



demosphere

THE TEAM BEHIND TEAM SPORTS



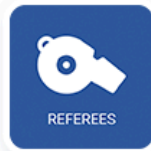
TEAMS



CLUBS



COMPETITIONS



REFEREES



ASSOCIATIONS

Connect. Communicate. PLAY.

Demosphere Referee Management System

System Guide for Assignors

November 2023

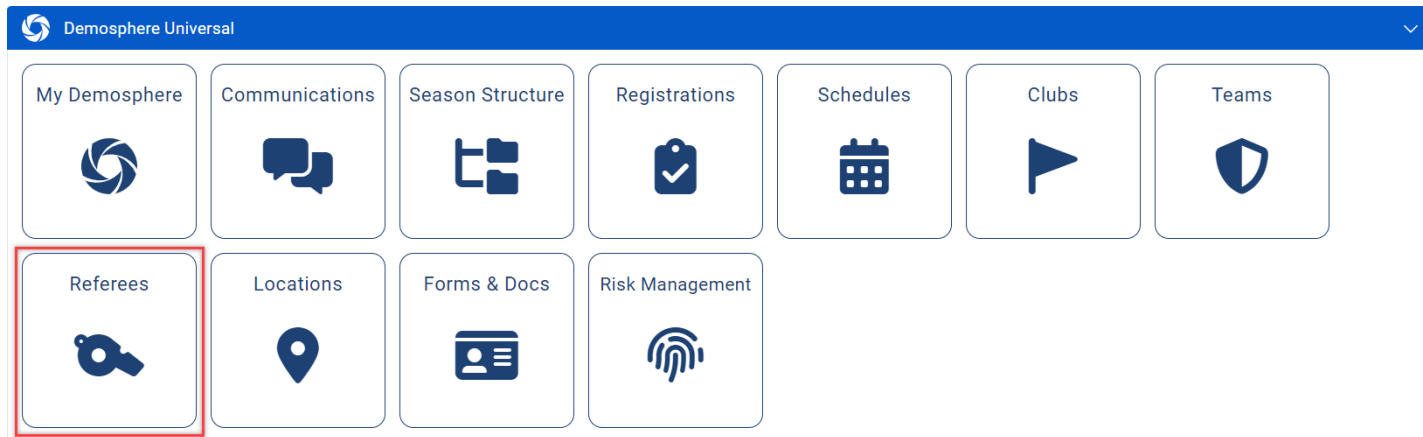
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Login and Access

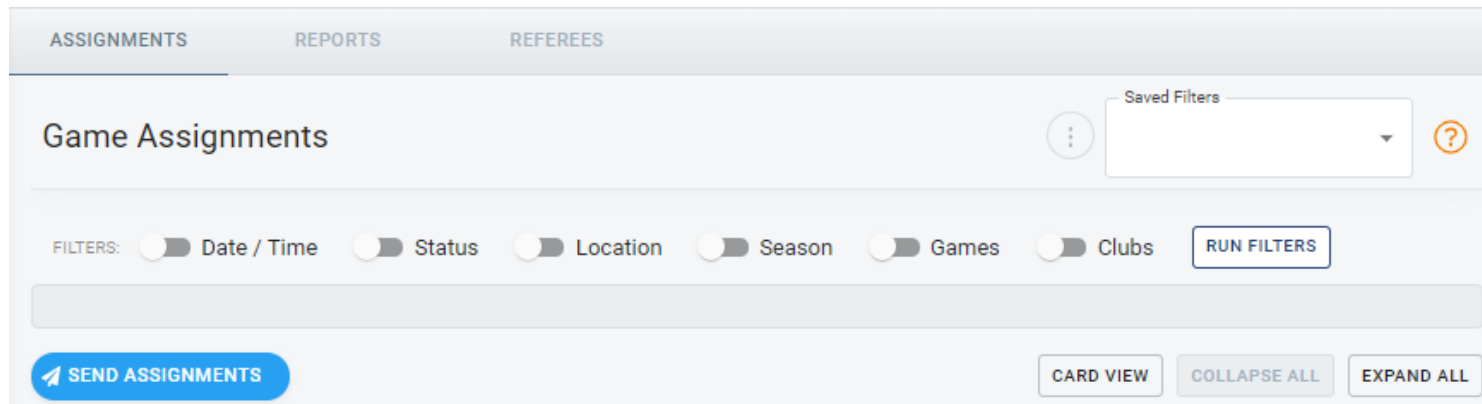
To begin, access your URL (https://<yourdomain>.demosphere-secure.com/_login) and use your associated login credentials to access your Demosphere Dashboard.

Access to Referee Management

After logging in, locate the Demosphere Universal dashboard panel and click on the **Referees** section.



You will be directed to your Referee Management system and see the following view:



Referee Assignments Dashboard Overview:

- Assignments: View and access game assignments
 - Filters: Use filters to locate games that need assignment or modification

- Mini Menu: Save/ remove used filters for easier access
 - Saved Filters: Drop down menu of previously saved filters
- Reports: View and run Referee Reports including Assignment Payouts, Game Reports, Payment Batches, Referee Assessment Reports, etc.
- Referees: View and manage All Referees and Assignor Lists

Searching for Referees

To begin locating referees, click on the **Referees tab** at the top of the page and select **All Referees** from the left side menu to view, add, and manage referees.

The screenshot displays the 'All Referees' view. The left sidebar menu has 'All Referees' highlighted. The top navigation bar has 'REFEREES' selected. The main content area shows a table with the following data:

#	NAME	USSF ID	GENDER	BIRTHDATE	CITY / STATE	ZIP-CODE	CONTACT	STATUS
1	Adam Lewis 728-005643-40	-	FEMALE		,	-		ACTIVE
2	Brett Colmbus 739-008011-64	-	MALE		San Diego, CA	92103		IMPORTED
3	Dennis Elton 735-008011-64	-	MALE		San Diego, CA	92103		IMPORTED
4	Doug Franklin 725-005643-30	-	MALE		,	-		ACTIVE

The All Referees view will display a list of all referees within your organization. Details such as name, system ID #, USSF ID #, referee status, contact information, etc. is listed for each referee. The search box can be used to find a referee using any search

criteria related to the referee. The mini menu located in the upper right-hand corner can be used to export referee data as needed by your organization.

Referee Statuses Overview

Referees can be in the following statuses:

Registered	Indicates that a referee has been populated in the All Referees table via a competition/program registration in Demosphere's registration system. This value cannot be reselected if it is replaced with another status.
Active	Full admins can set any referee status to Active. The Active status makes the referee eligible for assigning.
Inactive	Full admins can set any referee status to Inactive. The Inactive status makes the referee ineligible for assigning.
Imported	Indicates that a referee has been populated in the All Referees table via a file import. This value cannot be reselected if it is replaced with another status.

Searching for and Sorting Referees


Navigate to the **Referees tab** at the top of the page and locate the **All Referees link** on the left side of the page. From this view, you will see all of the current referees and can create referee lists for use in assigning games.

- Use the search box above the All Referees List to search for referees. Any data related to the referee can be used as search criteria.
- Hover over a table column headers to use the sorting or filtering function.
- Use the Previous/Next buttons, # of rows display or the page indicator to jump to specific pages.



ASSIGNMENTS REPORTS **REFEREES**

← COMPRESS MENU

All Referees

Q Search [Ro] FILTERS: Add filters by clicking the  icon within column headers

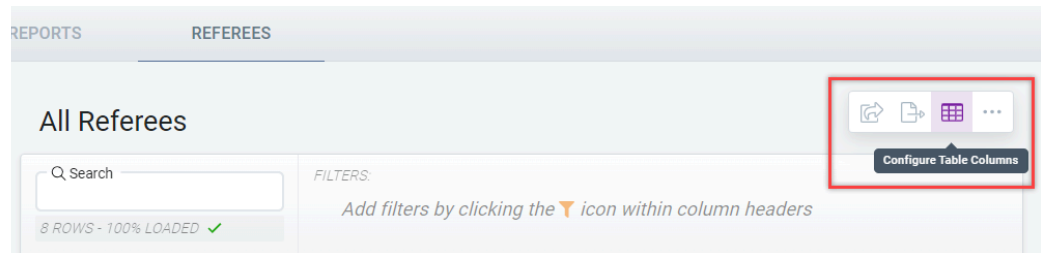
17 ROWS - 100% LOADED ✓

#	NAME	USSF ID	GENDER	BIRTHDATE	CITY / STATE	ZIP-CODE	CONTACT	STATUS
1	Ross Richards 728-005643-50	-	MALE	1/19/1984	,	-	rossrich@email.com	 ACTIVE
2	Eddie Robinson 729-005643-70	-	MALE	8/18/1976	,	-	eddierobinson@gmail.com	 ACTIVE

Configuring Table Columns

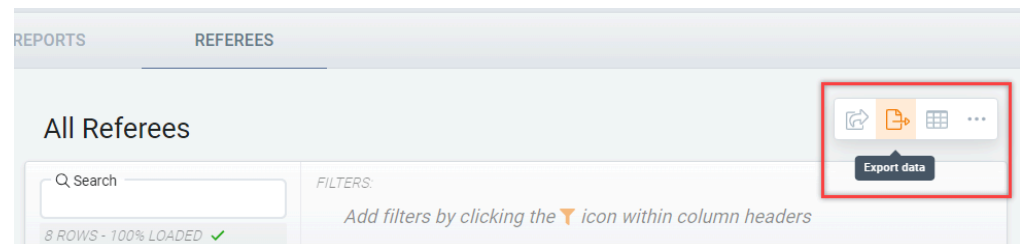
Configure table columns under the All Referees view to show/hide specific columns of data as needed for your organizational purposes. This includes showing or hiding referee grade levels and or any custom referee data.

