



demosphere

THE TEAM BEHIND TEAM SPORTS



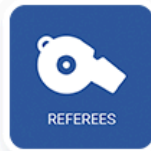
TEAMS



CLUBS



COMPETITIONS



REFEREES



ASSOCIATIONS

***Connect. Communicate. PLAY.***

## Referee Management Setup Guide

For Use by Full Admin Users to Conduct Initial Referee Management System Setup

*November 2023*

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# Overview

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This guide is intended for use by Full Administrators and covers the following topics:

1. How to access the system and create other Full Admins
2. How to create and manage Competitions and Seasons
3. How to set up rating levels
4. How to add referees and assignors
5. How to modify referee rating levels and statuses
6. How to set and apply game crew templates at the Season or Grouping level
7. How to apply season settings for game change logic, invitation expirations, and permissions
8. How to add and manage locations and surfaces
9. How to add game schedules

# General Access & Permissions

## Login

Use your Full Admin credentials to log in to your Demosphere Dashboard

- If you don't remember your password, click "forgot your password?" on the bottom right, then enter your email address to have the password reset email sent to you.
- If the system doesn't recognize your email address, contact your organization's Administrator.

## Creating/Removing Full Admins

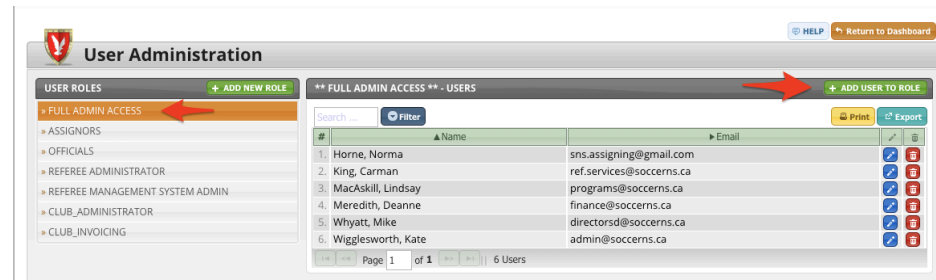
Once you are logged in, you can create additional full admins by locating and clicking on the User Administration panel on the dashboard and then select Manage Admin Users.

To **create** a full admin account with full access to all products:

- Click on the Full Admin Access category under User Roles
- Click on the Green Add User to Role button on the right side of the users list
- Enter the user's email address, First & Last Name and click Save
  - The system will automatically send an email to the user with information on how to set up their password and access their dashboard.

To **remove** a full admin account:

- Follow the steps above to navigate to User Administration
- Click on the Full Admin Access category under User Roles



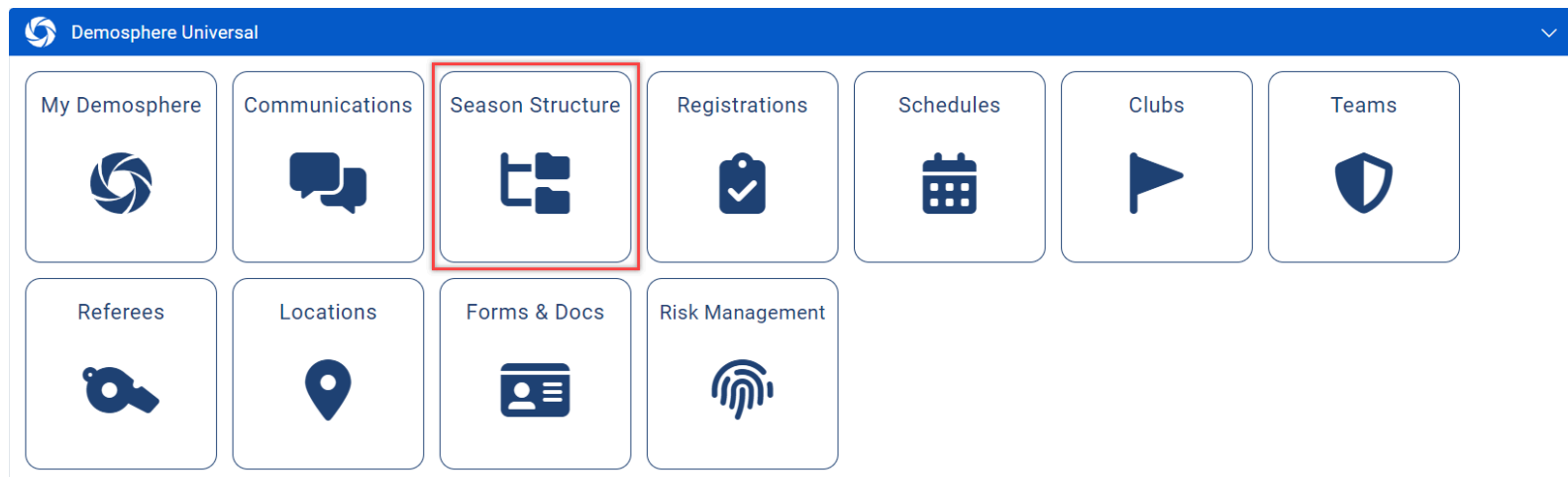
- Click on the Red Delete User icon to Role button on the right side of the users list
  - The system will automatically send an email to them that their rights have been revoked

## Create and Manage Competitions and Seasons

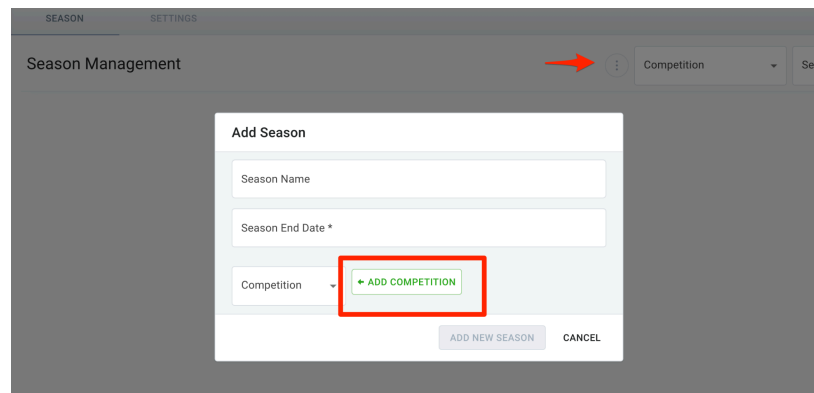
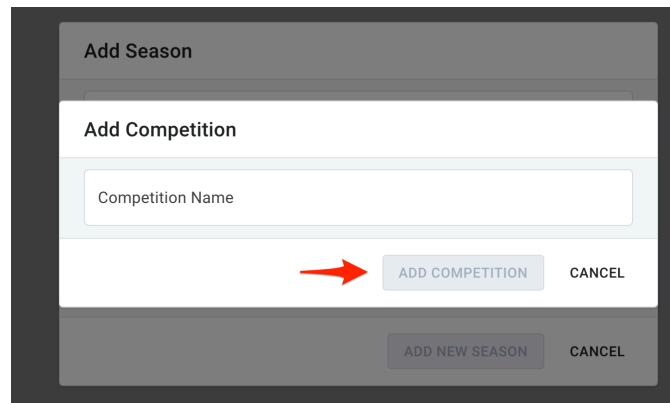
### Create and Manage Competitions

#### Create

1. From your system dashboard, click on the **Season Structure** product within the Demosphere Universal Dashboard



2. Under the **Season Structure > Settings View**, click the mini-menu to add a competition
3. Click the **Add Competition** button



4. Provide the competition name and click **Add Competition**

5. A refresh will be necessary to load the new competition - Cancel out of all remaining views and refresh the browser to proceed with Setting up competition Information outlined in the section below

## Manage

1. Navigate to the **Settings tab** in the **Season Structure** product and use the dropdown labeled 'Competitions' to select your competition.
2. Click the mini-menu to expose the edit icon

The screenshot shows the 'Season Structure' application interface. The 'SETTINGS' tab is active. On the left, a 'COMPRESS MENU' is visible with 'Manage Competitions' highlighted. The main content area is titled 'Manage Competitions' and shows 'Tripp Cup' selected. A mini-menu on the right contains icons for settings, delete, and refresh, with a red arrow pointing to the settings icon. Below the mini-menu is an 'Edit Competition' button. The 'Competition Info' table displays the following data:

INFO	REPORTS	COMMISSIONERS
<b>Competition Info</b>		
Universal ID 722-005702-25	Acronym -	Name Tripp Cup
Status -	Type League	Sport Soccer

A dialog box will display on the screen with the following sections:

### Competition Info

- *Universal ID*: System provided ID for competition. The ID will automatically generate when the competition is initially created and can not be changed

- **Acronym\***: Provide a competition acronym. The acronym will be displayed within various data grids and report views
- **Name\***: Name of the competition. The name will be displayed within various data grids and report views
- **Status**: Set as applicable. *Options*: Active, Inactive Probation, Under Review
- **Type**: Select the type of season: League, Tournament, General Registration Program, and Referee Registration.
  - **Note: Referee Registration should only be used if the season is actively accepted Referee Registrants - not to be used if Referees will be manually added or imported**
- **Sport**: Using the dropdown menu select the sport for the competition
- **Classification**: Designate either youth or adult
- **Contact email: phone number and fax**: Contact information for host organization or primary point of contact
- **External website**: Web address of public facing competition website
- **Year founded**: Year competition was started/founded
- **Accounting Code**: Select an accounting code from the drop-down menu. Accounting codes will populate from those already established in the Registration product, if applicable
- **Collect U.S. Soccer Data**: Check if Coaches/Referees will need to receive U.S. Soccer License data updates from the U.S. Soccer Learning Center
- **Option to search on Google Place for address**: Using Google Place, enter in the location or address for the competition. The address details will automatically filter into the fields below based on the information pulled from Google
- **Full address (street, city, state, zip code and country)**: See above

#### Edit Competition

Universal ID 727-005606-18	Acronym * SC
Name * State Cup (Comp)	Status Active
Type Tournament	Sport Soccer
Contact Email	Contact Phone
Contact Fax	External Website
Year Founded	Accounting Code
<input type="checkbox"/> Collect US Soccer Data	
Search Google Places for Address	

#### Financial

- **Funding Account**: If you would like to define a specific funding account for assignor/ referee batch payments, select the respective account here.
  - **Note: For more information on setting up competition funding accounts and ACH payout workflow, please click here to review the Admin Guide to ACH Payouts.**

#### Terminology

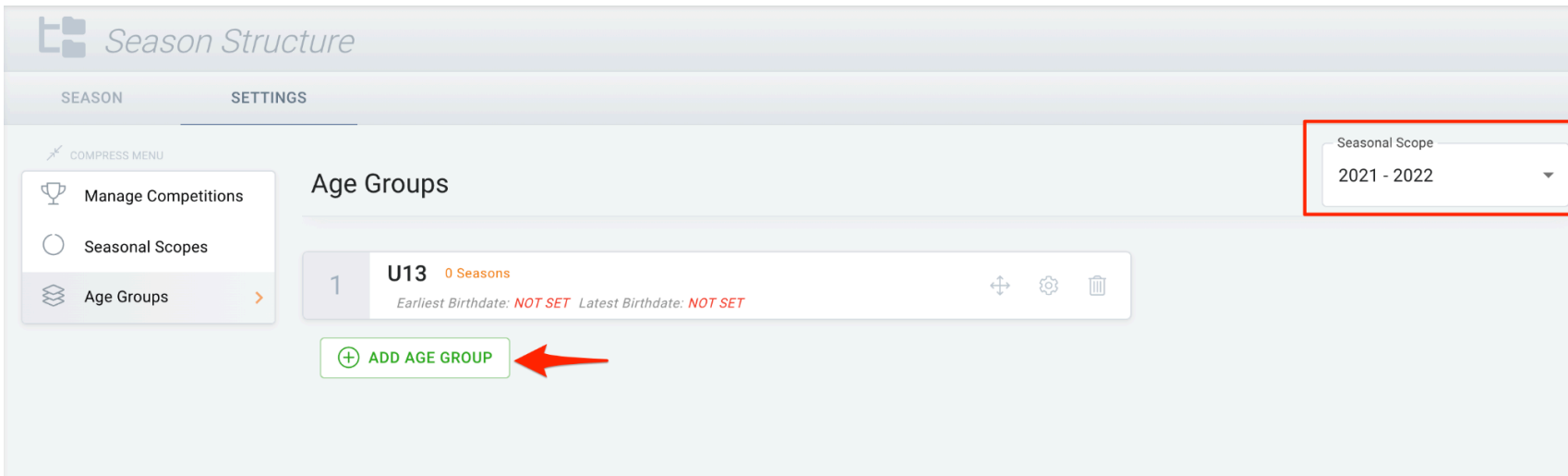


- *Competition Terminology*: Competitions vary in how they refer to baseline concepts - if needed, use the dropdowns to select terminology that is more aligned with your organizational terms.
3. *Optional*: click on **Seasonal Scopes** and enter in the applicable seasonal scope. Providing a seasonal scope allows seasons within competitions to be bound to a specific date range and also allows the definition of Age Groups/DOB Ranges per seasonal year.

The screenshot shows the 'Season Structure' application interface. On the left, a 'COMPRESS MENU' contains three items: 'Manage Competitions', 'Seasonal Scopes' (highlighted with a red box), and 'Age Groups'. The main area displays the 'Seasonal Scopes' table. A red arrow points to a '+ Add Seasonal Scope' button in the top right corner of the table area. The table has columns for #, SCOPE, BEGINNING DATE, ENDING DATE, DEFAULT, CLUBS, TEAMS, PLAYERS, TEAM STAFF, COMPETITIONS, SEASONS, and ROW ACTIONS. One row is visible with the following data: # 1, SCOPE 2021 - 2022, BEGINNING DATE Aug 31, 2021, ENDING DATE Aug 1, 2022, DEFAULT -, CLUBS 1, TEAMS 3, PLAYERS 2, TEAM STAFF 0, COMPETITIONS 0, SEASONS 0.

#	SCOPE	BEGINNING DATE	ENDING DATE	DEFAULT	CLUBS	TEAMS	PLAYERS	TEAM STAFF	COMPETITIONS	SEASONS	ROW ACTIONS
1	2021 - 2022	Aug 31, 2021	Aug 1, 2022	-	1	3	2	0	0	0	⚙️ 🗑️

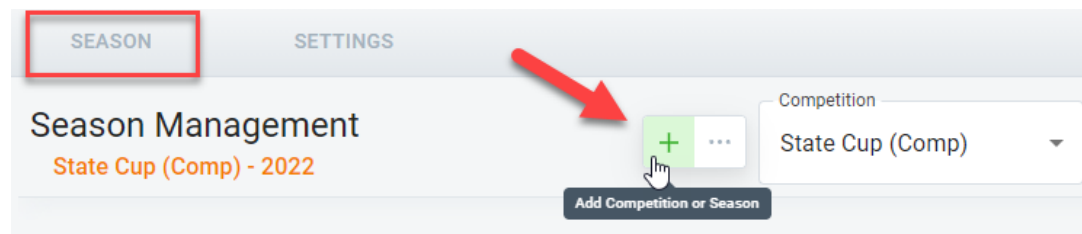
4. *Optional*: click on **Age Groups** to define your age group library and date of birth ranges per Seasonal Scope. To add an age group library, the seasonal scope must first be selected in the Seasonal Scope dropdown. This step will be important if you plan to define roster rules for players that participate in Competitions.



## Create and Manage Seasons

### Create

1. Under the **Season Structure > Season View**, click the mini-menu to add a Season
2. Enter the Season Name and Season End Date
3. Select the appropriate Competition from the dropdown menu
4. Click **Add New Season**



**Add Season**

Season Name

Season End Date \*

Competition  
Tripp Cup

← ADD COMPETITION

ADD NEW SEASON CANCEL

## Manage

1. Click the **edit icon** at the top of the Season Structure to begin setting up your seasonal attributes and structure depth.

Season Structure

SEASON SETTINGS

Season Management

State Cup (Comp) - 2022

Competition: State Cup (Comp) Season: 2022

2022  
2 Gender groupings

2. **Define Season Attributes** indicate the seasonal scope, season end date, and the season's Gender, Team Type, and Age Group if applicable.

