

Region 795 Referee Game Scheduling

This year we will be using the D4 Sports Referee Self-Assignment online site for all of our games. You must register on this site before you will be able to select your games.

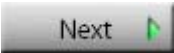
<https://region795referee.d4sportsreg.com?pid=49189>

Instructions on **How to Register** and **How to Use** the online scheduling site are detailed below.

How to Register

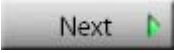
1. Click on the link above. That link *should* take you directly to a registration page. If it takes you to a login page, please copy and paste the link into your browser.

2. Here you will be asked to provide Contact Information. 

3. When you are complete, click the **"Next"** button. 

4. You will now be asked to create a login ID, and a Password.

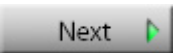
- a) The login ID will be your Email address.
- b) You will be required to enter your Email address twice to verify its accuracy.

5. When you are complete, click the **"Next"** button. 

6. You will now be asked to select a Referee Group. Please select the group which matches your badge level. **Once you click the group, you will be automatically taken to the next screen.**

7. You will be asked to select a fee. Please click the "Add" button.

Description	Fee	
Free	\$0.00	<input type="button" value="Add"/>

8. You will be presented with a page that provides a recap of the program fees (\$0.00), simply press  to continue.

9. You will now be presented with a "Cart Summary. Simply click  to continue.

10. You will be taken to a Registration Completion page. Please read the messages provided. Near the bottom of the screen, you will see two buttons

- a) **Member Home:** This button will take you to your Homepage.
- b) **Organization Homepage:** This button will take you to the Region 795 Referee Homepage.

How to Use the System

1. If you are not already logged into the system, please do so from this link:

<https://region795referee.d4sportsreg.com/default.aspx>

2. This link is also available at the bottom right corner of the Referee Homepage. You will see the following icon.



- a) Click on that icon and you will be redirected to the registration / login page.

3. In the "Existing Members" section of that page you should see your email address. If not, enter the email address and password that you created during the registration process and click on the **Log In** button.

Please note that when you first login into the system you may only see a limited number of games available. That is because we have only loaded into the system some "dummy" games to allow you to practice and learn how the system works. You will be notified when the real schedule is loaded and the system is active. If you login and do not see any games, that means that we have made the system inactive while we are loading the 2008 season schedule. Between now and the beginning of the 2008 Season, the Schedulers will be learning the system and may assign games to you. Please accept or decline those dummy games as part of your training.

4. After you login you will be redirected to your Member Homepage. On this page you will see 3 tabs along the top of the page. The Home tab is the page you are currently viewing. The Password tab allows you to change your password. The MyRef/Ump tab takes you to a page where you can choose to assign yourself new games or view the current games that

have been assigned to you. Three tabs labeled "Home", "Password", and "My Ref/Ump".

5. Now select the Ref/Ump tab. You will be redirected to a page that has the following buttons; and



6. Select the **Referee Volunteer for Games** Tab. You will now see a complete list of all the games in the schedule. Initially all games will be available for you to pick from. Before the start of the season, the RRA will limit what games you can self-assign, based on your current badge level and experience.
7. At the top of the screen is where you go to filter what games are visible.


A form titled "Filter Volunteer Schedule" with a checkbox for "Open games only". It includes dropdown menus for "Program" (set to "All"), "Division" (set to "Select a program first"), "Date Range" (with calendar icons), and "Venue" (set to "All"). A "Go" button is at the bottom right.


Under the Program drop down menu on the far left, select "**Spring 2008 Test.**" From the Division drop down menu, you may limit the search by selecting the division level you want to referee. You may also limit your search by selecting a date or date range (the first games of the sample season start on May 3rd). If you are only scheduling yourself for 1 week, enter that date in both date fields. If you want to only see "Open" games, then click the **Open games only** box.. Click on the **Go** button to see the games available based on your sort criteria.

8. The games listed will show the following information:

- a) **Ref 1** = Center Referee.
- b) **Ref 2&3** = Assistant referee positions.
- c) **Ref 4** is for Mentors. You will not receive V-Points for this position, unless you are a mentor.


Available positions for those games are indicated as follows: --Open--


9. Click on the select game icon  located to the right of the word **Open**. You will be asked if you want to volunteer for that game. Click Yes to accept.

The  **--Open--** icon will now change to a green check mark and your name will appear.


 Doe, John (). Repeat these steps for every game you want to self-assign.

10. To review all the games assigned to you, click on the My Schedule tab at the top of the screen. This will take you to a page that lists all your games. You can use the filtering options at the top of the page to limit what games you see.

a) If for some reason to need to decline a game, click the  icon. You will be asked to confirm that you want to decline that game. Click yes to confirm.

1. If you to change your mind, you can click the  icon to accept the game again.

11. **When you decline a game, it does not delete your name from the schedule.**

a) Only our schedulers can do that. If you click on the **Volunteer** tab you will see that your name still appears but with a red circle and an x  Doe, John () icon.

b) Our schedulers will receive an Email indicating you declined the game, and will remove you as quickly as possible.



12. When you are done self-assigning games and/or reviewing your schedule, click on the **Home** tab and then the **Logout** button to end your session.

13. In addition to your ability to self-assign, our Referee Schedulers will schedule games to you. This will be necessary if not enough referees self-assign and we do not have full coverage.

This season, we will be assigning Referees to games. If you want control over your own schedule, you must self-assign! You can do this as far out in the future as you wish, but you must check your schedule every week to ensure you do not miss any assignments.

14. If the Referee Schedulers assign you a game(s), you will receive a confirmation email (*you will not receive an email if you self-assign*).

a) When you click on the link in the email, you will be taken to your login page. After you login, you will be taken to your homepage. Click on the **MyRef/Ump tab**, and then the **Referee Schedule button**.

b) You will see your schedule along with the game that was assigned to you by the Referee Schedulers. Your name will have a blue  mark next to it  Doe, John .

c) Please click the  icon to accept the assignment or the  icon to decline the game.

It is important that you respond to these email assignments ASAP. Schedulers need to ensure that we have full coverage every week. Your assistance by responding to these Email's, and accepting as many games as possible is greatly appreciated.

If you have any questions on the scheduling system, please contact me.

Sincerely,

Region 795 Referee Administrator

Todd.Voda@att.net