# Referee Management System System Guide: Referees

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**Version:** 1.4

## Logins and Access for Referees

Access this URL https://<yourdomain>.demosphere-secure.com/_login and use your associated username and password credentials to login to your Demosphere Dashboard. You may wish to bookmark this URL as this will be the link for accessing all assignments moving forward.

Click on the Referee Management tab and then the Referee Management button to access the Referee Management System.
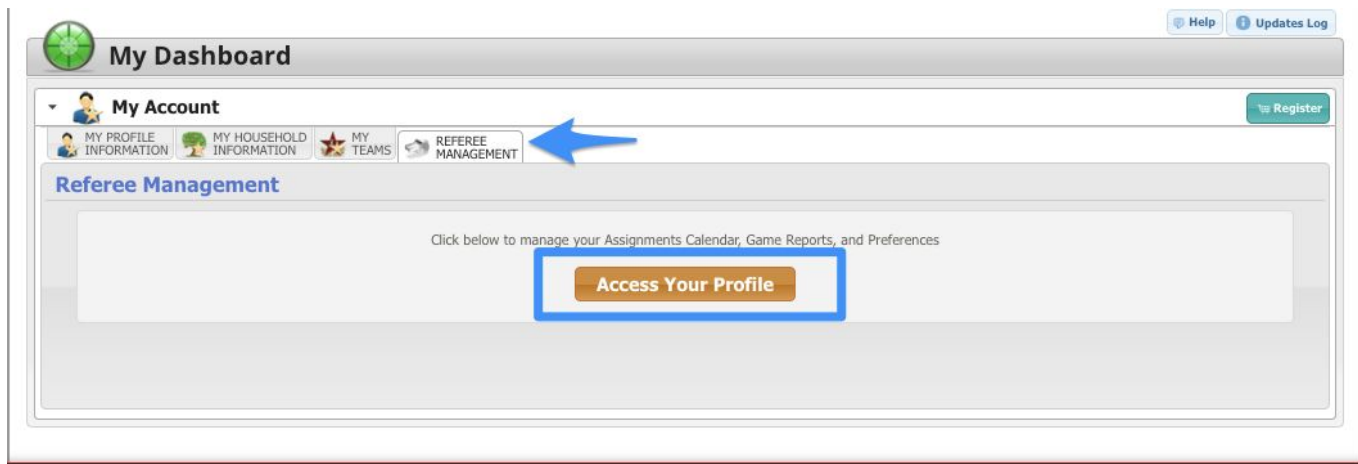
If you have not set up a password, or you have forgotten your password, use the "Forgot Password" link on the login screen to generate a password reset email. Be sure to enter the email address associated with your Referee Registration.
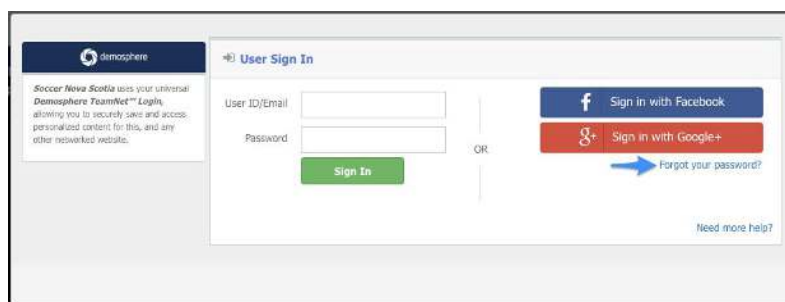


## Setting Preferences and Availability

Click on the Referee Tab at the top of the Referee Management System to view your Assignments Calendar and update your Preferences and Settings.

### Indicating Your Availability

Setting your availability is done by indicating blackout dates and times you are NOT available to referee games. By setting your blackout dates, Assignors will not see your name in the list of potential referees to send game assignment invitations to if the game is scheduled during your blackout date/time.