- *Seasonal Scope*: Indicate which Seasonal Scope the season is associated with (*optional*).
- *Gender*: Gender is typically associated at the division level but can be set for the entire season if necessary (*optional*).
- *Team Type*: Leave blank for competitions setup to support Referee Management
- *Age Group*: Age Group is typically associated at the division level but can be set for the entire season if necessary (*optional*).
- *Season End Date*: Indicate the approximate season end date, based on dates of play for the season.

### Edit SEASON Settings

State Cup (Comp) - 2022

The screenshot shows the 'Edit SEASON Settings' interface with the 'SEASON ATTRIBUTES' tab highlighted. The form contains the following fields:

- Season Name \***: 2022
- Seasonal Scope**: 2021 - 2022
- Gender**: (Dropdown menu)
- Team Type**: COMPETITIVE
- Age Group**: (Dropdown menu)
- Season End Date \***: Wednesday - June 29, 2022

3. **Create the Season Structure Depth** to define the seasonal division structure. To create each division level, click Add Level on the Structure Depth view. Common depths are Gender and Age Group, or Gender, Age Group and Division.

### Edit SEASON Settings

State Cup (Comp) - 2022

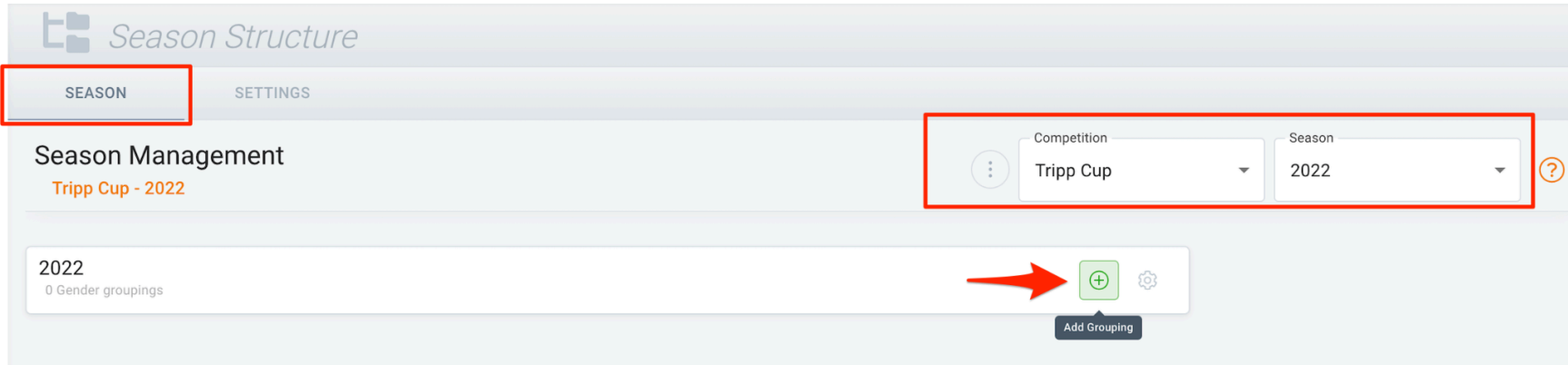
The screenshot shows the 'Edit SEASON Settings' interface with the 'STRUCTURE DEPTH' tab highlighted. The 'Structure Depth' view includes:

- 2nd Level Label \***: Gender (2 Groupings currently at 2nd Level)
- 3rd Level Label \***: Age (22 Groupings currently at 3rd Level)
- ADD LEVEL**: A green button with a plus sign and the text 'ADD LEVEL', highlighted with a red arrow.
- Team Level**: A button with a shield icon and the text 'Team Level'.

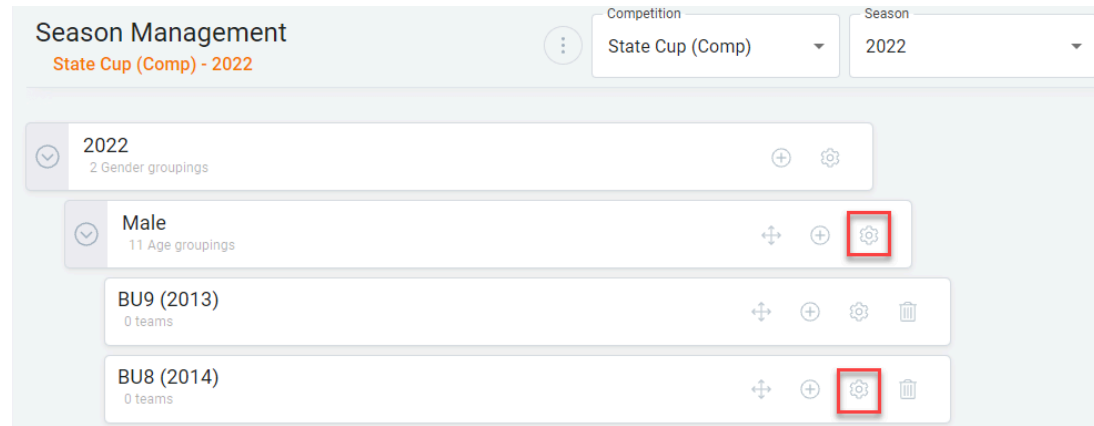
- 4. **Permissions** for Assignors and Referees will be controlled in the Referee Management Product - Skip for purposes of Referee Management System Setup.

## Add Groupings/Divisions

- 1. If you are not importing game schedules, you must now create and define the seasonal division structure. To begin, navigate to **Season Structure > Season**. To add new groupings/divisions within the season structure click the **add button (+)** to the right of the grouping to which you wish to add the new sub-grouping. A dialogue will open on the screen. Fill in the group's attributes. Once completed, click **Save**. Repeat this process until all necessary groups/divisions have been added.



- 2. To edit/apply attributes to an existing grouping/division within the season, click the **edit icon** for that grouping.

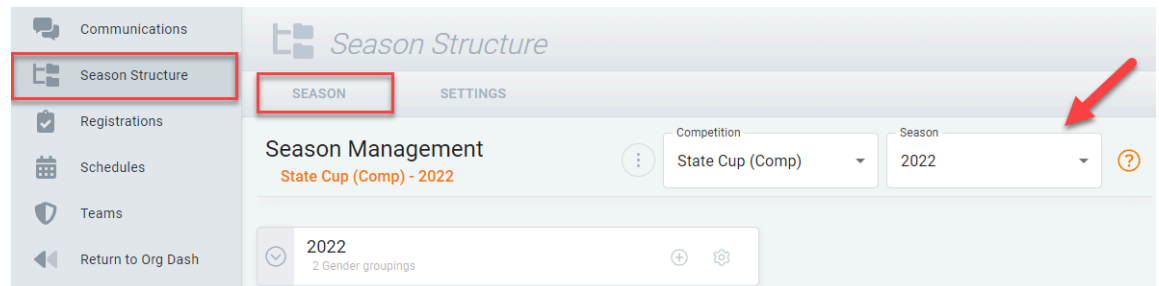


3. A dialogue box will open where you can change the grouping attributes. Attributes can be updated by selecting a new field from the dropdown menus.

*Note: If the attribute is grayed out this means it was designated at a higher grouping level and is inherited from that level. For example, if you are working in an age group, the gender may have been designated at the gender grouping level.*

### To Access an Existing Season

1. Click on the **Season Structure** on the left-hand side menu.
2. Click Season to view a list of all Seasons



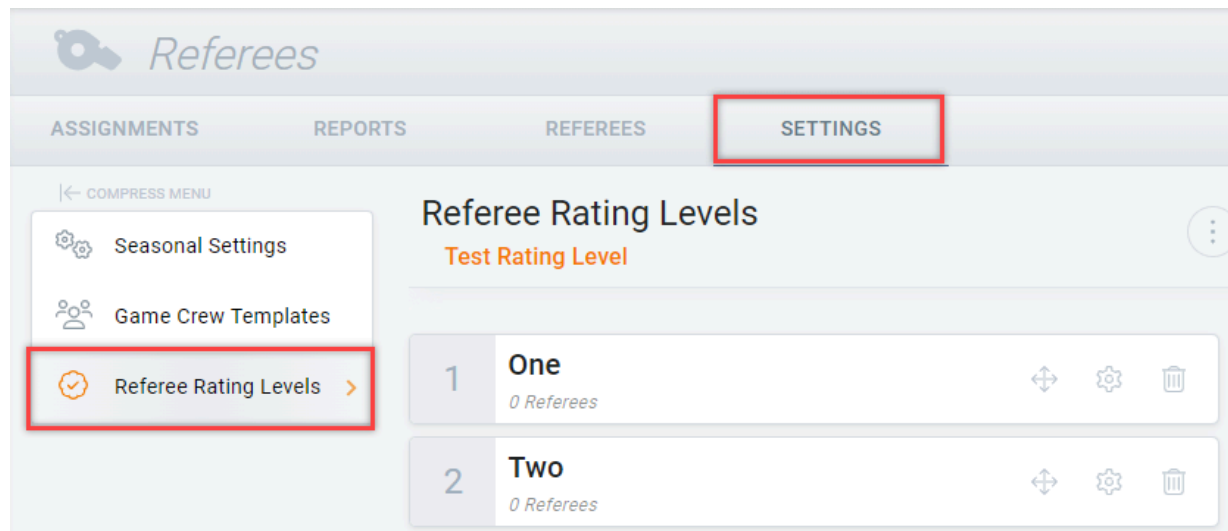
# Set Up Referee Rating Levels

Referee Rating Levels are the hierarchy of ratings, licenses and/or certifications that indicate which assignments referees are eligible to be assigned to. Rating levels can be custom for your organization or based on a defined list of U.S. Soccer License values.

## Create Custom Rating Levels

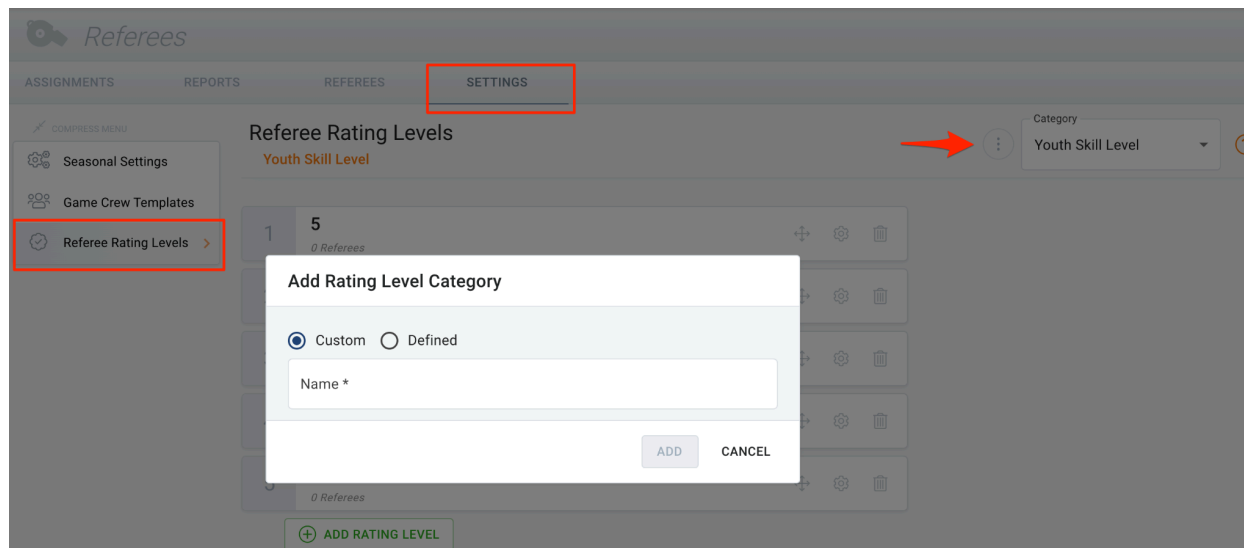
Any number of rating level categories and rating levels can be defined for an organization. To create rating levels:

1. Navigate to the Referees product and click the **Settings Tab**.



2. Click **Referee Rating Levels**, then click the **+** icon in the mini-menu
3. **Define the type.** These instructions cover 'custom' rating levels
4. Provide a **category name and click Add.**
5. **Build out your rating levels** for the category. Examples include a rating scale of 1 - 5, an experience rating of Beginning, Intermediate, Advanced or a skill level of High, Medium, Low. The scale is completely customizable, based on your organization's needs.

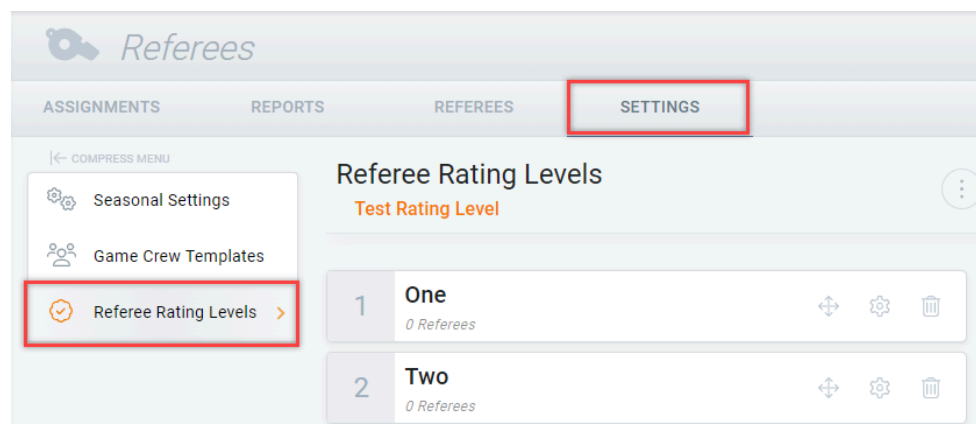
6. **Arrange your rating levels correctly** by using the drag-and-drop tool. The higher the Rating Level item is displayed in the listing, the more prominent the rating. Entry-level Referees should be given the lowest rating in the list.
7. These rating levels can now be added to Referee profiles and used in game crew templates to determine assignment eligibility.



## Use Defined Rating Levels

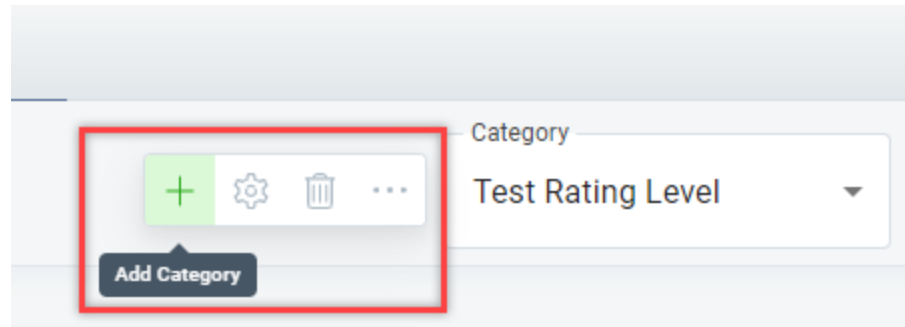
There is currently only one system-provided option for rating levels: U.S. Soccer Licenses. To create defined levels:

1. From the Demosphere Universal dashboard select **Referees > Settings**. Under the Settings subtab select **Referee Rating Levels**.

