusta	Women's 25K	GA	2009-10-25	-
Auburn	Women's 50K	AL	2009-11-01	-
San Diego	Women's 50K	CA	2009-11-08	-

The details panel for the 2009 Lawrenceville Women's 50K event includes the following information:

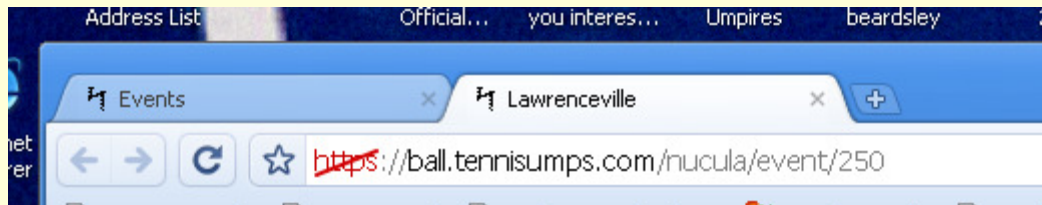
- Details** (selected), Dates, Notes
- 2009 Lawrenceville Women's 50K**
- Location** Lawrenceville, GA
- Country** USA
- Cutoff Date** 2009-10-17
- Event Dates** 2009-10-18 -- 2009-10-25
- Surface** N/A
- Prize** 50
- Supervisor** Sonia Morris
- Chief** J. Hamm
- Main Event Page** (button, highlighted with a white arrow)
- Change Event** (button)
- Delete Event** (button)

After selecting an event from the list you can open the main event page by clicking on the button.

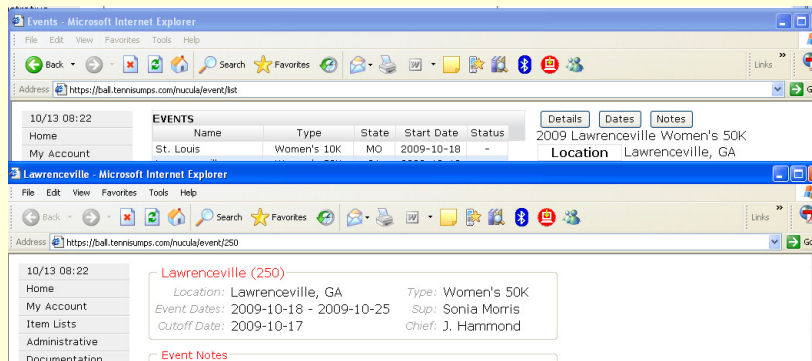
Browser Tabs and Windows

In many cases, Nucula uses named browser tab/windows to open pages in response to mouse clicks. In these cases, Nucula will use browser tabs if supported by your browser (Internet Explorer 7, Chrome, Firefox, etc) or new browser windows (Internet Explorer 6) if tabs aren't supported. You will see this use of tabs and windows when accessing the "Main Event Page".

By opening tabs and windows in this fashion you can access the event page while not resetting any filtering or sorting you performed in the event list.



← In this browser the event page for Lawrenceville opened in a new tab



← In this Internet Explorer 6 browser where tabs are not supported you see that a new window opened instead

Event Availability

The umpire event availability process involves individual umpires and T/Es making themselves available to work tournaments or attend schools, event administrators selecting umpires for these events and managing the availability process, and after-event reporting. While the general availability process is common throughout Nucula, there are some minor differences based on the specific types of assignments.

Types of assignments:

Tournaments

- Line umpires
- Chair umpires
- T/Es

Schools

- Attendees

The following basic process is used when an umpire or T/E wants to apply to work a tournament or attend a school:

The umpire makes her/himself available for the event

The selection committee, chief umpire, or instructor selects umpires

The umpire either *confirms* or *rejects* the selection

The basic process differences based on assignment type are as follows:

T/E selection and chair umpire selection are handled centrally by the T/E manager and chair selection committee, respectively.

Line umpire selections are handled by the individual tournament chief umpires.

School availability/selection is based on the entire event and *tournament* availability/selection is based on the individual *tournament days*. In other words, umpires apply for and are selected for all days of a school, but apply for and are selected for specific days of a tournament.