To set your date, **click on the ADD BLACKOUT button** in the upper right corner of the page. Indicate all days and times you will be unavailable to accept game assignments either by entering individual dates and times or by setting up recurring dates and times.
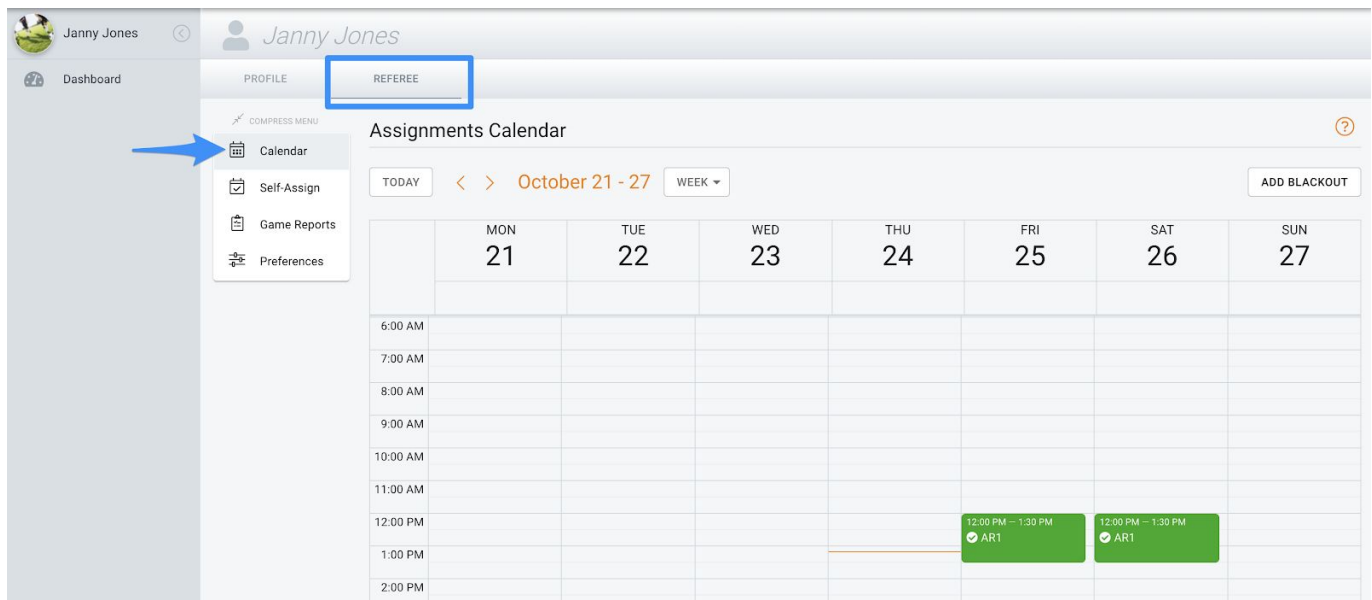
Once you have completed your blackout date/time indications, click Save and the dates and times will be added to your Assignments Calendar.
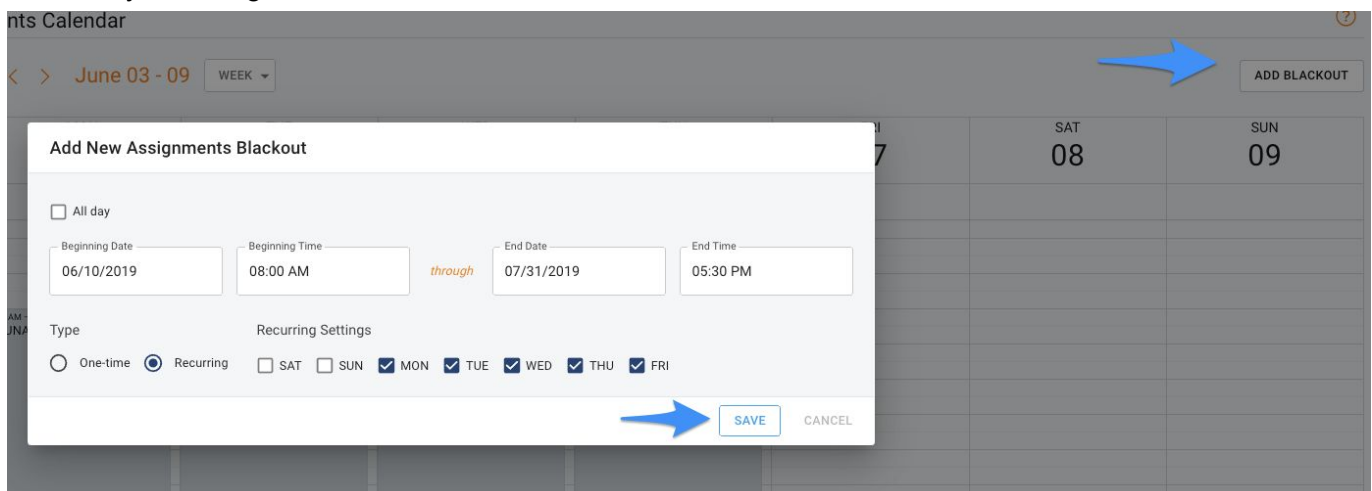