1. Click on the **mini menu** and select the **grid icon** to configure (show/hide) table columns.
2. From the table column headers listed, **check the filter and/or show box across from each heading as needed**. Leaving the box unchecked for a heading will make that field hidden from the All Referees view. Once complete, click **Save**.



Exporting Data

Use the **mini menu** and select the **export icon** to export the current referee info on the page. Export options include print, save to PDF, or export to a CSV file.



Mass Update Referee Statuses

Bulk update referees to either Active or Inactive in just a few clicks.

1. Using the [search and sort features](#) on All Referees view, find those referees whose status you wish to update.
2. Within the Status column, click on the **edit icon** to open the mass update view dialog box.

#	NAME	USSF ID	GENDER	BIRTHDATE	CITY / STATE	ZIP-CODE	CONTACT	STATUS
1	Tim Smith 738-008055-16	-	MALE	11/5/1973	,	-	202000004152809@test.com 4563217896	IMPORTED
2	Len Nussenbaum 731-008055-16	-	MALE	1/1/2000	,	-	202000004149753@test.com 8788788877	IMPORTED
3	Georgly Mikaelsson 738-008044-29	-	MALE	1/1/1995	,	-	202000004149609@test.com	IMPORTED
4	Joshua Keaton 736-008011-74	-	MALE	7/13/1987	San Diego, CA	92103	joshkeaton@demo.com 8585554230	IMPORTED
5	Dennis Elton 735-008011-64	-	MALE	9/10/1974	San Diego, CA	92103	eltondennis@demo.com 6105555960	IMPORTED

3. **Select the new Status** in the drop down menu (Active or Inactive). Be sure to verify the number of people this update will apply to based before saving. Once complete, click **Save**.

Referee List Management

Unlimited lists may be created by full admins and assignors to categorize groups of referees based on any criteria such as grade level, region, etc. These lists will be available to optionally limit the entire possible scope of referees with the season when making assignment selections. Click on **Referees** menu option at the top of the page and the **Assignor Lists** left side menu to view and manage Referee Lists for use by assignors.

The screenshot displays the 'Referees' management interface. At the top, the 'REFEREES' menu item is highlighted with a red box. On the left sidebar, the 'Assignor Lists' menu item is also highlighted with a red box. The main content area shows a table titled 'Assignor Lists' for 'Demo List 2'. The table has columns for '#', 'NAME', 'CONTACT', 'STATUS', and 'ROW ACTIONS'. It contains three rows of data, each with a referee's name, contact information, and a status of 'ACTIVE'. A search box and filter options are visible above the table.

#	NAME	CONTACT	STATUS	ROW ACTIONS
1	Ross Richards 728-005643-50	[Redacted]	ACTIVE	[Delete Icon]
2	Isabella Vaca 728-005643-60	[Redacted]	ACTIVE	[Delete Icon]
3	Eddie Robinson 729-005643-70	[Redacted]	ACTIVE	[Delete Icon]

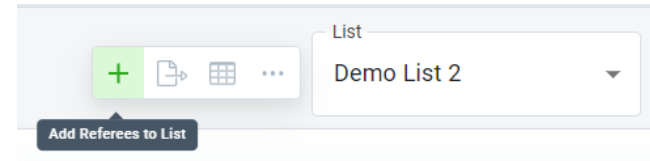
Assignor List Overview

- **Search/Filter/Sort:** Use the search box to find a referee by First/Last Name or email address. You may also sort and/or filter by clicking on the column headers
- **Mini Menu:** Options to add a referee to the currently selected list, export the list, add a referee to the selected list, or configure the table columns for the list view.
- **List:** Select the List (Assignors can have multiple Lists)
- **Referee Info:** Displays the name, system ID, email, phone number, and status for each Referee for the selected list. Click on any linked referee name in the datagrid to access the Referees profile page.
- **Row Actions:** Click the delete icon to remove a referee from a list

Creating a New List of Referees

To create a new Referee List and add referees to existing lists:

1. In the Assignor List section click on the **mini menu** located in the upper right-hand corner and select **Add Referees to List**.
2. You will be automatically directed to the All Referees table where you can **search, sort, or filter for particular referees**.
3. Once you have identified a referee to add to a new list, click on the **mini menu** and use the **Send Referees to List** option.



All Referees

Q Search
Pete

8 ROWS - 100% LOADED ✓

FILTERS:
Add filters by clicking the icon within column headers

#	NAME	GENDER	BIRTHDATE	CITY / STATE	ZIP-CODE	CONTACT	STATUS
1	Pete	MALE		,	-		ACTIVE

Rows per page: 25 ▾ 1 - 1 of 1

4. You can now either **add the Referee to an existing list or create a new list**. *Note: ALL Referees displayed in the search results will be sent to the indicated list.*

Send Referees to Assignor List

A screenshot of a dialog box titled "Send Referees to Assignor List". It features a dropdown menu labeled "List" with "Demo List 2" selected. To the right of the dropdown is a green button labeled "+ ADD NEW LIST". Below the dropdown and button are two buttons: "SEND" and "CANCEL".

- 5. To remove a referee from a list, below the row actions columns click on the **delete button** icon adjacent to the referee's name.

#	NAME	CONTACT	STATUS	ROW ACTIONS
1	Ross Richards 728-005643-50	[REDACTED]	ACTIVE	 Remove Referee from List
2	[REDACTED]	[REDACTED]	ACTIVE	

Assigning Referee to Games

Based on the season, location or club-specific permissions that have been defined by the full admin, assignors will use the filters on the Game Assignment view to find and assign referees to games. Depending on the assignor's permission they may not have access to all games within their organization.

- *Filters:* Use the available filters to narrow down games that need assignments
- *Filter Selections:* As filters are applied, the criteria will display below the filters
- *Saved Filters:* When you have set your filter criteria, use the mini menu button next to the Saved Filters dropdown to save your filters for later use
- *Assignment Invite:* As assignments are made on games, the invitation count will display. Click on the Send button to view all Pending invitations and send one by one or in bulk.
- *View Toggle/Expand Options:* Change the display of games from row view to card view by clicking Card View. Use the Expand All button to open all games in your view.
- *Game Day Information:* Using the arrow icon expand each day/location row to display all scheduled games and assignment statuses

Setting Filters to Find Games

Use the filters at the top of the page to find the games that need assigning. To include a filter, turn its switch ON and select the criteria you wish to use for the filter. Below is an overview of the current filters. You are able to mix and match filters as necessary in order to locate games that need assigning.

Date/Time

When opening the Assignments tab, the filters will automatically default to display games from the current day to two weeks in the future.

To update this, click on the current Date/Time/Days filter and make adjustments to the date range, specify exact times, and/or select specific days of the week.

Once all selects are made, click out of the list of filters and select **Run Filters** to view your results.

Set Date / Time Range

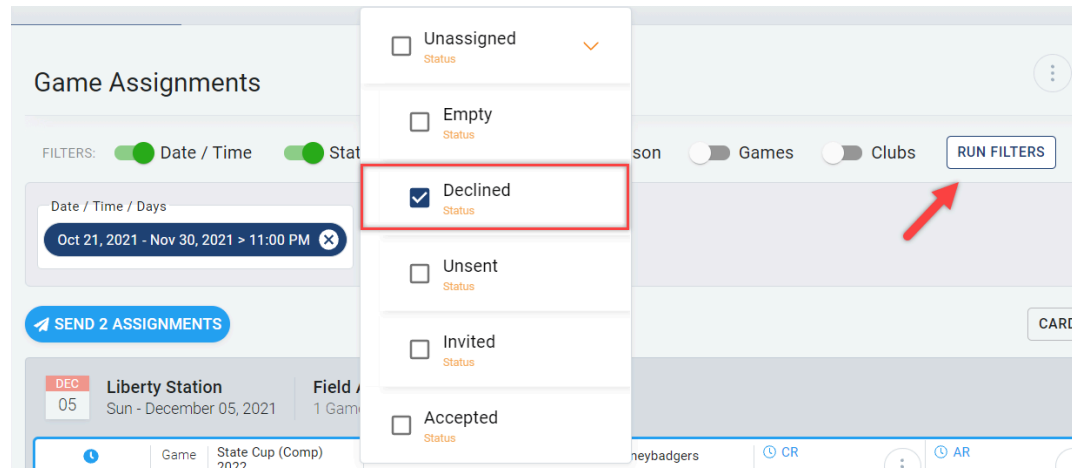
Beginning Date October 21	Beginning Time 8:00 AM
<i>through</i>	
Ending Date November 30	Ending Time 11:00 PM
Isolate Days: <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI	

OK

Status

To narrow down the list of game assignment statuses, move the slider on the Status filter to On and select the game assignment status to filter by. For example, if you wanted to view all games that have been declined in the past week, you would set your Date/Time/Days filter to the correct week range, and use the Status filter to select all Declined games that need attention.

