

Nucula

Nucula User Guide for Chief Umpires

Table of Contents

1. Chief Umpire Responsibilities in Nucula
2. Locating Your Event
3. Event Tabs
4. Main Event Page
5. Event Notes
6. Uploading Budgets
7. Event Availability Summary
8. Line Selection
9. Work Records
10. Your Own Work Record

Basic Navigation

Chief Umpires in Nucula have the following responsibilities in Nucula.

- 1) Selecting Linespersons
- 2) Creating Event Notes
- 3) Posting Final Budgets
- 4) Creating Work Records for Chairs and Lines

Locating Your Event

Once you enter the event list you will find that three of the filtering options will be located on the left. You can check the appropriate box and click “search” to filter for the events based on those criterion.

12/15 09:17

Home

My Account

Item Lists

Administrative

Documentation

Event Help

SPECIALITY

My EVENTS

I'M THE CHIEF

I'M THE SUP.

START DATE

EARLIEST

2009-12-15

LATEST

EVENT TYPE

Men's CHALLENGE

EVENTS					
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	O	
Plantation	Women's 25K	FL	2010-01-10	C	
Dallas	School	TX	2010-01-15	-	
Hollywood	Men's Futures	FL	2010-01-15	A	
Baton Rouge	School	LA	2010-01-15	-	
Tampa	School	FL	2010-01-15	-	
Honolulu	School	HI	2010-01-15	-	
Orlando	School	FL	2010-01-15	-	
Portland	School	OR	2010-01-15	-	
Pelham	School	AL	2010-01-15	-	
Jacksonville	School	FL	2010-01-15	-	
Syracuse	School	NY	2010-01-15	-	
Lutz	Women's 25K	FL	2010-01-17	A	
Columbia	School	SC	2010-01-22	-	
Queens-NTC	School	NY	2010-01-22	-	

MY EVENTS- filtering by this option will show any event in which you are associated in some way

I'M THE CHIEF- events in which you are listed as Chief

I'M THE SUP.- Events in which you are the Supervisor

Event Tabs

Once you filter for the correct set of events you will be able to bring up a quick summary to the right. You can access the event dates, event notes, and details. You can open the “Main Event Page” by clicking on the button located in the “Details” tab.

The screenshot displays an event management interface. On the left is a table titled "EVENTS" with columns for Name, Type, State, Start Date, and Status. The "South San Francisco" row is highlighted in yellow, and a red arrow points to it from the details panel. On the right is a details panel for the "2010 Plantation Men's Futures" event, which is circled in red. The details panel includes tabs for "Details", "Dates", and "Notes". The "Details" tab is active, showing information such as Location (Plantation, FL), Country (USA), Cutoff Date (2010-01-07), Event Dates (2010-01-08 -- 2010-01-17), Surface (Clay), Prize (10), Supervisor (David Littlefield), and Chief (Steven Reitman). A "Main Event Page" button is circled in red at the bottom of the details panel, along with "Change Event" and "Delete Event" buttons.

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	O
Plantation	Women's 25K	FL	2010-01-10	C
Dallas	School	TX	2010-01-15	-
Hollywood	Men's Futures	FL	2010-01-15	A
Baton Rouge	School	LA	2010-01-15	-
Tampa	School	FL	2010-01-15	-
Honolulu	School	HI	2010-01-15	-
Orlando	School	FL	2010-01-15	-
Portland	School	OR	2010-01-15	-
Pelham	School	AL	2010-01-15	-
Jacksonville	School	FL	2010-01-15	-
Syracuse	School	NY	2010-01-15	-
Lutz	Women's 25K	FL	2010-01-17	A

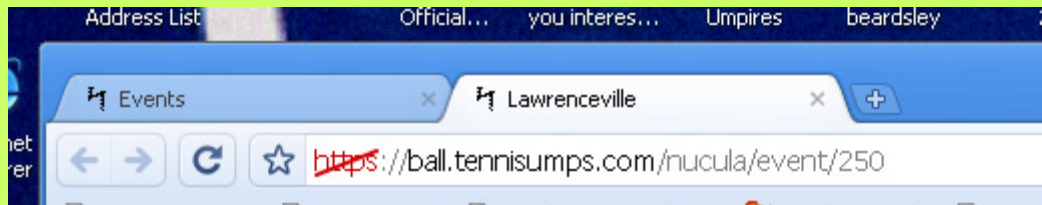
2010 Plantation Men's Futures

Location Plantation, FL
Country USA
Cutoff Date 2010-01-07
Event Dates 2010-01-08 -- 2010-01-17
Surface Clay
Prize 10
Supervisor David Littlefield
Chief Steven Reitman

