

Completing the Chief Umpire Report

1. Log into WRS
2. Scroll down to the bottom of your "My Account" window.

My Account

[+ Join a Program](#) [+ Propose an Event](#) [Notifications](#) [Account Security](#)

Name	Member Number
[Redacted]	648505
Commonly Used First Name (nickname)	Date of Birth
[Redacted]	1982-07-11
Gender	Language Preference
Female	English

[Edit](#)

Contact Information

Email		+ Alternate Email + Personal Website + Facebook + Work Website
Type	Address	
Primary Email	[Redacted]	Edit

Administration

Organization	Status	Start Date	End Date	
[Redacted]	Active	2018-02-01	2019-02-01	Administer

- Program Membership
- Organization Membership
- Umpire
- Chief Umpire Events
- Participant

3. You should see a label saying "Chief Umpire Events" toward the bottom on the window.

4. Click on the label and all the events for which you are named as the Chief Umpire should be listed.

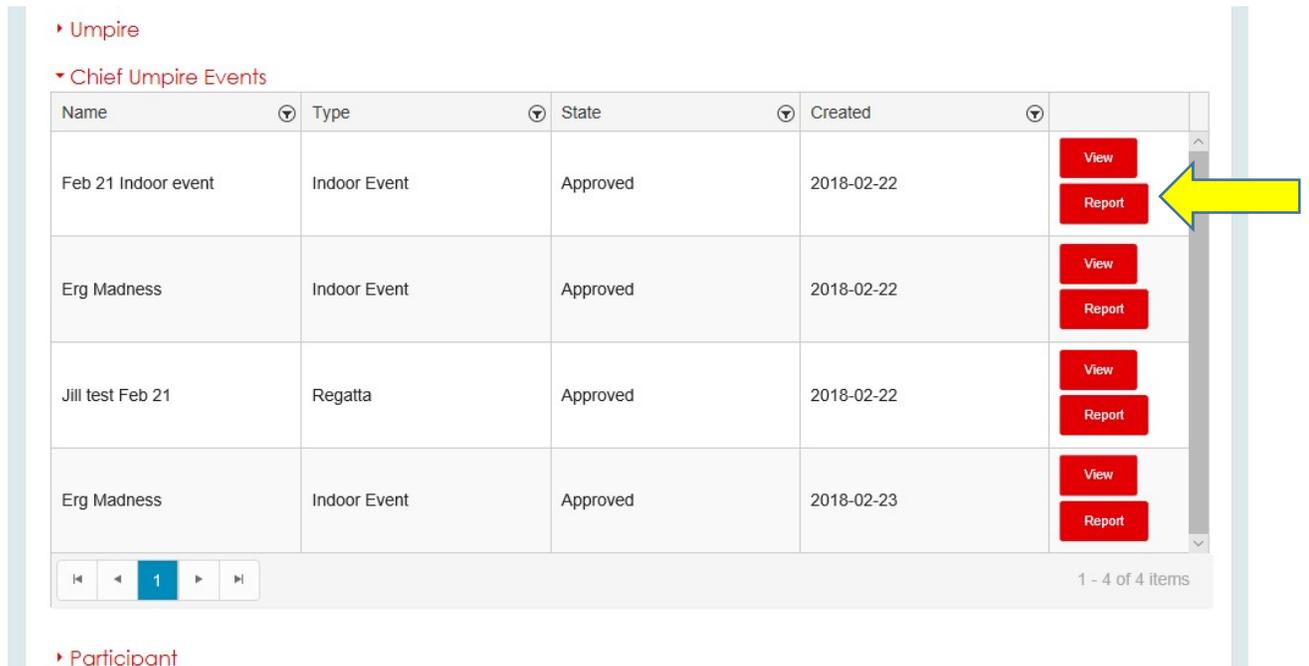
▸ Umpire

▾ Chief Umpire Events

Name	Type	State	Created	
Feb 21 Indoor event	Indoor Event	Approved	2018-02-22	View Report
Erg Madness	Indoor Event	Approved	2018-02-22	View Report
Jill test Feb 21	Regatta	Approved	2018-02-22	View Report
Erg Madness	Indoor Event	Approved	2018-02-23	View Report

1 - 4 of 4 items

▸ Participant



5. If you want to see the sanction document, click on “View”. To complete the CU report, click on the “Report” button. The CU report will then appear and you can complete it as desired.

