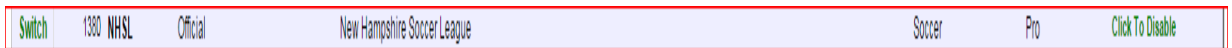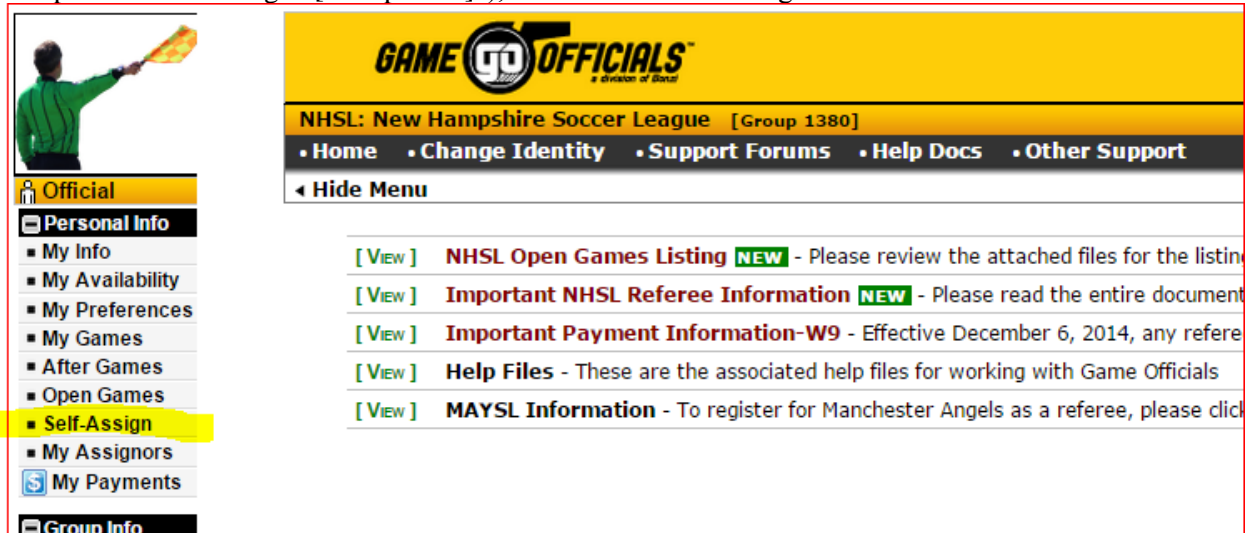# MAYSL Spring 2015 Self-Assign Instructions

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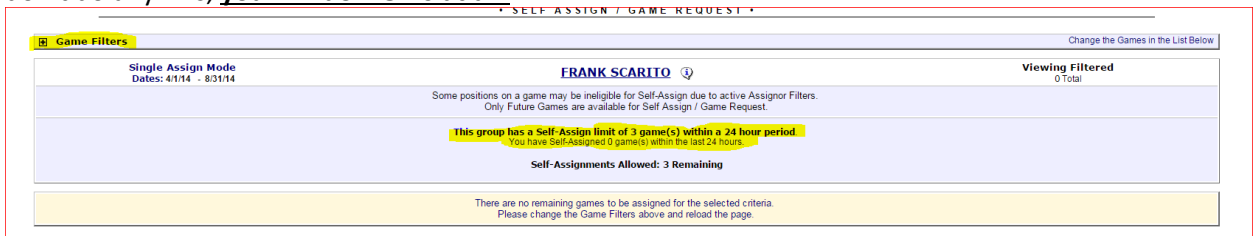
1. Log into your Game Officials account (www.gameofficials.net)
2. Make sure you are in the NHSL Group (1380) by "Changing Identity", then selecting "Switch" next to the line that looks like this:

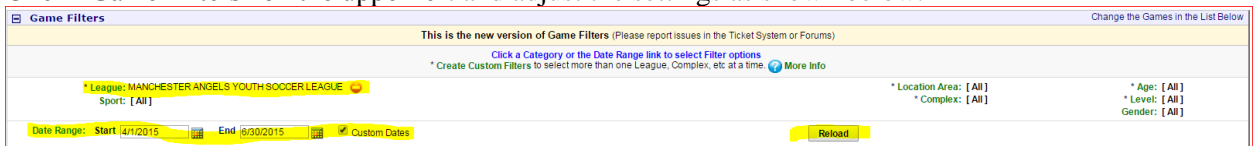| Switch	1380 **NHSL**	Official	New Hampshire Soccer League		Soccer	Pro	**Click To Disable**

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:

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.**

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

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:

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:

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

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.**

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:

12. Fill out the game report. Pay particular attention to the areas highlighted below. If the referees are different from who was assigned, <u>the center referee needs to let me know.</u> 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.

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 <u>after</u> you have completed the regular game report by clicking "Incident Reports"

Game #	Date & Time	Level & League	Teams (Score)	Officials (Mileage)	
2971 ⊗ Apprv	9/28/14 3:30pm (Sunday) [Regular Season]	U14 - M (NHSL)	6 PEMI BAKER RAPIDS U1... 2 HAMPSHIRE UNITED SC...	N/A ▲ - FRANK SCARITO	• Incident Reports

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 ** *   (Of Player, Coach, Spectator, etc.)
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!!