**Completing electronic evaluation forms**

Coaches,

You will need a laptop/tablet to complete your forms.  It is up to you whether you complete the form courtside, or you take notes on paper and fill out the forms later.  The following heading information needs to be filled out prior to your evaluation match:

* Date
* Event/Site
* Time/Court
* Level of Play
* Referee
* Partner
* Observer

The suggested way to complete this form is to take Notes in the various notes section as you watch the match on both First and Second Referee evaluation forms.  Note that when evaluating two referees (R1, R2), you will have 2 different forms open.  After your match is over, finalize your notes and come up with 2-3 things to add to the General Match Comments at the bottom of the form, so that you have these items to give to each referee at the end of the debrief for items to work on.

After you have all your notes, you can go back through and place check marks in the columns 1, 2, 4, 5, N/A.  Column 3 is grayed out because it is assumed that anyone coming through for an evaluation is going to start as a ‘Good’ Referee.  It is their job to show which side of the line they fall in various categories.  You can place a checkmark to note where that referee either needs more work (1,2) or exceeded expectations (4,5) in this area.    If there was something that did not happen in the match, you can place a checkmark in the (N/A) column.  For example, maybe there were no instances of Back-row Attacks/Blocks, then you can place a check mark in the corresponding row as ‘N/A’

The following additional fields are required:

* Match Difficulty
* Teams
* Match Scores
* General Match Comments

After you have filled out your form completely, meaning all the Required Fields (marked with a red rectangle) are completed, you can email that form back to refchair@carolinaregionvb.org.

At this point, a few things will happen:

* If the forms do not have the required fields completed, it will kick it out and will need to be completed.
* Forms will be flatted, meaning that they will not be fillable, but made read-only.
* They will be placed in the folder corresponding to that Referee
* They will be emailed out to the Referee after collection of ALL forms from ALL coaches