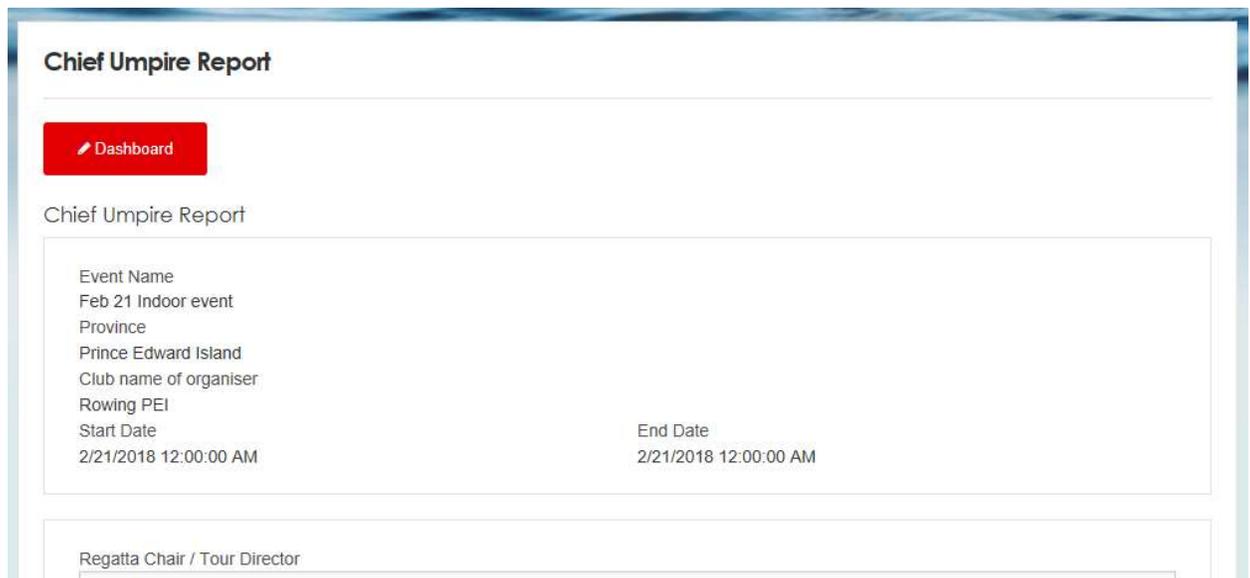
Chief Umpire Report

[Dashboard](#)

Chief Umpire Report

Event Name	Feb 21 Indoor event
Province	Prince Edward Island
Club name of organiser	Rowing PEI
Start Date	2/21/2018 12:00:00 AM
End Date	2/21/2018 12:00:00 AM

Regatta Chair / Tour Director



6. To add the individual umpires who had a role at the event, you will need to use the “Person Lookup”. You will see it initially as follows:

Number of RCA Licensed Umpires
0

Licenced Umpire Information

Person Lookup

Umpire Name: Use Person lookup... Role at this Event: ...then describe role **Save**

Umpire Name	Role At Event
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Total Number of Event Participants

7. Click the “Person Lookup” button and a box will appear in which you can type the last name of the umpire you wish to add.

Number of RCA Licensed Umpires
0

Lookup

Last Name: bagshawe **Search**

Okay

8. Click the search button following the last name.
9. If the last name matches an umpire in the database, then you will see the information about the umpire listed. If there is more than one umpire with that last name, all will be listed and you can select the correct one for your event.

0

Lookup

Last Name: bagshawe **Search**

Last Name	First Name	Member Number	Username	Email	Gender	Status
bagshawe	mike	600541	bagshawe	mweston@rowingcanada.org	M	Umpire

Select **Okay**

Total Number of Event Days

10. Click "Select" to select the umpire you wish to add and then "Okay" when done.
11. You will then be returned to the CU report and can enter the role that umpired played at your event.

Number of RCA Licensed Umpires
0

Licensed Umpire Information

Person Lookup

Umpire Name: mike bagshawe

Role at this Event: ...then describe role

Save

Umpire Name	Role At Event

Total Number of Event Participants

12. The "Role at this Event" is free text, so you can enter what you wish here. Once you have entered the role, click "Save". Depending on the browser you may now end up back at the top of your report and may need to scroll down again to enter the next umpire. Repeat the "Person Lookup" process until all umpires have been entered. Note that only those individuals who have been assigned the umpire role in WRS and are active umpires will be found through the "Person Lookup". Note that the "Number of RCA Licensed Umpires" will be automatically updated.

Number of RCA Licensed Umpires
1

Licensed Umpire Information

Person Lookup

Umpire Name: Use Person lookup...

Role at this Event: ...then describe role

Save

Umpire Name	Role At Event
mike bagshawe	Starter

13. You can also enter the number of attendees each day. This is especially important for events in British Columbia.

Attendance Information

Day of Event: 0

Daily Attendance: 0

Save

Day of Event	Daily Attendance

14. Enter the day (e.g. 1, 2 etc) and the attendance (numeric) and then click “Save”. As with the umpire lookup, you may end up back at the top of the report and need to scroll back down to enter the next day.

Attendance Information

Day of Event	Daily Attendance	<input type="button" value="Save"/>
0	0	

Day of Event	Daily Attendance	
1	64	<input type="button" value="x"/>

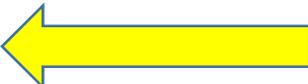
15. Completing the rest of the report should be self-explanatory. Should you have questions about any of the fields, click on the small, black “i” next to some of the field name. More detail will be provided.

Comments 



16. When you are done, click the “Save” button at the bottom of the report. You can go back and fill in more details as desired. Just go to your My Account page as noted in Step 2+ above.

Report Submitted By	Report Submitted Date
<input type="text"/>	<input type="text"/>



17. The Sanction Officer and the Chair of the SEC will be able to see your completed report but others will be restricted from seeing it. If you wish to distribute your report to other umpires etc, use your browser to “Print” a copy of the report to a PDF file. You can then send that PDF to whomever you wish.