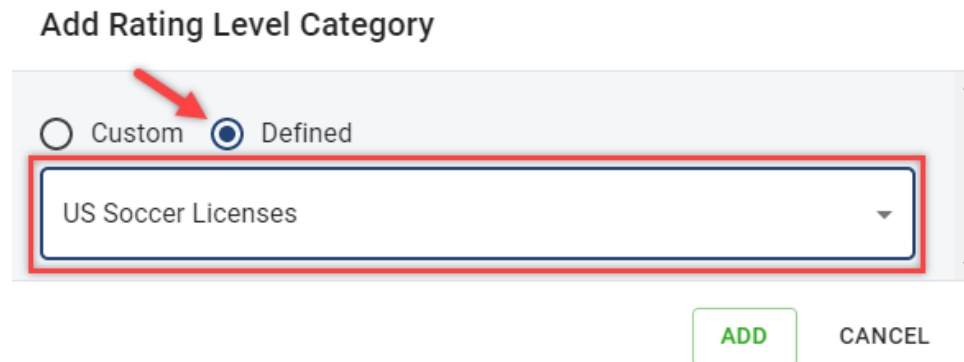




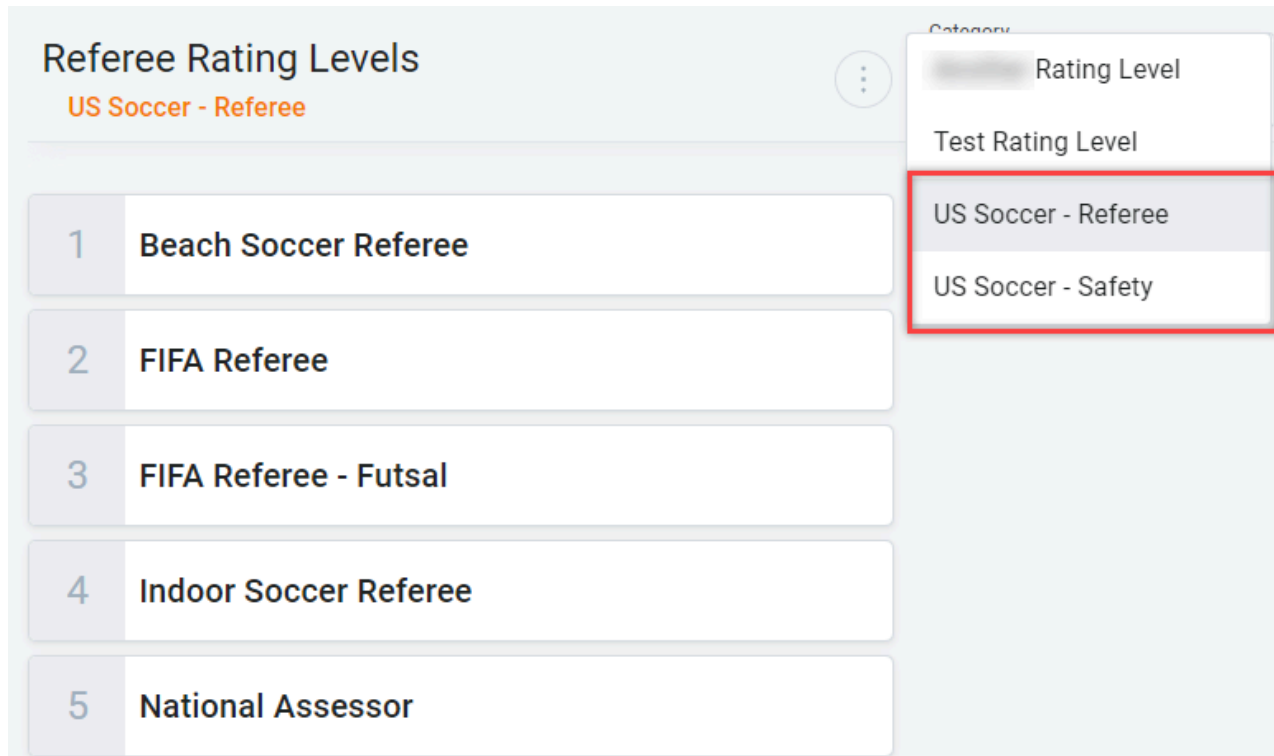
2. Click on the mini-menu and select **Add Category**.



3. On the Add Rating Level Category dialog box choose **“Defined”** and in the drop-down menu select **US Soccer Licenses**. Click **Add** once complete.
  - *Note: Choosing “Custom” will allow you to set up your own referee rating levels that will be modified/managed solely by your organization.*



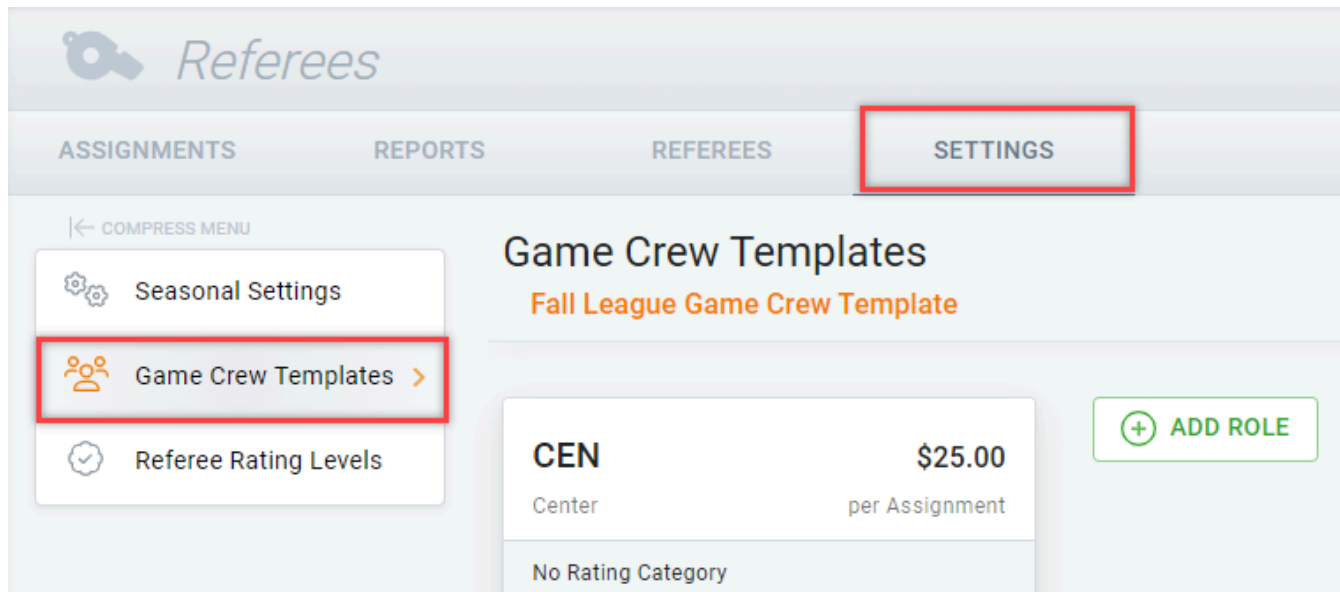
4. New categories will now appear in the Category drop-down menu: **US Soccer - Referee** and **US Soccer - Safety**. All options within both these two categories will be able to be selected as criteria when choosing disqualifications for referee role assignments.



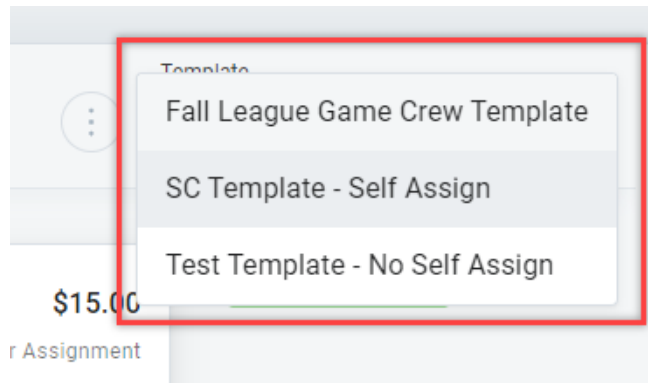
Once U.S. Soccer Referee License Levels have been enabled, setting up disqualifying criteria for referees can be done via **Game Crew Templates, Settings > Seasonal Settings** screen, or individually for each role on the **Game Assignments view**. Follow the steps below to set up assignment disqualifications:

## Configuring Assignment Disqualifications on Game Crew Templates

1. Under the Demosphere Universal Dashboard select **Referees > Settings**. Under the Settings subtab select **Game Crew Templates**.



2. Use the Template drop-down menu to select your existing game crew template.
  - a. Note: If you would like to create a new game crew template, [click here](#).



3. Once on the template, click on the **edit icon** on the role card.

4. 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.

5. 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.

US SOCCER - SAFETY

- No US SOCCER - SAFETY Levels
- Background Check: Clear
- Introduction to Safe and Healthy Playing Environments
- SafeSport Trained

US SOCCER - REFEREE

- No US SOCCER - REFEREE Levels
- Beach Soccer Referee
- FIFA Referee
- FIFA Referee - Futsal
- Indoor Soccer Referee
- National Assessor

6. 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**.

## Edit Assignment Role

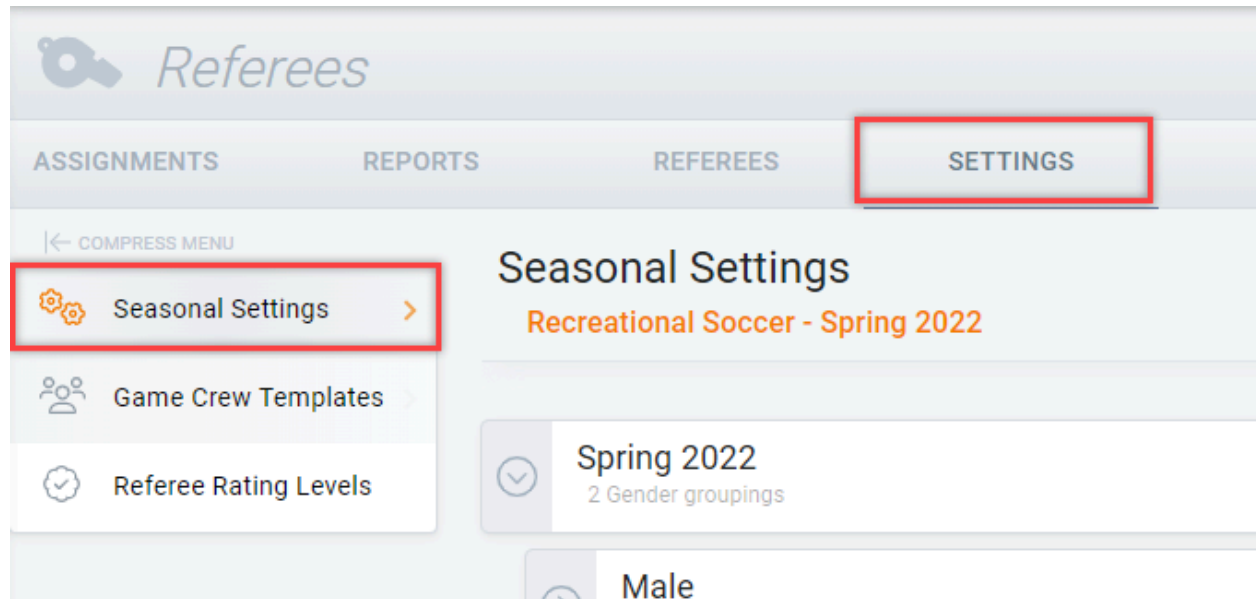
Role Code *	Full Role Name *	Role Pay
CR	Center Ref	\$ 30.00
Rating Level Eligibility		
Region Rating Level - Two <span>✕</span>		
Rating Level Disqualifications		
US SOCCER - REFEREE - Grassroots Futsal Referee <span>✕</span>		
US SOCCER - REFEREE - Grassroots Instructor <span>✕</span>		
US SOCCER - REFEREE - Grassroots Referee <span>✕</span>		
US SOCCER - REFEREE - Referee Mentor <span>✕</span>		
US SOCCER - REFEREE - Regional Futsal Referee <span>✕</span>		
US SOCCER - SAFETY - Has no "US SOCCER - SAFETY" Levels <span>✕</span>		
<i>Disqualification selections will prevent/remove referees from assignments. <span>?</span></i>		
<input checked="" type="checkbox"/> Game Reporter	Pay Mode *	Via Batch
<i>Report game data based on Season settings.</i>		
<input type="checkbox"/> Game Crew Assessor	<input checked="" type="checkbox"/> Self-Assignable	
<i>Submit assessment based on Season settings.</i>	<i>Will still require meeting Role criteria.</i>	
<input type="checkbox"/> Is Transferable		
<i>Will still require meeting Role criteria.</i>		

SAVE

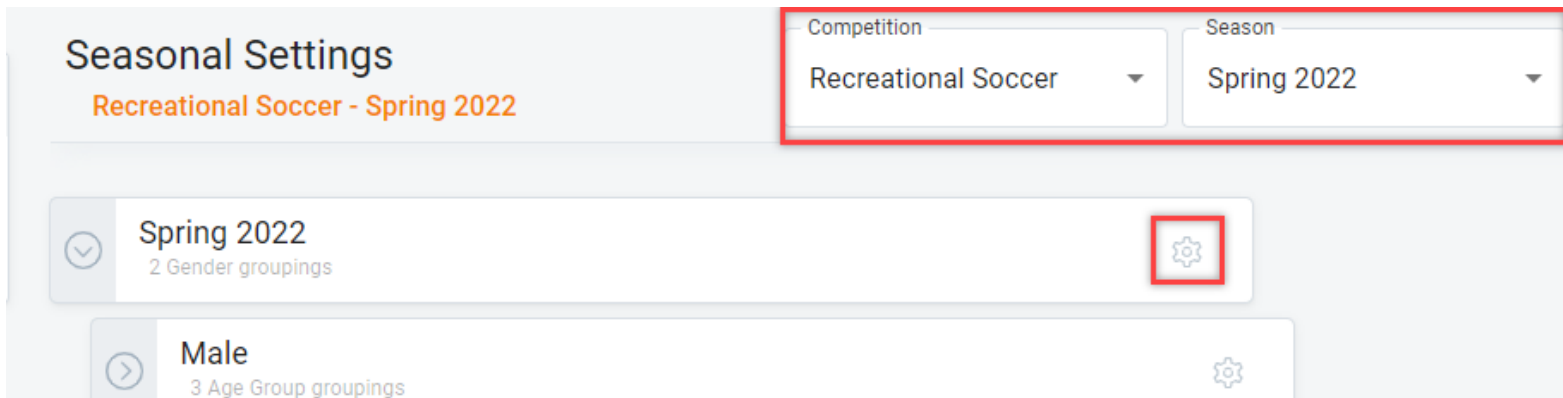
CANCEL

## Configuring Assignment Disqualifications Per Season

1. Under the Demosphere Universal Dashboard select Referees > Settings. Under the Settings subtab select Seasonal Settings.



2. Select your competition/ season using the drop-down menus and click on the edit icon at the season level.



3. Click the **edit icon** on the role card.
  - a. **Note:** *Modifying any roles within the Seasonal Settings will only change the template for the chosen season, and not the original game crew template.*
4. On the Edit Role Assignment dialog box **use the Rating Level Disqualification menu to select which criteria would disqualify a referee from the role.**
5. 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**.

## Configuring Assignment Disqualifications Per Game

1. From the Demosphere Universal dashboard select **Referees > Assignments**. Use the Assignment View filters to find the game.

Referees

ASSIGNMENTS REPORTS REFEREES SETTINGS

Game Assignments

All Games

Saved Filters: All Games

FILTERS:  Date / Time  Status  Location  Season  Games  Clubs

Date / Time / Days: ALL

- Games matching your filters will display on the screen. Use the down arrow to expand and view the game details and then click the **edit icon** within the game listing to modify.

Date / Time / Days: Mar 20, 2022 - May 31, 2022

CARD VIEW COLLAPSE ALL EXPAND ALL

APR 17	Robb Field Sun - April 17, 2022	Field B 1 Game	⚠️ 2 ROLES UNASSIGNED	⚠️ 2 EMPTY	✅ 1 ACCEPTED	⌵
⚠️	Game 502 State Cup (Comp) 2022 Male > BU12 (2010)	H: Alpine Rush BU12 A: Mission Pacific Sterling BU12	CR	⚠️ AR - EMPTY -	⚠️ AR2 - EMPTY -	⚙️
APR 26	Liberty Station Tue - April 26, 2022	Field B 1 Game	⚠️ 2 ROLES UNASSIGNED	⚠️ 2 EMPTY	✅ 1 ACCEPTED	⏪

- 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.