Event Availability

My Availability

Status: N/A
Type: N/A
Designation: N/A

Sun 10/18: Unavailable
Mon 10/19: Unavailable
Tue 10/20: Unavailable
Wed 10/21: Unavailable
Thu 10/22: Unavailable
Fri 10/23: Unavailable
Sat 10/24: Unavailable
Sun 10/25: Unavailable

[Manage My Availability](#)

In the Event page you will find a box titled My Availability. Here you can check out your status at a glance. To sign up for an event you can click on “Manage my Availability”

LAWRENCEVILLE AVAILABILITY FOR JULIO ECHAVARRIA

Event Dates: 2009-10-18 through 2009-10-25
Cutoff Date: 2009-10-17 (past_cutoff: No)
type: N/A; status: U

Chair Line Either T/E

2009-10-18: Available Unavailable
2009-10-19: Available Unavailable
2009-10-20: Available Unavailable
2009-10-21: Available Unavailable
2009-10-22: Available Unavailable
2009-10-23: Available Unavailable
2009-10-24: Available Unavailable
2009-10-25: Available Unavailable

This will bring up the form that allows you to make yourself available to work as a T/E, Line Umpire, Chair Umpire, or Either which refers to be either Line or Chair

Event Availability

Once available you will appear on a list that Chief Umpire or Chair Selection Committee can view. Also you will receive an email confirming your selection. Once selections are made, a new email will let you know if you are accepted or declined for that assignment.

If you are accepted, you will be asked to confirm your assignment. This lets the Chief Umpire or Selection Committee know you have accepted the assignment.

Work Records for Nucula Events

The Chief Umpire or Selection Committee will create your work records in the system for events listed in Nucula. You will not need to add them manually

Notes

Notes are short text notes that can be targeted to different users or groups of users. Nucula supports two basic types of notes:

National notes - all logged-in users can read national notes. National notes will be displayed on the "Home" page and will be the first thing users see when they log in.

Event notes - Notes associated with specific events. Event notes are described in more detail in the section below.

National Notes

National notes are displayed on the "Home" page. All National Notes are displayed while the current date is between the *active date* and the *expiration date*. These dates can be set from the National Notes Administration page (Administrative menu, Notes Administration item).

Administrators and users with the *Edit all notes* role can administer National notes.

Event Notes

Event notes are displayed on the [Main Event Page](#) for a given event. Event administrators (chief umpires, supervisors, selection committee members, and site administrators) will also see links to add notes and edit/delete existing notes for the event.

Event notes allow the event administrators (chief umpires, supervisors, selection committee members, and site administrators) to provide event-related information to umpires. Event notes can be open to all logged-in umpires or can be *targeted* to specific umpires or groups of umpires.

National Notes vs. Event Notes

National notes will include information that for all the USTA certified officials.

Event Notes will be the way a Chief Umpire, Supervisor, and Selection Committee can inform those associated with the event including those made themselves available but were not selected. Please make it a habit to check the notes on a regular basis

Welcome to nucula.

Nucula is used to manage USTA umpire certifications, event availability and assignment, work records, and evaluations.

See the Users Guide for instructions about how to use the system.

Date	Author	Title
2009-09-30 14:37	Julio Echavarria	Email Link Test
Email Link		
2009-09-30 14:32	Julio Echavarria	Link test
Homepage		
2009-09-07 09:48	Jeff Smith	System Update

The system was recently updated with some code changes. The primary functionality change involved event work records. The system now support line and chair work record components for the same event, regardless of the assignment type.

National Notes can be seen on the “Home” page

Event Notes

[1] 2009-10-13 11:05 Julio Echavarria [Change](#) [Delete](#)
Sample Message : A message would be shown here

[0] 2009-09-07 09:23 Jeff Smith [Change](#) [Delete](#)
event : Event 250 umpires #0

Event notes can be seen in the “Main Event Page” and also in the event list.

Evaluations

Nucula allows Trainer/Evaluators to create an evaluation right in the system. Officials will then be able to see all their evaluations the minute they have been put in. Evaluators will be able to access the evaluations they have completed. All evaluations whether you are the evaluator or evaluated can be seen in the evaluations page located under “item lists”

10/13 12:45

Home

My Account

Item Lists

Administrative

Documentation

Evaluations Help

Umpire

Last Name

First Name

Evaluator

Last Name

First Name

EVALUATIONS

Umpire

Select Filter CC

Item Lists

Events

Umpires

Evaluations

Manual Work Records

Incidents

Certification Appeals

Next Year's Certs.