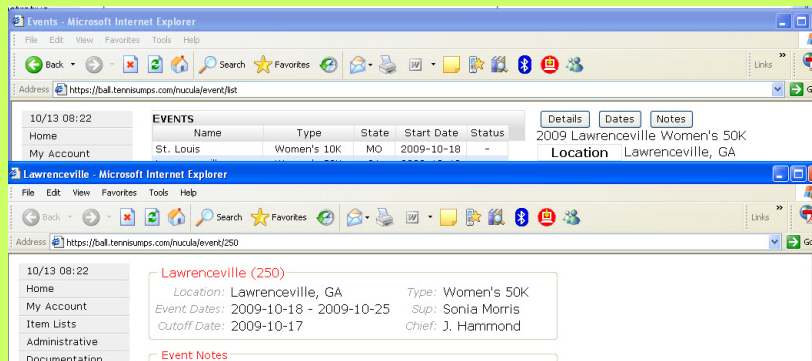
[Main Event Page](#) [Change Event](#) [Delete Event](#)

Main Event Page

By clicking on the “Main Event Page” button, you will find that depending on your browser a new page or tab will appear in your browser. If you can a second tab or page already open, this command usually opens the main event page in that second window or tab.



← 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

Main Event Page

Most of your work as a Chief Umpire will be done in the “Main Event Page”. You will see that boxes will designate the different areas of the page. The first box will show the basic details of the event.

Plantation (16)

Location: Plantation, FL

Type: Men's Futures

Event Dates: 2010-01-08 - 2010-01-17

Sup: David Littlefield

Cutoff Date: 2010-01-07

Chief: Steven Reitman

Main Event Page

The second box will be the notes section which we will talk more about later.

Event Notes

[0] 2009-12-08 09:57 Julio Echavarria

[Change](#) [Delete](#)

CONFIRMING ASSIGNMENTS : **Selections can be confirmed by clicking "My Availability" and then confirming or declining/rejecting the assignment.**

[0] 2009-12-07 19:11 Steven Reitman

[Change](#) [Delete](#)

Plantation : This event will use line umpires on the last two days only; January 16 and 17. Your availability for any other day is irrelevant. Thank you.

[Add Event Note](#)

Main Event Page

The next boxes show the “Availability”. The box you have access to here is the “My Availability” box. This is where you change your own status for events.

My Availability

Status:

Type: Chair

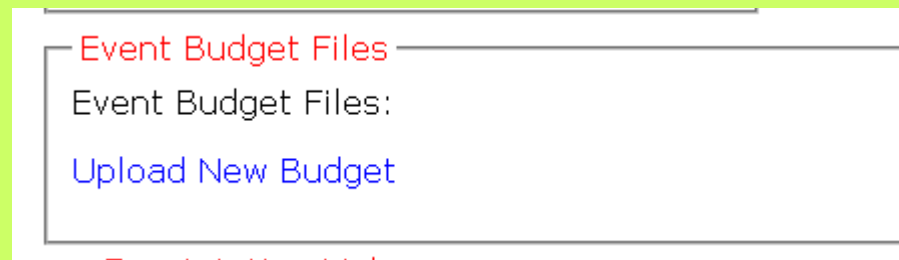
Designation: ---

Fri 1/8:	Available
Sat 1/9:	Available
Sun 1/10:	Overlapping
Mon 1/11:	Overlapping
Tue 1/12:	Available
Wed 1/13:	Available
Thu 1/14:	Available
Fri 1/15:	Available
Sat 1/16:	Available
Sun 1/17:	Available

[Manage My Availability](#)

Main Event Page

The next box shown is “Event Budget Files” where you will upload the final budget for the event. More on that later.



The screenshot shows a white rectangular box with a thin black border. At the top left, the text "Event Budget Files" is written in red. Below this, the text "Event Budget Files:" is written in black. At the bottom of the box, the text "Upload New Budget" is written in blue. The box is set against a light green background.

