

Nucula

Nucula User Guide for School Coordinators

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Responsibilities in Nucula

School Coordinators are listed as “Instructors” in Nucula. This designation in the system allows you to:

- 1) Select Attendees
- 2) Creating Event Notes to Communicate Information
- 3) Easily view availability of those wishing to attend

Signing Up For Schools

The USTA Officials Committee will offer Sectional Schools around the country for all USTA Certified officials. If you wish to attend there are two ways to make oneself available.

1) Using Nucula you can make yourself available to attend the school. The School contact is listed as "instructor" in the system. We have created a step by step guide on how to do this.

2) As in past years, If someone wishes to attend one of these schools, They should contact the individual shown as the site contact as school space may become limited.

Signing Up For Schools

There are a couple of reasons why we need to use both these methods.

- 1) At beginning of 2010 we will still be short of having everyone in the system.
- 2) The Nucula System currently can only accept attendees for the entire weekend and not the individual sessions
- 3) Many attending the schools do not have the comfort level with online registration so for 2010 the option of signing up offline is given.

Signing Up For Schools

We understand that to people this seem to duplicate the entry process since signing up for Nucula also requires an follow-up email, but in 2011 we expect to be able to resolve the design issues and thus be able to have officials sign up entirely through the Nucula system.

Locating Your School

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

One of the search criteria you can click is “School” which after you hit search, would leave you with only those type of events.

The screenshot shows a web application interface. On the left is a sidebar with a navigation menu and filtering options. The main area displays a table of events.

Navigation Menu:

- 12/16 15:17
- Home
- My Account
- Item Lists
- Administrative
- Documentation
- Event Help

SPECIALITY:

- My EVENTS
- I'M THE CHIEF
- I'M THE SUP.

START DATE:

EARLIEST: 2009-12-16 [calendar icon]

LATEST: [calendar icon]

EVENT TYPE:

- MEN'S CHALLENGE
- MEN'S FUTURES
- SCHOOL
- WOMEN'S 25K

EVENTS TABLE:

Name	Type	State	Start Date	Status
South San Francisco	School	CA	2010-01-08	-
Los Angeles	School	CA	2010-01-08	-
Plantation	Men's Futures	FL	2010-01-08	O
Plantation	Women's 25K	FL	2010-01-10	C
Portland	School	OR	2010-01-15	-
Syracuse	School	NY	2010-01-15	-
Dallas	School	TX	2010-01-15	-
Baton Rouge	School	LA	2010-01-15	-
Hollywood	Men's Futures	FL	2010-01-15	A
Honolulu	School	HI	2010-01-15	-
Tampa	School	FL	2010-01-15	-
Pelham	School	AL	2010-01-15	-
Jacksonville	School	FL	2010-01-15	-
Orlando	School	FL	2010-01-15	-
Lutz	Women's 25K	FL	2010-01-17	A
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	-
Tamarac	Men's Futures	FL	2010-01-22	A

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. This is the same for all types of events, including schools.

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 right. On the right is a details panel for the "2010 Plantation Men's Futures" event. The "Details" tab is selected and circled in red. Below the event name, various details are listed: 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). The "Chief" name is also circled in red. At the bottom of the details panel, there are three buttons: "Main Event Page" (circled in red), "Change Event", and "Delete Event".

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

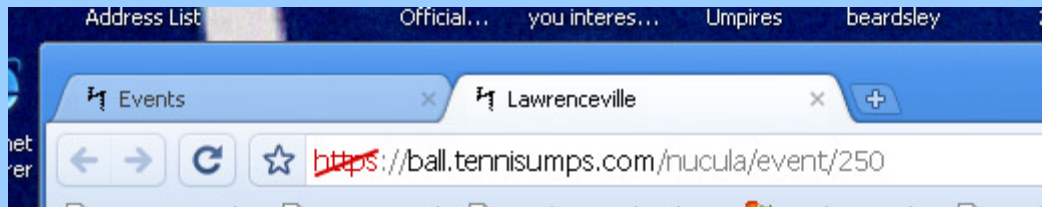
2010 Plantation Men's Futures

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

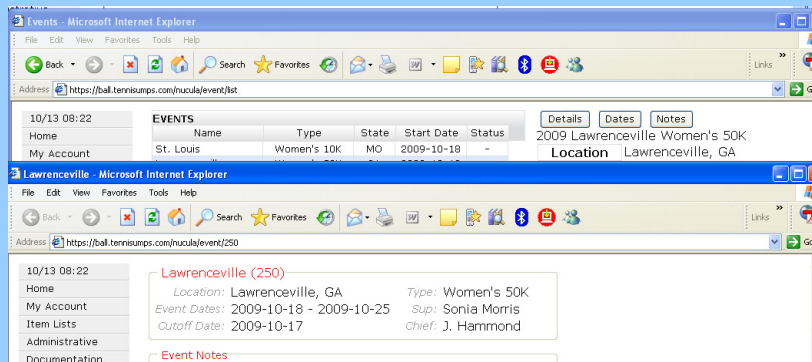
Main Event Page **Change Event** **Delete Event**

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 Instructor 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.