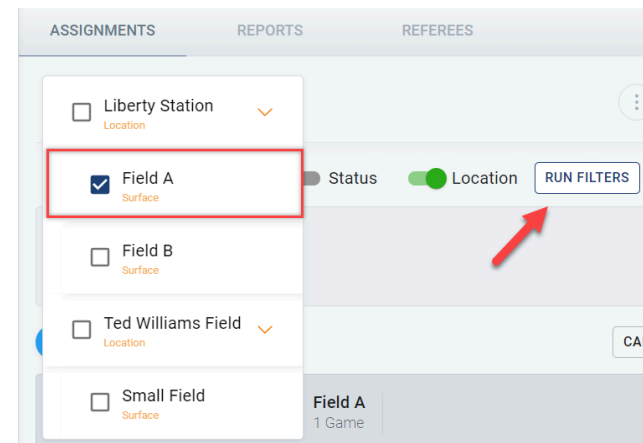
Once all selections are made, click out of the list of filters and select **Run Filters** to view your results.



Location

To narrow down the list of game dates within locations, move the slider on the Location filter to ON and click on ALL to open up all available options. Use the arrows next to each region and location name to view the game surfaces and select the appropriate level (full region, location, or surface).

Once all selects are made, click out of the list of filters and select **Run Filters** to view your results.



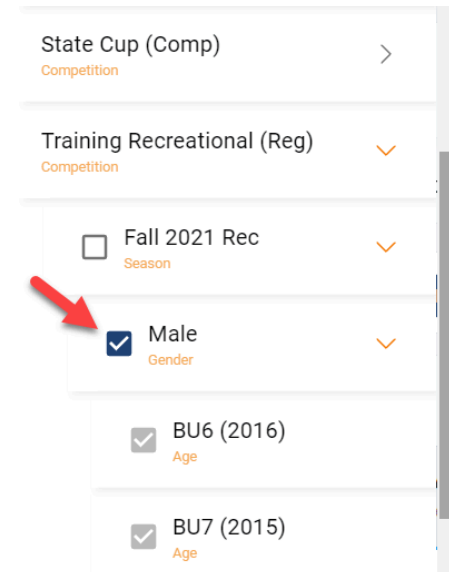
Note: If you are limited to assigning within certain locations, the list of filters will be limited to only those locations you are associated with. Full Admins have access to all locations.

Season

To narrow down the list of game dates within specific leagues and/or divisions within a Season, move the slider on the Season filter to ON and click on ALL to open up all available options. Use the arrows next to the League and Season name to view the division structure and select the appropriate level (full season, gender, age group or entire division).

Once all selects are made, click out of the list of filters and select **Run Filters** to view your results.

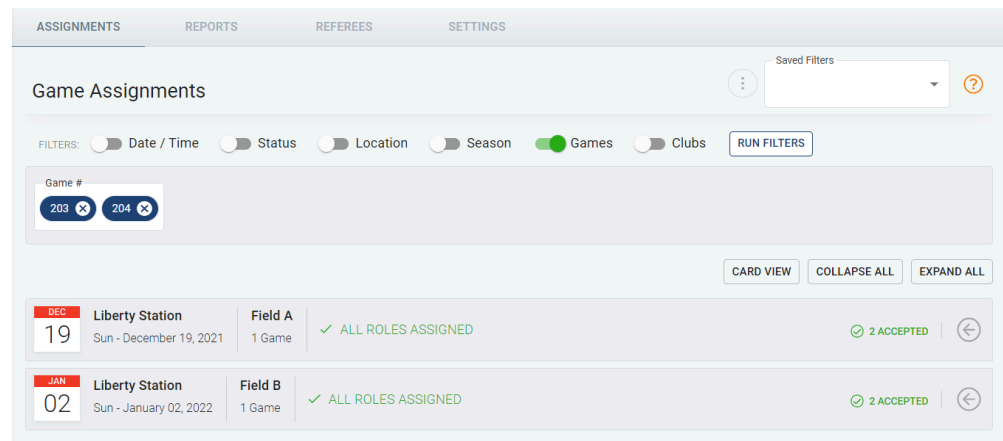
Note: If you are limited to assigning within certain seasons, the list of filters will be limited to only those seasons you are associated with. Full Admins have access to all seasons.



Games (game numbers)

To narrow down the list of games by game number, move the slider on the Game filter to ON and input in game number(s) and hit enter. As they are input, the game number(s) will populate below the text box.

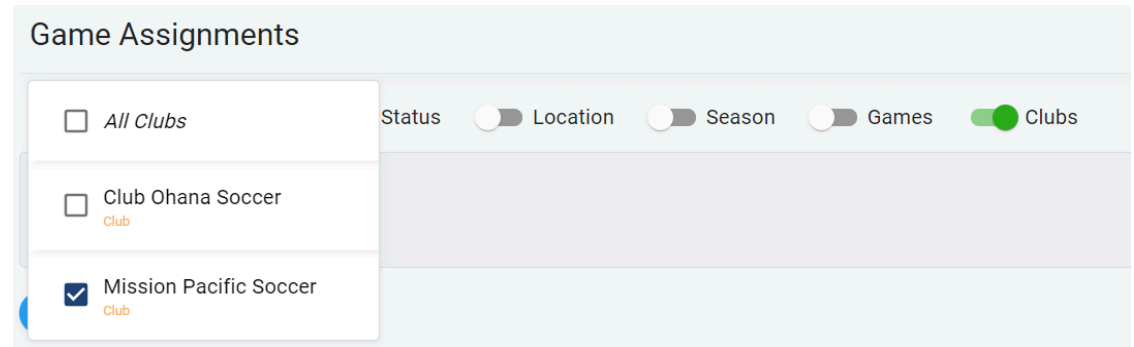
Once all selections are made, click out of game number(s) and select **Run Filters** to view your results.



Clubs

To narrow down the list of games by their club, move the slider on the Club filter to ON and select to search for games within specific clubs based on if teams are designated as home or away.

Once all selections are made, click out of the filter and select Run Filters to view your results.

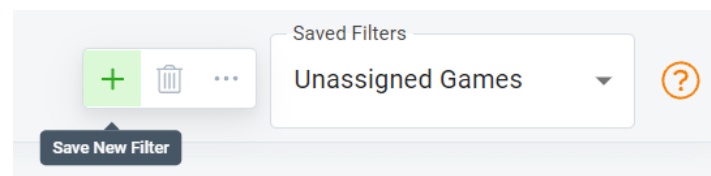


Note: If you are limited to assigning within certain clubs, the list of filters will be limited to only those clubs you are associated with. Full Admins have access to all seasons.

Saving Filters to Find Games

If you would like to reuse certain filter combinations, you can name and save applied filters by clicking the **mini menu** next to the Saved Filters dropdown and clicking the Save New Filter button. You will be prompted to provide a name for your filter and to save your entry.

All filters are user specific and cannot be shared across logins. Use the dropdown to retrieve an unlimited amount of saved filters to assist in the assignment process.



Making and Changing Game Assignments

Games are grouped into "Surface Dates" which will include all games for a specific field. **Click any surface date to expand and display its games.** Up to 25 surface dates may be seen at a time.

The screenshot displays a user interface for game assignments. It features two main sections, each representing a different field on a specific date (October 31, 2021).

- Liberty Station (Field A):** Shows 1 game. Status: 2 ROLES UNASSIGNED. Indicators: 1 EMPTY (red triangle), 1 UNSENT (blue clock).
 - Game 3:** Training Recreational (Reg) Fall 2022 Spring FEMALE > U9. Time: 11:30 AM PDT. Home team: Daisies, Away team: Stars. Roles: CR (EMPTY (SELF-)), AR (empty).
- Ted Williams Field (Small Field):** Shows 1 game. Status: ALL ROLES ASSIGNED. Indicator: 2 ACCEPTED (green checkmarks).
 - Game 1:** Training Recreational (Reg) Fall 2022 Spring FEMALE > U7. Time: 9:00 AM PDT. Home team: Cherry Lollipops, Away team: Magical Unicorns. Roles: CR (filled green), AR (filled green).

Filling Empty Positions (Assignments)

The first step to filling a position is to define which set of referees you want to use for assignment purposes. Individual positions can be assigned by **clicking on the Empty button** adjacent to the game details. A dialog box will display on the screen and by default, load a list of eligible referees to fill the assignment. You can choose to expand the list of referees to include non-eligible and unavailable referees for more options.

Referees will be in the following statuses for eligibility/availability:

- *Eligible:* Lists all referees that meet the criteria for game/role assignment. Options that indicate eligibility include referee grade level, region, and being free of conflict
- *Non-Eligible:* Lists all referees that do not meet the criteria for the game/role. An incorrect level or region would make a referee non-eligible.
- *Unavailable:* Lists all referees that have schedule conflicts such as black out dates or scheduled games.

To view or hide the age, grade level, or custom referee data, use the checkboxes next to Display Options to turn the display on or off. Selected display options will display next to the referee's name in the dropdown if the setting is On.

Assign Role
CR - Center Ref

Sun, Sep 4, 2022 - 9:00 AM
 Presidio Park - Small Field - Small Field
(H) Mission Pacific Soccer Mission Pacific Hammerheads
 U11 vs. COS Club Ohana Maui BU11 *(A)*

Game 115
 State Cup (Comp) - 2023
 Boys > Boy U11

Listing all **ELIGIBLE** and **AVAILABLE** Referees for **Game 115**

Also include: NON-ELIGIBLE UNAVAILABLE Limit candidates to an Assignor List ▾

Referees disqualified from this role cannot be included.

Assignment Selection

8 Eligible and Available Referees

▾
RANDOM PICK

Display Options:

AGE RATING LEVEL CONCUSSION CERTIFIED?

SAVE
CANCEL

Finding Referees to Assign

There are several ways to find referees to assign to a game.

1. Use the drop down to scan and search the list of referees to potentially assign to a game based on the settings applied above. If the referee's profile contains answers to custom data, the value(s) will display when viewing the list of referees if this option is on.

