



ACA Course Management System

Release Bulletin No. 5 – Usability Upgrades

August 1, 2023

This bulletin covers recently implemented upgrades to the Course Management System (CMS).

Highlights

- A ZIP code lookup is now available during course registrations.
- The effort to record venue elements/conditions during candidate evaluations has been reduced.
- An auto save feature is now active during the completion of candidate evaluations.
- The listings available for candidate evaluation templates have been simplified.

ZIP Code Lookup

A ZIP code lookup feature has been added to the CMS course registration screen.

When a Country is selected (United States only) as part of entering course location information, a search icon will appear to the right of the Postal Code field.

If you select the search icon without entering a city and state, you will see the following pop up window.

Country *	United States	State/Province *	Please Select
City *		Postal Code *	<input type="text"/> 

Enter a city and state at the top of the window and select the Search button. (If you have already entered a city and state on the Course Registration screen, they will appear in this window and a search will be initiated automatically.) The search will return a list of possible matches including close spellings. In the case of the example below, there is no Greenville in Tennessee, but there are three possible matches with a spelling of Greenville.

ZIP Code Lookup

Provide a city and state below to search for the relevant nearby zip code.

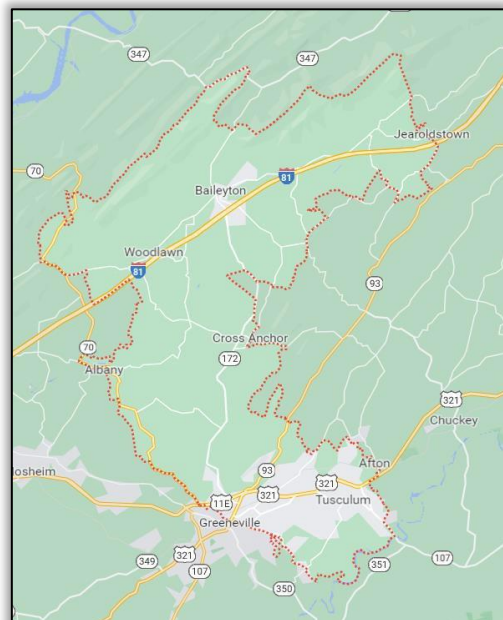
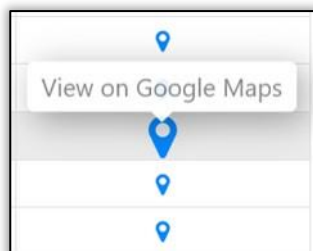
Show entries City State

Select	City	State	Zip Code	County	Actions
<input type="radio"/>	Greenville	TN	37743	Greene County	
<input checked="" type="radio"/>	Greenville	TN	37744	Greene County	
<input type="radio"/>	Greenville	TN	37745	Greene County	

Showing 1 to 3 of 3 entries (filtered from 952 total entries)

Click on the radio button to the left of the city/state/ZIP code combination (or anywhere in a row) that matches the location of your course, then select the Update button. The city, state and ZIP code fields in the course registration screen will be filled in automatically with this information.

If you are uncertain which combination is correct, click on the waypoint icon to the right of a possible correct combination (see below). A Google map of the ZIP code area will open in a separate window (see the image to the right). The ZIP code area may or may not be outlined depending on the data available in Google. Closing the map window will return you to the search listing (see above) where you can initiate another map display or select a city, state and ZIP code combination.



The city and state in the ZIP code lookup window can be edited. After editing, select the Search button to initiate a new ZIP code lookup.

Note: ZIP codes can still be entered directly on Course Registrations without using the new lookup feature.

Venue Elements/Conditions – In the past, venue elements/conditions were entered at the top of candidate evaluations. Multiple lines were available with two boxes on each line – one box for the condition type (e.g. swell) and one box for the condition metric (e.g. 2 – 3 foot).

The collection of condition information has been simplified by allowing the information to be entered once on course rosters (see example below) under the caption “Observed Conditions.” A box is available to collect one condition type and metric, for example “swell – 1 to 2 feet”. Additional conditions can be added by selecting the “Add Condition” button.

“Observed Conditions” on the roster auto populate similar boxes on all new or unsaved participant evaluations (see the example below) after the roster Save button is selected.

The “Observed Conditions” boxes on the roster and candidate evaluation pages are only available for entry after a course has started. The trash can icon on rosters and candidate evaluations can be used to delete a condition.

Candidate Evaluation Example

Observed Conditions

Condition 1:	<input type="text" value="wind - 5 to 10 mph"/>	
Condition 2:	<input type="text" value="swell - 1 to 2 feet"/>	
Condition 3:	<input type="text" value="maximum current - 1 knot"/>	
Condition 4:	<input type="text" value="surf - 1 to 2 feet"/>	
Other	<input type="text"/>	

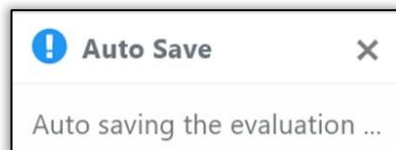
Add Condition

Auto Save – In the past, Candidate Evaluations were saved when an evaluator (usually an IT or ITE) selected the Save (or Submit) button at the bottom of the evaluation (see below). However, evaluations often take an extended time to complete. And, the online sessions required to complete evaluations can be inadvertently disconnected. If an evaluator did not select the Save button frequently, significant content written since the last Save would be lost.

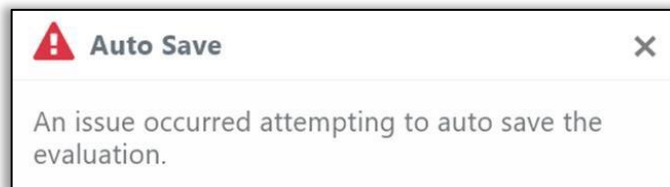


The new CMS Auto Save feature addresses this issue by automatically saving evaluations while they are being written. The save interval is set to automatically Save an in-process evaluation once each minute. If a problem does occur, only content created since the last manual or automatic Save will be lost.

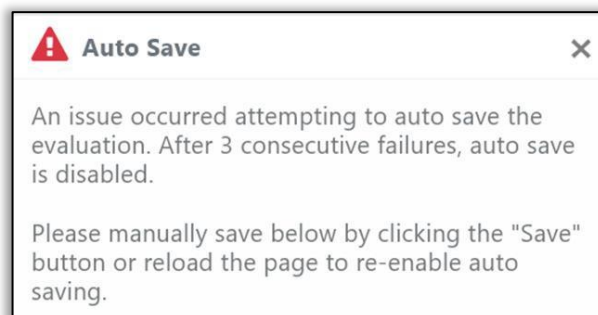
When an Auto Save is in process, the message below will appear followed briefly by a “Saved!” message when the evaluation has been saved.



If an Auto Save is unsuccessful (usually due to a lost Internet connection), the following message will appear.



If there are 3 consecutive failures while the CMS is attempting to auto save, the following message will appear and stay visible until the “X” is clicked. The evaluator should follow the instructions in the message to Save the in-process candidate evaluation.



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