To modify an existing blackout date already added to your Assignments Calendar, click on the menu icon next to the blackout.

- **To modify an existing blackout date/time**: Click the gear icon and update the dates/times. Click Save when finished.

- **To clone a blackout date/time:** Click the box icon to clone the blackout date and time settings to another day or set of dates. Click Save when finished.
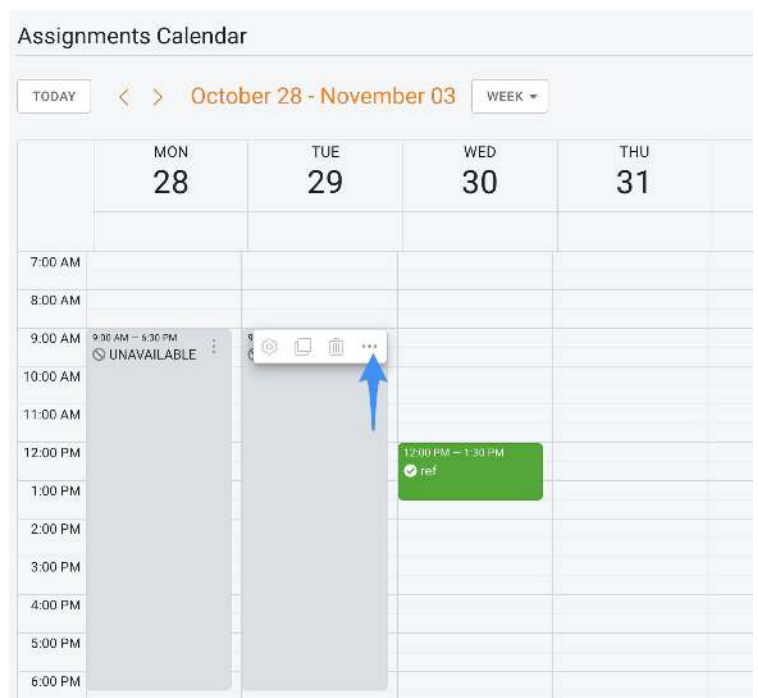
- **To remove a blackout date/time:** Click the trash icon to remove the blackout date/time event from your calendar. You must verify that you want to remove the event before it will be removed from your Assignments Calendar.

## Indicating Your Assignment Preferences

There are currently two options that can be used to indicate your preference to be invited to referee games: within a specific *Region(s)* or *location(s) on a map*.

- *Important Note regarding eligibility and location preferences:*
  - It is recommended to use either Region based preferences **or** Map Location preferences to assist in determining your game location assignment preference.

    If you elect to use both: If the **Coverage Map encompasses multiple Regions, ALL regions within the coverage map must be selected** in the Region Preferences dropdown in order to be eligible for assignments.

**Region Preference Setup:**

- Click on the **Preferences menu option** on the left side of your Referee page.
- Set your '**Limit potential assignments to specific Location Regions**' to ON.

Using the Regions dropdown, indicate the Region(s) you would be marked as eligible for when Assignors are making potential assignments.

