AYSO Region 1/F/10 Referee Scheduling System User's Guide

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INTRODUCTION

Welcome and thank you for volunteering as a referee for Palos Verdes AYSO Region 10! Your participation as a referee in AYSO is a critical component of the rewarding, exciting and enriching experience that children will have during their time in the program.

This User's Guide will walk you through the various elements of the Referee Scheduling System (RSS) you will use to schedule your referee assignments for soccer matches within AYSO Region 10. We have worked extensively with a company, CGI Sports, to make this system as user friendly and intuitive as possible. Fall 2013 is our first season using the CGI Sports platform, and we ask for your patience as we improve both this manual and the software itself.

Should you have any questions about the RSS or this User's Guide, please send an email to: Alan Siegel siegelal@yahoo.com.

Thank you again for your involvement in and support of AYSO!

AYSO Region 10 Referee Administrators

ACKNOWLEDGEMENT

Grateful acknowledgement is given to the Referee Committee of AYSO Region 1/D/18 (South Bay), who developed the first drafts of this User's Guide and who remains the copyright owner. Use of this guide by AYSO Region 1/F/10 has been provided; further dissemination and use has not been provided.

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.
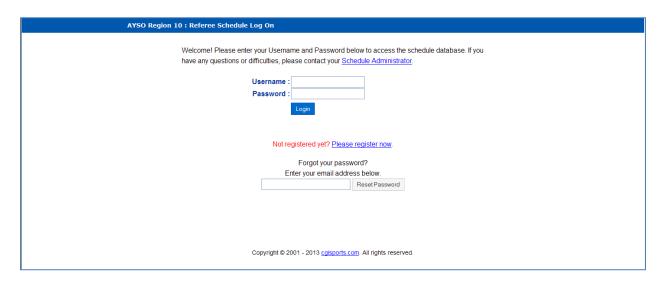
USER SET-UP

User Account Registration

In order for you to use the AYSO Region 10 Referee Scheduling System (RSS), you must create a Username and Password which is unique to you.

Step 1:

Go to: http://cgisports.com/ref/5550/ and create a Username and Password.

If this is the first time you are using the RSS, click on the "Not registered yet? Please register now" link.

Step 2:

Complete the User Account registration information.

Field Definitions:

First Name*	Your first name
Last Name*	Your last name
Username*	The *Username* of your choice. Your Username must only contain letters and numbers, and it must be greater than 3, but less than 40 characters in length.
Password*	The *Password* of your choice. Your Password must be greater than 5, but less than 20 characters.
Adult/Youth*	If you are under age 18, choose "Youth" on the drop-down menu
Badge*	Your current referee badge level (i.e. Regional, Intermediate, etc.)

AR Comfort Level*   What is the highest age level you are comfortable being an Assistant Referee?

Center Comfort Level*   What is the highest age level you are comfortable being a Center Referee? *[This setting is informational only and not a constraint on your service. Please honestly complete this field so that the Referee Administrators can form an accurate picture of our referee community's overall comfort level.]*

Email Address*   Your email address

Team #   If you are refereeing to earn *Referee Service Points* for a particular team, select the team. This will allow us to give you proper credit for games you do. If you represent more than one team, hold the "Ctrl" key on your keyboard as you select your teams from the list. If you don't represent a team, don't make a selection from the team list.

Phone*   Preferably your cell phone number, but it can be your home phone number. This needs to be the number we can call you if we have immediate questions about your registration or a game you have been assigned to referee.

Street Address   Your home street address

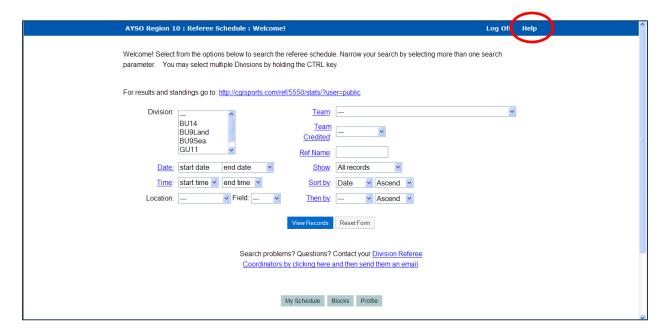**City***   Your home address city (please spell it out, i.e. "Rancho Palos Verdes")

    | * = Required field |

Welcome! Use the form below to register for access to our online referee scheduler. You will be sent an email notification when your request has been approved. We appreciate your help!