Assign Role
Referee - Referee

Listing all **eligible** and **available** Referees for **Game 8012** Limit scope to an Assignor List ▾

Also include: NON-ELIGIBLE UNAVAILABLE

533 Eligible, Available, Non-eligible and Unavailable Referees

▾

70 8 Regional Indoor Certified No Home Region	4:10 PM UNAVAILABLE NON-ELIGIBLE
44 8 Regional No Indoor Certified No Home Region	UNAVAILABLE NON-ELIGIBLE
65 10 Regional No Indoor Certified No Home Region	4:05 PM UNAVAILABLE ELIGIBLE

SAVE
CANCEL

To limit the list of referees to those that contain specific answers to custom data, **type in one of the custom data responses in the search field**. For example, searching for 'regional' will return referees that have a classification response of Regional. In the case where searching for answers to 'checkbox' type questions is needed, a search can be done on the name of the field, instead of the response.

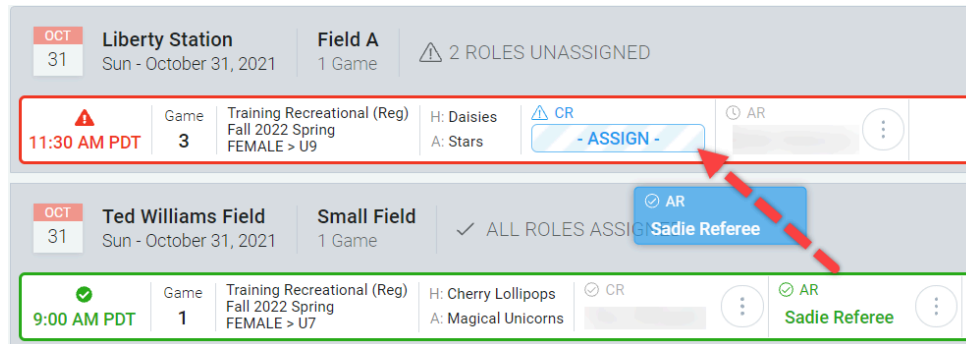
2. Use the **Random button** to randomize your selection from the list of referees. The system will pick a referee at random based on the display options selected.

The screenshot shows the 'Assign Role' interface for 'Game 135'. At the top right, it says 'AR 1 - 1st AR'. Below the title, it says 'Listing all *eligible* and *available* Referees for Game 135'. There are two checkboxes for 'Also include': 'NON-ELIGIBLE' and 'UNAVAILABLE', both of which are unchecked. A dropdown menu is set to 'Limit scope to an Assignor List'. Below this is a search field with the placeholder text 'Type to filter...' and a dropdown arrow. To the right of the search field is a blue button labeled 'RANDOM', which is highlighted with a red rectangular box. At the bottom, there are 'Display Options' with checkboxes for 'AGE', 'GRADE LEVEL', 'CLASSIFICATION', 'INDOOR CERTIFIED', and 'HOME REGION', all of which are checked.

3. Use the **Limit scope to an Assignor List** option to use any one of your pre-created list of referees.

This screenshot is identical to the one above, showing the 'Assign Role' interface for 'Game 135'. In this view, the dropdown menu 'Limit scope to an Assignor List' is highlighted with a red rectangular box. The 'RANDOM' button is no longer highlighted. All other elements, including the search field, display options, and checkboxes, remain the same as in the previous screenshot.

- 4. Additionally, on the game assignments view any filled positions may be used to fast-assign by **dragging the referee's name into an EMPTY spot.**

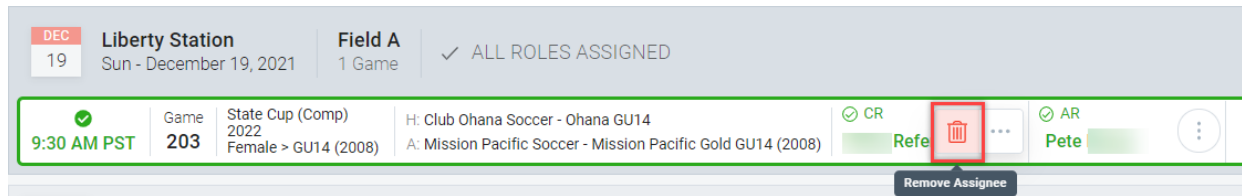


Note: When assigning referees to games, if disqualification criteria are set for a role, any referees matching those values are NOT included when assigning per game - even if including non-eligible or unavailable referees.

Removing and Revising Assignments

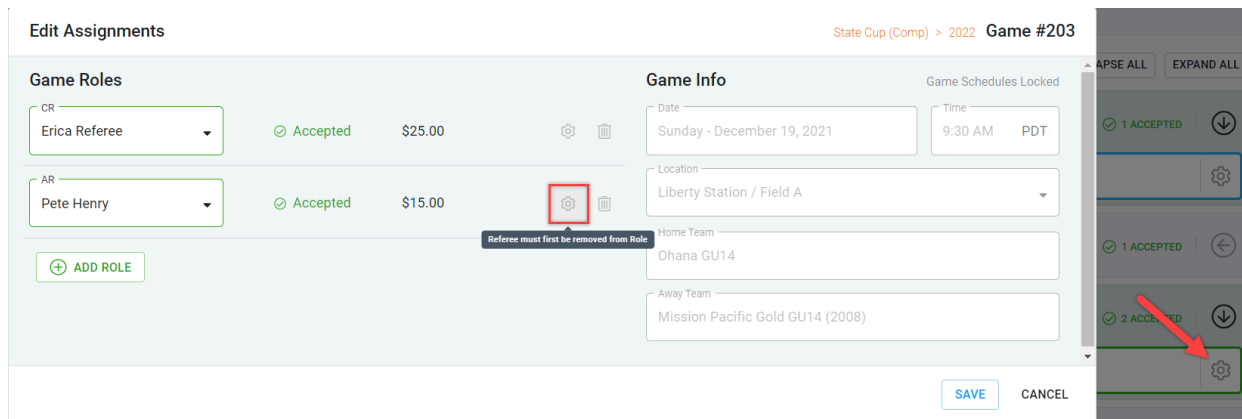
To remove a referee from a role:

1. Click the **menu icon** next to the referee's name on the game view and click the **remove icon** to remove the referee from the role.
2. Referees can be removed in any assignment status (Accepted, Declined, Invited). An email notification will be sent out to the referee when they are removed from accepted games.



To replace one referee assignment with another:

1. Click the **edit icon** next to the specific game to open the Edit Assignments view.
2. Use the **edit icon** next to each assignment to replace one referee with another. If an assignment is in the Invited or Accepted status, you must first remove the referee from the role before changing the assignment. Use the delete icon to complete this action.



3. To move a referee from one position to another within the same game, on the Game Assignment view **click and drag the referee to the new assignment within the same game**. This will MOVE the referee from one slot to another.

The screenshot shows a game assignment interface. At the top, it displays 'OCT 31 Liberty Station Sun - October 31, 2021' and 'Field A 1 Game'. A warning icon indicates '2 ROLES UNASSIGNED'. A referee card for 'Eddie Robinson' is shown in the top right. Below, a game card for 'Training Recreational (Reg) Fall 2022 Spring FEMALE > U9' is shown with a time of '11:30 AM PDT' and a game number of '3'. The home team is 'Daisies' and the away team is 'Stars'. An '- ASSIGN -' button is visible, with a red dashed arrow pointing to it from the referee card above.

Note: After clicking on the referee to drag them, you will see whether that referee is eligible to be “Assigned” or if there is a “Conflict”.

If there is a conflict, you will see what the specific conflict is once you place the referee in that assignment slot:

Confirm Assignment

The dialog box features a large orange warning icon. Below it, the text reads 'Are you sure?'. Underneath, it states 'Ross Richards has the following conflicts with this assignment:' followed by a bulleted list containing 'Schedule conflict.'. At the bottom of the dialog, there are two buttons: 'CONFIRM' and 'CANCEL'.

- To clone a referee from one game to another, **click and drag the referee to the new assignment slot across games**. This will CLONE the referee from the first assignment into a second assignment in the new game.

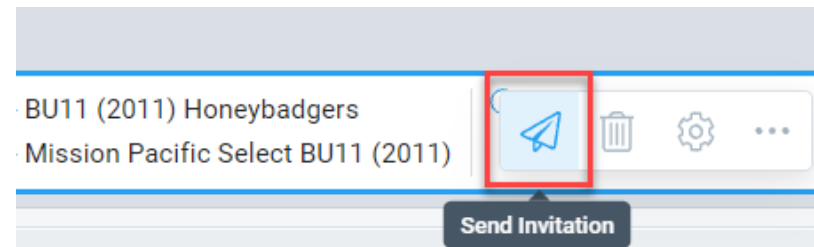
Note: If there is a conflict, you will see what the specific conflict is once you place the referee in that assignment slot as above.

Sending Game Assignment Invitations

All game assignments must be sent by the Assignor after the desired selection is made. There are two ways to send game assignment invitations.