Main Event Page

Event Action Links

New Incident
New Evaluation
Availability Summaries
South San Francisco
Plantation
Los Angeles
Plantation
Tampa
Orlando
Honolulu
Baton Rouge
Syracuse
Portland
Pelham
Dallas
Hollywood
Jacksonville
Lutz
Tamarac
San Diego
Queens-NTC
Salt Lake City
Louisville
Columbia
Houston
Honolulu
Availability History
Line Selection
Chair Selection
T/E Selection
Work Records

The “Action Links” box is where most of the work will be done by the Chief. More on this later.

Event Notes

You are able to communicate with users in the system by posting notes. You can post a note about anything related to the events and target the notes so that only certain people can see them. To create a note, you start by clicking “Add Event Note”

Event Notes

[0] 2009-12-08 09:57 Julio Echavarria

[Change](#) [Delete](#)

CONFIRMING ASSIGNMENTS : **Selections can be confirmed by clicking "My Availability" and then confirming or declining/rejecting the assignment.**

[0] 2009-12-07 19:11 Steven Reitman

[Change](#) [Delete](#)

Plantation : This event will use line umpires on the last two days only; January 16 and 17. Your availability for any other day is irrelevant. Thank you.

[Add Event Note](#)





Event Notes

Event Note Administration

TITLE †

CONTENT †

ACTIVE DATE † 

EXPIRES DATE 

NOTE TARGET
 ALL LOGGED-IN UMPIRES
 SPECIFIC GROUPS OF UMPIRES

ASSIGNMENT

TYPE	STATUS	
<input type="checkbox"/> CHAIR	<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> NOT SELECTED
<input type="checkbox"/> LINE	<input type="checkbox"/> SELECTED	<input type="checkbox"/> OVERLAPPING
<input type="checkbox"/> EITHER	<input type="checkbox"/> CONFIRMED	<input type="checkbox"/> WORKED
<input type="checkbox"/> T/E	<input type="checkbox"/> REJECTED	<input type="checkbox"/> UNEXCUSED
<input type="checkbox"/> SCHOOL	<input type="checkbox"/> No RESPONSE	

DESIGNATION
 SRR DRS TBB UWB
 ARS UBB ATP SCU

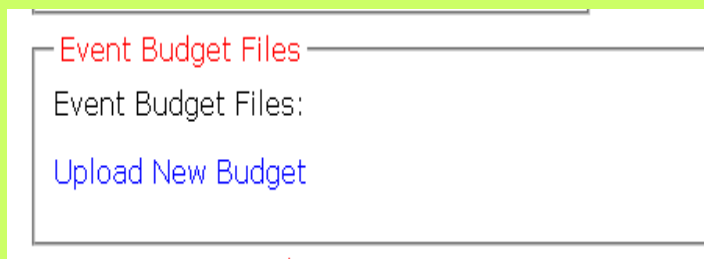
UMPIRES

The Note administration page allows you to write a title, note content. Set a date when the note can be viewed and one in which it expires. You can set the note to target officials of different type or status or designation. Finally you can highlight any single person to view your note.

Your note becomes active when you click "create note" which will be located at the bottom of the page.

Uploading Budgets

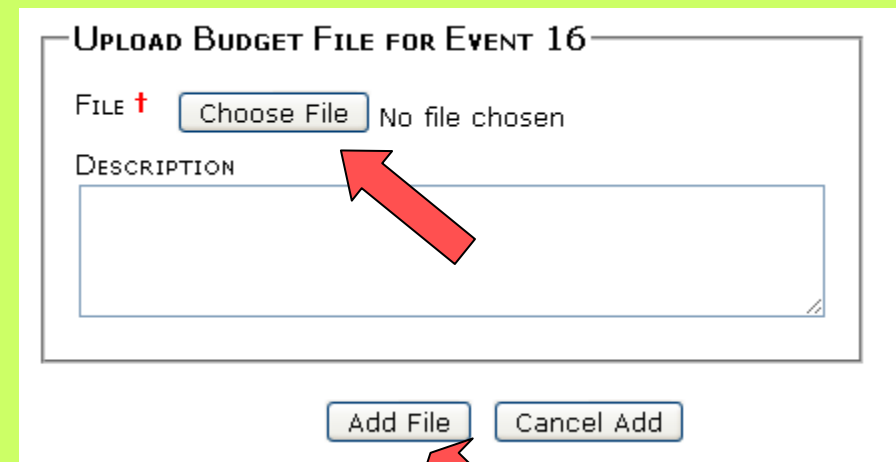
Once you have your final budget done after the event. You are requested to upload it into the system. By clicking “Upload New Budget” you will bring up a new page. You would then click on “Choose File” where you will browse your own computer for the budget file. Once the file is selected you can add a description and click “Add File” to complete the process.



