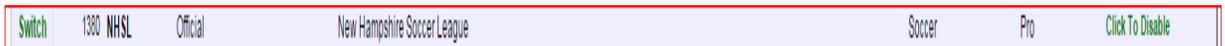


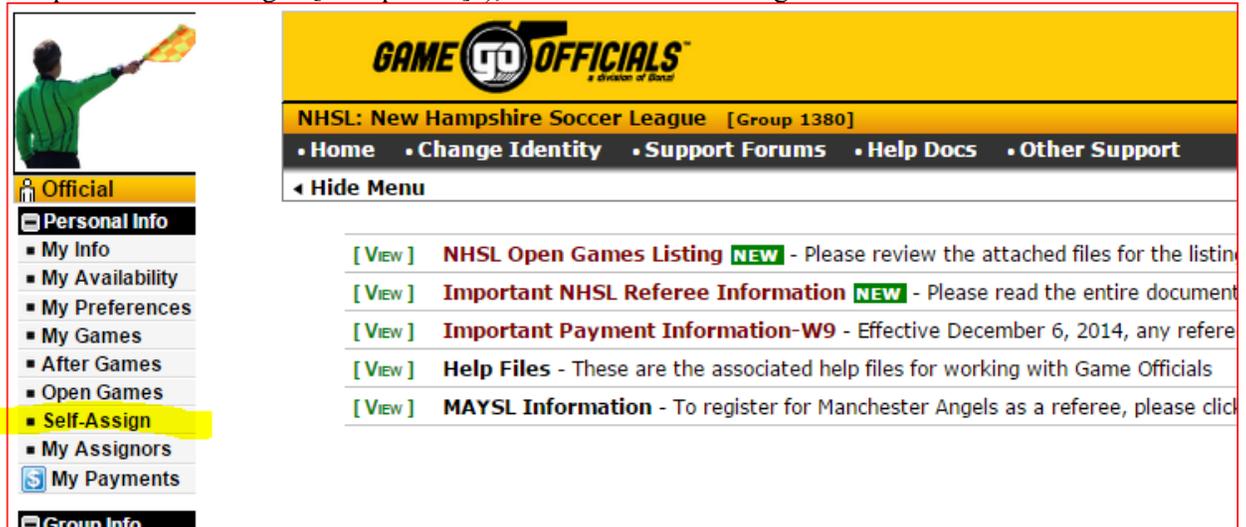
MAYSL Spring 2015 Self-Assign Instructions

How to self-assign for MAYSL:

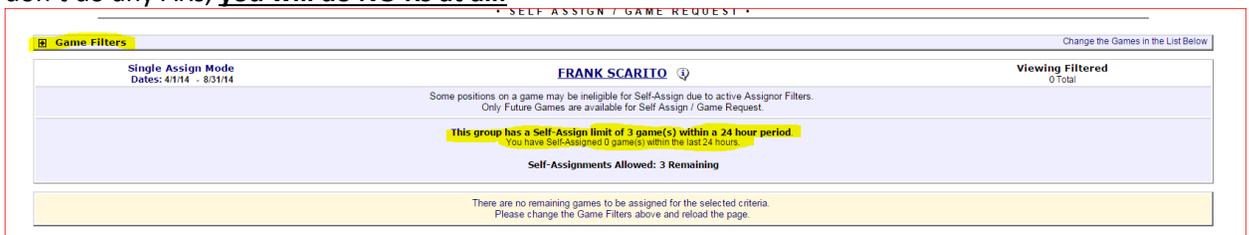
1. Log into your Game Officials account (www.gameofficials.net)
2. Make sure you are in the NHSL Group (1380) by “Changing Identity”, then selecting “Switch” next to the line that looks like this:



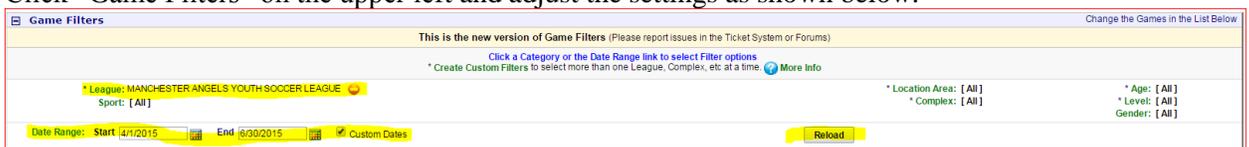
3. Once you are in the NHSL area (you can see at the top of the yellow heading “NHSL: New Hampshire Soccer League [Group 1380]”), click on the “Self-Assign” link on the left:

A screenshot of the Game Officials user interface. The top navigation bar is yellow and contains the 'GAME OFFICIALS' logo and the text 'a division of Soccer'. Below this is a black bar with the text 'NHSL: New Hampshire Soccer League [Group 1380]' and several links: 'Home', 'Change Identity', 'Support Forums', 'Help Docs', and 'Other Support'. A 'Hide Menu' link is also visible. On the left side, there is a sidebar with a list of links: 'Official', 'Personal Info', 'My Info', 'My Availability', 'My Preferences', 'My Games', 'After Games', 'Open Games', 'Self-Assign', 'My Assignors', and 'My Payments'. The 'Self-Assign' link is highlighted in yellow. On the right side, there is a list of links: '[VIEW] NHSL Open Games Listing NEW - Please review the attached files for the listing', '[VIEW] Important NHSL Referee Information NEW - Please read the entire document', '[VIEW] Important Payment Information-W9 - Effective December 6, 2014, any refere', '[VIEW] Help Files - These are the associated help files for working with Game Officials', and '[VIEW] MAYSL Information - To register for Manchester Angels as a referee, please click

4. You will need to adjust your settings to display the games available. PLEASE NOTE THERE IS A LIMIT OF THREE (3) GAMES PER 24 HOUR PERIOD THAT YOU CAN ASSIGN YOURSELF TO. This is designed to give everyone a fair shot at games. If I find that you are “hogging” assignments I will remove you from games. For example, if you log in and self-assign yourself all the U14 CRs and don’t do any ARs, **you will do NO Rs at all.**

A screenshot of the Game Officials user interface showing the 'SELF ASSIGN / GAME REQUEST' page. The page has a yellow header with the text 'Game Filters' and 'Change the Games in the List Below'. Below the header, there is a section for 'FRANK SCARITO' with a 'Viewing Filtered' status. A warning message in a yellow box states: 'This group has a Self-Assign limit of 3 game(s) within a 24 hour period. You have Self-Assigned 0 game(s) within the last 24 hours.' Below this, it says 'Self-Assignments Allowed: 3 Remaining'. At the bottom, there is a message: 'There are no remaining games to be assigned for the selected criteria. Please change the Game Filters above and reload the page.'

5. Click “Game Filters” on the upper left and adjust the settings as shown below:

A screenshot of the Game Officials user interface showing the 'Game Filters' settings page. The page has a yellow header with the text 'Game Filters' and 'Change the Games in the List Below'. Below the header, there is a section for 'MANCHESTER ANGELS YOUTH SOCCER LEAGUE' with a 'Sport: [All]' dropdown. There is a 'Date Range' section with 'Start: 4/1/2015' and 'End: 6/30/2015' and a 'Custom Dates' button. At the bottom, there is a 'Reload' button. On the right side, there are several filter options: 'Location Area: [All]', 'Complex: [All]', 'Age: [All]', 'Level: [All]', and 'Gender: [All]'.

6. **So why aren't there any games showing up???????????** That is because you aren't available. You need to make sure your availability is correct for the days you want to do games. You can do this by clicking "My Availability" and following the steps on the screen:

The screenshot displays a user interface for managing availability. At the top, it shows the user's name as "FRANK SCARITO" and a "Switch to Single-Month Mode" button. The main area contains three calendar grids for April, May, and June 2015. The May 2015 calendar has a yellow highlight on the 31st, with a tooltip that reads "Click any day above to add or edit Availability". Below the calendars, there is a section titled "Existing Availability" which is currently empty, with a message "No existing items in this range". The interface also includes a sidebar with navigation options such as "Official", "Personal Info", "My Availability", "Group Info", and "Team Features".

7. When you click on a day, the following box will pop up. Fill out the information and click “Save (Add Entry)”. You can do a range of dates and adjust the times as necessary:

Availability Maintenance

New Availability Entry - Official

Date Entry **Time Entry** All Day

Start 05/18/2015 **Start** 7:00 AM PM

End 05/18/2015 **End** 11:00 AM PM

Entry Type **Available** **Not Available**

Applies To NH Referees **NHSL**

Occurs Once **For** N/A **Weeks**

Notes

Show Advanced Options (Multiple Days, Notes, etc)

SAVE (Add Entry) Cancel

8. If you make a mistake you can correct it by deleting or editing the entry:

April 2015						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

May 2015						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

[Need Help or Instructions?](#)

Delete ALL Entries For May 2015

Click any day above to add or edit Availability

May 2015 * ▼ [\[This Month\]](#)

Existing Availability

Options to **Batch Copy** or **Delete** are available at the bottom of this page

Type	Date	Time	Notes
• Del • Copy • Edit •	5/18/15 (Mon)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/19/15 (Tue)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/20/15 (Wed)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/21/15 (Thu)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/22/15 (Fri)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/23/15 (Sat)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/24/15 (Sun)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/25/15 (Mon)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/26/15 (Tue)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/27/15 (Wed)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/28/15 (Thu)	7:00am to 11:00 pm	
• Del • Copy • Edit •	5/29/15 (Fri)	7:00am to 11:00 pm	

9. Now you should show a list of games based on your availability. Select the position you wish to assign yourself to by clicking on it. **You only get 3 selections per day. If you make a mistake you will have to send me an email so that I can fix it.**