You must indicate at least one Region if this setting is ON to be marked as eligible for assignment invitations.
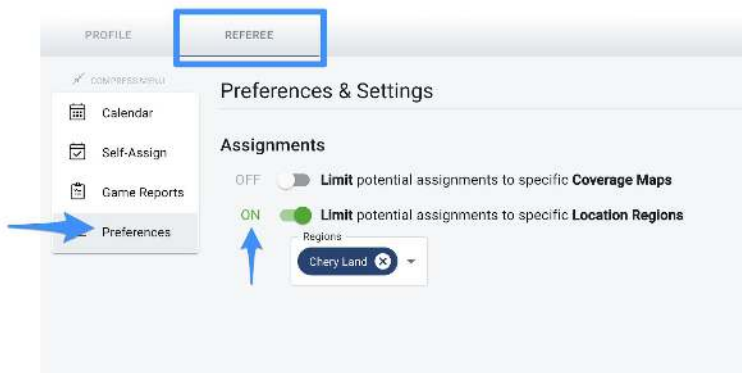


**Map Based Preference Setup:**

- Click on the **Preferences menu option** on the left side of your Referee page.
- Set your '**Limit potential assignments to specific Coverage Maps**' to ON.

  - If the **Coverage Map** setting is **turned on with no coverage added to your map**, you will not be considered eligible for any games.

  - If the **Coverage Map** setting **is turned off**, eligibility will be based on preferred Regions (if on) and blackout dates/game conflicts.

- Click the button to Add Map

- The map will automatically locate your location based on your Household Address if it is available

- First **select the days of the week** that you want your coverage map preference to apply to

- Using the Google Maps drawing tools, **select the type of outline** you wish to use in your drawing of coverage areas. **Placing your cursor on the map, start to outline area(s) of the map you want to limit your game assignment to**. Click **Save** when complete. Continue to **add coverage maps** for all applicable days of the week that you want to be eligible for.
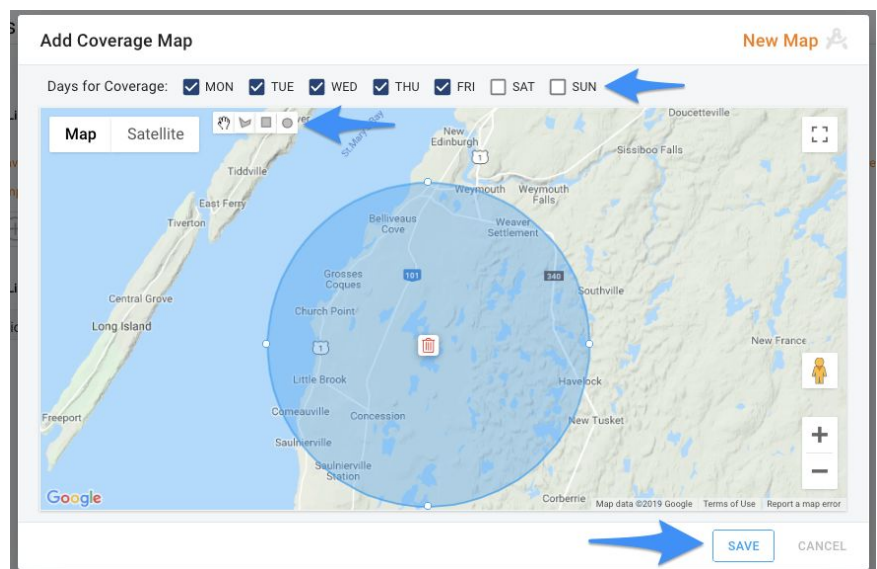