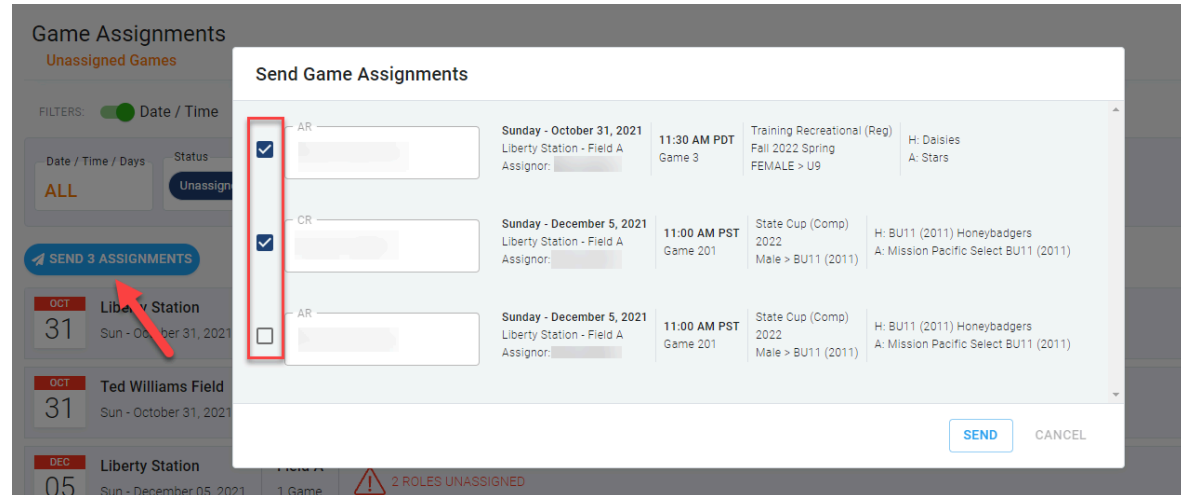
Send at the game/position level

1. Click the **menu icon** next to any unsend assignment.
2. Click the **send invitation icon** to send the invitation. You will be able to review the details of the assignment before sending.



Send some/all pending game invitations

1. Click the **Send Assignments** bubble on the top left of the Assignments tab.
2. A dialog box of all unsend invitations will display. **Select/unselect any invitations to be sent out to referees.** Once complete, click **Send**.



Viewing Game Assignment Status

The initial view of game days will display a quick overview of the assignment status. The display will include a count of unassigned roles as well as a count of accepted, invited, and declined assignment invitations.

DEC 05	Liberty Station Sun - December 05, 2021	Field A 1 Game	⚠️ 1 ROLE UNASSIGNED	🕒 1 UNSENT	✅ 1 ACCEPTED	⏪
DEC 12	Liberty Station Sun - December 12, 2021	Field B 1 Game	⚠️ 1 ROLE UNASSIGNED	⚠️ 1 EMPTY	✅ 1 ACCEPTED	⏪
DEC 19	Liberty Station Sun - December 19, 2021	Field A 1 Game	✅ ALL ROLES ASSIGNED		✅ 2 ACCEPTED	⏪
JAN 02	Liberty Station Sun - January 02, 2022	Field A 1 Game	✅ ALL ROLES ASSIGNED		✅ 2 ACCEPTED	⏪

Updating Game Assignment Status on Behalf of Referees

Full Admins and Assignors can update the game invite assignment status for games in the past and future on behalf of a referee by clicking the **menu icon** next to any assigned referee in the assignments view and then clicking **Edit Status**.

FEB 05	Liberty Station Sat - February 05, 2022	Field A 2 Games	⚠️ 1 ROLE UNASSIGNED			
8:30 AM PST	Game 209	Training Recreational (Reg) Fall 2021 Rec Female > GU7 (2015)	H: GU7 Parrots A: GU7 (2015) Superstars	🔄 CR	🗑️ ⚙️ ⋮	
✅	Game	Training Recreational (Reg)	H: GU7 (2015) Superstars	✅ CR	Edit Status	

From here, indicate the Accept or Decline status for the assignment on behalf of the referee. If you are declining an assignment on behalf of a referee, you must enter a reason for declining.

Editing Assignment Details for Individual Games

In order to provide flexibility the ability to modify role assignment details for individual games is available. Details such as role pay or game reporter can be added to individual games and not affect all games within the season. To begin editing assignment details for individual games, **use the down arrow to expand and view the game details** and then click the **edit icon** within the game listing.

Edit Assignments Training Recreational (Reg) > Fall 2021 Rec **Game #210**

Game Roles

Role	Status	Pay	Actions
CR	Unsent	\$25.00	[Edit] [Delete]
AR	Empty	\$15.00	[Edit] [Delete]

Game Info Game Schedules Locked

Date: Saturday - February 12, 2022 Time: 9:00 AM PST

Location: Liberty Station / Field B

Home Team: GU7 (2015) Superstars

Away Team: GU7 Parrots

ADD ROLE [SAVE] [CANCEL]

Game Listing: FEB 12 Liberty Station Field B 4 ROLES UNASSIGNED 3 EMPTY 1 UNSENT [Down Arrow]

Game 210 Training Recreational (Reg) Fall 2021 Rec Female - GU7 (2015) H: GU7 (2015) Superstars A: GU7 Parrots Erica Referee [Edit] [Delete]

To modify assignment details for existing roles for an individual game:

1. From the Game Assignment view, click on the **edit icon** across from the game you wish to modify.
2. The Edit Assignment view for the respective game will display on the screen. Click on the **edit icon** across from the role you wish to modify. *If a referee has already accepted or been invited to the role, they will need to be removed before any changes can be made.*

Edit Assignments Training Recreational (Reg) > Fall 2021 Rec Game #210

Game Roles		Game Info	
CR	Unsent \$25.00	Date: Saturday - February 12, 2022	Time: 9:00 AM PST
AR	Empty \$15.00	Location: Liberty Station / Field B	Home Team: GU7 (2015) Superstars
		Away Team: GU7 Parrots	

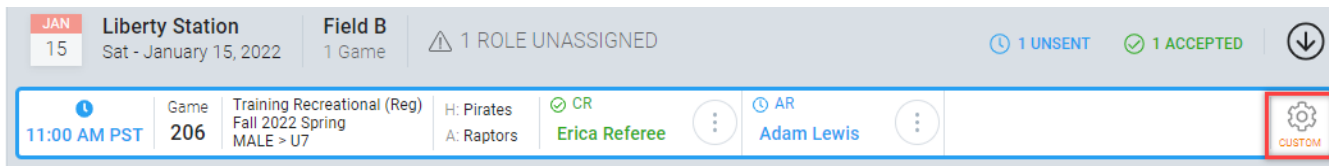
3. Current assignment role information will display. See below for an overview of the role attributes. Edit the role as necessary and click **Save**.

Edit Assignment Role Overview

- *Role Code:* Acronym for role. This code will be visible on various screens within the system as an indicator for the role type.
- *Full Role Name:* Full name of role
- *Role Pay:* Total amount the role will pay
- *Rating Level Eligibility:* Custom referee data
- *Rating Level Disqualifications:* If disqualification criteria are set for a role, any referees matching selected values are NOT included when assigning. For more Information, [click here](#).
- *Game Reporter:* Select to designate this role to submit the post-match referee game report (scores, attendance, etc.)
- *Game Crew Assessor:* Select to designate this role submit the post-match referee assessment report (evaluation of referee performance)
- *Pay Mode:* Indicate how referee will receive pay - Via Batch or In Person
- *Self-Assignable:* Allows referees to proactively search for and assign their own games instead of being assigned. [Click here for more information about this process.](#)

- *Is Transferable*: Allows referees to set a game they have accepted back as available for another referee to pick up with self-assignment

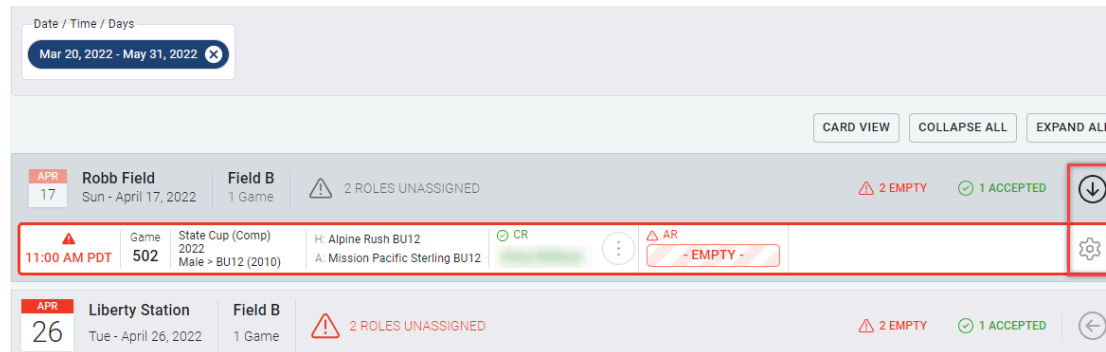
4. **The changes to the role will apply for this game only.** When any modifications have been made to an individual game's role configurations, on the Game Assignment view below the edit icon the word 'CUSTOM' will appear as an indicator that there was a change made.



Configuring Assignment Disqualifications via Game Assignments View

Configuring disqualifying referee criteria for roles will prevent any referees from being selected for game assignments. This configuration can be set up so that under no circumstance those referees could be selected for a particular game role. Follow the steps below to configure:

1. On the Game Assignments view use appropriate filters or saved filters to locate the game. Use the **down arrow to expand and view** the game details and then **click the edit icon** within the game listing to modify.



- The Edit Assignment view for the respective game will display on the screen. Click on the **edit icon** across from the role you wish to modify. If a referee has already accepted or been invited to the role, they will need to be removed before any changes can be made.