*required fields

First Name* _____

Last Name* _____

Username* _____

Password* _____

Adult / Youth* [--- ▾]

Badge* [--- ▾]

AR Comfort Level* [--- ▾]

Center Comfort Level* [--- ▾]

Email Address* _____

Re-enter Email Address* _____

Team #
```
---
01 - Anderson
01 - Autry
```

Phone _____

Street Address _____

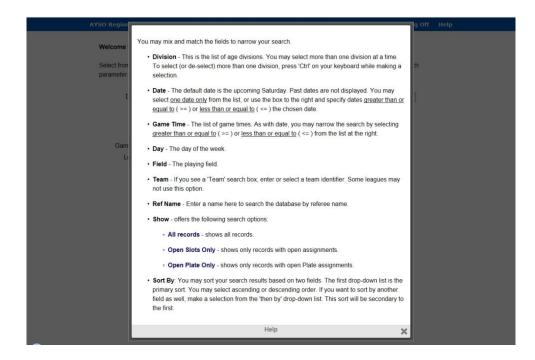**City** _____

[Send Request] [Reset Form]

Click "Send Request"

HELP / INSTRUCTION

Each screen you will access in the RSS has a "Help" button located in the top right hand corner.
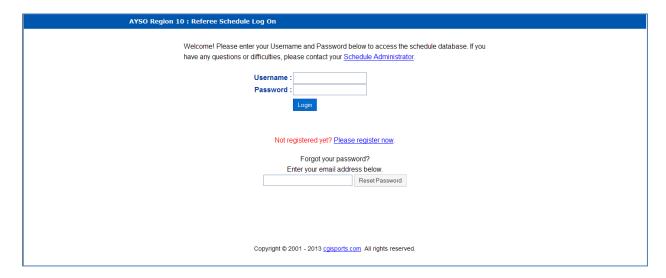

By clicking on this button, a secondary window will open which will describe the various fields and capabilities of the particular screen or function you are using. Here is an example of the Help window for the Search screen/function:
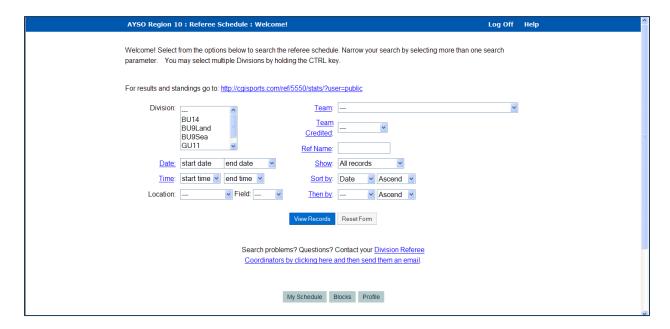
USING THE REFEREE SCHEDULING SYSTEM

Game Self-Assignments

Go to the RSS at http://cgisports.com/ref/5550/. Log into the system using the Username and Password you previously created.

You will be presented with the Search function through which you can select a game to referee.

NOTE: The "Blocks" function (at the bottom of the screen) allows you to specify to the Division Referee Coordinator which days/times you are not available and/or which teams' games you would prefer not to officiate.

At a bare minimum, you must select one field to drive your search. You can Search for games using the following field choices:
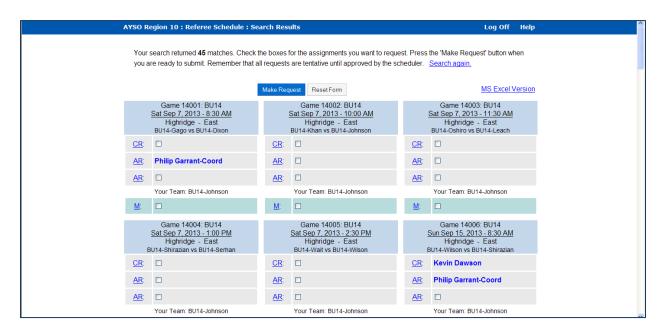
Division
Date
Game Time
Location
Field
Team

There are a few filters you can also use, such as what type of records to display, how you wish the results list sorted, etc.