- To **edit coverage areas already created, click on the gear icon** to modify an existing coverage map.
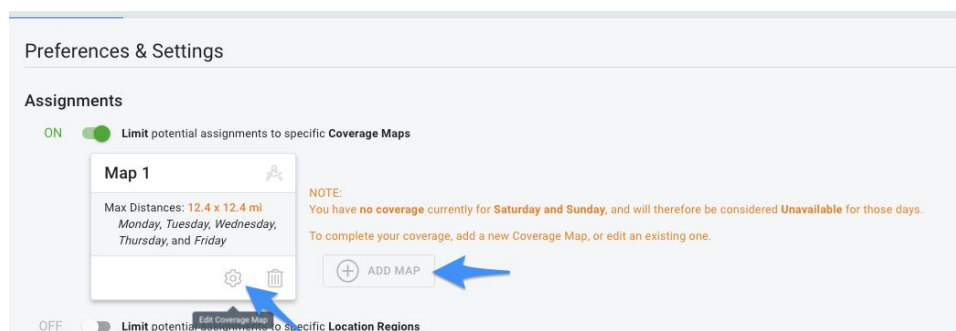


To set assignment preferences based on **field locations,** use the + button on the map view to zoom in closer to a specific area where fields are located. Exact field locations will be displayed as **red pins on the map**. Hover your mouse over a red pin to see the name of the location. Once you have **located a**

**field that you want to set your assignment preferences to respect, use the drawing tool to cover the entire pin location**.
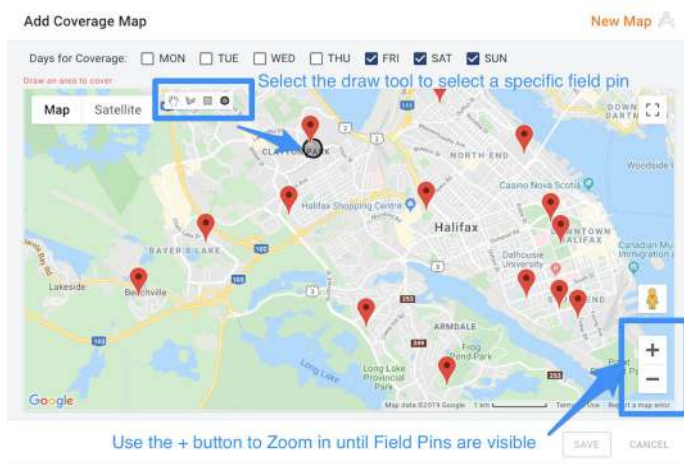


## Receiving and Responding to Game Assignment Invitations

When an Assignor invites you to referee a game, you will receive an email notification and an indication of the pending invitation on your Assignments Calendar.

### Responding to Assignment Invitations via Email

To respond to a game assignment invitation via email, open the email with the subject *<Organization Name>: Game Date, Game Time*. The sender will be from no-reply@demosphere.com.

The game assignment invitation will include all relevant details for the game assignment including Position, Pay, Date/Time, Location, Competition, Division, Game Number, Home/Away Teams.

- **To Accept:** Click the Accept button on the email to Accept the game assignment and your Assignment Calendar will be updated.



- **To Decline:** Click the Decline button on the email and enter a reason for Declining before the Decline will process.



There will also be a link in the email to manage your response directly on your Assignment Calendar.

### Responding to Assignment Invitations via the Assignment Calendar

To respond to a game assignment invitation directly on your **Assignments Calendar**, navigate to your Assignment Calendar in the Referee Management System.

- Toggle the Display Setting located directly above the calendar to display either a single day, the entire week or month.

