



AYSO Region 41 Referee On-Line Guide – fall 2007 Edition

Welcome to the AYSO Referee On-Line Guide, and thank you for volunteering to help our region. Using the Region 41 website you can easily schedule yourself to referee games in our region as well as update your personal information.

Getting Started

If you are new to the system you should have received an e-mail with your password. If you are returning and forgot your password, select “lost password” and a new one will be emailed to you. If your name is not on the drop-down list, let your region know at ref@ayso41.org and we’ll get your name added.

The scheduling system is accessible from <http://www.ayso41.org> Once there click on “Referees”, then “Referee Scheduling, Service Points, and Misconduct” then “Region 41 On-Line Referee Scheduling”. You can also go directly to <http://refsched.cowart.net/ayso41/>

To get on-line:

1. Go to the referee scheduling website.
2. Find your name on the list.
3. Enter your password.
4. Click on “Log in”
5. Change your password if needed following the directions.

At the Main Page

Think of this as a main menu or home page for scheduling. Your choices are:

Global Tasks

View/Change My Data
Change My Password
Contact Referee Management

Ref Tasks

View/Schedule Additional Games

Review/Remove/Report on Schedule Games

If needed, at the bottom of every page is the choice “main page” to return you to the start.

View/Change My Data

Use this choice to update your name, address, phone numbers, badge level, years of experience, and so on. Please note that the information you enter will not be immediately updated in the database. A Region 41 volunteer will make the database changes for you which might take a day or two.

View/Schedule Additional Games

This is the menu you will use most often. It contains selections allowing you to filter the games by age group and date using the drop down menus. To schedule a game do the following:

1. Click on the button next to the word “*Open*” on a game slot. Repeat for each game you would like to work. You can take yourself off a game by clicking on “Clear” in the far right column.
2. When you are finished, page all the way down to the button “Schedule Games” and click on it.
3. A confirmation note will pop up. If the information is correct, click “Confirm.” If the info is wrong, click the back button on your browser and repeat Steps 1-2.
4. You’ll see a note which shows all games you are currently scheduled for. You will also receive an e-mail confirming the games you are scheduled for.

A Few Tips:

Tip #1: Each referee is assigned a “comfort level”, which is the highest level at which Region 41 will allow the referee to center a game. The AR level is set one age group up from that. The scheduling system will show each referee games based on the comfort level.

Example: If a referee has a comfort level of U12, that referee will see all U9, U10 and U12 center positions and U9 – U14 AR positions.

If you are ready to try games higher than your comfort level, please contact your lead scheduler or referee management for an upgrade.

Tip #2: Referee slots are usually the ones taken first. Our region recommends that Referees at the U12 level and above balance their work 50/50 between center referee positions and assistant referee spots. This is not always possible but we do try to share the centers.

Review/Remove/Report on Schedule Games

From the main menu, select “Review/Remove/Report on Schedule Games” to see your list of games. You can easily remove yourself from a game by selecting “Remove” for the game listed. Please don’t do that too often late on Friday night as you will give your referee schedulers a bit of hypertension!

Service Points:

Referees gain one service point for each match that they work, whether at the center or AR position. These points are not assigned until the referee does the reporting:

To report, select “Review/Remove/Report on Scheduled Games” at the main referee scheduling page. You will see a list of games you were scheduled for in the past plus your future schedule. Select a game you worked in the past and you will see a screen allowing you to assign the point to a team on your “associated” list.

Notes: you must have already been associated with your team(s) you want to give points to. If your team(s) is not shown in the drop down list, please contact your referee Admin at RefInfoSupport@ayso41.org

Once you assign points to a team, that’s it. No changing your mind later. Anyone can see points awarded to teams by entering the general AYSO website at www.ayso41.org then clicking on “Referees” at the top of the page and scroll down to “Referee Scheduling, Service Points, and Misconduct” then “Region 41 Referee Service Points.”

Bounced E-Mails

If you are not getting e-mails for confirmation of games scheduled, it is likely that your email server is blocking them. Please ask your server admin not to block them.

Getting Help:

If you have questions about using the referee scheduling website, please send an e-mail to your referee scheduler or to refinfosupport@ayso41.org