AYSO Region 10
Referee Scheduling System (RSS)
QUICK START GUIDE

More detailed instructions and information regarding the Referee Scheduling System can be found in the RSS User's Guide which is available on the Referee Scheduling Page of http://ayso10.org/ .

USER ACCOUNT SET-UP

(1) Go to http://cgisports.com/ref/5550 Please bookmark the link for future use.
(2) Create a Username and Password by clicking on the "Not registered yet? Please register now" link.
(3) Complete all of the required User Account registration information.
(4) Once you've filled in all of the required information, click "Send Request".

USING THE REFEREE SCHEDULING SYSTEM

(1) Go to http://cgisports.com/ref/5550
(2) Log into the RSS with the Username and Password you created.
(3) Search the schedule for a game or games using the various criteria presented. Click "View Records".
(4) You can see your personal schedule by clicking on "My Schedule", you can change your profile information by clicking on "Profile".
(5) Select an assignment by putting your cursor over the open space next to the check box for the desired assignment (CR, AR, AR or M). The assignment slot will turn green. Click on the assignment slot's check box.
(6) Once you've selected your assignment(s), click on the "Make Request" button at the top or bottom of the page to submit your assignment request.
(7) Most assignments are *self-selected*, meaning that once you make the request, the assignment is yours. Your name should be in **black** letters, which indicates that the assignment is yours. If your name is not in black letters, first hit the refresh button on your browser and see if the color changes. If it does not, then contact your Division Referee Coordinator whose email address can be found on the bottom of the Search page.
(8) Some games' assignment requests must be approved by the Division Referee Coordinator. Therefore, your name will be in **blue** until the request is approved, at which time it will turn **black**.
(9) Referee Service Points (RSPs) are awarded to a team only if you have specified them in your Profile. For additional information on how to associate RSP with your profile, please consult the User's Guide.

MY SCHEDULE, NOTIFICATIONS & REMINDERS

(1) You can see a complete listing of all games which you have volunteered for or that have been assigned to you by clicking on the "My Schedule" button at the bottom of the Search page.
(2) On those occasions when you are *assigned a match by the Division Referee Coordinator*, you will receive an email informing you of the assignment and requesting that you accept or decline the assignment. Instructions are included in the email.
(3) Two days before your assigned match, you will receive a reminder email from the RSS.

SEARCH RESULTS REPORT

(1) If you want to generate a report (Excel spreadsheet) of Search results, e.g. to see all games in a particular division over a particular period of time, you can do this by clicking on the "MS Excel Version" in the upper right hand corner of the Search Results page.