- Pending assignments will display on and directly above in Blue. Click either option (single assignment or list of all assignments at the top of the calendar) to Accept or Decline the invitation.
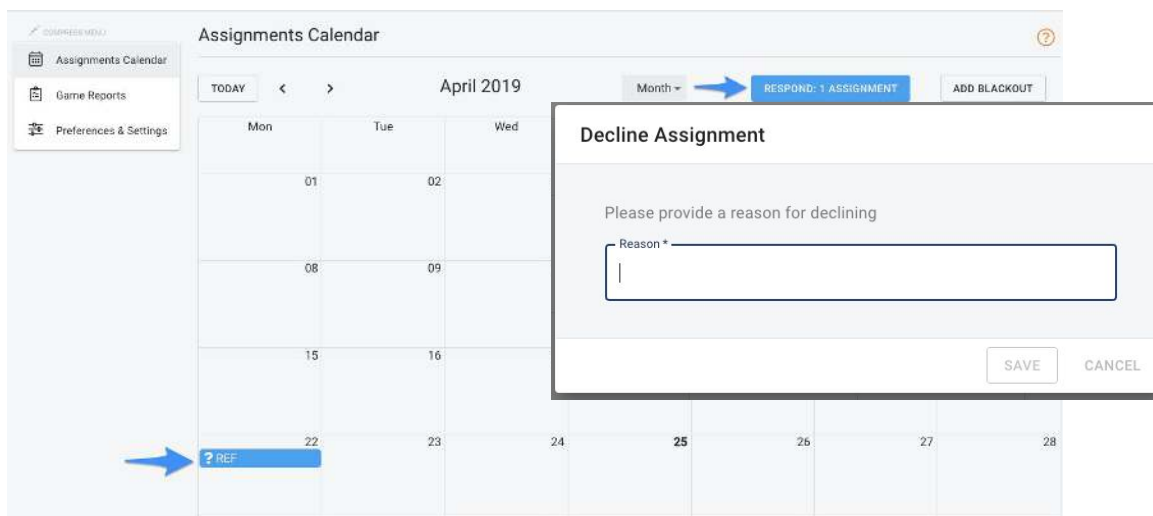


- If you are declining the invitation, you must indicate your reason and click the Save button before the decline will process.

## Viewing Your Accepted Assignments

To view the schedule of your upcoming game assignments, navigate to your **Assignment Calendar** in the Referee Management System.

- Toggle the Display Setting located directly above the calendar to display either a single day, the entire week or month.

- Accepted assignments will display on the calendar in Green. Click on the assignment event to review the details of the event. Clicking on the event detail view will display:
  - The Game Assignment Date, Location, Time, and Game Number
  - The Role and any available Role Pay information
  - The Competition, Season, Division, and Team information
  - The Assignor's Name
  - A list of all Referees that have accepted the same game assignment

## Changing a Response on Accepted Assignments

If you need to **change your response from Accepted to Declined**, contact the Assignor directly. The Assignors name will be indicated on both the email invitation and on the assignment detail view available when clicking the event on the Assignment Calendar.

# Searching and Self-Assigning Game Assignments

Based on your assigning organization's policy, you may be able to search for and claim your own game assignments.

- Click on the **Self-Assign menu option** on the left side of your Referee page. A list of all self-assign enabled games will appear. This view **will display all Self-Assign enabled games that you are eligible and available for** (Grade Level, Status, Blackout Dates, and Region/Map Preferences are all taken into account to determine eligibility).

- To narrow down the list of self-assign eligible games, you can **use the Search box or click on any column header to sort or filter the list**. Once you have located a game you would like to accept, **click the Accept button**.



The **game will appear on the Calendar view** just as games that were sent directly by Assignors appear. The Assigned By: section will indicate if a game was Self Assigned.

To correct a self-assignment mistake, contact your Assignor or Admin contact who can set the status of the game role back to empty. Game roles that are Self-Assigned will trigger an email to all Assignors who have assignment rights for the season.
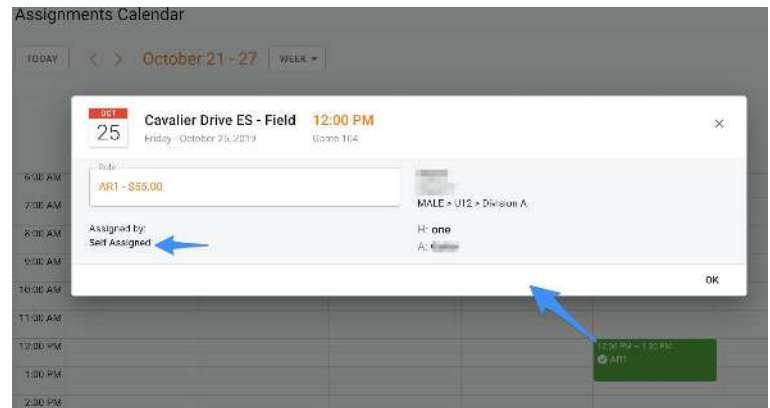


## Changing the Status on Accepted Assignments

There are two potential ways to change the status of an accepted game assignment in the case that you can no longer referee the game assigned to you.