Event Budget Files

Event Budget Files:

[Upload New Budget](#)



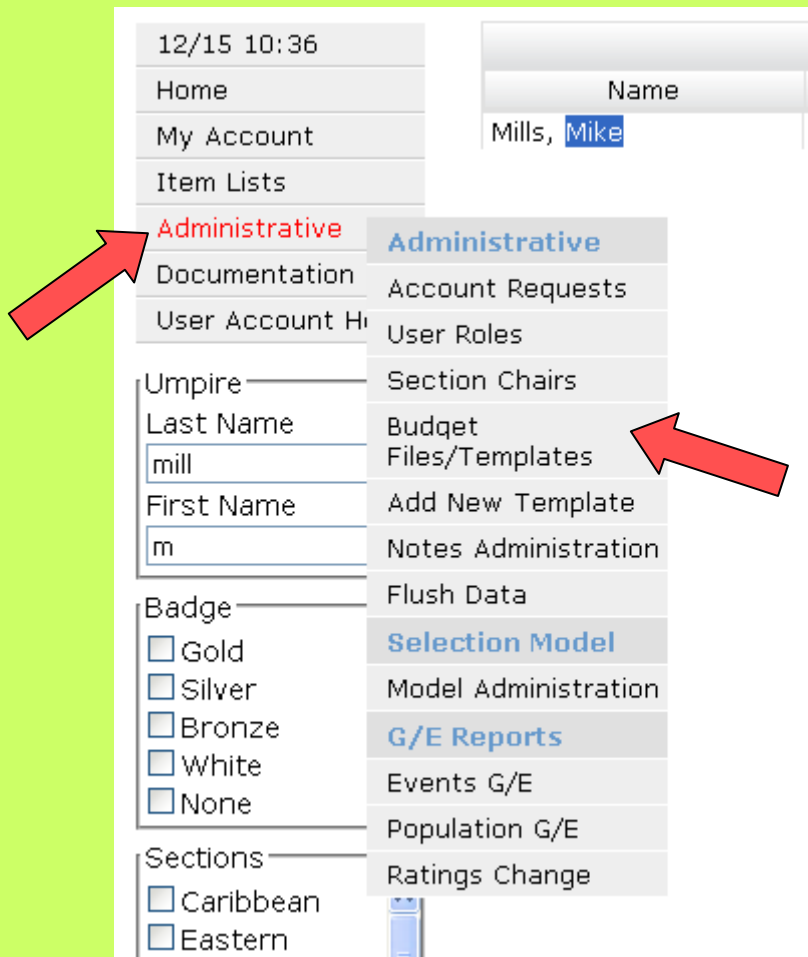
UPLOAD BUDGET FILE FOR EVENT 16

FILE † No file chosen

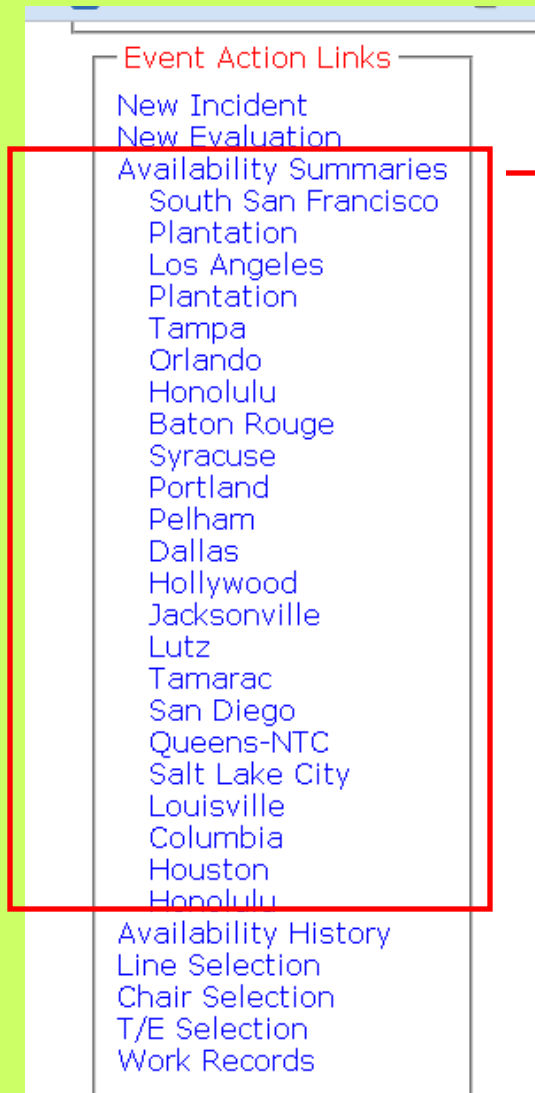
DESCRIPTION

Uploading Budgets-Templates

New budget templates are available in Nucula under the “Administrative” menu options.



Availability Summary



The “Action Links” box allows a Chief access to all the event rosters for their own event as well as events a few weeks before and after. Remember you need to be in **YOUR EVENT’S Main Page** to access the summaries for other events.

Event Availability Codes

This table shows a list of codes and descriptions that are used when viewing users assignments.

Code	Description
A	User has marked himself/herself available to work this event.
S	The user has been selected to work the event but has not yet confirmed.
N	The user has not been selected to work the event.
C	The user has confirmed that he/she has accepted the assignment after being selected.
R	The user has rejected/declined the assignment after being selected.
W	The user has worked the event.
B	The user has not worked the event after being having been confirmed to work.
O	The User has an overlapping assignment for that day. This can be 2 schools, events or school/event combination on the same day.
Z	The User has declined/rejected because he/she did not confirm their assignment.

Line Selection



You can change the status of anyone who listed themselves as available to work as a Line of Either Line or Chair. By going to the line selection screen.

