User Guide for SCA Score Submission Form

Introduction

The SCA Score Submission Form is designed to help coffee farmers submit the Specialty Coffee Association (SCA) score for specific batches of coffee. This guide provides instructions on how to use the form and explains how the information can be useful for tracking and improving coffee quality.

https://mcgill-my.sharepoint.com/personal/dhevin_desilva_mail_mcgill_ca/_layouts/15/embed.aspx?UniqueId=8fef1fdb-f04c-4561-a3b3-c3254ad0affa&embed=%7B%22ust%22%3Atrue%2C%22hv%22%3A%22CopyEmbedCode%22%7D&referrer=StreamWebApp&referrerScenario=EmbedDialog.Create

Accessing the Form

https://airtable.com/appipeZrVM8r81BKm/pagUAVPQjVVT2nYkQ/form

Filling Out the Form

1. **Batch Name**

   - **Field Name:** Batch Name

   - **Description:** Select the batch of coffee for which you are submitting the SCA score.

   - **Usefulness:** Identifies the specific batch for which the SCA score is being recorded, ensuring accurate tracking and analysis.

2. **SCA**

- **Field Name:** SCA Score

- **Description:** Enter the Specialty Coffee Association (SCA) score for the selected batch of coffee.

- **Usefulness:** Recording the SCA score provides a standardized measure of coffee quality, which can be used for quality control and improvement.

Submitting the Form

1. **Review Entries:** Ensure all fields are filled out accurately and completely.

2. **Submit:** Click the "Submit" button at the bottom of the form to save the SCA score information.