

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.

Initial Information – The Point Summary tab

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.

Enter your name here.

Select your current rank here.

Enter the date you received your current rank.

Select your time in grade level here.

Enter the current date here

| USJA Points Summary | | | | | | | | | |
|---|--------------|-----------|-----------|--|-----------|----------------------|-----------------|--|--------------|
| Fill in yellow sections. Sections in green will automatically be filled in. | | | | | | | | | |
| Name | Current Rank | Rank Date | TIG Level | | Next Rank | Required TIG (years) | Points Required | | Current Date |
| YEARS | | | | | | | | | TOTAL |

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

USJA Points Summary
Fill in yellow sections. Sections

| | |
|----------|--------------|
| Name | Current Rank |
| John Doe | |
| YEARS | |
| St | |

Name
Please enter your name.

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.

USJA Points Summary
Fill in yellow sections. Sections in green will auto

| Name | Current Rank | Rank Date |
|--------------------|--------------|-----------|
| John Doe | Shodan | |
| YEARS | | |
| Competition | | |
| Shiai Tournaments | | |

Current rank. Select current rank.

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.

USJA Points Summary
Fill in yellow sections. Sections in green will automatically be filled in.

| Name | Current Rank | Rank Date | TIG Level |
|--------------------------|--------------|------------|-----------|
| John Doe | Shodan | 11/11/2013 | |
| YEARS | | | |
| Competition | | | |
| Shiai Tournaments | | | |
| Kata Tournaments | | | |
| Competition Total | | | |

Date last rank achieved. Please input the date you achieved your last 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.

USJA Points Summary

Fill in yellow sections. Sections in green will automatically be filled in.

| Name | Current Rank | Rank Date | TIG Level | Next Rank |
|----------------------------|--------------|------------|-----------|-----------|
| John Doe | Shodan | 11/11/2013 | A | Nidan |
| YEARS | 2013 | | | |
| Competition | | | | |
| Shiai Tournaments | | | | |
| Kata Tournaments | | | | |
| Competition Total | | | | |
| Service to the USJA | | | | |

Time In Grade Level
To find the TIG level please see the USJA Senior Manual or the Points Required for TIG level chart under the Promotion Point Requirements tab below.

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.

USJA Points Summary

Fill in yellow sections. Sections in green will automatically be filled in.



| Name | Current Rank | Rank Date | TIG Level | Next Rank | Required TIG (years) | Points Required | Current Date |
|----------|--------------|------------|-----------|-----------|----------------------|-----------------|--------------|
| John Doe | Shodan | 11/11/2013 | A | Nidan | 2 | 120 | 11/23/2015 |

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 will automatically be filled in.

| Name | Current 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.

| Name | Current Rank | Rank Date | TIG Level | Next Rank | required TIG (years) | Points Required | Current Date |
|--------------------------------|--------------|------------|-----------|-----------|----------------------|-----------------|--------------|
| John Doe | Shodan | 11/11/2013 | A | 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/ iudoino) | | | | | | | |

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 | A | 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 | | | | 30 |
| Officiating (referee/ judging) | | | | | | | |

Points from class are limited to 25% of total points needed

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.

| | | | | | | | | |
|----------------------|--|--|--|--|--|--|--|------------|
| Kata Certification | | | | | | | | 0 |
| Life Membership | | | | | | | | 0 |
| Service Total | | | | | | | | 30 |
| Grand Total | | | | | | | | 231 |