

# **Football Evaluations**

## **1. Entering Evaluations**

- a. Log onto the WCOA web site [WWW.WCOAFLA.ORG](http://WWW.WCOAFLA.ORG) and click on the FORMS link.
- b. In the football section on the FORMS page, click on WCOA Individual Football Evaluations.
- c. From the Evaluated Official drop down link,
  - i. Select the official to be evaluated.
  - ii. Overtyping the Date field if the game date is not the current date
  - iii. Select the Position from the options available.
  - iv. Select the GameLevel from the options available
  - v. Enter your name in the Evaluator slot; please spell correctly to ensure credit.
  - vi. For Evalemail, please include your correct email address in order to receive a copy of the form submitted to the treasurer at the end of the week.
  - vii. For Home, enter the home team
  - viii. For Homescore, enter the home team's score
  - ix. For Visitor, enter the visiting team
  - x. For Visitorscore, enter the visitor's score
  - xi. On the evaluation categories, please select the rating 1 – 5 that best describes the evaluated official's performance.
  - xii. Please select a rating from the ten categories provided.
  - xiii. For points review your rating for the ten categories and enter the numeric total.
  - xiv. For the CommentsPro section, enter any positive notes on the official's performance; please remember that you are limited to 255 characters, including spaces.
  - xv. For the CommentsCon section, enter any areas of official's performance that need improvement; please remember that you are limited to 255 characters, including spaces.
- d. Review your form to ensure that all categories have been completed, then click SUBMIT; ONE TIME ONLY. As this goes to an online database, it may take a few seconds to return a copy of a form containing all of your entries. Please do not click on SUBMIT more than once as this will submit duplicate entries.
- e. When the form is loaded to the database, you will receive a copy of the form on your screen, entitled FORM CONFIRMATION, containing all of the information you entered.
- f. To save this form to a folder on your local computer, go to the top of your screen where it says File Edit Review and click File
- g. Click the Save As option, changing the File Name to something meaningful to you, such as Joe Smith 10 06 2006 and save it into your evaluations folder. This will allow you to have a method to track all evaluations submitted.
- h. For Save as type, select the option Text File (\*.txt ) and then Click Save
- i. Contact Jim Eckler with any questions [jeckler1@tamapabay.rr.com](mailto:jeckler1@tamapabay.rr.com)

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## **2. Reviewing Individual Evaluations**

- a. Log onto the WCOA web site [WWW.WCOAFLA.ORG](http://WWW.WCOAFLA.ORG) and click on the Football link.
- b. Click on the Your Evaluations link at the right of the page
- c. Enter your User Name and Password, then click Login.
- d. If you have not been issued a User Name and Password, or have forgotten them, contact Jim Eckler at [jeckler1@tamapabay.rr.com](mailto:jeckler1@tamapabay.rr.com). In an emergency, the vice-president of football will have a copy, but contact Jim via email first as he will usually respond within 24 – 48 hours.
- e. If you do not have any evaluations submitted by a senior official you will receive a blank screen indicating that you do not have evaluations entered.
- f. If you have evaluations, each evaluation will be returned to you page by page, starting with the latest evaluation entered.
- g. If you have more than one evaluation entered, click the > at the bottom to page through the evaluations, and you must click the > each time to go to the next page.
- h. Clicking the < will page back one page.
- i. Clicking the >| will take you to the last evaluation and clicking the |< will return you to the first evaluation.
- j. Contact Jim Eckler with any questions [jeckler1@tamapabay.rr.com](mailto:jeckler1@tamapabay.rr.com)