Los Angeles (98)

<i>Location:</i> Los Angeles, CA	<i>Type:</i> School
<i>Event Dates:</i> 2010-01-08 - 2010-01-10	<i>Sup:</i> TBD
<i>Cutoff Date:</i> 2010-01-08	<i>Chief:</i> Jane Goodman

Main Event Page

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

Event Notes

[0] 2009-12-14 17:30 Jane Goodman

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

School Sign-Up : Please send an e-mail to: jane.goodman@sbcglobal.net specifying which class you are going to attend

[1] 2009-12-13 11:55 Jane Goodman

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

Los Angeles School : The Sectional/ITA and Referee Schools are on 1/9 The Sectional School for Officials with 1-3 years experience is on 1/10. There will be a beginning ITA School on 1/10 after the Sectional School

[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: N/A

Type: N/A

Designation: N/A

Fri 1/8: Unavailable

Sat 1/9: Unavailable

Sun 1/10: Unavailable

[Manage My Availability](#)

Main Event Page

Event Action Links

[New Incident](#)
[New Evaluation](#)
[Availability Summaries](#)
[Plantation](#)
[Los Angeles](#)
[South San Francisco](#)
[Plantation](#)
[Dallas](#)
[Pelham](#)
[Orlando](#)
[Jacksonville](#)
[Tampa](#)
[Portland](#)
[Honolulu](#)
[Baton Rouge](#)
[Syracuse](#)
[Hollywood](#)
[Lutz](#)
[Availability History](#)
[School 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] 2009-12-14 17:30 Jane Goodman [Change](#) [Delete](#)
School Sign-Up : Please send an e-mail to: jane.goodman@sbcglobal.net specifying which class you are going to attend

[1] 2009-12-13 11:55 Jane Goodman [Change](#) [Delete](#)
Los Angeles School : The Sectional/ITA and Referee Schools are on 1/9 The Sectional School for Officials with 1-3 years experience is on 1/10. There will be a beginning ITA School on 1/10 after the Sectional School


[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.

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.

School Selection

You can change the status of anyone who listed themselves as available to attend. By going to the school selection screen.

Event Action Links

- New Incident
- New Evaluation
- Availability Summaries
 - Plantation
 - Los Angeles
 - South San Francisco
 - Plantation
 - Dallas
 - Pelham
 - Orlando
 - Jacksonville
 - Tampa
 - Portland
 - Honolulu
 - Baton Rouge
 - Syracuse
 - Hollywood
 - Lutz
- Availability History
- School Selection
- Work Records



LOS ANGELES (98) : SCHOOL : SUP - TBD : CHIEF - JANE GOODMAN

Update Local Changes Reset Not Selected

Implement Changes

Umpire	Badge	Type	Des.	Fri 1/8	Sat 1/9	Sun 1/10
Johnson, Marion	Bronze	School	---	A	A	A
Berrettini, Vickie	White	School	---	A	A	A
Baker, Marylynn	None	School	---	A	A	A
Broersma, Annette	None	School	---	A	A	A
Denning, Larry	None	School	---	A	A	A
Flood, James	None	School	---	A	A	A
Goodman, Jane	None	School	---	A	A	A
Goodman, Lois	None	School	---	A	A	A
Hamershock, Andy	None	School	---	A	A	A
Kasner, Steve	None	School	---	A	A	A
Lalias, Andre	None	School	---	A	A	A
Smith, Laurel	None	School	---	A	A	A
Taylor, Phyllis	None	School	---	A	A	A
Tomanek, Robert	None	School	---	A	A	A
Van Besoyen, Harry	None	School	---	A	A	A
Ward, Rosemary	None	School	---	A	A	A
Weber Jr, James R	None	School	---	A	A	A

School Selection

Here we have a sample of what a Line Selection Matrix looks like when complete and ready to implement. The same process works for schools. 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	Mon 11/9	Tue 11/10	Wed 11/11	Thu 11/12	Fri 11/13	Sat 11/14	Sun 11/15		
				5	6	6	5	6	6	4	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



In 2010 School Scores will be input at the USTA National office. In the future these scores will be input in the Work Records table. More on this later in 2010

Need Help

If you have questions regarding the schools scheduling, contact Bruce Avery at bavery4820@aol.com

If you have a question. Just get in touch with Julio Echavarria at Echavarria@usta.com and we can arrange an online web conference.