Evaluations

The list of evaluations can be searched by persons who have access and works much like the other lists. The list can be sorted by the name of the evaluator or the evaluated, as well as date of evaluation

The screenshot displays a web interface for managing evaluations. On the left is a navigation menu with options like Home, My Account, and Evaluations Help. Below the menu are search filters for 'Umpire', 'Evaluator', and 'Date Range'. The main area features a table titled 'EVALUATIONS' with columns for Umpire, Type, Event, and Eval. Date. The table lists various evaluations, such as 'Baldwin, April' for 'El Paso' and 'Cade, Janis' for 'Albuquerque'.

Umpire	Type	Event	Eval. Date
Baldwin, April	Chair	El Paso	N/A
Bascom-Wright, Becky	Line	Pittsburgh	N/A
Benford, Pearl	Line	Humacao	N/A
Berry, Elizabeth	Line	Winnetka	N/A
Blackwell, David	Line	Vero Beach	N/A
Blom, Peggy	Line	Albuquerque	N/A
Bond, Carmen	Line	Sacramento	N/A
Boyce-Harder, Louis	Line	Tallahassee	N/A
Brock, James Kenneth	Line	Midland	N/A
Brown, Sarah	Line	Plantation	N/A
Brown, Teresa	Line	Longboat Key	N/A
Brown, Tracy	Line	Laguna Niguel	N/A
Bueno, Sherman Jonathan	Line	Midland	N/A
Bundy, Frances	Line	Wichita	N/A
Cade, Janis	Line	Albuquerque	2009-09-10
Canales-Lamy, Darrell	Line	Mobile	N/A
Carter, Regina T.	Line	N. Miami	N/A
Chambers, Doris	Chair	Louisville	N/A
Chan, Nancy	Line	Harlingen	N/A
Coleman, Cody T.	Line	Mobile	N/A
Crew, Marion	Line	Harlingen	N/A
Deckert, Janice D.	Line	Pelham	N/A
Devine, Howard	Line	Bronx	N/A
Diaz, Larry	Line	Ashland	N/A
Dickson, Cheryl	Line	Baton Rouge	N/A
Doty, Erin	Line	Sea Island	N/A
Dougherty, E.	Line	Surprise	N/A

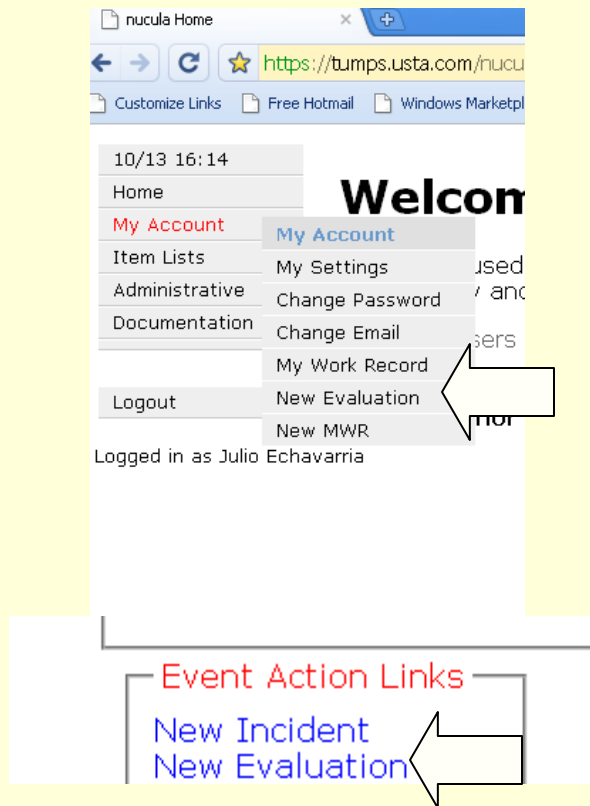
Evaluations

The list of evaluations can be searched by persons who have access and works much like the other lists. The list can be sorted by the name of the evaluator or the evaluated, as well as date of evaluation