- On the Edit Role Assignment dialog box use the **Rating Level Disqualification menu** to select which criteria would disqualify a referee from the role. For example, if the **Beach Soccer Referee** option is selected, this would mean that a referee who has a Beach Soccer License on their profile would be disqualified for assignment to the role.

- If the checkboxes for **No US SOCCER - SAFETY Levels** or **No US SOCCER - REFEREE Levels** are selected, this would mean that the referee must have at least one of the safety or referee level criteria associated on their profile to be qualified for the role.

- Once disqualifying criteria have been chosen, click out of the selection menu to view the Edit Role Assignment view to review the role preferences. Once complete, click **Save**.

Note: If modifications made within this role are needed for multiple games, please contact your Full Admin about updating the game crew template for future use.

Post Assignment Disqualification

Referees will be removed from any future assignments if/when their Rating Levels are updated thus causing the referee to be in violation due to the established disqualifying criteria. A notification will be sent to the referee and assignor alerting them that due to disqualifying criteria, the referee will unassigned and removed from the assignment.

To add a new role for an individual game:

1. From the Game Assignment view, click on the **edit icon** across from the game you wish to modify.
2. The Edit Assignment view for the respective game will display on the screen. Click on **Add Role**.
3. **Add in assignment role details.** Fields marked with an asterisks (*) are required. Once complete, click **Add**.
4. **The new role will be added for this game only.** When any modifications have been made to an individual game's role configurations, on the Game Assignment view below the edit icon the word 'CUSTOM' will appear as an indicator that there was a change made.

Add Assignment Role

Role Code * Full Role Name * Role Pay \$ 0.00

Rating Level Eligibility

Rating Level Disqualifications

Disqualification selections will prevent/remove referees from assignments.

Game Reporter Pay Mode * Via Batch

Report game data based on Season settings.

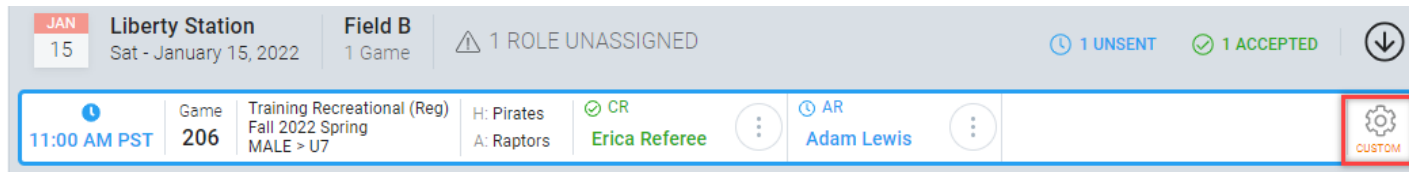
Game Crew Assessor Self-Assignable

Submit assessment based on Season settings. *Will still require meeting Role criteria.*

Is Transferable

Will still require meeting Role criteria.

ADD CANCEL



Note: If this role is needed for multiple games, please contact your Full Admin about adding this role to a game crew template for future use.

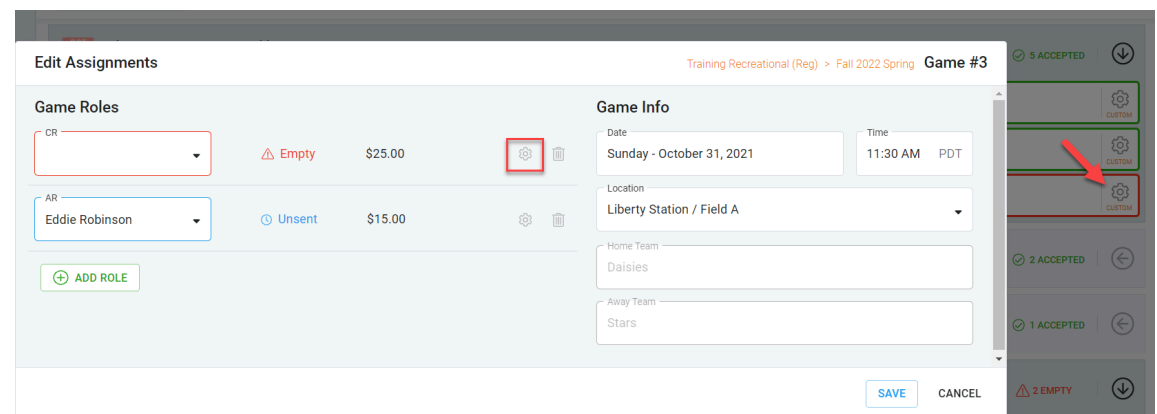
Enabling Game Role Self-Assign and Accepted > Available Mode for Game Assignments

Admins, assignors, and referees can take advantage of a Self-Assign and Accepted > Available feature. This feature provides a greater level of assignment flexibility by allowing referees to proactively search for and assign their own games instead of waiting on games being assigned to them.

How to Turn Self-Assign or Accepted > Available Mode On for Individual Games

Both Assignors and Full Admins have permissions to turn this on at the game level template.

1. Click on the **edit icon** across from the game you wish to modify.
2. Within the Edit Assignments view click on the **edit icon** to indicate which roles for a particular game should be Self-Assigned or Accepted > Available enabled. *Only roles with Empty statuses can be edited.*



3. Check the **Self-Assignable** box and click **Save**. You will then be taken back to the Edit Assignments view for the game, click **Save** to update the changes made

to the role for the game.

- 4. As roles are set to Self-Assign mode, a **Self-Assign indicator will display** when viewing the game day roles in the Assignment view.



How Referees Can Self-Assign Game Roles

If self-assign has been enabled for any game roles, referees will now have access to a view for Self-Assign on their referee page. This view will display all self-assign enabled games that the referee is eligible and available for (grade level, registration status, blackout dates, and region/map preferences are all taken into account).

This view will also display games that have been set from Accepted > Available by referees.

The search box at the top of the list or the to sort and filter available when clicking on the column headers can help narrow the list of game roles open for Self-Assign. **Clicking the Accept button** in the game role row will complete the Self-Assign action.

PROFILE **REFEREE**

COMPRESS MENU

- Calendar
- Self-Assign**
- Reports
- Preferences
- Payment Settings

Self Assignments

Q Search FILTERS
6 ROWS - 100% LOADED ✓
Add filters by clicking the ▼ icon within column headers

#	GAME	DATE/TIME	LOCATION	ROLE	SEASONAL INFO	TEAMS	PAY	ACCEPT
1	3	10/31/2021 11:30 AM	Liberty Station FIELD A	CR CENTER REF	Training Recreational (Reg) / Fall 2022 Spring FEMALE > U9	H: Daisies A: Stars	\$25.00	ACCEPT
2	202	12/12/2021 11:00 AM	Liberty Station FIELD B	CR CENTER REF	State Cup (Comp) / 2022 MALE > BU11 (2011)	H: Mission Pacific Soccer Mission Pacific Silver BU11 (2011) A: Mission Pacific Soccer BU11 (2011) Honeybadgers	\$25.00	ACCEPT

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.

DEC 12 Liberty Station - Field B 11:00 AM
Sunday - December 12, 2021 Game 202

Role: Center Ref - \$25.00

State Cup (Comp) 2022 Male > BU11 (2011)

H: Mission Pacific Soccer - Mission Pacific Silver BU11 (2011)
A: Mission Pacific Soccer - BU11 (2011) Honeybadgers

Assigned by: Self Assigned

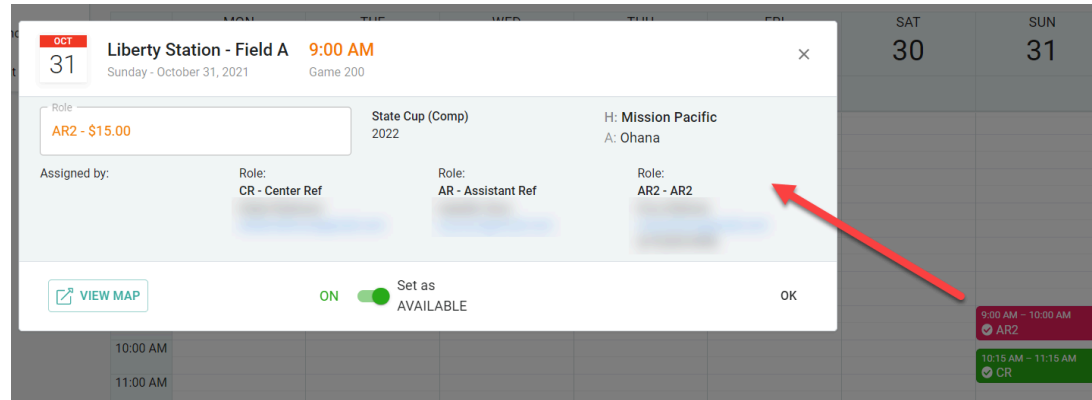
Role: AR - Assistant Ref NOT YET ACCEPTED

Role: CR - Center Ref

VIEW MAP OK

How Referees Can Set Accepted Roles to Available

For Accepted > Available eligible game roles, there will be a switch on the game detail view accessed via the referee calendar.