1) Contact your Assignor (the Assignor name is available on your game event detail card accessed on your calendar view).

2) Based on eligibility settings set by system admins and Assignors, some games can be set back to 'Available' status by the Referee themselves. This can be done by clicking on the game event detail card accessed on your calendar view. Set the 'Set as AVAILABLE' setting to On.
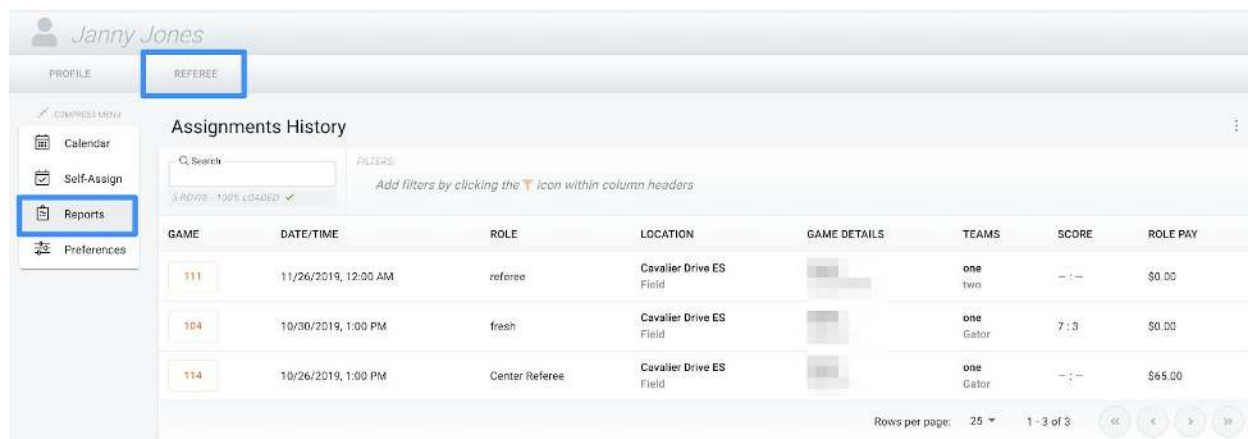
   Setting an Accepted assignment back to Available will place the game back into the Self-Assign list for another Referee to Accept. If the ==game assignment is not Accepted by another Referee in advance of the game start time, the original Referee is still responsible for completing the assignment==.
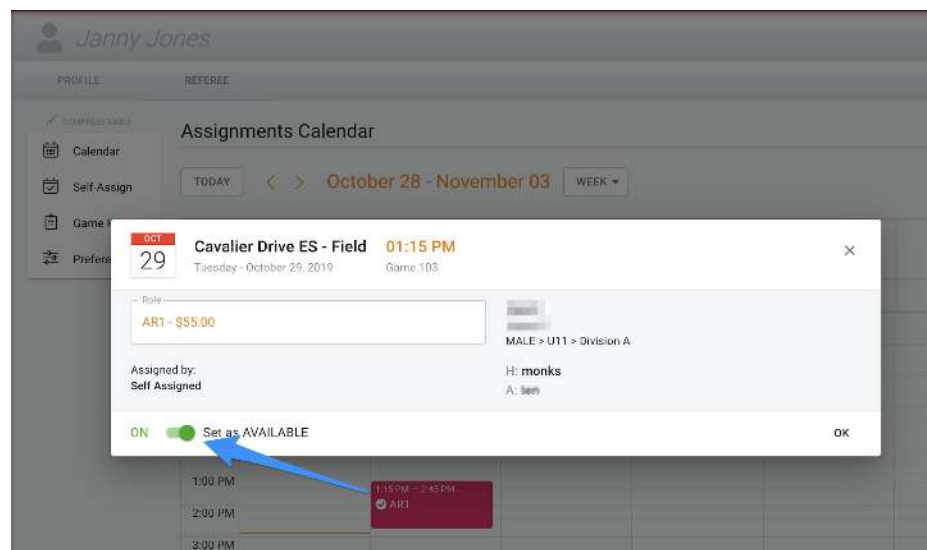
# Viewing Game Reports for Completed Assignments

