Instruction for Assignors in Game Officials. Language in yellow is probably already completed from previous seasons.

Field Instructions (before import):

1. Go to the “Locations” tab under group maintenance and select “add complex”
2. Fill out required information
3. Then select “add loc” under the complex you just added and fill out required information
4. Be sure to select your league/town for the complex, as a favor to me; please also select “Coastal” this is so that it shows up on my screen when playoffs come around.

Teams:

When I import I normally just have the system create all new teams instead of trying to match them (This may change for the Spring season)

Game Ages (before import):

1. Go to “Ages/Levels” under group maintenance and select “click to add new game age”
2. Do this for all of your levels, if you want to have different pay scales for in-town vs Coastal you will need to add two age/levels for each age group. Make sure they are distinguishable; CU14 (Coastal) vs IU14 (In-town). Again this is only if you want two separate pay scales.
3. Look at Duxbury for an example if you need to (we do not differentiate between coastal and in-town)

Import Instructions:

1. Go to the “import" tab under group maintenance and select “games”
2. Download the important template and copy and paste your games to match the format
3. Follow the upload and import sections
4. Be sure to have the fields set up ahead of time
5. For the purposes of the spreadsheet you can have an acronym represent a field you set up and it will ask you to match it in the import wizard. Ex. LS for Lincoln Street

Games without import:

1. Go to the “games” tab under main menu and select “add new game”
2. Select your town and select enter “batch enter TBD games”
3. This will allow you to create blocks of games however you would like
4. You can do all the games for a particular day and then add games ages, teams, locations, and times later
5. You can do all the games for a particular level and then add the rest later… its up to you
6. Once you have created a batch of games you can then edit them under “Games- Batch”
7. Select the date range for your batch of games and then select “edit all details” this will allow you to add everything from drop down menus
8. If you decide to do this instead of import you will have to add teams ahead of time
9. If you do it this way you may want to call me so I can walk you through it!!!

Check Certifications (aka who is signed up to referee in your town):

1. Go to the “officials” tab under main menu
2. Select show additional options at the bottom of the page
3. Select certifications
4. Select your town
5. Check to see that all your referees checked off your town
6. Check them off if they haven’t and save

Batch Cancel Games:

1. Go to “games – batch” and select the date range
2. Click batch cancel at the top
3. Select the games to be canceled
4. Select the status reason. At field/at game time means they get paid, prior to game time means they do not get paid
5. Let me know if you have issues with this or would like a different status reason, say 50% pay
6. This automatically lets officials know they were unassigned
7. Under “games-batch” you can also move sets of games by whole days or time periods

News/Emails

1. Go to the “Msgs/News” tab under GROUP MAINTENANCE not main menu
2. You can send an email to the officials or post a news item. The only difference is a news item gets posted on the home page and can also be sent as an email. An email is just an email.
3. When you select sending an email to referees make sure you click on “by certification”
4. Then select your town

Pay Scale (doesn’t need to be done at start of season):

1. Go to “Game Pay” under group maintenance and select your town
2. Click to add new pay scale
3. Make all of them “default” unless you want to have a tiered pay scale for Grade 8s, Grade 9s, Grade 7s and so on. If you want to do this just email me and I will walk you through it.

IF ANY PROBLEMS ARISE: please email or call me!!!

Rob Thorne, Senior Referee Assignor

Or my assistant, Aggie Coleman