4. Modify the game-specific disqualifiers as needed and **save**.

**Edit Assignment Role**

Role Code \* HL Full Role Name \* Head Linesman Role Pay \$ 35.00

Rating Level Eligibility

**Rating Level Disqualifications**

Game Reporter *Report game data based on Season settings.*

Pay Mode \* Via Batch

Game Crew Assessor *Submit assessment based on Season settings.*  Self-Assignable *Will still require meeting Role criteria.*

Is Transferable *Will still require meeting Role criteria.*

**Assignor Settings**

Assignor Pay Pay Mode \*

Game Roles

ADD ROLE

Game #3262





11:00 AM ADT

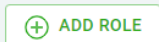
SAVE CANCEL


## Edit Assignments

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

### Game Roles

CR	Unsent	\$25.00		
AR	Empty	\$15.00		

 + ADD ROLE



### 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

 SAVE  CANCEL

## Assigning Referees to Roles when Disqualification Criteria is Present

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

If the game crew role disqualifications are set to No License Values, then referees are only eligible for potential assignment if they have at least one of the licenses on their profile.

**Assign Role**
CR - Center Ref

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**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

→ Referees disqualified from this role cannot be included.

Limit candidates to an Assignor List ▾

---

**Assignment Selection**

8 Eligible and Available Referees

Type to filter... | ▾

RANDOM PICK

Display Options:

AGE
  RATING LEVEL
  CONCUSSION CERTIFIED?

SAVE
CANCEL

## 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.

## Adding Referees & Assignors

Referees can be added to the system using three different approaches: Direct registration via the Demosphere registration system, importing, or manually adding. This section also covers how to define rating levels for Referees.

## Adding Referees

### Adding Automatically through Registrations

You can populate a list of referees automatically from any registration with the **Competition/Program Type** set to **Officials/Referee Registrations**. Any registrant who completes a registration and has an Active registration status will be available in the list of All Referees.

If a Referee registers for another program after they are already in the All Referee's table, their status will not change in the Referee Management tool.

The screenshot shows a form titled "Edit Competition/Program Information". The "Program/Competition Name" field contains "Referees". The "Type" dropdown menu is set to "Officials/Referee Registrations" and is highlighted with a red arrow. The "Sport" dropdown is set to "Soccer". There is a checkbox for "Collect US Soccer Data" which is unchecked. The "Team Type" dropdown is empty. The "Accounting Code" dropdown is empty. The "Current Season" dropdown is set to "2022-2023". Below these fields is a button labeled "SELECT SEASONS TO DELETE". At the bottom right of the form are "SAVE" and "CANCEL" buttons.

### Adding Manually

To add a new Referee manually, click the All Referees option on the left side menu of the Referees view. Click on the mini-menu in the upper right corner of the screen and select the plus sign icon. Once a new referee is added to the system, they will receive an email notification.

1. If the UUID of the referee is known, you may enter in the UUID to automatically lookup the Referee's information. If the UUID is not known, you may also use the email field to find an existing system user. **Note: This is the best way to avoid duplicate records if an account already exists for the referee.**

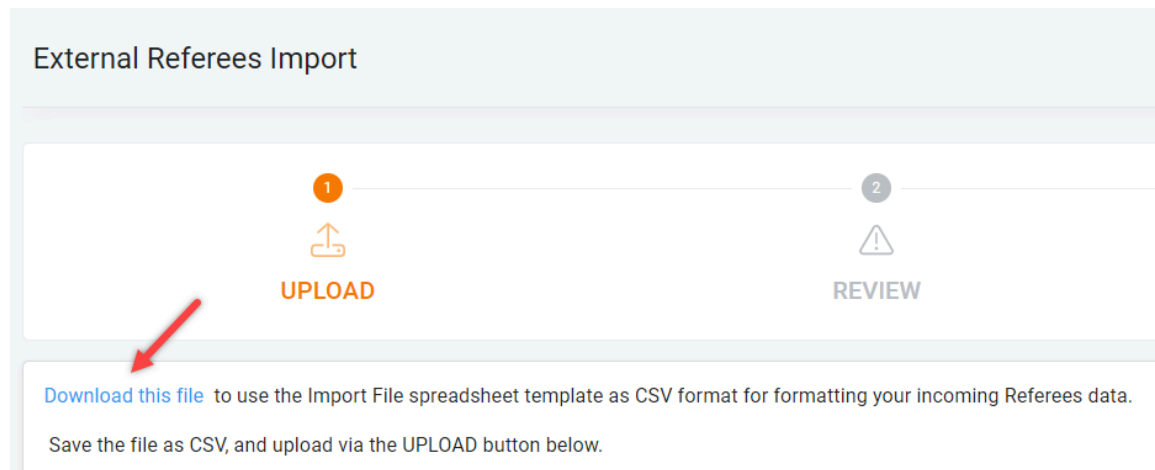
The screenshot shows a form titled "Add Referee". It has several input fields: "Universal ID", "Email \*", "First Name \*", "Last Name \*", "Phone", "Date of Birth" (with a calendar icon and the format "mm/dd/yyyy"), "Status" (a dropdown menu), and "Gender" (with radio buttons for "Female" and "Male"). At the bottom of the form are "ADD" and "CANCEL" buttons.

2. If the referee does not already have an account in the Demosphere system, proceed with entering their email, first/last name, and other identifying information (DOB, phone, gender).
3. Provide a Status (Active, Inactive) for the referee
  - a. The Active status will enable the referee to be eligible for game assignment.
  - b. If the Referee's Status is set to Inactive, they can still login but they cannot be assigned to games.
  - c. If you do not provide a status, the system will default the status to Active.
4. Fill in any rating level or custom data questions for the referee. If you would like to have custom data questions added for Referees, please contact Demosphere support for assistance. The creation of rating levels is covered above.

## Importing Referees

1. From the Demosphere Universal dashboard click **Referees** then click on the **Referees** tab. On the side menu select **Import Referees**.
2. Click the **'Download this file'** link on the page to access the import file spreadsheet template.


The screenshot displays the 'Referees' management interface. At the top, there are tabs for 'ASSIGNMENTS', 'REPORTS', 'REFEREES', and 'SETTINGS'. The 'REFEREES' tab is selected and highlighted with a red box. Below the tabs is a 'COMPRESS MENU' with options: 'All Referees', 'Assignor Lists', 'Manage Assignors', and 'Import Referees'. The 'Import Referees' option is highlighted with a red box. The main content area is titled 'All Referees' and includes a search bar, a filter section, and a table. The table has columns for '#', 'NAME', 'GENDER', and 'BIRTHDAT'. The first row of the table shows the number '1' in the first column.



3. On your downloaded copy of the import file begin adding all of your incoming data while maintaining the integrity of all existing column headers. Instructions for accepted data inputs can be found on the 2nd tab on the file titled 'Instructions' and also outlined below. The asterisk (\*) denotes a required field.
  - First name\*
  - Last name\*
  - Gender: (Male or Female)
  - DOB: (MM/DD/YYYY)
  - Email\*
  - Phone: (123-456-7890)
  - Street
  - City
  - State
  - Zipcode
4. Once the file is complete with all your organization's referee information, **save the file as a .CSV** (Comma Separated Values) format. **Upload your saved file by dragging it into the upload section or clicking to select the file from your computer.** Once the file has been selected, click **Next**.

[Download this file](#) to use the Import File spreadsheet template as CSV format for formatting your incoming Referees data.

Save the file as CSV, and upload via the UPLOAD button below.



Drag a local file, or click to select file

File chosen: Copy of Referee Import - Import File (1).csv

5. Preview the first 5 rows of your incoming data to verify the column headers are properly mapped.
  - *Note: If any corrections need to be made, click the Restart button and make the corrections on the file then re-upload.*
6. If the preview of the data is accurate, complete the process by clicking the **Import** button at the bottom of the page.

Preview the first 5 rows of your incoming data to verify the column headers are properly mapped.

Complete the process by clicking the IMPORT button at the bottom of this page.

**Preview Incoming Data**

FIRST NAME	LAST NAME	GENDER	DATE OF BIRTH	EMAIL	PHONE	STREET	CITY	STATE	ZIPCODE
Brett	Colmbus	Male	3/7/1982	bcolmbus@demo.com	616-555-0789	1515 Apple St.	San Diego	CA	92103
Dennis	Elton	Male	9/10/1974	eltondennis@demo.com	619-555-8960	25698 Blueberry Way	San Diego	CA	92103
Francesca	Gonzalez	Female	12/17/1999	frang@demo.com	619-555-5681	890 Coconut Breeze Court	San Diego	CA	92103
Harper	Ingelson	Female	04/29/2001	harpering@demo.com	858-555-7777	2015 Date St.	San Diego	CA	92101
Joshua	Keaton	Male	07/13/1987	joshkeaton@demo.com	858-555-4230	3451 Evergreen	San Diego	CA	92103

Does the above preview of incoming data look good?

- The import process has begun. You will receive a confirmation email once the process has been completed.
  - Note: Processing times may vary depending on the size of the file or system traffic.*
- If you need to add more referees from a different file, select the **Import** button and repeat the process as necessary.

External Referees Import

UPLOAD REVIEW DONE

The import process has begun, you will receive the confirmation email shortly once the process has been completed.

5 rows - 100% imported

IMPORT AGAIN

## Define Referee Rating Levels

### Custom Rating Levels

To apply any rating level to a referee:

- Navigate to the All Referees view under the Referee tab
- Search for the Referee to update
- Click the gear icon in the Referee's row
- Apply the specific rating level for each category and Save.



## Defined Rating Levels

If your organization is connected to the U.S. Soccer Learning Center, their U.S. Soccer License information will be available on their profile after they have been imported, synced, or manually added to the Referee list. Matching from the Demosphere profile and the U.S. Soccer Learning Center is based on an exact email match. Referees can manage their own profiles/email addresses if an update needs to be made.

## Update Referee Statuses

Referees must have an 'Active' status to be eligible for game assignments.

### To update en masse:

1. Navigate to the All Referees view under the Referee tab
2. **FIRST filter or apply search criteria to the list of all Referees**
  - *Skipping this step will result in ALL referee's adopting a single status and is likely NOT desired.*
3. Hover over the Status column
4. Click the gear icon **within the Status column header**
5. Define which Status you want all Referees in the data grid to have. Status will only update based on the filtered list of Referees.

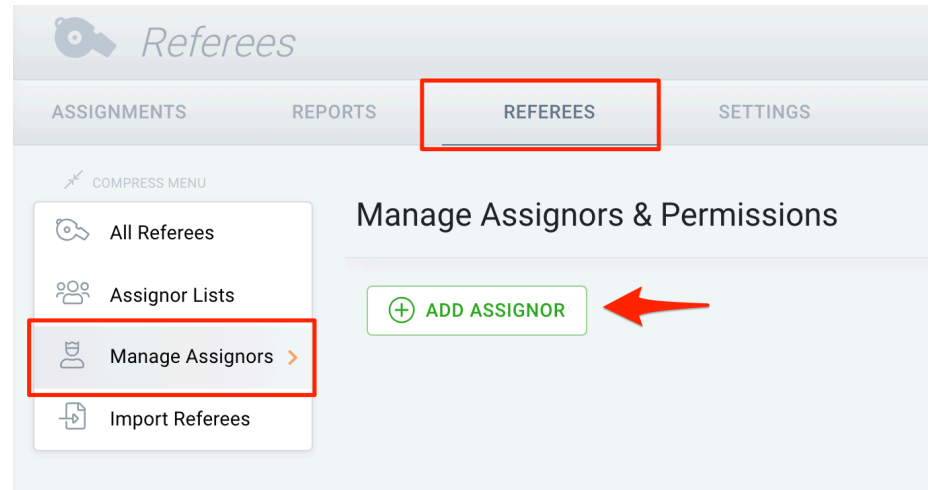
### To update for individual Referees

1. Navigate to the All Referees view under the Referee tab
2. Search for the Referee to update
3. Click the gear icon in the Referee's row
4. Update the 'Status' dropdown as needed

# Adding Assignors

Assignors must be added manually and can only be added by Full Admin users.

1. To add a new Assignor, click on **Manage Assignors** under the **Referees** tab
2. Click the **Add Assignor** button within this view
3. Enter all required information to create the Assignor.
  - a. If the Universal ID of the assignor is known, you may enter in the Universal ID to automatically lookup the assignor's information.
  - b. If the Universal ID is not known, you may also use the email field to enter and find an existing system user. **Note: This is the best way to avoid duplicate records if an account already exists for the assignor.**
  - c. If the Assignor does not already have an account in the Demosphere system, proceed with entering their email, First/Last Name, and title.
4. Apply permissions for each assignor as they are added.



## Assignor Permissions Overview

- *Can access ALL data and features (top-level Referees permissions):* Highest level of permission for an Assignor. Allows access to manage all seasons, clubs, officials, and locations for game assignments. This setting also allows access to the Communications area and Payouts.
- *Can view ALL Referees:* Allows access to the list of all active Referees for assigning purposes. If you want to limit an Assignor's access to the Referee pool, you can turn OFF this setting and set up Assignor lists for the Assignor to access a specific subset of referees.

- Can access Assignments for specific **RESTRICTED** Seasons: Allows Assignor access to assign games only in specified Seasons.
  - Can access Assignments for specific Clubs: Allows Assignor access to assign games only within specified club(s). *This only applies to groups utilizing the Demosphere Clubs product.*
  - Can access Assignments for specific Locations: Allows Assignor access to assign games only at specific locations and fields.
  - Can access Communications: Allows Assignor access to send emails to Teams, Clubs and Referees they have permissions for.
  - Can manage Payouts (only for Seasons with access permissions): Allows Assignor access to manage payouts for assignments they have access to.
5. After adding all of the Assignor's information and applying the correct settings, click **Add** button to close out the window and proceed. The Assignor will receive an email notification that they have been granted administrative access to the system with a link to set up their account password and login.

### Edit Assignor

#### Assignor Profile

Email *	Universal ID	Title
First Name *	Last Name *	Personal info is edited from their Profile
	Assignor	

#### Assignor Permissions

OFF  Can access ALL data and features (top-level Referees permissions)

---

ON  Can view ALL Referees

---

ON  Can access Assignments for specific RESTRICTED Seasons:

Seasons
 ▼

2022

Fall 2021 Rec

Fall 2022 Spring

---

OFF  Can access Assignments for specific Clubs: Clubs ▼

---

OFF  Can access Assignments for specific Locations

---

ON  Can access Communications

---

ON  Can manage Payouts (only for Seasons with access permissions)

All changes are saved immediately

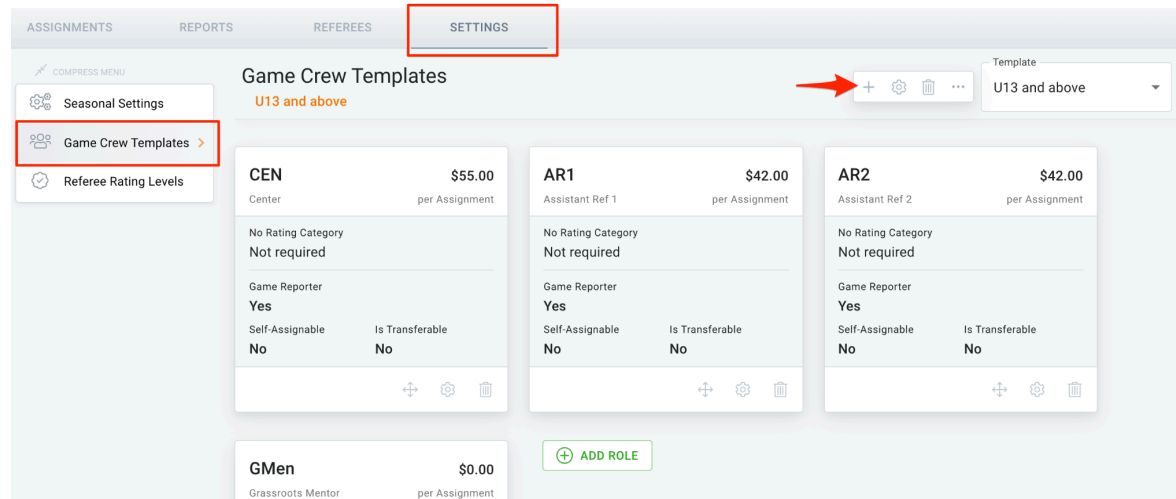
CLOSE

## Create Game Crew Templates for a Season or Grouping

An unlimited number of game crew templates and roles can be created depending on the eligibility, payment rate, and permission requirements for the season, grouping, or individual game. The information below covers how to create templates and apply them at the season or grouping level for a competition. Creation of game-specific game crews are covered in the system usage guide.