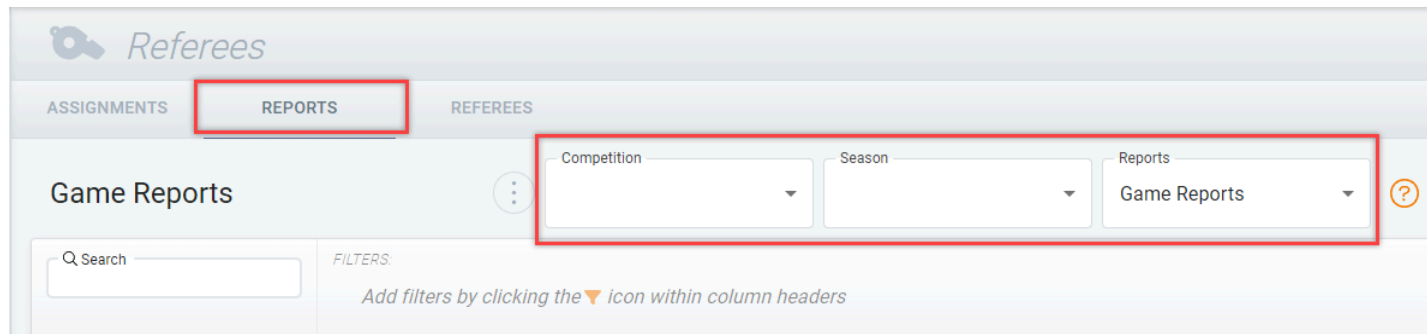
When the Set As Available mode is set to On, the game detail entry on the calendar will turn pink. It will be removed from the referee's calendar once the game role is accepted by another referee.

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 will remain assigned and is still responsible for completing the assignment.*

The game role in the assignment view will remain in an Accepted status for any games set to available by a referee.

Reviewing or Revising Referee Game Reports

1. From the Demosphere Universal dashboard click on **Referees** and then click on the **Reports** subtab.
2. On the Reports view select **Game Reports** from the drop-down menu. The screen will then change and you will be prompted to **select the competition and season**.



- Games for the respective competition and season will be listed on the screen. Use the search box or column filters to locate specific games within the season. **Click on the game number** to view the Referee Game Report.

The screenshot shows the 'Referees' application interface with the 'REPORTS' tab selected. The 'Game Reports' section has filters for 'Competition' set to 'State Cup (Comp)', 'Season' set to '2022', and 'Reports' set to 'Game Reports'. A search box contains 'Liberty Station'. Below the filters, a table lists game reports. The first row is highlighted, and the game number '2' is circled in red.

#	GAME	DATE/TIME	LOCATION	GENDER	AGE	GROUPING	TEAMS	REFEREES
1	2	2/5/2022 3:03 PM	Liberty Station FIELD B	FEMALE	U14	Female > GU14 (2008)	H: COS Ohana GU14 A: Mission Pacific Soccer Mission Pacific Gold GU14 (2008)	CR - Pete Henry AR - Isabella Vaca

- The Referee Game Report will display and show all the details as submitted by the game reporting referee.

Referee Game Report

Game Information	GAME # 7		
State Cup (Comp) - 2022	Sat, Feb 26, 2022 - 9:00 AM		
Male > BU12 (2010)	Robb Field > Field B		
Home Team	Club Demosphere Rapids Premier BU12	Away Team	Mission Pacific Soccer Mission Pacific Sterling BU12
Home Team Game Score		Away Team Game Score	
<input type="text" value="Score *"/>		<input type="text" value="Score *"/>	
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>			

Reviewing or Revising Submitted Assessment Reports

1. From the Demosphere Universal dashboard click on **Referees** and then click on the **Reports** sub tab.
2. On the Reports view select **Referee Assessment Reports** from the drop-down menu. The screen will then change and you will be prompted to **select the competition and season**.

3. Click on the game number for any particular game to view or modify the submitted Referee Assessment report.

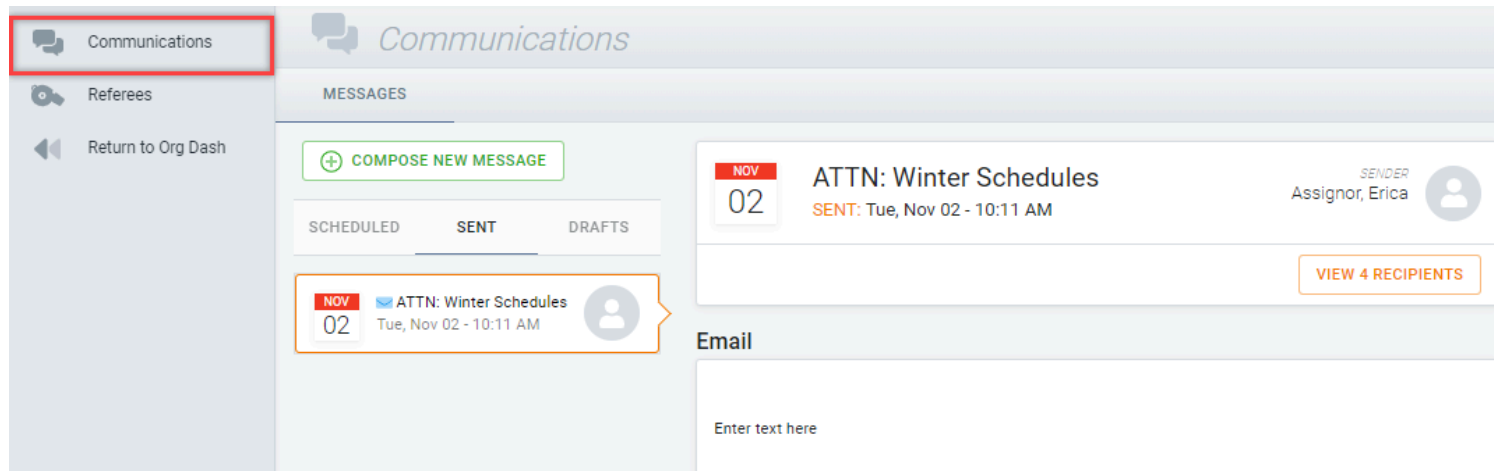
The screenshot shows the 'Referees' section of a web application. At the top, there are tabs for 'ASSIGNMENTS', 'REPORTS', and 'REFEREES'. Below these is a header for 'Referee Assessment Reports' with filters for 'Competition' (State Cup (Comp)), 'Season' (2022), and 'Reports' (Referee Assessment Reports). A search bar and a 'FILTERS' section are also present. The main content is a table with the following data:

#	GAME	LOCATION	DATE/TIME	GENDER	AGE	GROUPING	TEAMS	REFEREES
1	9	Robb Field	3/10/2022 12:16 PM	MALE	U11	Male > BU11 (2011)	H: Mission Pacific Select BU11 (2011) A: Mission Pacific Silver BU11 (2011)	CR - Erica Referee AR - Doug Franklin AR2 - Isabella Vaca

Note: When Assessors are determining the referee assessment grade values for each referee per game, they do not grade themselves.

Communication

Assignors who are given permission to the Communication product will have the ability to send messages to referees within the seasons, locations, or clubs they are assigning games for. Messages can be composed, drafted, and sent to individual referees or by using filters to create more targeted recipient lists.

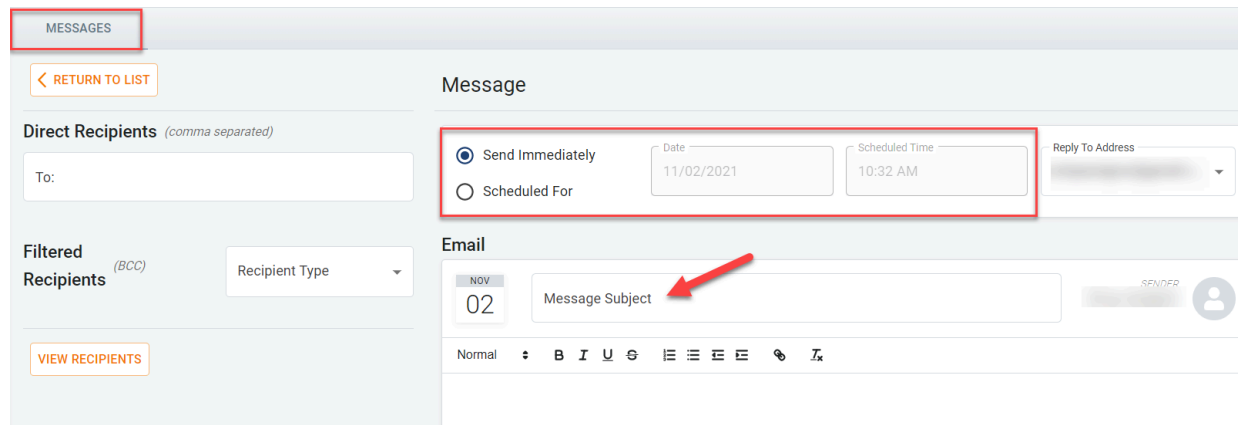


Communication Dashboard Overview

- *Messages*: Access your message center where you can draft new messages, view your sent history, view scheduled messages, and work on message drafts.
- *Compose New Message*: Button to begin drafting a new message.
- *Scheduled, Sent, Drafts*: These tabs provide access to your scheduled, sent, and draft messages.
- *Message List*: View a list of messages based on the tab you are working within (Scheduled, Sent, Drafts). The communication feature defaults to show sent messages first. Click on a message to view the entirety of its contents.