To view a **report of your completed game assignment details**, access the Reports menu option from the Referee tab. The **Assignment History report** will display all game assignments that you accepted for games in the past.
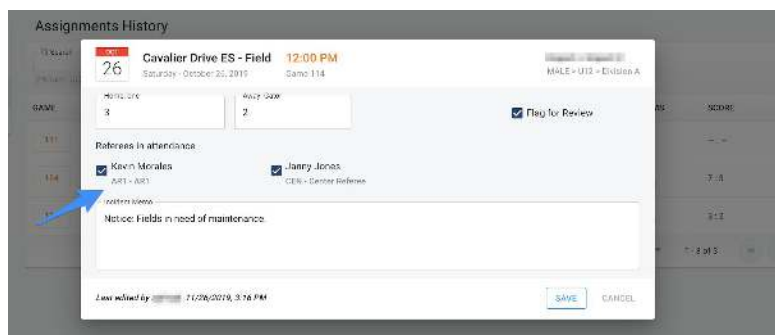
Game assignment details include the Game Number, Date/Time, Role, Location and Surface, Program/Competition, Teams, Score, and Role Pay.



**Clicking on the Game Number** will open a view where **Referees with "Game Reporter" permissions on their Game Assignment can enter** the game score, confirmation of Referees in attendance, and incident notes/flag for review. If a Referee with a completed assignment does not have "Game Reporter" permissions, they will have a view-only display of the information.
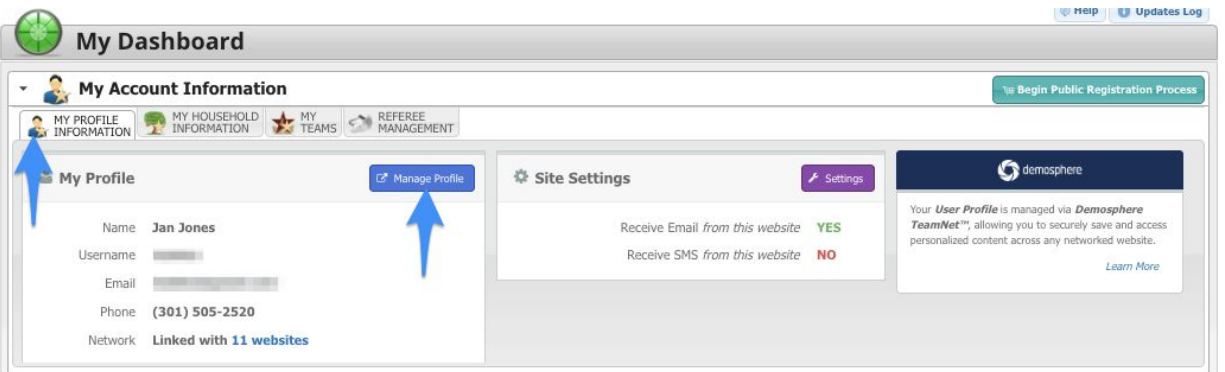


Games marked as 'Flag for Review' are automatically added to a Game Incidents report available for full admins.

# Updating Profile Information

To edit your First/Last Name, Date of Birth, Phone Number, Gender, or Email address, click on the My Profile Information tab on your Demosphere Dashboard and click on the Manage Profile button.

From here, click the Manage My User Profile via TeamNet™ button to be directed to your TeamNet page. TeamNet is the Demosphere app where you will manage your profile and household information.



Locate your Profile Link in the upper right corner of the screen and click the Edit button next to your Profile Detail to open up the edit view for your profile information. If you update your email address, you will be sent a confirmation email instructing you to verify the email change before you can login with the new email address.