## Creating Game Crew Templates

1. To add a new template, click on the **Game Crew Templates** menu under the **Settings tab** of the Referee product
2. Click on the mini-menu in the upper right corner of the page and click on the **+ sign icon**.



3. **Provide a Name** for the Template and **click Add Role** to begin.
4. Enter in a Role Code and Role Full Name. If the Role Pay, Grade Level, Game Reporter permissions, Self-Assign, Transferable settings are known at this time, enter the information.
  - a. **Role Code:** Short form name of the Full Role Name. Displays in various reports and assignment views.
  - b. **Full Role Name:** Full form name of Role. Displays in various reports and assignment views.
  - c. **Role Pay:** Amount each Referee will be paid per completed game assignment for this role
  - d. **Rating Level Eligibility:** Select all custom and defined eligibility rating levels for this specific role
  - e. **Game Reporter:** Allows any referee assigned to this roll the ability to complete a post-match report for the game
  - f. **Game Crew Assessor:** Allows any referee assigned to this role the ability to complete a referee assessment report for the game. A user cannot have permissions to be a Game Reporter and a Game Crew Assessor for the same role.

- g. **Pay Mode:** “Via Batch” indicates they will be paid using the Demosphere Payout Process. “In Person” indicates payments will be made offline.
- h. **Self-Assignable:** Indicates the role will be available for **eligible** referees to self-assign in lieu of being invited to accept the role.
- i. **Is Transferable:** Indicates that an assigned referee may make the game assignment available for other **eligible** referees to accept on their behalf. If no referee picks up the assignment, it will remain on the original referee’s calendar.
- j. Assignor Settings
  - i. Set the Assignor Pay Rate
    1. Payout records are created when a Referee accepts a game assignment for the role
    2. Payment records are not created for Self-Assigned games
  - ii. Indicate the Assignor Pay Mode: “Via Batch” indicates they will be paid using the Demosphere Payout Process. “In Person” indicates payments will be made offline.

### Add Assignment Role

Role Code \*

Full Role Name \*

Role Pay  
\$ 0.00

Rating Level Eligibility

**Game Reporter**  
Report game data based on Season settings.

Pay Mode \*  
Via Batch

**Game Crew Assessor**  
Submit assessment based on Season settings.

**Self-Assignable**  
Will still require meeting Role criteria.

**Is Transferable**  
Will still require meeting Role criteria.

---

#### Assignor Settings

Assignor Pay  
\$ 0.00

Pay Mode \*  
Via Batch

ADD
CANCEL

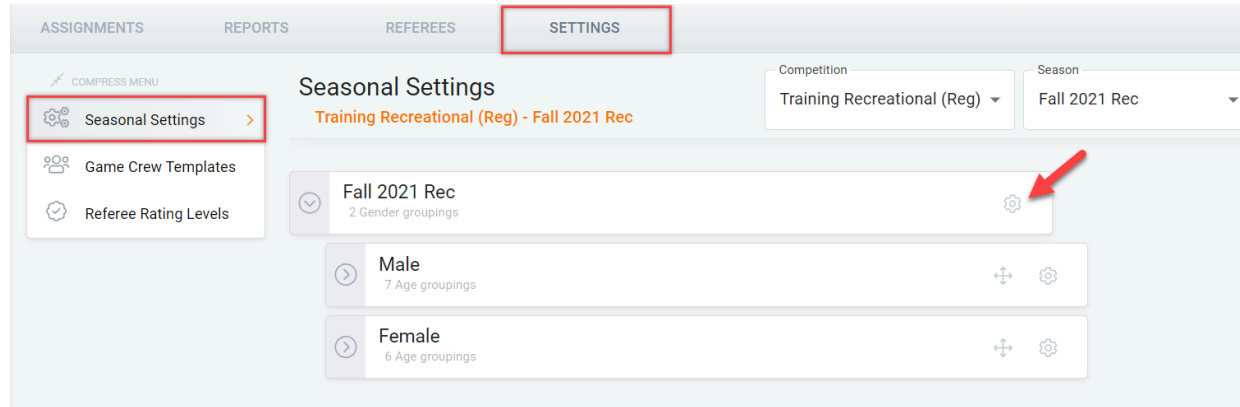
5. Click the **Add** button when done and proceed with the next role or next Game Crew Template.

## Applying Templates

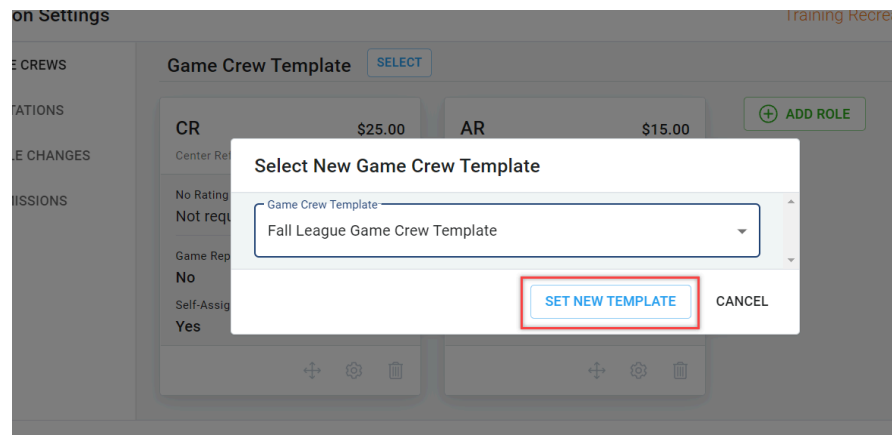
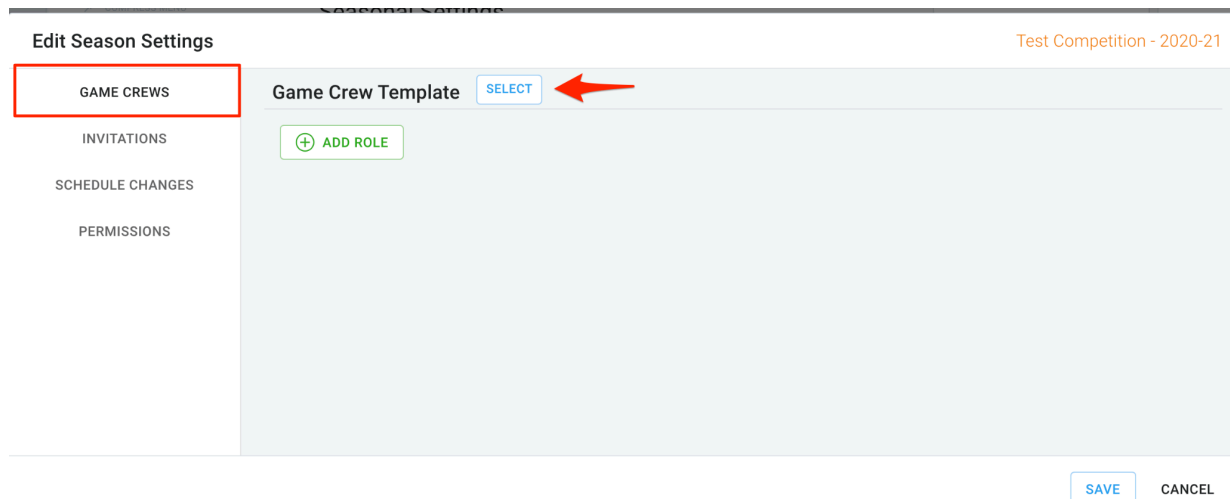
### Apply a Template to an Entire Season

Applying a template to an entire season will result in all games that are scheduled within the season to adopt a single game crew template. These settings can be overwritten at the grouping or game level.

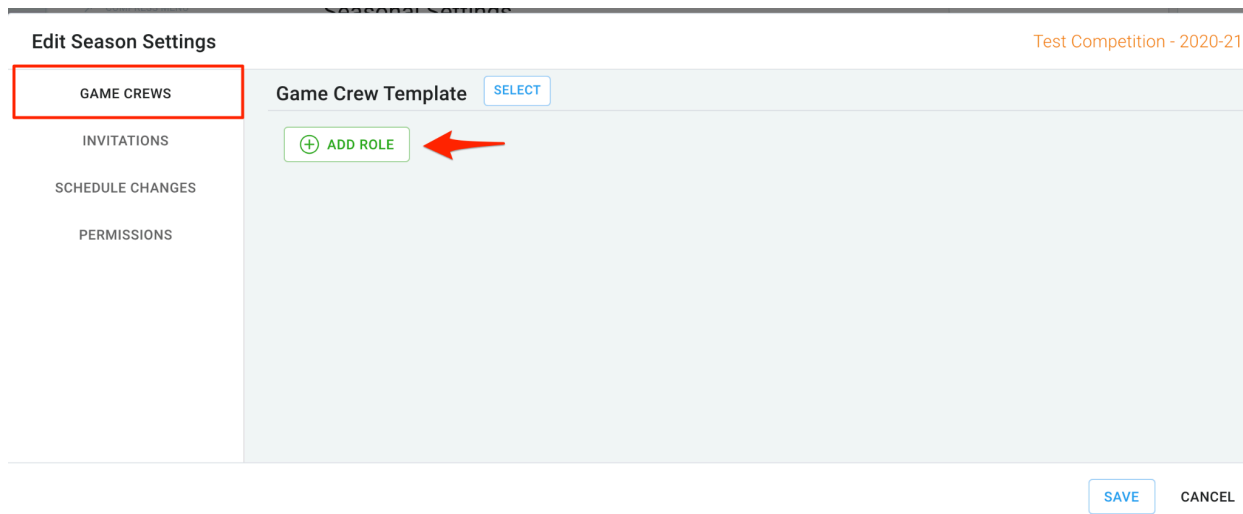
1. To apply a game crew template to an entire season, click on the **Seasonal Settings** menu under the **Settings** tab of the Referees product
2. Use the **Competition and Season dropdowns** in the upper right corner to select the appropriate Competition and Season to work with
3. **Click the gear icon at the top season level** on the season structure



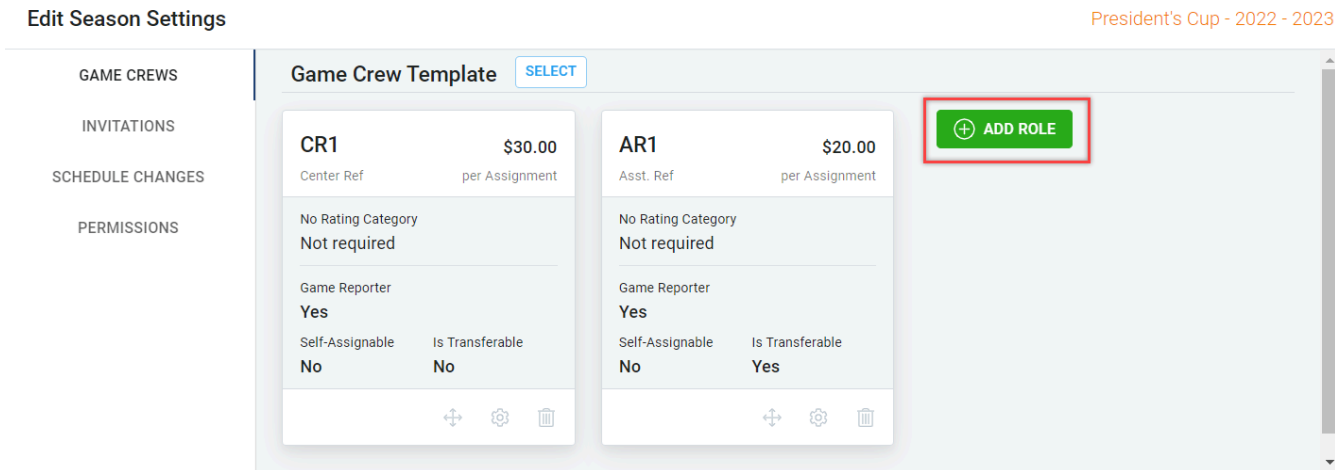
4. Under the section for **Game Crews**, click the **Select** button to add a template from the Game Crew Template library to the season. When you have selected the correct template, click the **Set New Template** button to save the selection.



To create a **custom template for the Season** without using the Game Crew Template Library or to add a Role to an applied template, click the Add Role button and fill in the necessary details. The additional role added at the season level will NOT modify the template in the game crew library but all games within that season will see the newly added role.



Example of how to create a custom game crew template for a Season without using a template.



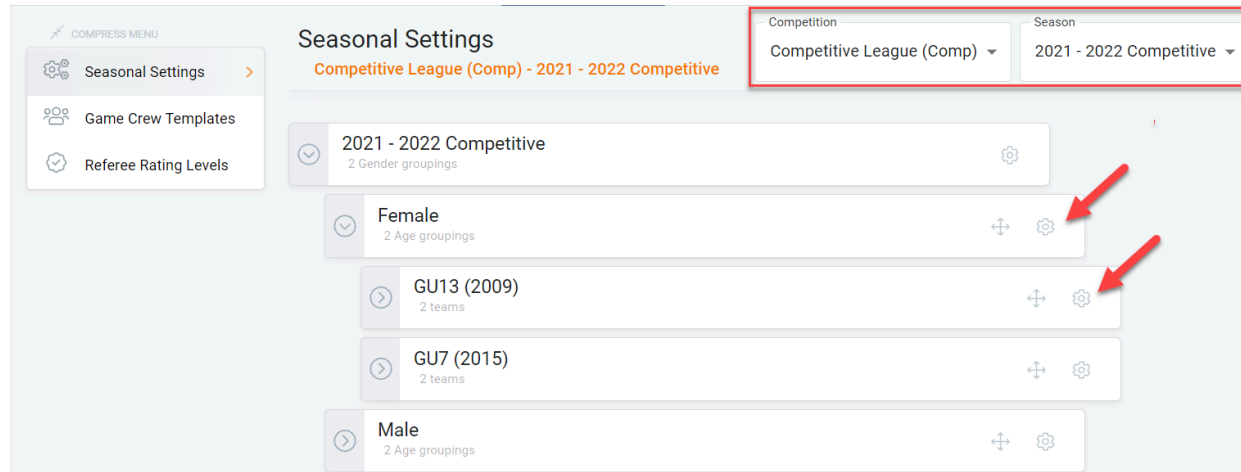
Example of how to create a custom role to a game crew template for a Season without impacting the original template.



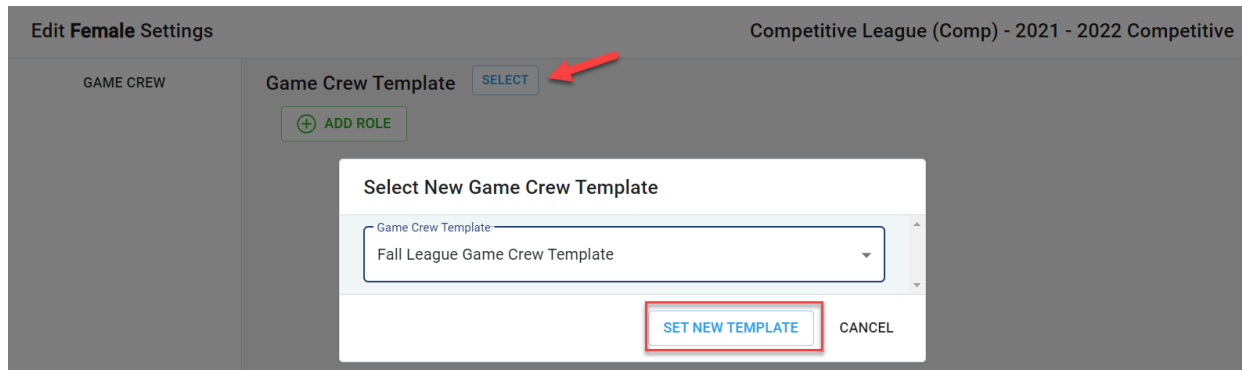
## Apply a Template to a Specific Grouping or Division

Applying a template to a specific grouping or division is possible if you need to apply different game crew templates to different divisions within the season.

