

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 a sub-note: 'PIC is the User ID you were issued by the USTA Officials Office'. The page content includes a 'Welcome to nucula.' header, a 'Returning Users' section with a 'PIC' field, a 'Password' field, and a 'Login' button. Below this are links for 'Forgot Password' and 'New Users Request Account'. A paragraph explains that all users must have an individual authorized account, and returning users should login, while new users should request an account. 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 NUCULA user dashboard. 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' link in the 'My Work Record' sub-menu. The dashboard 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'. Below the menu is a table with columns 'Author' and 'Title'. The table contains one row: 'Julio Echavarria' as the author and 'Certifications' as the title. Below the table is a paragraph: 'Hello everyone, Please allow us a couple of weeks to enter your current certifications. This is a manual process and we have limited staff to dedicate to this. We hope to get to everyone in the next few weeks.' This is followed by a list of YouTube video demonstrations: '2009-10-21 17:02 Julio Echavarria Video How to Here is a list of Youtube video demonstrations currently available: How to make yourself available to work an event' and '2009-10-16 16:05 Julio Echavarria Deadlines'. Below this is a section titled 'Important Deadlines' with three bullet points: '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.

The screenshot shows a web application interface for entering a manual work record. On the left is a navigation menu with items: Home, My Account, Item Lists, Administrative, Documentation, and Logout. The main content area is titled 'MANUAL WORK RECORD' and contains the following fields and controls:

- UMPIRE_ID: Home
- DATE (YYYY-MM-DD) †: 2009-10-26
- EVENT NAME †: Raju Chabria \$10K
- TYPE: Other (dropdown)
- CHIEF/REFEREE/INSTRUCTOR †: Jim Flood
- PRIZE AMOUNT †: 10000
- POSITION: CHAIR (selected), LINE, N/A
- LINE DAYS †: 0
- ROVER DAYS †: 7
- FURTHEST ROUND LINE: None (dropdown)
- CHAIR COUNT †: 4
- FURTHEST ROUND CHAIR: F (dropdown)
- TEST SCORE †: 0
- PASS/FAIL: PASS, FAIL, N/A (radio buttons)
- COMMENTS: West End Tennis Club - Charity Tournament

At the bottom of the form are two buttons: 'Add Work Record' and 'Cancel Add'. A yellow box on the left contains the instruction 'a) Fill in all of the required fields, and any other fields that apply.' A yellow box at the bottom contains the instruction 'b) Click on the "Add Work Record" button' with an arrow pointing to the 'Add Work Record' button.

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.

Step 4 – Go to your Manual Work Records and review/edit your entry

a) Enter your name

b) Click on the "Search" button

The screenshot shows a web application interface for searching manual work records. On the left is a navigation menu with items: Home, My Account, Item Lists, Administrative, Documentation, MWR Help, and Logout. The main content area is titled 'MANUAL WORK RECORDS' and contains the following fields and controls:

- Umpire Last Name: [text input]
- Umpire First Name: [text input]
- Sections: Caribbean, Eastern, Florida, Hawaii, Intermountain, Mid Atlantic, Mid States (checkboxes)
- Date Range Start: [text input]
- Date Range End: [text input]
- Search: [button]
- Clear: [button]

At the top of the main content area is a table header with columns: Umpire, Event, Type, Date, and Section. Below the header is a text input field with the placeholder text 'Select Filter Conditions then Refresh List'. A yellow box on the left contains the instruction 'a) Enter your name' with arrows pointing to the 'Umpire Last Name' and 'Umpire First Name' input fields. Another yellow box at the bottom contains the instruction 'b) Click on the "Search" button' with an arrow pointing to the 'Search' button.

Step 5 – Select the Work Record you want to review/edit

The screenshot shows the 'MANUAL WORK RECORDS' interface. On the left is a navigation menu with options like 'Home', 'My Account', 'Item Lists', 'Administrative', 'Documentation', and 'MWR Help'. Below the menu are search filters for 'Umpire' (Last Name: flood, First Name:), 'Sections' (Caribbean, Eastern, Florida, Hawaii, Intermountain, Mid Atlantic, Mid States), and 'Date Range' (Start, End). The main area displays a table of 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

Annotations include:

- a) Click on the desired Event line.** (Points to the first row in the table)
- b) Click on the "Edit" button if changes are needed.** (Points to the 'Edit' button next to the first row)

On the right, a detailed view of the selected record is shown:

- 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

Annotation: **This information will appear after clicking on the Event line.** (Points to the detailed view)

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

The screenshot shows the 'Edit Manual Work Record' dialog box. The fields are pre-filled with the data from the selected record in Step 5:

- 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

Annotations include:

- a) Make needed changes. (Scroll down to see other fields)** (Points to the bottom of the dialog box)
- b) Click on the "Save" button** (Points to the 'Save' button)

The background interface is dimmed, showing the same table and detailed view as in Step 5.