Creating and Sending Messages

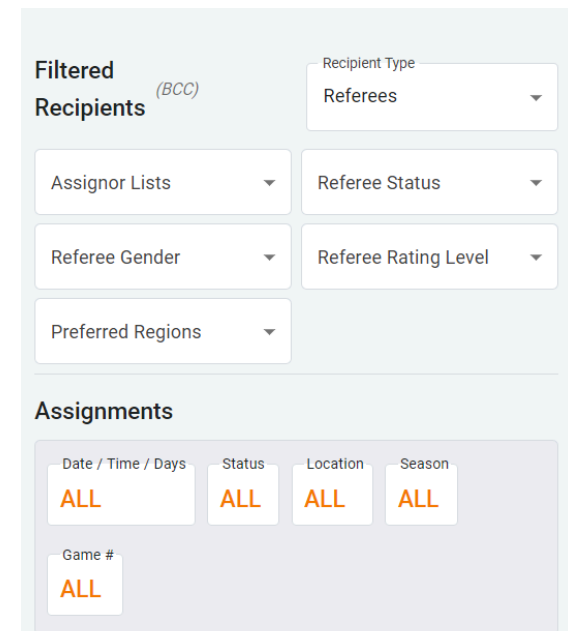
1. To begin creating a new message, click the **Compose New Message** button.
2. Provide a message subject, text, and set your message to either **Send Immediately** or **Schedule** the message to send at a later date and time on the right side of the Compose New Message View.



3. Select your message recipients by either entering the email addresses (comma separated) directly in the Direct Recipients field or by using the available filters for referees.

Available filters to define referee recipients include:

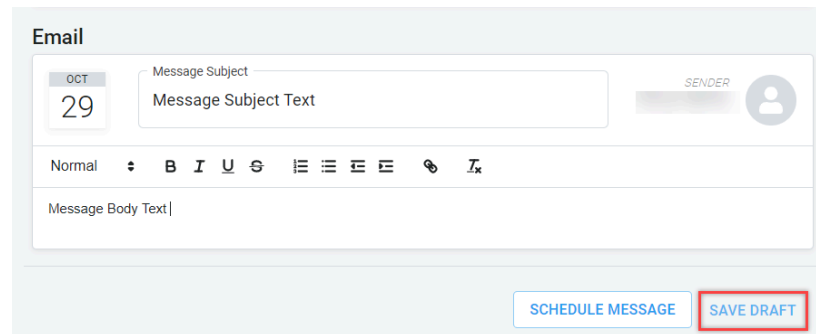
- *Assignor List*: Choose an specific assignor list for referees within that list to receive a message
- *Referee Status*: Active, Inactive, or Registered status referees
- *Referee Gender*: Select a gender
- *Referee Rating Level*: Referees with particular rating levels
- *Preferred Region*: Referees with particular Preferred Region(s) (as defined on their Referee Preferences page)
- *Assignments*: Referees with specific assignment details such as game date/ time/ days, status, location, season and game number.
- *Referee Custom Data*: Referees with any number of answers to custom data questions



4. To view the list of recipients based on your filter selections, click the **View Recipients** button. The list of recipients will be inclusive of all referees that have any of the selected filter attributes associated with their profile.
5. To send your message immediately, click the **Send Now** button. If you are opting to send your message at a later time, select the **Scheduled For** option and set a future date and time. You must enter at least one recipient, a message subject, and message text to use the Scheduled For option.

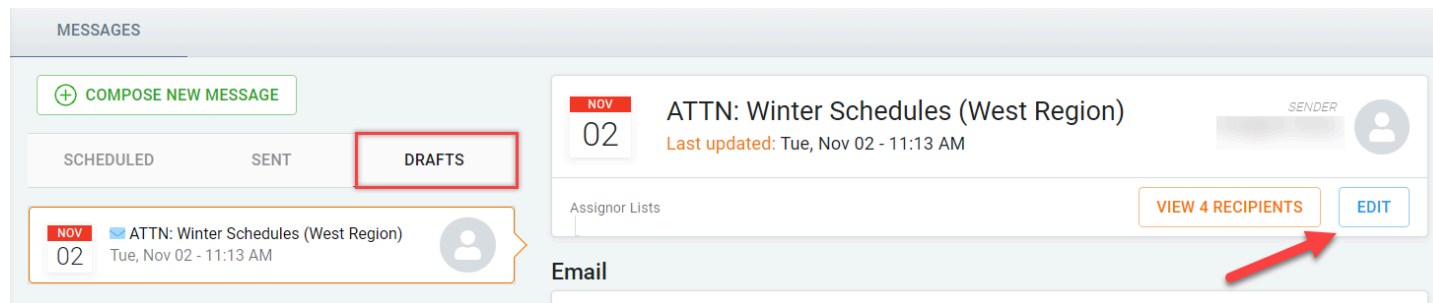
Creating Message Drafts

If you are not ready to immediately send or schedule your message, you can also create a draft by filling out the Message Subject (at minimum) and clicking the **Save Draft** button on the message view.



The screenshot shows an email composition window titled "Email". On the left, there is a calendar icon showing "OCT 29". The main area contains a "Message Subject" field with "Message Subject Text" entered. To the right of the subject field is a "SENDER" field with a person icon. Below the subject field is a rich text editor with a toolbar containing icons for bold, italic, underline, link, list, and text color. The main body of the email contains the text "Message Body Text". At the bottom right, there are two buttons: "SCHEDULE MESSAGE" and "SAVE DRAFT". The "SAVE DRAFT" button is highlighted with a red border.

This action will add your draft message to your Drafts view. Access your drafts any time to continue to edit messages by clicking on the **Edit** button on each message detail view.



Frequently Asked Questions

Profile Management/Logins/Access

What happens if an Assignor or Referee needs to change their email or update their profile information?

Instruct the users to login to the dashboard and click on My Account then select Manage Profile. If they are updating their email address, they will need to confirm their email change before it can be used.

How can an Assignor or Referee retrieve a forgotten password?

Instruct the users to navigate to the login page and use the forgot password link to set up a new password.

How do Referees access the system?

Referees should login with the username and password associated with their account. Once they login, they will see a tab under the My Account Information view on their Dashboard. From here, they should click on the Referee Management tab and click the button to access the Referee Management System.

Assignments

What happens after an assignment invitation is sent to a Referee?

An email will be sent to the Referee with the subject <Organization Name>: Game Date, Game Time. The sender will be from no-reply@demosphere.com.

The game assignment invitation email will include all relevant details for the game assignment including: Position, Pay, Date/Time, Location, Competition, Division, Game Number, Home/Away Teams and Assignor Contact Info. The referee will have the option to Accept or Decline directly from the email or click the link to manage their response in the Referee Management System.

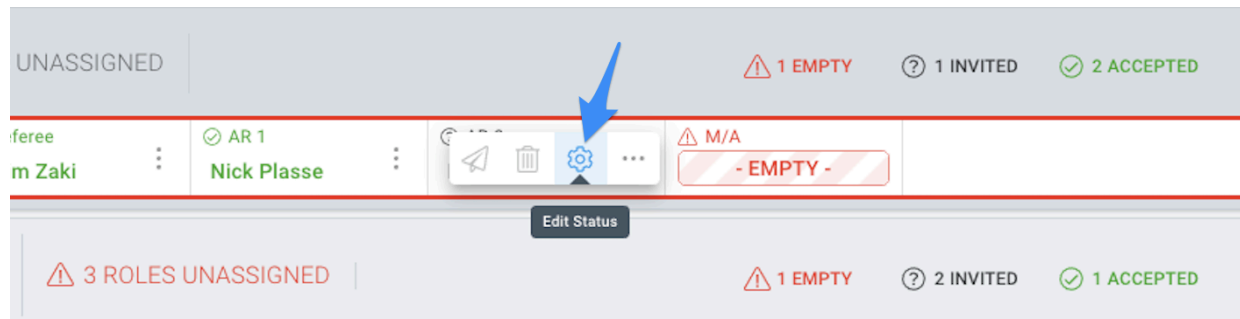
The referee will continue to get reminders to respond to their invitation as follows:

1. If the game is more than a week away, then the frequency is every other day
2. If the game is less than a week away, then the frequency is every day

Additionally, the Referee will see and be able to respond to the pending game assignment invitation directly on their Assignment Calendar. Pending invitations will display on the calendar day and at the top of their calendar in blue.

What if a Referee cannot update their own game invitation assignment status?

Full admins and assignors can update the game invite assignment status on behalf of a referee by clicking the **menu icon** next to any assigned referee in the assignments view. This action is only available for roles that have an invited status.



From here, indicate the Accept or Decline status for the referee. If you are declining an assignment on behalf of a referee, you must enter a reason for declining.

JUL 25 Auburn Drive HS - Field 05:30 PM X
Thursday - July 25, 2019 Game 3551

Role
2nd AR - \$0.00

Assigned by:
Kevin Boutilier

Nova Scotia Soccer League
2019 Summer
Male > U18 > A

H: Storm U18A Boys
A: Bedford U18A Boys

ACCEPT DECLINE

What happens when a Referee declines or accepts a game invitation?

- *Decline:* If a referee declines an invitation, they will be required to enter a reason. Declined reasons can be reviewed on the Declined Reasons report. Assignors will be notified via email any time a referee declines an assignment. All declined assignments will display on the Assignment view as Declined and the assignment must be deleted and reassigned by an Assignor. The referee will be marked as non-eligible from being assigned to any role for the same game.
- *Accept:* Invitations will display as Accepted in the Assignments view.

What happens if a game is rescheduled?

Full admins can define settings at the season or group/division levels on how to handle notifications related to game changes. The status of any Accepted or Invited roles when game changes will be updated to either 'Unsent' or 'Empty' depending on your organization's policies. Assignors associated with updated games are also notified of game changes via email.

What happens if a game is canceled?

When a game is canceled, the associated assignor and all assigned referees will receive an email notification that contains the information related to the game and the roles and assignments that were removed. All assignments are removed.