

# Instructions for Time Card Form

Work Description: \_\_\_\_\_

(Des Plaines Canoe, LZ Triathlon, Administration, Planning, IT)

Date Start: \_\_\_\_\_ Date End: \_\_\_\_\_

mm/dd/yyyy hh:mm YY eg. 3/20/2014 20:00 PM

Event Type: Race:  ARES®:

Call Sign: \_\_\_\_\_ Member Name: \_\_\_\_\_ Work Assignment: \_\_\_\_\_

Work Description: This is a combo where you can select a predefined activity that you are submitting time for. This field also allows you to enter a new activity if not on list or you can modify the selection to add info such as, select Tornado Watch and add 456. See approved description list at bottom. These defined descriptions help maintain database consistency.

Date Start/End: Format is restricted to the displayed format. If entered incorrectly it will clear and an error message will be displayed telling you the information you typed did not meet the format.

Event Type: you must select the event type you are reporting on

You can use the rest of the form any way you see fit. In other words, if you only want to list call signs for the event, then just list call signs.

If you want to list their assignment then list that.

If they have different end time you can use either name or assignment or enter a separate line entry.

The form is flexible.

File Save Naming conventions:

LZT 042014

DPC 04202014

In other works KISS <event><date>.pdf

After filling in the form Adobe Reader allows you to save a copy to your Hard drive or print the completed form.

You can email the completed form to [secretary@races.org](mailto:secretary@races.org), or print and turn it in the secretary at a meeting.

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## RACES Website Version

If using the [www.races.org](http://www.races.org) website version there are some differences as indicated below.

Select a Work description from the drop down box. If further information needed enter it into the OTHER: box. (e.g. You select Tornado Watch in the Other: box you would enter the watch number 456 or if you select Committee in the other box you might enter Equipment & Facilities.)

The rest of the form is the same as the PDF Fill-in version.

## Examples of valid descriptions:

Administration  
Committee  
Des Plaines Canoe  
Field Day  
Finance  
Information Technology  
Lake Zurich Iron Girl  
Lake Zurich Triathlon  
Pink Ribbon Run  
Planning  
Secretary  
Severe Thunderstorm Warning  
Severe Thunderstorm Watch  
Tornado Warning  
Tornado Watch  
Wauconda Triathlon  
Website  
Winter Weather Warning