1. To apply a game crew template to an specific grouping/division within a season, click on the **Seasonal Settings** menu under the **Settings tab** of the Referees product
2. Use the **Competition/Season dropdown** in the upper right corner to select the appropriate Season to work with
3. **Click the gear icon at the grouping or division level** on the season structure. Use the arrows on the left side of the Season Structure view to expand the structure if needed



4. Click **Select** and use the dropdown to add a template from the Game Crew Template Library. Click **Set New Template** to apply the template.



All games scheduled for that level (Grouping or Division) will adopt the Game Crew template settings.

To create a **custom template for the grouping or division**, follow the same steps outlined above in the section on how to apply game crew template to an entire season.

### Modification of Applied Templates

Any games using templates that have already assigned roles (including any roles in a pending invite, invited, assigned status or roles that were assigned and then removed), will not inherit any changes if modifications are made to the game crew template. Modifications made on game crew templates will only take effect for games where all roles in the template are never assigned.

## Managing Competition/Seasons Settings

There are three remaining setup tasks to conduct for each season to prepare for assigning Referees: **Managing Invitation Settings**, **Establishing Permissions**, and **Defining Game Change Logic**. These three settings can ONLY be applied at the entire Season level.

## Manage Invitation Settings

Full admins have the ability to define the number of days referees have to respond to game assignment invitations before they expire. Referees receive game assignment invitations by email and via the Demosphere mobile app. The assignment email that is sent to the Referee will indicate the day the assignment is set to expire.

1. Click on the **Seasonal Settings** menu under the **Settings tab** of the Referees product
2. Use the **Competition/Season dropdown** in the upper right corner to select the appropriate Season to work with
3. **Click the gear icon at the top season level** on the season structure to open the Settings view
4. Navigate to the **Invitations** menu and **add the number of days** after which an assignment invitation will expire in the **Days to Expire** field. **Click Save.**

If a referee does not respond to an assignment request by the time the invitation is set to expire, the assignment status will change to Empty so that it can be reassigned. If no value is entered the status will remain as **Invited** indefinitely.

**Edit Season Settings** Training Recreational (Reg) - Fall 2022 Spring

GAME CREWS

**INVITATIONS**

SCHEDULE CHANGES

PERMISSIONS

**Invitations**

Days to Expire

Assignment Invitations for this Season will remain in *INVITED* status *indefinitely* unless a number is provided.  
*Must be between 1 and 365*

SAVE CANCEL

**Note:** Adding in expiration days to Seasons that already have outstanding assignment invitations sent will not impact those pre-existing assignments. This setting will only be applied to new invitations sent out after the setting is applied. Similarly, removing the days to expire will not impact assignment invitations that were previously sent.

## Define Schedule Changes Logic

Schedule changes logic must be defined so that game assignments are handled appropriately in the event of game date, time, location modifications or cancellations.

1. Click on the **Seasonal Settings** menu under the **Settings tab** of the Referees product
2. Use the **Competition/Season dropdown** in the upper right corner to select the appropriate Season to work with
3. **Click the gear icon at the top season level** on the season structure to open the Settings view
4. Navigate to the **Schedule Changes** menu and set the game change logic as needed:
  - a. **Notify any Accepted or Invited Referees when game changes:** Sends an email to accepted and invited referees when a game is **changed (date, time, or location)**.
    - i. **Defaults to ON**
  - b. **Update status of any Accepted or Invited Roles when Game changes:**
    - i. **Change to Unsent:** When a game is rescheduled (**date, time, or location is changed**), this setting will automatically change all assignments to *Unsent*. Previously assigned Referees will remain in the role, but Assignors will need to review and send new assignment invitations for Referees to review and accept or decline
    - ii. **Change to Empty (DEFAULT SETTING):** When a game is changed (**date, time, or location**), this setting will automatically change all assignments to *Empty*. Referees will be removed from the game assignment and Assignors will then reassign each role for the game(s)

GAME CREWS	<h3>Schedule Changes</h3> <p>ON <input checked="" type="checkbox"/> Notify any Accepted or Invited Referees when Game changes</p> <p>ON <input checked="" type="checkbox"/> Update status of any Accepted or Invited Roles when Game changes</p> <p><input type="radio"/> Change to Unsent <input checked="" type="radio"/> Change to Empty</p>
INVITATIONS	
<b>SCHEDULE CHANGES</b>	
PERMISSIONS	

[SAVE](#) [CANCEL](#)

## Establish Permissions

Assignor permissions can be set at the season level in addition to setting directly on Assignor profiles. Any permission settings applied directly on Assignor profiles will be reflected in the views below.

1. Click on the **Seasonal Settings** menu under the **Settings tab** of the Referees product
2. Use the **Competition/Season dropdown** in the upper right corner to select the appropriate Season to work with
3. **Click the gear icon at the top season level** on the season structure to open the Settings view
4. Navigate to the **Permissions menu** and **set the season level permissions** as needed:
  - a. **Allow Assignors to edit Games:** Allows assignors access to edit game dates, times and locations within the Assignment view. Defaults to OFF.
  - b. **Restrict assignment access to specific Assignors:** Use the drop-down to select specific assignors that have assignment permissions for the season. Defaults to ON.

- i. **Note: By default, all Seasons are set to restricted. This means that assignors may not send assignment invitations unless they are explicitly given access to a Season. Turn OFF if the season is not restricted to a particular group of assignors.**
- c. **Limit assignment access to specific Home Team Club Assignors:** Only used for organizations utilizing the Demosphere Clubs product. Turn ON to restrict assignments to only Assignors affiliated with specific Clubs. Defaults to OFF.
  - i. **Note: Club affiliation occurs on the Assignor profile**
- d. **Limit assignment access to specific Location Assignors:** Turn ON to restrict assignments to only Assignors affiliated with specific Locations. Defaults to OFF.
  - i. **Note: Location affiliation occurs on the Assignor profile**

**Edit Season Settings** Training Recreational (Reg) - Fall 2022 Spring

GAME CREWS

INVITATIONS

SCHEDULE CHANGES

**PERMISSIONS**

**Permissions**

OFF  Allow Assignor to edit Games

OFF  Restrict assignment access to specific Assignors

Assignors ▼

OFF  Limit assignment access to specific *Home Team Club* Assignors

OFF  Limit assignment access to specific *Location* Assignors

SAVE CANCEL

## Create and Manage Locations and Surfaces

Now that the Competitions and Seasons have been created with the proper settings, you are ready to create the Locations and Surfaces where games will take place. **Locations and Surfaces must be set up in order for games to be added to the system successfully.** There are two methods available for adding locations and surfaces: importing and manually adding.

## Import Locations and Surfaces

1. To import locations & surfaces, click on the **Locations product** on the left menu and navigate to the **Settings tab**
2. Click **Download this file** to generate the correct template and make a copy of the Google Sheet or copy and paste the template into an Excel spreadsheet.
3. Review all instructions on the import template first before beginning the data population.
  - a. **Important Notes:**
    - i. Keep all headers as outlined in the template exactly
    - ii. The Location ID must be unique to the location every time. Importing new locations with the same ID will overwrite existing locations using the ID.
4. Enter all location information using the headers in the template and **save the file as a .csv** to allow for importing
5. **Drag or open the file directly into the blue import box** and click Next to review the first five rows of data to confirm formatting.


The screenshot shows the 'Locations' settings page in the Demosphere application. The left sidebar contains navigation items: Communications, Season Structure, Schedules, Teams, Referees, Locations (highlighted with a red box), Forms & Documents, and Return to Org Dash. The main content area is titled 'Locations' and has two tabs: 'LOCATION' and 'SETTINGS' (highlighted with a red box). Below the tabs is the 'Locations Import' section, which features a three-step progress indicator: 1. UPLOAD (with an upload icon), 2. REVIEW (with a warning icon), and 3. DONE (with a checkmark icon). Below the progress indicator, there is a numbered instruction: '1 Download this file to use the Import File spreadsheet template as CSV format for formatting your incoming Locations data. Add all of your incoming data to the file, maintaining the existing column headers.' Below this text is a large dashed blue box containing a red '2' and a CSV file icon, with the text 'Drag a local file, or click to select file'. At the bottom right of the page, there is a red '3' and a 'NEXT >' button. The Demosphere logo is visible in the bottom left corner.


6. If the data preview is inaccurate, click restart to upload a new file. Otherwise, click **Import** to begin the location import process.




Preview the first 5 rows of your incoming data to verify the column headers are properly mapped.

Complete the process by clicking the IMPORT button at the bottom of this page.

FILTERS:  
*Add filters by clicking the  icon within column headers*

4 ROWS - 100% LOADED 

LOCATION ID	REGION NAME	LOCATION NAME	SURFACE NAME	STREET	CITY	STATE	COUNTRY	ZIP CODE	AMENITIES	LIGHTS	SURFACE TYPE
3456		Granger Park	Field 1	113010 Baron Cameron Ave	Reston	VA	USA	20190	restroom, food	NO	COURT
3456		Granger Park	Field 2	113010 Baron Cameron Ave	Reston	VA	USA	20190		NO	COURT
5555		Ebbit Park	Field 1	51040 Walney Rd,	Chantilly	VA	USA	20151		YES	COURT
5555		Ebbit Park	Field 2	51040 Walney Rd,	Chantilly	VA	USA	20151		YES	COURT

Rows per page: 25 ▾ 1 - 4 of 4 

Does the above preview of incoming data look good?

< RESTART



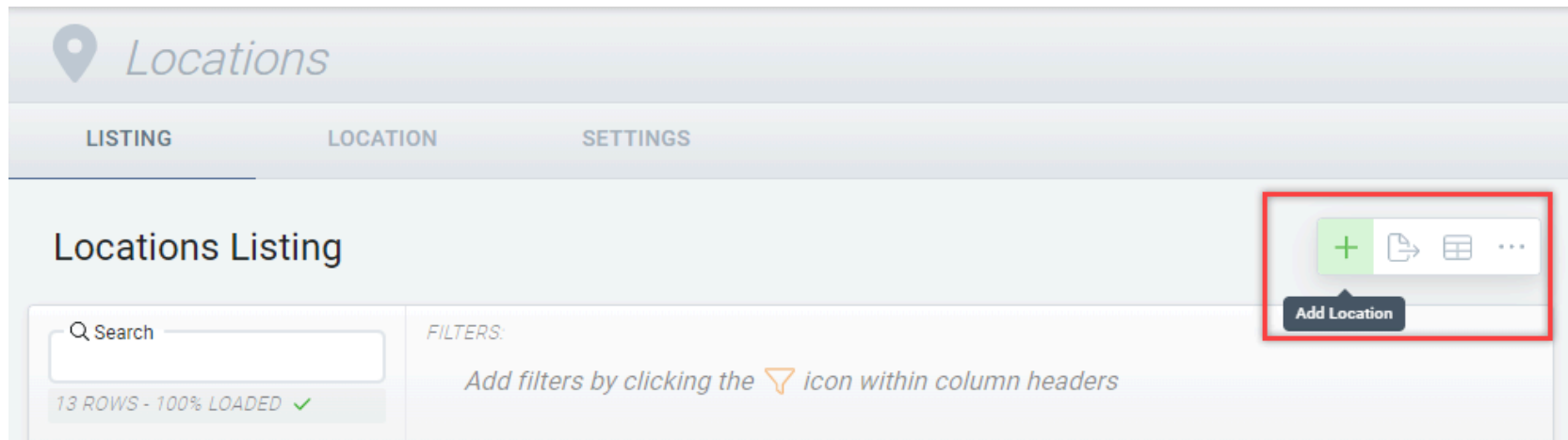
IMPORT >



- You do not need to stay on this page while the import process is running. Once the import is complete, you will receive an email with a summary of the import results.

## Manually Add and Manage Locations & Surfaces

1. To manually add Locations, click the + **Add Location button** in the mini-menu from the **Listing tab**.



2. You will first be prompted to enter a valid address from the Google Maps API. Once provided, the system will display a view with all information available to enter for the Location.
3. Once a location has been added, you may begin the creation of any number of Surfaces by clicking Add Surface on the main location view.

**De Anza Cove**  
 731-008461-78 | San Diego, California

Location: De Anza Cove

**INFO** CALENDAR

**Location Info**

Address  
 3000 North Mission Bay Drive  
 San Diego, California 92109

Amenities  
 Bathrooms | Playground | Drinking Water

Additional Information  
 Head towards the Mission Bay Golf Course and make a left at the dead end into the parking lot.

Affiliated Clubs  
[COS - Club Ohana Soccer](#) | [MPS - Mission Pacific Soccer](#)

**Location Map**

**Location Surfaces**

Field 1	Field 2	Half Field	<b>ADD SURFACE</b>
Status	Status	Status	

[EDIT CLOSURES](#)

- Both Location and Surface attributes can be modified at any time by using the edit icon at either the Location or Surface level.

**Locations**

LISTING **LOCATION** SETTINGS

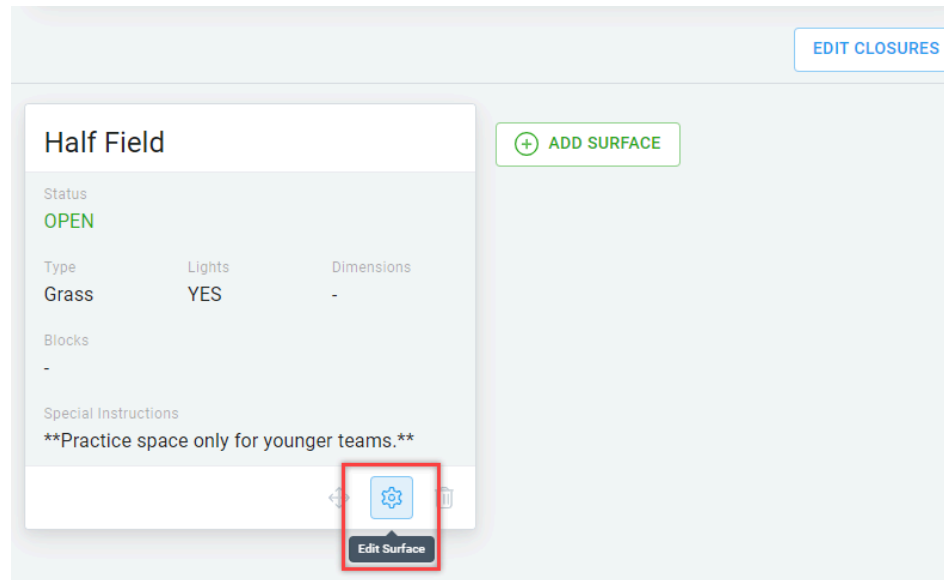
**De Anza Cove**  
 731-008461-78 | San Diego, California

Location: De Anza Cove

**INFO** CALENDAR

**Location Info** **Location Map**

A red box highlights the edit icon (gear) in the top right corner of the location card, with a tooltip that says "Edit Location".



## Add Games

Once Locations and Surfaces have been added, you can then add Games to the system. There are a variety of methods available to expose game dates in the Referee Management System: **Syncing from a Demosphere Competition, Importing and Manually Adding.**

*Note: When manually adding, editing, or importing games, the time zone will display based on the game's location. This timezone value is determined via the Google Maps API when saving/inputting the location address. i.e. A 10:00 AM PST game played at a location in Seattle, WA will display to a user in New York, NY with a 1:00 PM EST game time. If another user is in Chicago, IL viewing the same game's details, then it will show them a 12:00 PM CST game time.*

## Sync Games from a Demosphere Competition

If your organization utilizes the Demosphere system for Competition Management, refer to the support resources for syncing your games to the Referees product or contact [support@demosphere.com](mailto:support@demosphere.com) for assistance.