Line Selection

Here we have a sample of what a Line Selection Matrix looks like when complete and ready to implement. Once you hit the “Implement Changes” button. Emails will be sent to the (S) selected and (N) not selected letting them know of the changes to status. Those selected are then asked to go back in the system to confirm. These confirmed assignments will show as (C) in all the tables associated to that event.

SAN DIEGO (254) : WOMEN'S 50K : SUP - TBD : CHIEF - TBD													
				Update		Local Changes		Reset		Not Selected		Implement Changes	
Umpire	Badge	Type	Des.	Sun 11/8 5	Mon 11/9 6	Tue 11/10 6	Wed 11/11 5	Thu 11/12 6	Fri 11/13 6	Sat 11/14 4	Sun 11/15 3		
Ball, Andrew	None	Line	---	S	S	S	S	S	S	S	S	S	
Brame, Randy	None	Line	---	-	S	S	-	S	S	O	O		
Burden, Marguerite	None	Line	---	S	S	S	S	S	S	S	-		
Clarke, Christopher	None	Line	---	S	S	S	S	S	S	O	O		
Covell, Joseph	None	Line	---	S	S	S	S	S	S	S	S		
Crowder, Stacey	None	Line	---	S	S	S	S	S	S	S	S		
Davis, Cathy	None	Line	---	N	N	N	N	N	N	N	N		
Dunlap, Amelia	None	Line	---	N	N	N	N	N	N	N	-		
Hazel, Amanda	None	Line	---	N	N	N	N	N	N	N	N		
Hollinger-Harris, Margaret	None	Line	---	N	N	N	N	N	N	N	N		
Jamison, Jose	None	Line	---	-	N	N	N	N	N	N	N		
Jones, B.	None	Line	---	N	N	N	N	N	N	N	-		
Jones-Shrader, N.	None	Line	---	N	N	N	N	N	N	N	N		
Kennan, Cathy	None	Line	---	-	-	N	N	N	N	N	N		
Lahr, Barbara	None	Line	---	N	N	N	N	N	N	N	N		
Murphy-Herbert, Tracy	None	Line	---	N	N	N	N	N	N	N	-		