Game #	Date & Time	Level & League	Location	Teams	Officials
9	5/18/15 6:30pm (Monday)	U14 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U14 TEAM B vs. U14 TEAM C	- Referee - AR1 - AR2
43	5/18/15 6:15pm (Monday)	U19 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U19 TEAM B vs. U19 TEAM A	- Referee - AR1 - AR2
44	5/19/15 6:15pm (Tuesday)	U19 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U19 TEAM C vs. U19 TEAM D	- Referee - AR1 - AR2
10	5/20/15 6:30pm (Wednesday)	U14 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U14 TEAM D vs. U14 TEAM A	- Referee - AR1 - AR2
45	5/20/15 6:15pm (Wednesday)	U19 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U19 TEAM A vs. U19 TEAM B	- Referee - AR1 - AR2
46	5/21/15 6:15pm (Thursday)	U19 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U19 TEAM D vs. U19 TEAM C	- Referee - AR1 - AR2
11	5/23/15 9:00am (Saturday)	U14 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U14 TEAM A vs. U14 TEAM B	- Referee - AR1 - AR2
12	5/23/15 10:30am (Saturday)	U14 COED - C (MANCHESTER ANGE...)	ROCK RIMMON PARK - ROCK RIMMON... (MANCHESTER, NH)	U14 TEAM C vs. U14 TEAM D	- Referee - AR1 - AR2

10. After your game(s), you will have 48 hours to log in and fill out the game report. **NO GAME REPORT = NO PAY – NO KIDDING!** The league needs you to finish the job and the job isn't done until you fill out the game report. How do you do that?? Well, I am glad you asked! Log in

as you did in Item #1 and #2 above. Click on “After Games”:

11. Click on the Game Number of the game you are reporting:

Game #	Date & Time	Level & League	Teams (Score)	Officials (Mileage)	Incident Reports
2971	9/28/14 3:30pm (Sunday) [Regular Season]	U14 - M (NHSL)	6 PEMI BAKER RAPIDS U14... 2 HAMPSHIRE UNITED SC...	NA FRANK SCARITO	

12. Fill out the game report. Pay particular attention to the areas highlighted below. If the referees are different from who was assigned, the center referee needs to let me know. If the center referee does not show up for the game and you take over, **you need to email me and let me know** so that you get paid the correct amount and I can get you access to the game report.

Game #	Date & Time	Level & League	Location	Teams	Officials
2971	9/28/14 3:30pm (Sunday) [Regular Season]	U14 - M (NHSL)	THE PEMI (HOLDERSHIP, NH)	PEMI BAKER RAPIDS U14B (NH) VS. HAMPSHIRE UNITED SC BU13/14 BLUE (NH)	FRANK SCARITO

Game Score	
Final Score	Kicks From The Mark
PEMI BAKER RAPIDS U14B (NH) 6 (Home)	0 (Only If Applicable)
HAMPSHIRE UNITED SC BU13/14 BLUE (NH) 2 (Away)	0 (Only If Applicable)
<input type="checkbox"/> Do Not Post This Score	

Enter the score for the Home and Away teams at the end of the game in the boxes above. If you do not know the score or are not able to post it at this time, click the "Do Not Post This Score" checkbox above.

You must enter the game score and file any necessary USSF Supplemental Report within 48 hours of match completion. Failure to do so may be cause to remove you from future assignments and may result in not being paid your game fees!

Game Summary Information	Report / Notes to Admin Users
Complete the following questions so that Assignors or Admins can take appropriate action	
Crew Change Needed	
Were the Officials at the Game different than the ones listed above?	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Needs Admin Attention (Major issues other than Crew Change)	
An Admin User needs to review the Incident Reports and/or Summary Notes below	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
Incident Report Needed	
Admin Users viewing this game should expect a separate Incident Report	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
Summary Notes To Admin Users	
Additional Information that will be visible to Admin users only	
Team-Specific Notes	

13. If you have an issue with a coach, an injury to a player, a caution or a send-off, you need to file an incident report. Do this after you have completed the regular game report by clicking “Incident Reports”

Game #	Date & Time	Level & League	Teams (Score)	Officials (Mileage)
2971 <small>Apprx</small>	9/28/14 3:30pm <small>(Sunday)</small> <small>[Regular Season]</small>	U14 - M <small>(IHSL)</small>	6 PEIM BAKER RAPIDS U1... 2 HAMPSHIRE UNITED SC...	N/A FRANK SCARITO

14. Fill out the required information and make sure you send it to the League by clicking the button “Submit to Secretary/League” and “Save (Add Report)”.

For Cautions, Send-Offs, Dismissals and other unusual situations YOU MUST SUBMIT THIS REPORT

Report Details

Report Type Misconduct Serious Injury Field Conditions Other

Time of Incident: N/A *

Reason: ** Not Assigned ** *

Reporting On: Player Coach Spectator Other

Name: (Name of the Player, Coach, Spectator, etc.)

Team: ** Not Assigned ** *

Uniform / Jersey #: (Enter the Player's Uniform / Jersey number)

Roster / Pass #: (Enter the Player's Roster / Pass number if required)

Offensive Lang. (If report contains language that some might consider inappropriate or offensive)

Detailed Description

Typing Area: Small • Medium • Large Preview: Full Description

Save to Edit Later **Submit to Secretary/League**
(Once you submit a report, you can not modify it further.)

15. Let's have a great season!!