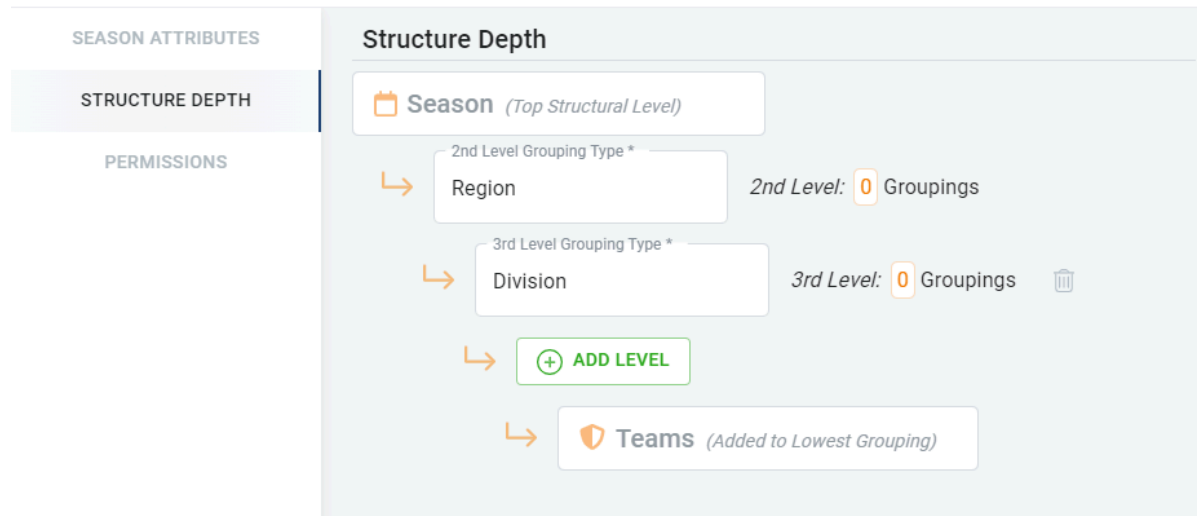
# Importing Games

To ensure a successful import, check the following settings before starting the process:

1. **First, ensure your season has at least one division defined.** This can be reviewed in Seasonal Structures > Edit Season > Structure Depth.
2. If your structure contains Age Groups, it is best practice to ensure they are first defined properly in your Seasonal Structure. Age groups can be set up and defined per seasonal scope for consistency in the Seasonal Structures > Settings view.
3. Ensure all locations and surfaces are available in your Locations directory. Only existing locations and surfaces can be imported.

To begin your import:

1. Navigate to Schedules > Settings > Import Schedules and select your Competition and Season
2. A template will automatically generate when your Season is selected. When downloading the .CSV template, column headers will dynamically change to include the selected season's structure depth level names. (See screenshots for example)




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	EXTERNAL	DATE	TIME	DURATION	LOCATION	SURFACE	REGION	DIVISION	HOME CLU	HOME TEA	HOME TEA	AWAY CLU	AWAY TEA	AWAY TEAM	
2															
3															

3. Fill in the template as follows:


- a. External ID: Enter a unique game ID per row. Duplicate game IDs in the file will result in an error message. Games with empty game ID values will not be imported.
- b. Date: Date is required. Format must be MM/DD/YYYY
- c. Time: Time is required. Format must be 00:00 AM/PM
- d. Duration: Numerical Values Only - optional
- e. Location name: Must match existing Location Name exactly
- f. Surface name: Must match existing surface name exactly.
- g. Divisions (Custom per season): Enter the corresponding Division Name as defined in your Seasonal Structure per column.
- h. Home Club:
  - i. **If you are a member of an association/league system:** Use the exact name of the club you are importing into.
  - ii. If you are not importing game events into a League/Association system - Skip
- i. Home Team UUID:
  - i. Importing Games for New Teams: Leave blank
  - ii. Importing Games for Existing Teams: Copy and paste the Team ID for existing Teams. If you do not have the ID, ensure the Home Team name is an exact match.
- j. Home Team:
  - i. Importing Games for New Teams: The new Team Name will be created upon import
  - ii. Importing Games for Existing Teams: Copy and paste the exact Team Name
- k. Away Club:
  - i. **If you are a member of an association/league system:** Use the exact name of the club you are importing into.
  - ii. If you are not importing game events into a League/Association system - Skip

- l. Away Team UUID:
    - i. Importing Games for New Teams: Leave blank
    - ii. Importing Games for Existing Teams: Copy and paste the Team ID for existing Teams. If you do not have the ID, ensure the Away Team name is an exact match.
  - m. Away Team
    - i. Importing Games for New Teams: The new Team Name will be created upon import
    - ii. Importing Games for Existing Teams: Copy and paste the exact Team Name
4. Once your file is ready, save the file locally on your computer. You can then drag your .csv file to the blue upload area on the import screen or click the target area to select from your computer's files.
  5. Click Next to review your data to be imported. You will be able to correct some errors directly on this view depending on the type of issue identified. If errors can not be amended on this view, they must be corrected on your file and then reuploaded.


### Import External Games ?



**UPLOAD FILE**



**VALIDATE GAMES**



**IMPORT SCHEDULE**

**Preview Incoming Data (First 10 Rows)**

Clicking the CONTINUE button to complete the last step if data look good.

EXTERNAL GAME ID	DATE	TIME	DURATION	LOCATION NAME	SURFACE NAME	GENDER	AGE	HOME CLUB	HOME TEAM UUID	HOME TEAM	AWAY CLUB	AWAY TEAM UUID	AWAY TEAM
1001	1/15/2023	10:00 AM		Waterfront Park	Grape St. Field	Boys	U11	Mission Pacific Soccer	737-008490-29	Hammerheads U11	Club Demosphere	737-008641-31	Mayors BU11
1002	1/21/2023	10:00 AM		Waterfront Park	Grape St. Field	Girls	U12	Mission Pacific Soccer	734-008573-59	Tides Girls U12	Club Ohana Soccer	735-008641-11	GU12 Wahine
1003	1/22/2023	10:00 AM		Waterfront Park	Grape St. Field	Boys	U12	Club Ohana Soccer	735-008491-94	Ohana Honu BU12	Mission Pacific Soccer	738-008573-69	Waves Boys U12

< RESTART PROCESS
CONTINUE >

- Once the import is complete, you will receive an email confirmation. Your schedules can now be opened for access to Team Staff/Team Members when you are ready.

## Manually Add Games

- In the **Schedules > Season view**, select the applicable competition and season
- Click the **+** icon in the mini-menu to manually add a game
- Indicate the grouping, date/time, location, teams, game duration, and game number, and click **Add**
  - Note: groupings, locations, and teams must already exist within the system to enter games manually.*

The screenshot shows the 'Schedules' application interface. At the top, there are tabs for 'SEASON' and 'SETTINGS'. Below this is the 'Season Management' section, which includes a 'Tripp Cup - 2022' dropdown menu. The main area is titled 'SCHEDULES' and contains a 'Season Structure & Settings' sidebar on the left with options for '2022', 'MALE', and 'FEMALE'. The central part of the screen displays a table of game schedules with columns for 'GROUPING', 'LOCATION', 'REFEREES', and 'ROW ACTIONS'. An 'Add Game' modal form is overlaid on the table, containing the following fields: 'Grouping \*' (MALE > U10 > Division 1), 'Date' (Saturday - February 12, 2022), 'Time' (12:00 PM EST), 'Location \*' (Valley / Apple Bowl / Field), 'Home Team \*' (Tigers), 'Away Team \*' (Lions), 'Duration' (60), and 'Game #' (262). At the bottom of the modal are 'ADD' and 'CANCEL' buttons. A red arrow points to a three-dot menu icon in the 'Reports' section of the interface, which is labeled 'Game Schedules'.

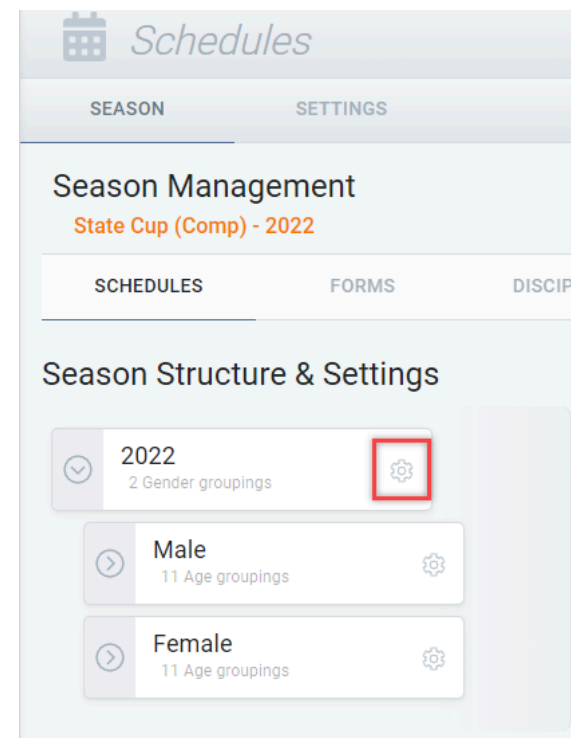


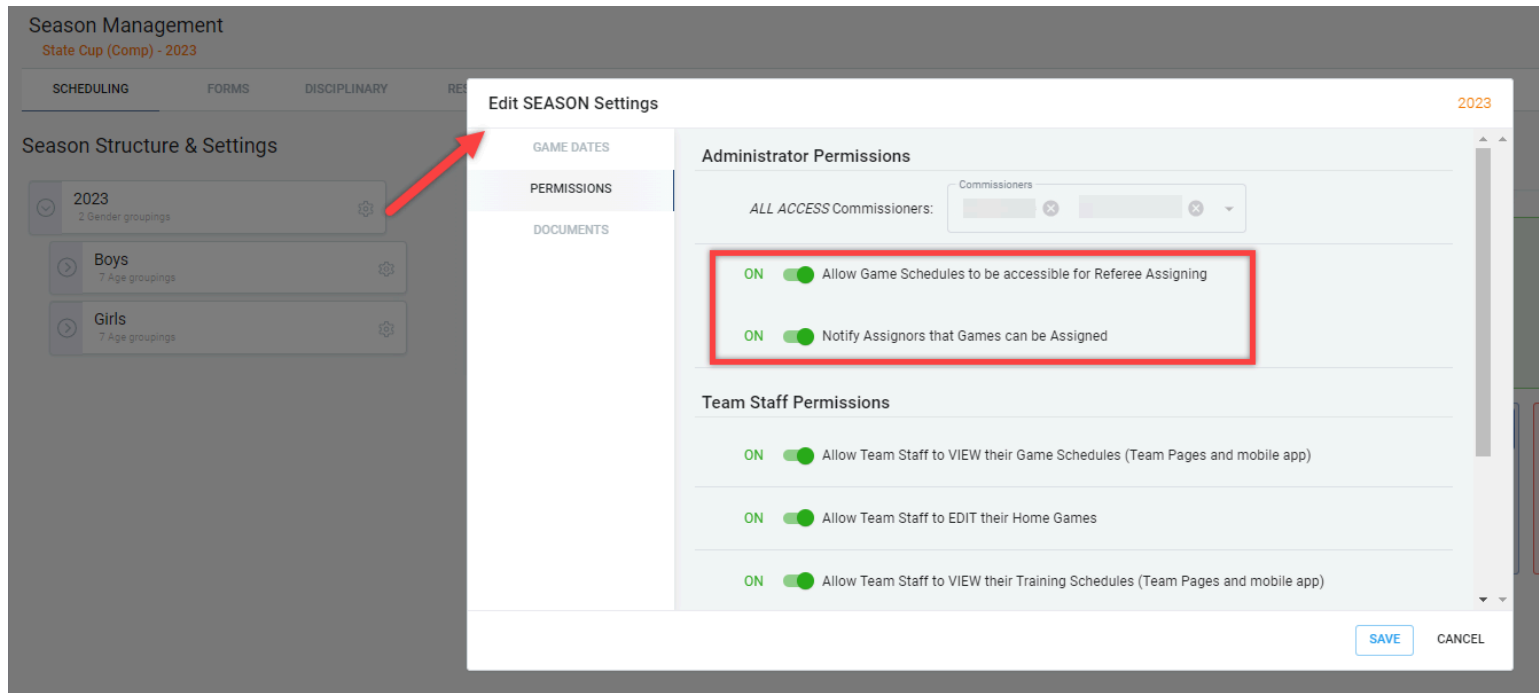
4. If you attempt to manually add a game for teams that represent a date/time conflict, you will not be able to complete the addition of the game until the conflict is resolved.

## Setting Visibility for Seasonal Referee Assignment & Enable Notification to Assignors when Games are Available for Assignment

Depending on the organizational workflow, manage the option to make a season visible under the Referees product to control when Assignors are able to see the Seasonal Structure or any games ahead of assigning. If enabled, will receive email notifications when new games are created or when games become available for assignment for their designated club, location, or season. A daily digest email is sent to assignors with a prompt letting them know to log in to begin assigning games to referees

1. Navigate to **Schedules**, click the **edit button at the season level**, and select **Permissions**.
2. **Change the Allow Game Schedules to be accessible for Referee Assigning** option to **ON**. Switching to ON allows games within the respective season to be visible to assignors and opens referee assignment capabilities for those games.
3. **Change the Notify Assignors that Games can be Assigned** option to **ON**. Switching to ON will enable the assignor daily digest email to be sent.
  - o **Note:** *The default setting for both of these configurations is set to OFF.*
4. Click **Save** once complete.





Congratulations! You have completed the necessary setup to begin assigning Referees to games. If the configuration to notify assignors of games needing assigning has been turned on, designated assignors will begin to receive emails and will continue to be sent email digest notifications based on the assignor's permission access to any designated club, location, or season.

You will now follow the Referee System Usage guide to manage the day-to-day tasks and operations of game management, ongoing eligibility settings, game assignments, payouts, communication, and reporting.

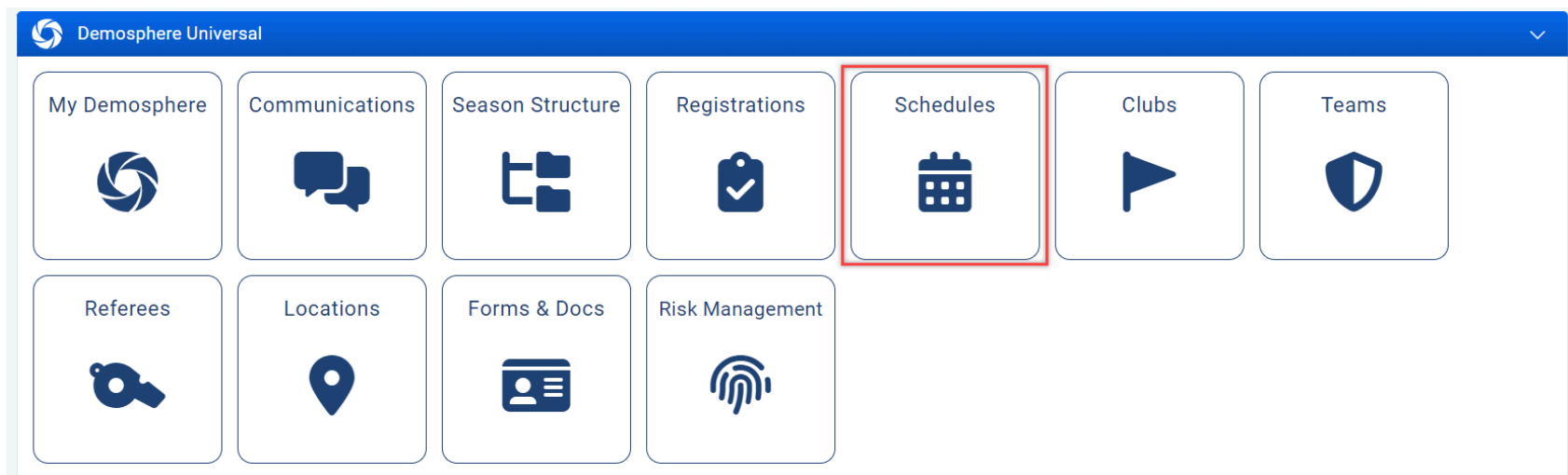
# Referee Game Reporting

Referees can use the Referee Game Report form to submit post game scores, incidents, infractions, goals, and attendance. Use the steps below to get started with the setup and configuration.


