

## Opening the Points Template file

The file, "USJA Senior Points Template.xls", is a spreadsheet for calculating your current points for promotion purposes. It has been tested with Microsoft Office (<http://office.microsoft.com>), LibreOffice (<http://www.libreoffice.org/>), and Apache OpenOffice (<https://www.openoffice.org/>).

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.

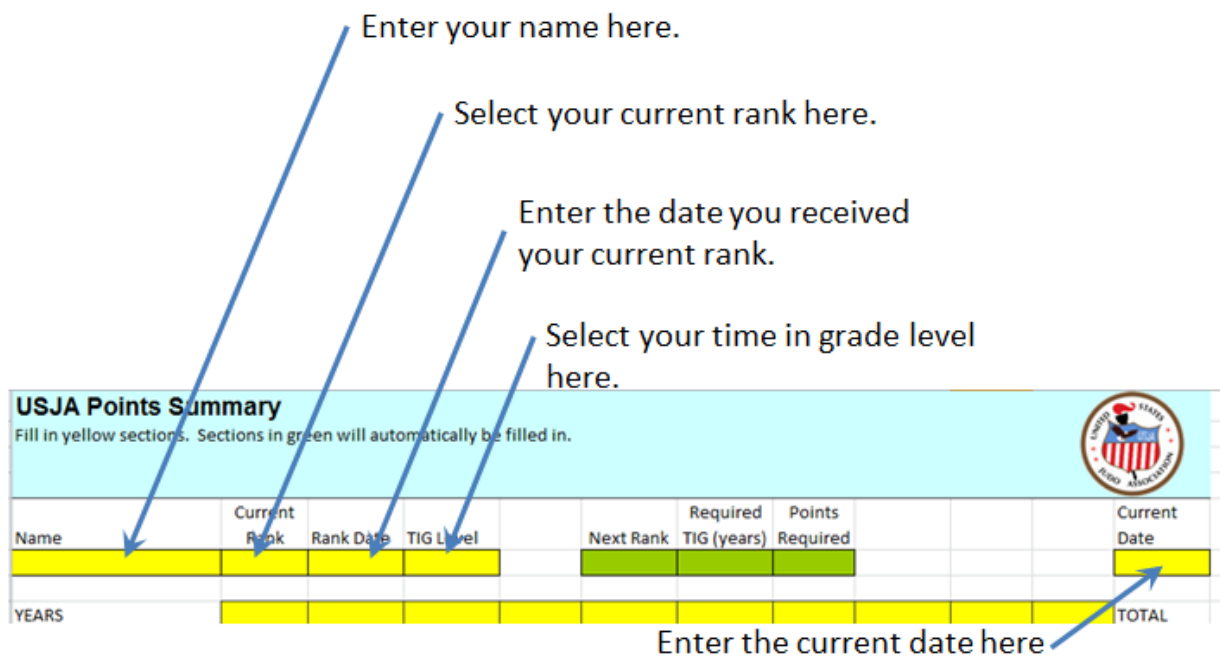
Select your current rank here.

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

The image shows a screenshot of the 'USJA Points Summary' spreadsheet. At the top, there is a light blue header bar with the title 'USJA Points Summary' and a sub-header 'Fill in yellow sections. Sections in green will automatically be filled in.' To the right of the header is the USJA logo. Below the header is a table with 10 columns. The first four columns (Name, Current Rank, Rank Date, TIG Level) are highlighted in yellow. The next three columns (Next Rank, Required TIG (years), Points Required) are highlighted in green. The last two columns are empty. There are four blue arrows pointing to the first four columns with labels: 'Enter your name here.', 'Select your current rank here.', 'Enter the date you received your current rank.', and 'Select your time in grade level here.' At the bottom of the table, there is a row labeled 'YEARS' and a 'TOTAL' column. A blue arrow points to the 'Current Date' column with the label 'Enter the current date here'.

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	
Shiai Tournaments	

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 36 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				
<b>Competition</b>					
Shiai Tournaments					
Kata Tournaments					
Competition Total					
<b>Service to the USJA</b>					


**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 be updated.		
Name	Current Rank	Rank Date
John Doe	Shodan	11/11/2013
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 30-36.

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.

Service Item											
Kata Certification											0
Life Membership											0
Service Total											30
										<b>Grand Total</b>	<b>231</b>