By way of example, here is what the Search results for BU14 games may look like [*showing only the first 6 of 45 possible matches*]:
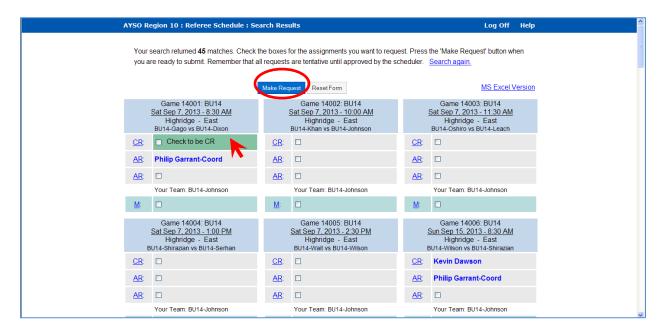

Each match lists (i) the Game Number; (ii) the Division; (iii) the Date and Time for the match; (iv) the Field; and (v) the Teams which are playing (Home team is listed first). The team name may show the team coach or team name or both. Note that several referee assignments have been made already.

There are four (4) selections you can make for a particular game: Center Referee (CR), Assistant (AR) x2, and Mentor (M). Check the box for the assignment you wish to take.

If you are an experienced referee and wish to *be a Mentor* for this game, check the "M" box.

To select an assignment, put 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. A pop-up message, "Check to be [CR/AR/Mentor]", will appear. Click on the assignment slot's check box.

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. If you don't click on the "Make Request" button, your request will not be saved or submitted.
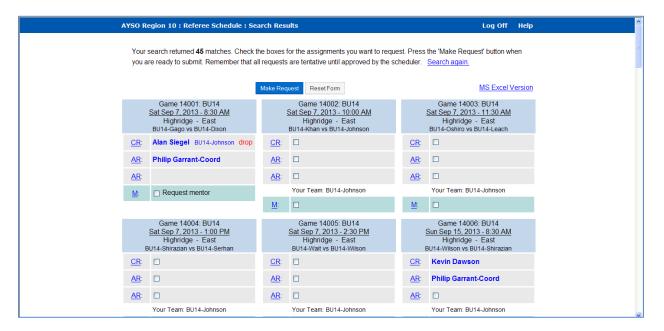

When you sign-up to be a CR or AR for a match, a "Request Mentor?" check box will also appear. If you wish to have a mentor for this match, check the box. [*An attempt will be made to assign a mentor, but there is no guarantee that one will be assigned.*]

Note: The schedule shows which teams you will be giving "Referee Service Points" to. When you select a game assignment, you will have the opportunity to credit a team with your Service Points.

If you established your profile with only one team designated to receive your Points, only that team will show. In this example, Referee Service Points will be given to team "BU14-Johnson". If you established your profile with *more than* one team designated to receive your Referee Service Points, you have the ability to choose which team get your Points when you sign up for a match.

Once you have made a selection, here is what it will look like:

Notice that the referee ("Alan Siegel") is listed in **blue**. Certain Divisions may require an approval from the Division Referee Coordinator before the assignment is finalized. If your name is listed in **blue**, then you will need to wait for approval from the Division Referee Coordinator before the assignment is finalized. If your name is in **black**, then it means that you are approved to referee this particular match.

Should you wish to drop (cancel) your assignment, simply click on the word "drop". It will remove your assignment from the system.
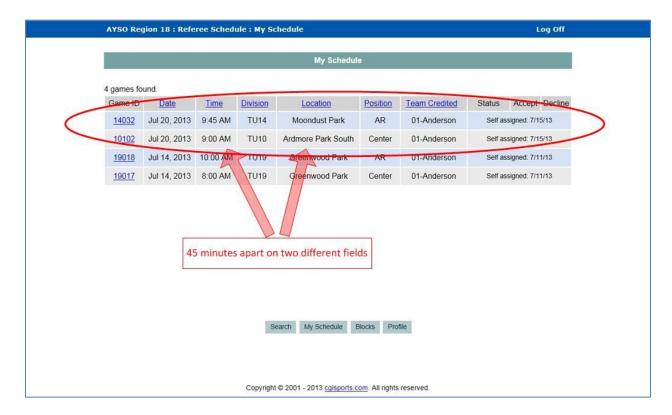
You may drop (cancel) an assignment yourself up to two (2) days before the game day. After that, you will need to contact the Division Referee Coordinator to drop (cancel) an assignment. Their emails are available on the search screen by clicking on the Division Referee Coordinators email link on the bottom of the screen.