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Umpire	Type	Event	Eval. Date
Baldwin, April	Chair	El Paso	N/A
Bascom-Wright, Becky	Line	Pittsburgh	N/A
Benford, Pearl	Line	Humacao	N/A
Berry, Elizabeth	Line	Winnetka	N/A
Blackwell, David	Line	Vero Beach	N/A
Blom, Peggy	Line	Albuquerque	N/A
Bond, Carmen	Line	Sacramento	N/A
Boyce-Harder, Louis	Line	Tallahassee	N/A
Brock, James Kenneth	Line	Midland	N/A
Brown, Sarah	Line	Plantation	N/A
Brown, Teresa	Line	Longboat Key	N/A
Brown, Tracy	Line	Laguna Niguel	N/A
Bueno, Sherman Jonathan	Line	Midland	N/A
Bundy, Frances	Line	Wichita	N/A
Cade, Janis	Line	Albuquerque	2009-09-10
Canales-Lamy, Darrell	Line	Mobile	N/A
Carter, Regina T.	Line	N. Miami	N/A
Chambers, Doris	Chair	Louisville	N/A
Chan, Nancy	Line	Harlingen	N/A
Coleman, Cody T.	Line	Mobile	N/A
Crew, Marion	Line	Harlingen	N/A
Deckert, Janice D.	Line	Pelham	N/A
Devine, Howard	Line	Bronx	N/A
Diaz, Larry	Line	Ashland	N/A
Dickson, Cheryl	Line	Baton Rouge	N/A
Doty, Erin	Line	Sea Island	N/A
Dougherty, E.	Line	Surprise	N/A

Evaluations

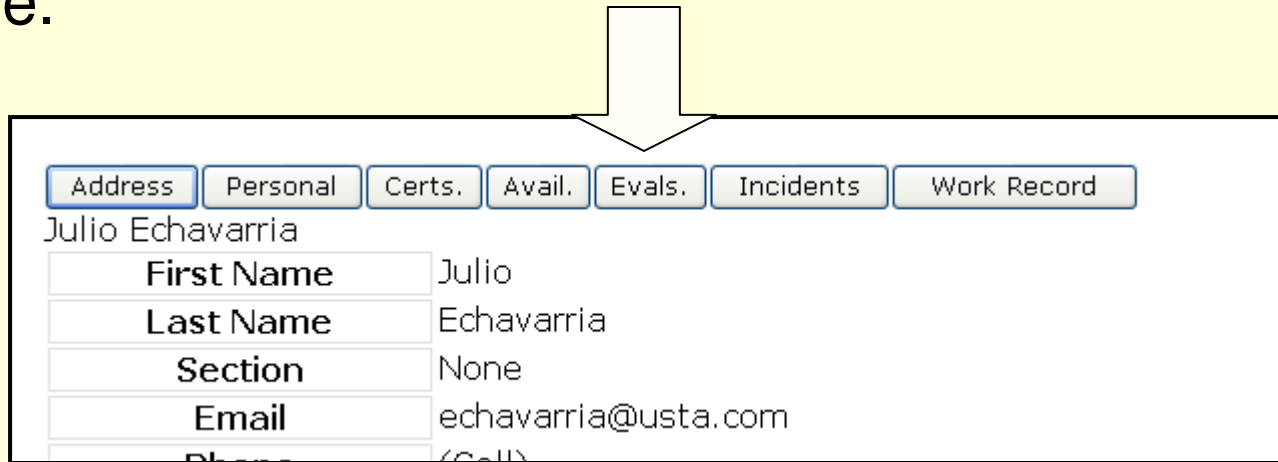


To create a new evaluation you can go one of two ways. You can click on the “New Evaluations” button or...

There is also a link at the bottom “main event page” for each event.

Evaluations

Another way to quickly glance your evaluations is by using the button located on the top of your main account page.



The image shows a screenshot of a user profile page. At the top, there is a navigation bar with several buttons: Address, Personal, Certs., Avail., Evals., Incidents, and Work Record. The 'Evals.' button is highlighted with a white arrow pointing down to it. Below the navigation bar, the user's name 'Julio Echavarria' is displayed. Underneath the name is a dropdown menu with the following items:

First Name	Julio
Last Name	Echavarria
Section	None
Email	echavarria@usta.com
Phone	(Cell)

Incident Reports

An incident report describes an incident involving an umpire at an event. The chief umpire of an event or a supervisor can create an incident report. After an incident report has been created, the umpire involved in the incident can enter an incident response.

Users that can view an incident report include:

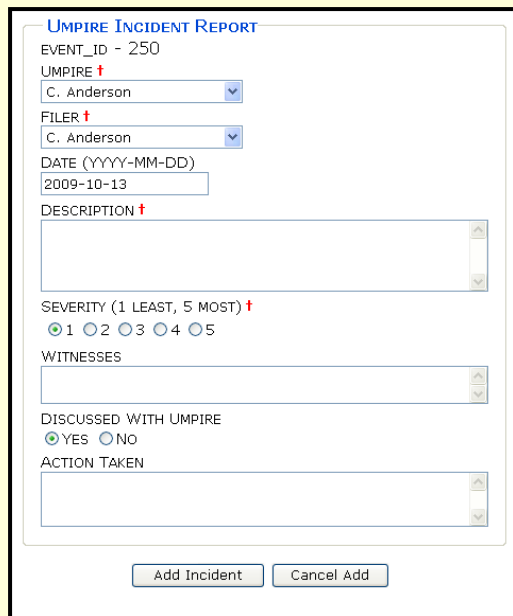
- The Chief Umpire of the event
- Supervisors
- The USTA Director of Officials
- The umpire involved in the incident