## Setting up & Accessing Referee Game Reports

### Access


The Referee Game Reports are set up and managed in the Schedules product accessible via the Demosphere Universal Dashboard.



To manage the default Referee Game Report template, click on the **Forms** subtab and select the correct competition and season from the drop-down menus. A system-generated **Referee Game Report** is available from the Forms drop-down menu.

 Schedules

SEASON      SETTINGS


Season Management Competition: State Cup (Comp)      Season: 2022 

State Cup (Comp) - 2022

SCHEDULES      FORMS      RESULTS

Referee Game Report Form: Referee Game Report

+ ADD SECTION All changes are automatically saved. PUBLIC VIEW

Referee Game Report 

Game Information	Game Number
Competition & Season	Game Date & Time
Seasonal Grouping	Game Location

## Default Values

The following data points are available on the template:

- **Game Information:**
  - *Competition & Season:* Name of competition and season the game and teams are in
  - *Seasonal Grouping:* Grouping the teams are placed in for the season
  - *Game Number:* Number assigned to the match being played.
  - *Game Date & Time:* Scheduled date and time for the game.

- **Game Location:** Location and surface of where is to be played.
- **Home/Away Team Game Scores:** Number of goals scored by the home team/away team during the game. Options to identify goal scorers either from the roster with a drop-down menu to select players or identify by writing in their name.
- **Home/Away Player Infractions:** Include any infractions and reasons for home/ away players. Infractions and reasons will generate from a system defaulted list and vary by sport. This list can be seen by going to Schedules >Settings > Disciplinary. Players can be identified from the roster with a drop-down menu or identified by writing in their names.
- **Home/Away Staff Infractions:** Include any infractions and reasons for home/ away staff members. Infractions and reasons will generate from a system defaulted list and vary by sport. This list can be seen by going to Schedules >Settings > Disciplinary. Staff members can be identified from the roster with a drop-down menu or identified by writing in their names.
- **Flag for Review:** Option for referees to flag a game report for organizational admins to take further looks at its contents.
- **Incident Report:** Option for referees to provide more context about any infractions that took place during the game.
- **Referees in Attendance:** Choose to include if/which referees are in attendance for the match. Referees who are assigned to the game will appear with a checkbox next to their name. Reporters will check off if the respective referee was present for the game.

## Form Customization Options

If you would like to add an addendum section to gather supplemental information from your referees there are two available customization options:

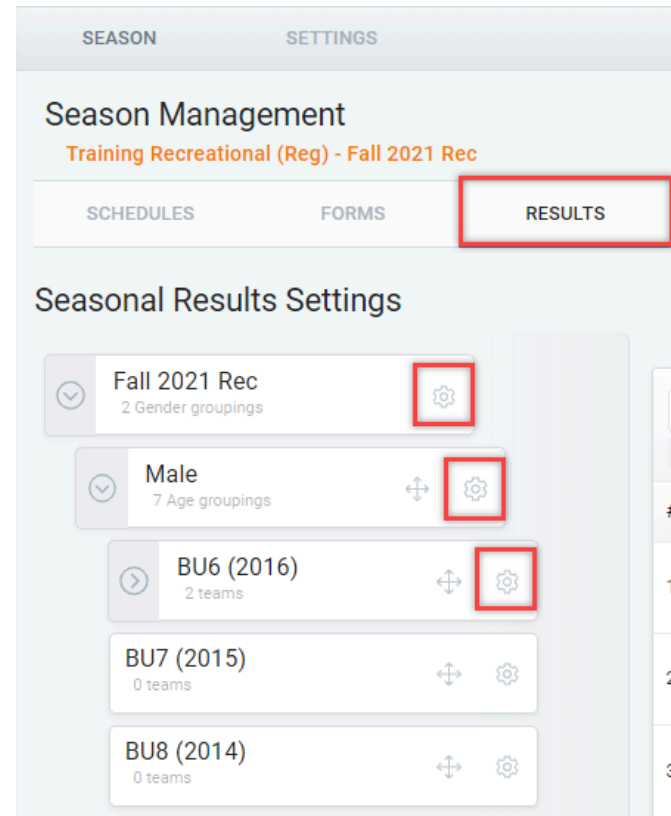
1. [Add a section from a template](#)
2. [Add a section on the seasonal form](#)

## Permissions

Depending on organizational needs, admins can set permissions to allow referees to submit Referee Game Reports from their accounts once a match has been played.

Follow the steps below to set referee game reporting permissions:

1. While on the **Results** subtab for the desired Competition and Season in the Scheduled product, click on the edit icon on the season level or at any grouping level.
2. A dialog box will then display on the screen. **Use the sliders to select On/Off** to allow Referees to submit Referee Game Reports. The default setting is ON for all seasons.
3. Once complete, click **Save**. *Note: Permissions set at the season level or a higher grouping level will be inherited down to the levels below them.*
4. If the “Allow Referees to submit Referee Game Reports” permission is set to **YES** and the referee is not designated as the game reporter on the Game Crew Template or within the individual game assignment details, the referee will not have access to submit game reports. The ability to set a referee as the designated game reported can be done in two different areas:
  - a. [On the Game Crew Template](#)
  - b. [By editing assignment details on individual games](#)



If the “Allow Referees to submit Referee Game Reports” permission is set to NO and the referee is designated as the game reporter on the Game Crew Template or within the individual game assignment details, the referee will not have access to submit the Referee Game Report after the match has been played.

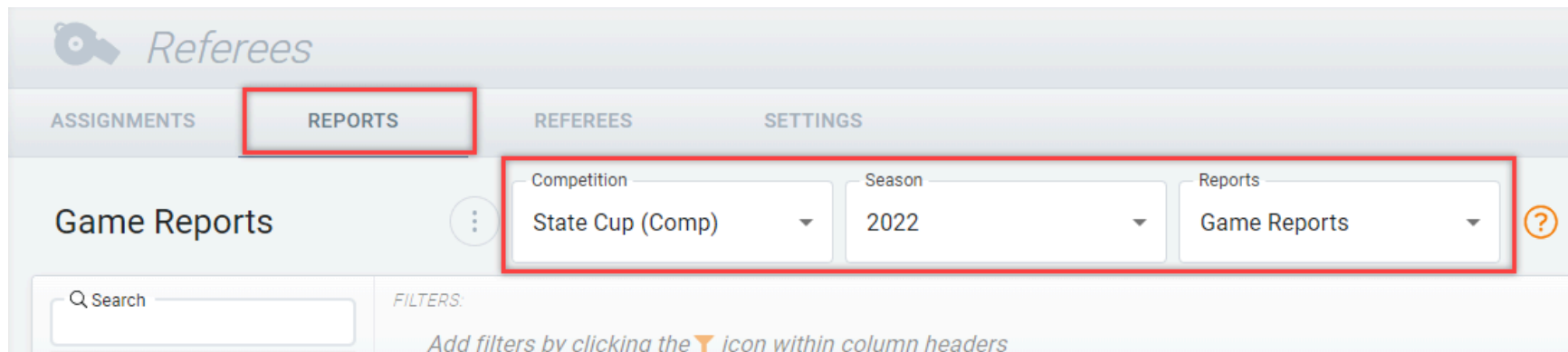
*If the switch to allow referees to submit game reports is not visible, this indicates your organization is currently not using the Referees product. If you believe this is an error or would like more information on the Referees product, please contact us.*

## Submitting Referee Game Reports

Referees will continue to submit reports from their Completed Assignments report view or their Assignments Calendar view which is outlined in the [Referee guide](#). See the section below on how to submit, revise, or review Referee Game reports as an admin.

## Reviewing or Revising Submitted 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**.



The screenshot shows the 'Referees' dashboard with the 'REPORTS' tab selected. Underneath, the 'Game Reports' section is visible. Three dropdown menus are highlighted with a red box: 'Competition' (State Cup (Comp)), 'Season' (2022), and 'Reports' (Game Reports). Below these is a search box and a filter section with the text 'Add filters by clicking the icon within column headers'.

3. 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.

ASSIGNMENTS    **REPORTS**    REFEREES    SETTINGS

**Game Reports**    Competition: State Cup (Comp)    Season: 2022    Reports: Game Reports

Q Search: Liberty Station    FILTERS: Add filters by clicking the  icon within column headers

10 ROWS - 100% LOADED ✓

#	GAME	DATE/TIME	LOCATION	GENDER	AGE	GROUPING	TEAMS	REFEREES
1	<b>2</b>	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

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



## Referee Game Report

**Game Information**

State Cup (Comp) - 2022	<b>GAME # 7</b>
Male > BU12 (2010)	Sat, Feb 26, 2022 - 9:00 AM
	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 *"/>
--------------------------------------	--------------------------------------

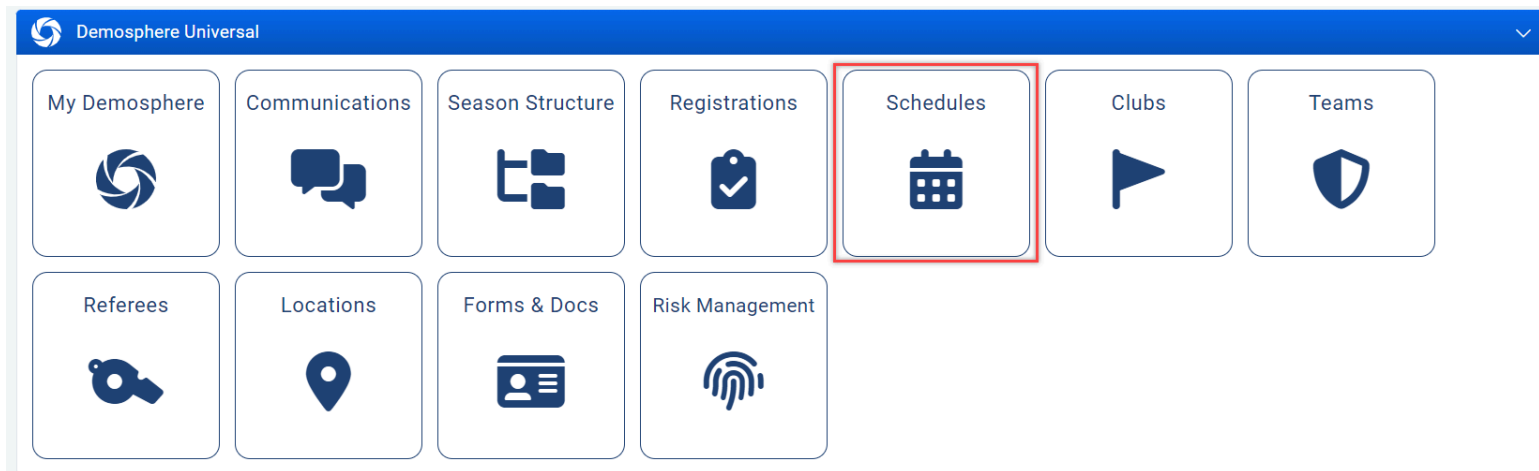
## Referee Assessment Reporting

Game Crew Assessors can use the Referee Assessment Report form to evaluate the performance of game crews. This will allow the tracking of game crew capabilities and the progress of individual Referees, as well as provide information that can be offered as feedback to game crew members in an effort to help improve over time.

# Setting up & Accessing Referee Assessment Reports

## Access

The Referee Assessment Reports are set up and managed in the Schedules product and accessible via the Demosphere Universal dashboard.



## Customization Options

To configure the Referee Assessment Report:

1. **Click on the Forms subtab and select the correct competition and season** from the drop-down menus.
2. Select the **Referee Assessment Report** option in the Forms drop-down menu.
3. Use the mini-menu to **populate the Referee Assessment Grade data inputs and add additional custom fields as desired.**

When adding the Referee Assessment Grade option, the following values will populate on the form:

- a. **Referee Assessment Grade** - default header value
- b. **Referee Name** - captures the First and Last Names of all Referees for a specific game
- c. **Role** - captures the Role of all Referees for a specific game
- d. **Grade** - provides an open-text input for Grade Level to be entered by the Game Crew Assessor

The screenshot displays the 'Schedules' application interface. At the top, there are navigation tabs for 'CALENDAR', 'SEASON', and 'SETTINGS'. Below this, the 'Season Management' section is active, showing 'State Cup (Comp) - 2022' for both Competition and Season. The 'FORMS' tab is selected, and the 'Referee Assessment Report' form is visible. The form has a header 'Referee Assessment Report' and a 'Form' dropdown menu. Below the header, there is an 'ADD SECTION' button and a note 'All changes are automatically saved.' The form contains several sections: 'Referee Assessment Report' with fields for 'Referee Name', 'Role', and 'Grade'; 'Field Condition Information' with a rating scale from 1 (Best) to 5 (Disrepair) and a text box for reasons; and 'Game Weather Conditions' with text boxes for rain forecast and game time forecast. A dropdown menu is open on the right, showing 'INPUT ITEMS' (Text Input, Multiple Choice, Checkbox, Memo Text, File Upload) and 'LAYOUT ITEMS' (Free-form Text, Visual Spacer). Under 'DATA MACROS', 'Referee Assessment Grade' is highlighted.

## Permissions

Referees with the **permission for Game Crew Assessor** will have the ability to complete the Referee Assessment report.

1. This permission can be added when **creating new Game Crew Templates or modifying existing templates at the specific Game or Season/Division level.**
2. When editing a specific role, **check off the Game Crew Assessor option.**

- **Note: A referee cannot have both the Game Crew Assessor AND Game Reporter permissions at the same time for a specific role.**
- **Note: When Assessors are determining the referee assessment grade values for each referee per game, they do not grade themselves.**

**Edit Assignment Role**

Role Code \* CR Full Role Name \* Center Ref Role Pay \$ 25.00

Rating Level Eligibility

Game Reporter  
*Report game data based on Season settings.*

Game Crew Assessor  
*Submit assessment based on Season settings.*

Self-Assignable  
*Will still require meeting Role criteria.*

Is Transferable  
*Will still require meeting Role criteria.*

**Assignor Settings**

Assignor Pay \$ 10.00 Pay Mode \* Via Batch

UPDATE CANCEL

## Submitting Game Crew Assessment Reports

Referees with Game Crew Assessor permissions can submit reports from their Completed Assignments report view or their Assignments Calendar view which is outlined in the [Referee guide](#). See the section below on how to submit, revise, or review Referee Assessment reports as an admin.

## 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 **Game 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 ID** for any particular game to **view or modify** the submitted Game Crew Assessment report.

The screenshot displays the 'Referee Assessment Reports' interface. At the top, there are navigation tabs: ASSIGNMENTS, REPORTS (selected), REFEREES, and SETTINGS. Below the tabs, there are filters for Competition (State Cup (Comp)) and Season (2022). A dropdown menu for Reports is highlighted with a red box, showing 'Referee Assessment Reports' selected. Below the filters, there is a search bar and a table of reports. The table has columns: #, GAME, LOCATION, DATE/TIME, GENDER, AGE, GROUPING, TEAMS, and REFEREES. The first row is highlighted with a red box around the Game ID '9'. The table shows one report for a game at Robb Field on 3/10/2022 at 12:16 PM, with a male referee aged U11. The teams are Mission Pacific Select BU11 (2011) and Mission Pacific Silver BU11 (2011). The referee is Erica, and the report is currently empty.

#	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: <a href="#">Mission Pacific Select BU11 (2011)</a> A: <a href="#">Mission Pacific Silver BU11 (2011)</a>	CR - Erica Referee AR - <b>EMPTY</b> AR2 - <b>EMPTY</b>