My Schedule

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.

Note: The RSS checks to ensure that you are not double-booked for the same kick-off times; however, it does not know if you have back-to-back assignments at fields which require travel time or if the matches overlap in time. Please remember to consider travel time when volunteering or accepting an assignment. **You are strongly advised to click on "My Schedule" to see if there are any conflicts in your assignments.**
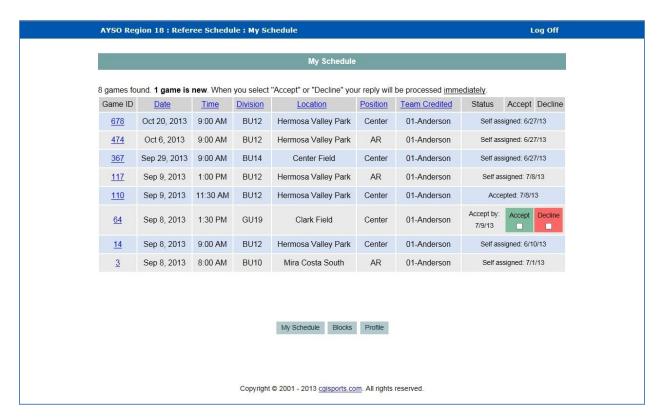
Here's an example of "My Schedule" and a probable conflict which the RSS wouldn't automatically catch:

Matches Assigned by the Division Referee Coordinator

On those occasions when you are *assigned a match by the Division Referee Coordinator,* you will receive an email informing you of the assignment.

You will need to log into the RSS using the link provided in the email. Once you do so, it will take you directly to "My Schedule". Or if you log in another way, go to "My Schedule" which is located at the bottom of the page.
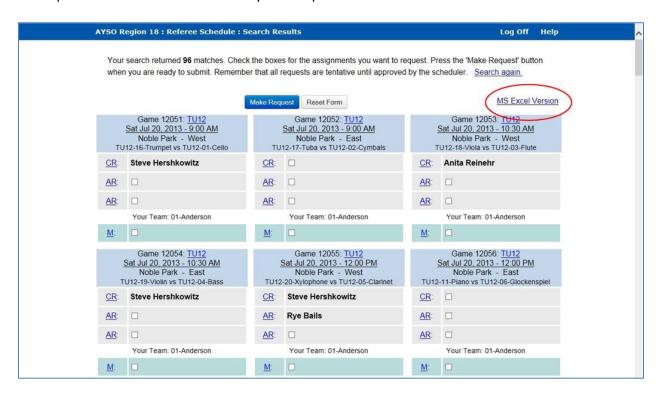

On this page you can either Accept or Decline the assignment which has been made by the Division Referee Coordinator for you. If you Decline the assignment, your name will still appear in that slot in blue (as if it was an "unapproved" assignment request) so that the Division Referee Coordinator knows you must be replaced for the assignment.

"My Schedule" lists <u>all</u> of the matches you have been either self-assigned or scheduler-assigned. This is a good place for you to regularly check to ensure that you are aware of your future games.

Once you have been approved for the assignment, you will receive a confirmation email.

Search Results Report

If you want to generate a report (Excel spreadsheet) of Search results, you can do this by clicking on "MS Excel Version" on the upper right hand corner of the Search Results page. This will cause an Excel spreadsheet to be generated and exported to your computer. Depending on the type of computer you are using and the operating system it is running on, you may need to enable, agree or authorize this Excel spreadsheet to be downloaded to your computer.

Note: If you want to have a report across multiple Divisions, teams, fields, etc., just ensure that you have selected all of the variables in your Search criteria before generating the report.

MISCELLANEOUS

Assignment Reminder

Two days before your assigned match(es), you will receive an email reminder from the RSS. There is no action required, except to ensure that you show up at your assigned match *30-minutes prior to the start time, in proper uniform and ready to successfully (and competently) manage the match*.

User Notes

(1) Should your contact details change, you can make those changes yourself by logging into the RSS and clicking on "Profile" at the bottom of the page.
(2) Upon logging in, you have the *option* to block specific teams or times from assignment by the Referee Scheduler. Click on "Block" at the bottom of the page.
(3) If you forget your password, you may reset it by using the Reset Password function on the lower half of the login screen at http://cgisports.com/ref/5550/