



Annex A

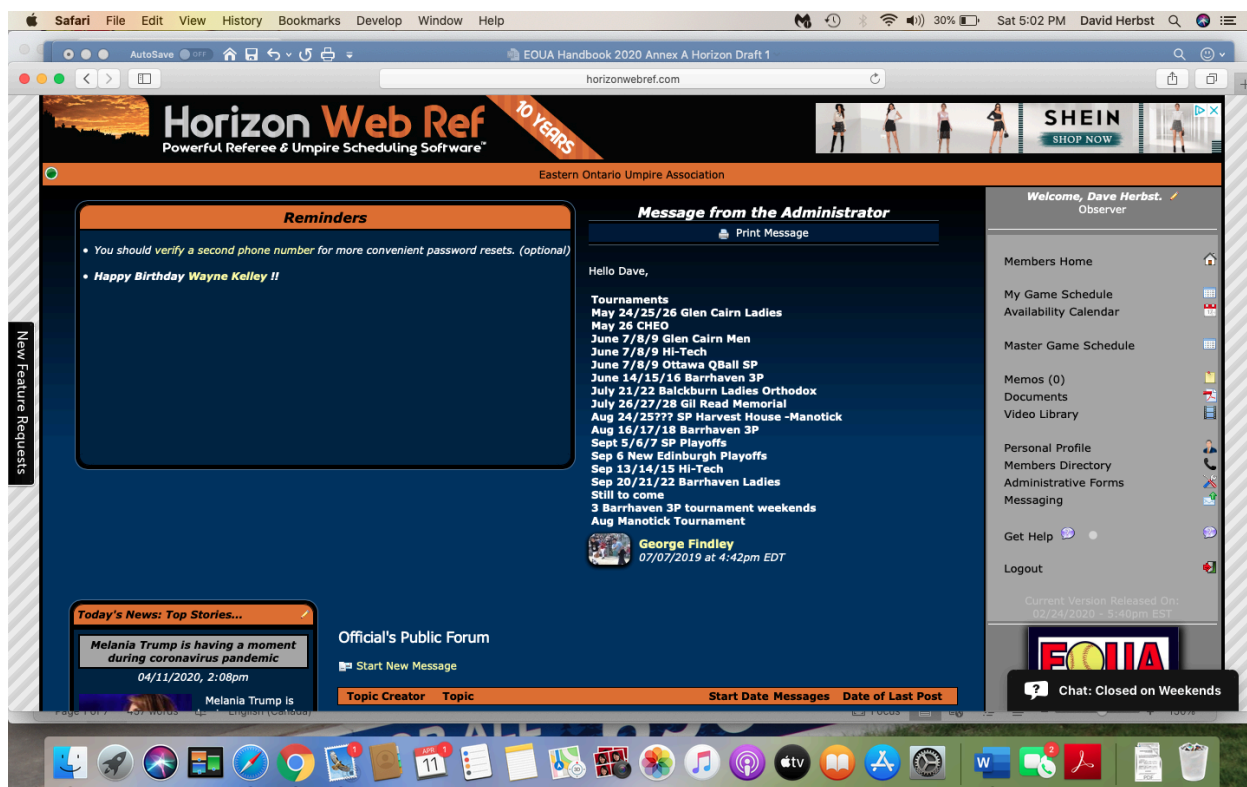
HorizonWebRef

HorizonWebRef (Horizon) is the web based assigning tool that is used by the Eastern Ontario Umpire Association (EOUA). The web address is <http://www.HorizonWebRef.com>. Horizon is available on your computer or laptop through this address or you can install the Horizon App on your smart phone or tablet. (You can use all three.) The best way to discover Horizon is to use it and try the various features.

The first step is to contact the Treasurer/Assignor and obtain access to Horizon.

Home Page

The Home Page is the first page that appears every time that you access Horizon.





Personal Profile

The first thing to do is to set up your Personal Profile. Complete the tabs by clicking on them.