Work Records

Event Action Links
New Incident
New Evaluation
Availability Summaries
South San Francisco
Plantation
Los Angeles
Plantation
Tampa
Orlando
Honolulu
Baton Rouge
Syracuse
Portland
Pelham
Dallas
Hollywood
Jacksonville
Lutz
Tamarac
San Diego
Queens-NTC
Salt Lake City
Louisville
Columbia
Houston
Honolulu
Availability History
Line Selection
Chair Selection
T/E Selection
Work Records



Chief Umpires are responsible for completing the work records for everyone who worked that event as a Line or Chair Umpire. This is done in the “Work Records” table at the end of the action links.

Work Records

As you can see this matrix is similar to the line selection matrix. The difference is that you will be changing people's status from (C) confirmed to (W) worked or (B) missed work. Additional information you will need to input includes:

Chairs- The number of matches Chaired

FR-C-The furthest round that someone chaired a match

LDays- Days worked as Line Umpire

FR-L- The furthest line worked as Line Umpire

RDays-Days worked as a Roving Umpire

ATLANTA (240) : WOMEN'S 10K : CHIEF - PAULINA HARDY												
<input type="button" value="Local Changes"/> <input type="button" value="Reset"/> <input type="button" value="Worked"/> <input type="button" value="Implement Changes"/>												
Umpire	Type	Chairs	FR-C	LDays	FR-L	RDays	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17
Dockery, Priscilla	Chair	7	RO-32	0	None	0	C	C	C	C	C	C
Ewing, Gene Leonard	Chair	6	RO-128	0	None	0	W	W	W	W	W	W
Fulton-Bell, Jeff	Chair	5	RO-256	0	Q	0	W	W	W	W	W	W
Henson, Barbara	Chair	3	RO-128	0	None	0	W	W	W	W	W	W
Simmons, Joe	Chair	5	RO-128	0	Q	0	-	W	W	W	W	W
Backlund, Nancy	Line	4	RO-16	0	S	0	W	W	W	W	W	W
Clark, Anton	Line	0	None	0	RO-32	0	W	W	W	W	W	W
Dval. Annie	Line	2	RO-128	0	RO-64	0	W	W	W	W	W	W

Work Records

Once you hit implement changes, the system will automatically update those work records and they will reflect in their individual work records.

WORK RECORD FOR GENE LEONARD EWING											
Date	Man	Event	Event Type	Prize	Assgt. Type	Chief/Ref/Instr	LDays/Score	FR-L/P/F	Rove	Chairs	FR-C
2009-04-04	N	Baton Rouge	Prof.	\$50K	Chair	Mary Terry	0	None	0	3	RO-32
2009-07-12	N	Atlanta	Prof.	\$10K	Chair	Paulina Hardy	0	None	0	6	RO-128

Work Records

Finally, you must credit yourself as having worked as Chief. You would click on “New MWR” under My Account and begin to create a work record like you would normally do for any event inputted manually. The only difference is that where it says “Event Name” you will write “Chief-” then the name of the event.

MANUAL WORK RECORD

UMPIRE ↑
Thomas Abarca

DATE (YYYY-MM-DD) ↑
2009-10-13

EVENT NAME ↑ TYPE
Prof.

CHIEF/REFEREE/INSTRUCTOR ↑

PRIZE AMOUNT ↑ POSITION
CHAIR LINE N/A

LINE DAYS ↑ ROVER DAYS ↑

FURTHEST ROUND LINE
None

CHAIR COUNT ↑ FURTHEST ROUND CHAIR
None

TEST SCORE ↑ PASS/FAIL
PASS FAIL N/A

COMMENTS

Add Work Record Cancel Add

Here you will see how naming the event this way makes it easy to see that you worked as Chief.

Julio Echavarria

Date	Event	Type
2009-10-16	My Event	N/A
2009-11-20	Referee-Ohio Zonals	N/A
2009-12-15	Chief-Idaho Challenger	N/A
2009-10-19	test school	School

Need Help

We can go over this on a one on one basis. Just get in touch with Julio Echavarria at Echavarria@usta.com and we can arrange an online web conference.