IMPORTANT: This section is meant as a tool to allow officials a user friendly option to report incidents they witnessed. If you do not feel comfortable with this please contact the USTA Officials Department so you can submit your report using another method

Incident Reports

- **Entering/Editing an Incident Report**

To enter an incident report, go to the main event page for the event at which the incident occurred and click on the "Add Incident" link. Enter the incident information in the form. The incident can be later edited by selecting the Incidents menu item, selecting the incident from the index, and clicking on the "Edit/Respond" button. The person filing the incident report will only have access to the "Description", "Severity", "Action Taken", "Witnesses", and "Discussed" fields.



The screenshot shows a web form titled "UMPIRE INCIDENT REPORT". The form contains the following fields and controls:

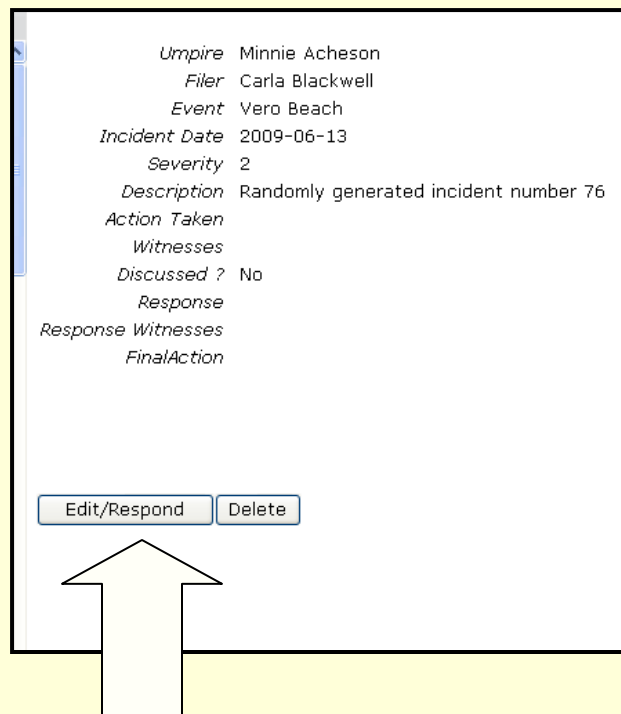
- EVENT_ID**: 250
- UMPIRE**: A dropdown menu with "C. Anderson" selected.
- FILER**: A dropdown menu with "C. Anderson" selected.
- DATE (YYYY-MM-DD)**: A text input field containing "2009-10-13".
- DESCRIPTION**: A large text area for entering the incident details.
- SEVERITY (1 LEAST, 5 MOST)**: A radio button group with options 1, 2, 3, 4, and 5. Option 1 is selected.
- WITNESSES**: A text area for listing witnesses.
- DISCUSSED WITH UMPIRE**: A radio button group with options YES and NO. Option YES is selected.
- ACTION TAKEN**: A text area for describing actions taken.

At the bottom of the form, there are two buttons: "Add Incident" and "Cancel Add".

Incident reports will be filled out using an online form.

Incident Reports

Incident reports work similar to evaluations. Under Item list you can access the full reports in which you are the "reported" or the "reporter". Officials who have a report on them will be able to access the report and respond on the record.



The screenshot shows a form with the following fields and values:

<i>Umpire</i>	Minnie Acheson
<i>Filer</i>	Carla Blackwell
<i>Event</i>	Vero Beach
<i>Incident Date</i>	2009-06-13
<i>Severity</i>	2
<i>Description</i>	Randomly generated incident number 76
<i>Action Taken</i>	
<i>Witnesses</i>	
<i>Discussed ?</i>	No
<i>Response</i>	
<i>Response Witnesses</i>	
<i>FinalAction</i>	

At the bottom of the form, there are two buttons: "Edit/Respond" and "Delete". A large white arrow points upwards from the bottom center of the form towards the "Edit/Respond" button.

Incident reports can be responded to when accessed in the "Incidents List".