Horizon Web Ref
Powerful Referee & Umpire Scheduling Software™

10 YEARS

Eastern Ontario Umpire Association

Welcome, Dave Herbst. Observer

Update Personal Profile

VERIFIED & SECURED

VERIFIED & SECURED

Name / Address

Profile Picture

Phone / Email / Birthday

Text Messaging

Synchronize

Preferences

Other Info

Security Settings

2-Step Login Authentication

My Associations

Your Name: Dave Herbst

Home Street Address Line 1: 6 Sicard Way

Home Street Address Line 2: optional

Home Street Address Line 3: optional

Home City Name: Ottawa

Home State / Province / Region: Ontario

Home Postal Code: K2L2X6

Home Country Name: Canada

Private Address? ☐

the section below is optional

Work Name: optional

Work Street Address Line 1: optional

Work Street Address Line 2: optional

Work Street Address Line 3: optional

Work City Name: optional

Members Home

My Game Schedule

Availability Calendar

Master Game Schedule

Memos (0)

Documents

Video Library

Personal Profile

Members Directory

Administrative Forms

Messaging

Get Help

Logout

Current Version Released On: 02/29/2020 - 5:40pm EST

EOUA

Chat: Closed on Weekends

Name Address Tab

Your name and address are required. Your work information is optional. At this point you can also click on the two “I agree” buttons at the bottom of the page. If you do not agree, you cannot access Horizon.

Profile Picture

You can upload a picture of yourself. This is optional.

Phone / Email / Birthday

Add your phone numbers and email addresses that you wish the Treasurer/Assignor to use for communication and to which you want your Pay sent. These phone numbers and email addresses will appear on the Directory, unless you indicate that you wish them to be private. If



you indicate private, other Members will not have access to this information. This could adversely impact pre-game communication with you.

Text Messaging

If you complete this section you will receive information by text regarding upcoming games, changes and cancellations.

Synchronize

This section allows you to synchronize Horizon with your Google Calendar or Facebook Connect. If you synchronize with Google Calendar all of your assignments will automatically be posted to your calendar.

Preferences

This section allows you to customize Horizon. If you do nothing, Horizon uses its defaults.

Other Information

The EOUA does not require completion of this section, although you may complete it if you wish.

Security Settings

You must add at least one phone number to this section. Your mobile number is recommended.

2 Step Login Authentication

This is optional.

My Associations

Horizon automatically completes this section for you. If you are a member of more than one association that uses Horizon, you will have all of these listed.



Availability Calendar

This is the place where you tell the Treasurer/Assignor when you are available to umpire games. You can indicate full, some or no availability on a day. You should set your availability as far in advance as possible. This enables flexibility for the Treasurer/Assignor and also enables you to be assigned games when you are available. You can edit your availability until a game is assigned to you on a date.

The screenshot shows the 'Horizon Web Ref' interface for the Eastern Ontario Umpire Association. The main section is titled 'Officials Availability' and displays a calendar for May 2020. The calendar is organized by day of the week (Sunday to Saturday) and date (1 to 9). A dropdown menu is open over the 1st of May, showing options: 'Available All Day' (checked), 'Not Available', 'Available Before', 'Available After', 'Available Between', and 'Not Between'. The right sidebar contains a 'Welcome, Dave Herbst, Observer' message and a list of links including 'Members Home', 'My Game Schedule', 'Availability Calendar', 'Master Game Schedule', 'Memos (0)', 'Documents', 'Video Library', 'Personal Profile', 'Members Directory', 'Administrative Forms', 'Messaging', 'Get Help', and 'Logout'. The bottom of the screen shows a macOS dock with various application icons.



My Game Schedule

This is where you receive your game assignments.



When you are assigned a game, you must indicate whether you accept or decline it. If you decline it, you need to provide a reason why you are declining it when you had indicated that you were available. Using the Schedule Search and Filter feature, you can view any part of your assigned schedule for the year.

