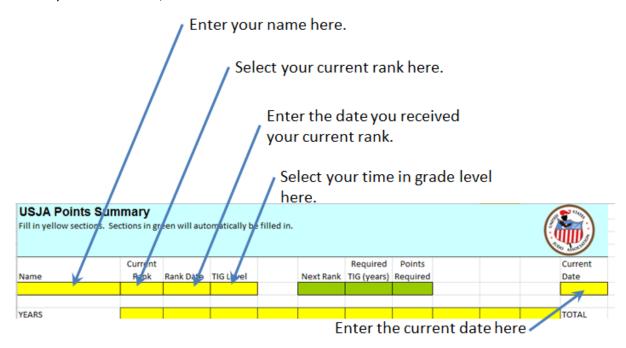
## **Your Guide to using the USJA Senior Points Template**

## **Opening the Points Template file**

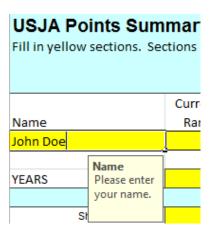
The file, "USJA Senior Points Template.xls", is a spreadsheet for calculating your current points for promotion purposes. All of the editable fields on each sheet are marked in yellow for ease of use and the sheets are locked so only these fields can be changed. Fields marked in green contain formulas and references that are automatically filled in as you enter the information.

## <u>Initial Information – The Point Summary tab</u>

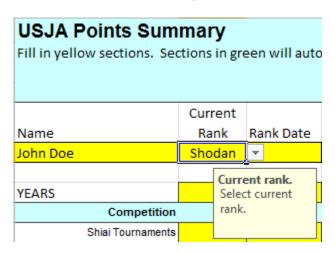
The summary sheet tab has four fields to fill in at the top; your name, current rank, the date you received your current rank, and the current date.



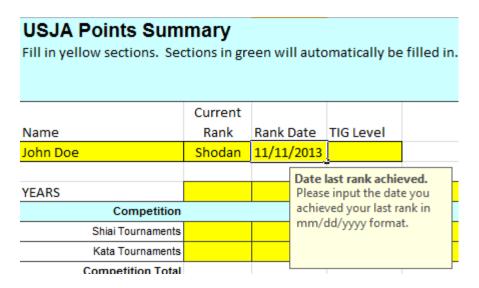
To fill in your name simply select the yellow box underneath name and type your name in.



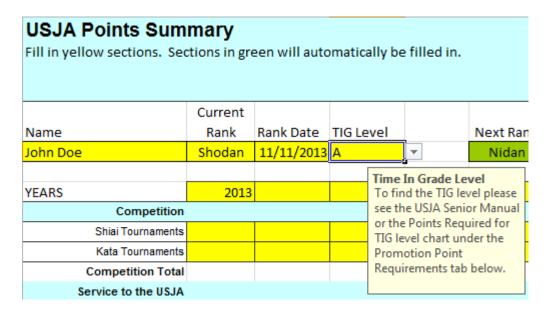
To fill in your current rank simply select the yellow box under rank and a drop down box will appear with all the ranks available. Select your current rank here.



To fill in the rank date select the yellow box underneath rank date and fill it in with the date you received your current rank in mm/dd/yyyy format.

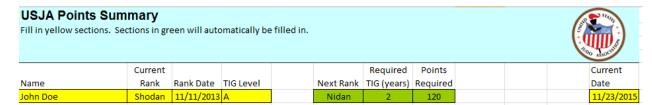


The time in grade level (TIG) is can be determined by using the table on the second tab of the spreadsheet or by looking at the "Rank Table: Rank TIG Points and Rank and number of Sign off Required" on page 35 of the USJA Senior Manual.



To fill in the current date select the yellow box underneath current date and fill it in with the date of application in mm/dd/yyyy format.

Once you've entered these fields you'll notice several of the green fields will be automatically updated with information including the next rank, eligibility date for the next rank, and the number of points needed for your next rank.



## Filling in the Points

To fill in the points on the sheet you would simply fill in the year at the top in the column you want to enter the first year of points.

USJA Points Summary Fill in yellow sections. Sections in green wi										
	Current									
Name	Rank	Rank								
John Doe	Shodan	11/11								
YEARS	2013									
Competition										
Shiai Tournaments										

Underneath that year enter the points for each activity for that year. You'll notice the green cells updated with the total points that have been entered for each category. Descriptions of each category as well as the point that can be earned are in the USJA Senior Manual pages 29-34.

	current				Kequirea	POINTS		current
Name	Rank	Rank Date	TIG Level	Next Rank	TIG (years)	Required		Date
John Doe	Shodan	11/11/2013	А	Nidan	2	120		11/23/2015
YEARS	2013							TOTAL
Competition								
Shiai Tournaments	10							10
Kata Tournaments	4							4
Competition Total								14
Service to the USJA								
Clinic Attendance								0
Class Attendance	2							2
Officiating (referee/ judging)								_

Continue filling the sheet out, it will automatically tally the points:

Name	Rank	Rank Date	TIG Level	Next Rank	TIG (years)	Required		Date	
John Doe	Shodan	11/11/2013	А	Nidan	2	120		11/23/2015	
YEARS	2013	2014	2015					TOTAL	
Competition									
Shiai Tournaments	10	70	93					173	
Kata Tournaments	4	18	6					28	
Competition Total								201	
Service to the USJA									
Clinic Attendance								0	
Class Attendance	2	24	22						Points from class are limited to 25% of total points needed
Officiating (referee/ judging)									

You'll notice that some of the class points are not being tallied. This is because only 25% of the required point for promotion can be from class points. This rule also applies to life membership.

Once you finish filling out the sheet the total points will be listed at the bottom.