This page provides you with the;

- Date,
- Time,
- Location,
- League,
- Teams,
- Game fee minus the assigning fee, and
- Partner(s).

If you need to return an assigned game, you must contact the assignor directly by phone. You must actually speak to them. Leaving a voice, text or email message is not sufficient. It is very important that the assignor knows that you want to return a game so that we do not miss coverage of a game.



Members Directory

All Active Members are listed in the Directory. (There are also a number of umpires listed in the Directory who are not Members as the Assignor uses the tool to assign non-Member umpires to certain tournaments.) Unless a Member has indicated his contact information is private, it will appear in the Directory. You can scroll down the list or click a letter to go directly to a Member. If you are scrolling down, you need to click on "All" in the alphabetic list of letters in order to see all of the Members.

Horizon Web Ref
Powerful Referee & Umpire Scheduling Software™

10 Years

Be Career Ready In Months

Eastern Ontario Umpire Association

Members Directory

Print Export vCards Login Records Email Users My Profile Contact Groups Map Email List

Displaying Directory: All Officials

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Pic	Last	First	City	Home	Cell	Work	Email
	Albert	Donald	ON - Ottawa		(613) 851-3812		dalbert.ottawa@gmail.com
	Allaby	Tim	ON - Ottawa		(343) 996-7251		eoua.assignor@gmail.com
	Beaulne	Marc	ON - Hammond		(873) 376-1738		mrbeaulne@gmail.com
	Berson	Stewart	ON - Ottawa	(613) 225-1438	(613) 286-8001		sberson64@yahoo.com
	Blackmore	Paul	ON - Ottawa		(613) 282-2412		paul.blackmorejd@gmail.com
	Boucher	Matt	ON - Ottawa		(613) 818-0652		mattboucher9@msn.com
	Bowden	Stuart	ON - Ottawa	(613) 744-3967	(613) 447-3967		stuartbowden@sympatico.ca
	Brisson	Paul	ON - Ottawa	(613) 834-8723	(613) 406-8723		brisson8723@gmail.com
	Callaghan	Gary	ON - Carp	(613) 599-8933	(613) 608-1785		gary.callaghan@rogers.com
	Campbell	Josh	ON - Petawawa	(613) 687-7323	(613) 243-5310	(613) 687-5511	stephmadd13@hotmail.com
	Campbell	Mike	ON - Ottawa	(613) 261-2581			he_mike_man@hotmail.com
	Cormier	Nick	ON - Ottawa		(613) 852-4708		corm0023@gmail.com

Welcome, Dave Herbst.
Observer

Members Home
My Game Schedule
Availability Calendar
Master Game Schedule
Memos (0)
Documents
Video Library
Personal Profile
Members Directory
Administrative Forms
Messaging
Get Help
Logout

Current Version Released On:
02/24/2020 - 5:40pm EST

EOUA

Chat: Closed on Weekends



Documents

A variety of useful Documents are available through this link.

The screenshot shows a web browser window displaying the Horizon Web Ref interface. The page title is "EOUA Handbook 2020 Annex A Horizon Draft 1". The main content area is titled "Documents" and includes a table of available documents. The table has columns for File Name, File Size, Updated On, and Action. The documents listed are: League Personnel Documents, Approved Bat Lists, EOUA Constitution, EOUA GA & AGM Minutes, EOUA Handbook, League Rules, and Reports. Each document has a download icon and a delete icon in the Action column. The interface also includes a sidebar with navigation links and a top navigation bar with the Horizon Web Ref logo and a "Hands-On Programs. Apply Now." button.

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File Name	File Size	Updated On	Action
League Personnel Documents			/ X
Approved Bat Lists			/ X
EOUA Constitution			/ X
EOUA GA & AGM Minutes			/ X
EOUA Handbook			/ X
League Rules			/ X
Reports			/ X

AVAILABLE SPACE: 34.46% (17.2 MB)

Create New Folder: Create Folder



Administrative Forms

You can administer your information, change your user ID and password, and obtain a Payroll Report through this feature.

