

Navigating GameOfficials.net

New users should go through this list of items to familiarize themselves with the assigning program and take the actions mentioned as you get set up.

Homepage

- On the right is a link to change your password.
- At the top are links some help documents.
- In the center are messages that you should read when they are new.
- The left has lists of links you will use for this program.
 - The 1st list is personal information.
 - The 2nd list is group information.
 - Below those two menus in a home button to bring you back to the home page.
 - The Change Identity button brings you to a page that links you with other gameofficials.net groups you may be a part of.
 - The support Portal may not work for most users as it is meant for administrative users.
 - The logout button does exactly that – logout of gameofficials.net.

My Info

- Check your user information. You can change how your name is displayed but must contact your assignor to change that or your birthdate.
- The Social Security number is not normally needed so leave it blank for now.
- Adding a photo is nice but optional. Photos must be approved by an administrator before they are posted.
- Contact Information is important.
 - Put in your address.
 - Put in a cell number and any additional numbers you want. The 1st one is normally the one the assignor will call.
 - Put at least one email in. Parents, spouse, work, or other can also be put in if you want messages delivered in other places. **Emails are the main way the system gives game notices and messages from the assignor.** Make sure you get the emails and read them.
 - Under 18 referees will automatically have their information marked private. The assignors can see it but not other officials.
 - I encourage those over 18 to allow their information to be seen so they can be called by other referees if needed.
 - Put in emergency contact information. Hopefully it is never needed.

- Start with leaving notices at 'one per game'. Change it later if you are getting too many notices.
- If you want text messages, you can set that up.
- Do subscribe to group emails as that is how the assignor can give general announcements.
- When done with changes here, at the bottom **click save for things to be saved.**

My Availability

Important. For MUSC you must declare yourself available to be assigned to games.

1. Move the calendar to the month you want to work with.
2. Click on a date you are available.
3. In the 'Time Entry' box set the hours you are available/not available – or click all day.
4. Click the button for 'Available' or 'Not Available'.
5. If you are a member of more than one gameofficials.net assigning group, identify the group(s) you are available/not available for.
6. Click save.
7. If you are available to be assigned, the date will show green. If not, the date will show red. If you don't declare, the date will show blue (you'll not get assigned to MUSC games if blue).
8. The lower part of the screen will show the dates you have declared.
9. To change you mind, click on the date to edit your choice (remember to click save).
10. As your plans changes, please update your availability.
11. If you are assigned a game but decline it, immediately change your availability for that date to 'not available' so the poor assignor doesn't try to assign you again if they are short of officials.

My Preferences

Ignore this area for now.

My Games

- This will not show anything until you are assigned games.
- When you are assigned games, go here to accept/decline the game.
- You can also check your upcoming games for time, location, age level, fellow referees, etc.

After Games

- This is a record of your past games.
- We do not require you to put in the score.
- If there is something in a game that you feel the assignor should know about, email the assignor. You can also use the 'incident report' link to put something into gameofficials.net that the assignor can also see.
- If an officials position changed on a crew for a game (example: AR becomes center) please click on the game number and fill out the report to let the assignor know that the change needs to be made on gameofficials.net so that proper payment can be made to the right people. Use also if an official did not show up for a game or another official on site was pulled onto the game as a replacement.

Open Games

We do not use the self-assign function so ignore this area.

My Assignors

- The top box lists the groups you are a part of. New referees will likely only be part of SCMSOA (South Central Minnesota Soccer Officials Association). To view the assignors using the SCMSOA group click 'view'. In 2017 four organizations used this group license to assign soccer games so there will be several names there.
- If you are invited to join a new group, open the 'Join New Group' area and put the group number and password for that group here. The new group will show up on the 'Group' list.
- Ignore the Official Link Request area as that is more applicable to other sports that use official crews who always work together (Football).

My Payments

- Mankato United Soccer Club uses 'Go Pay' to pay officials. **You must select a payment method to get paid.** The club sends the money to Go Pay and they hold it until you give payment information.
- On the top right are some links that can give you more information on sign up.
- Start with 'Add New Pay Method'. Follow the directions to add a checking or savings account. If you chose 'send a check', Go Pay will deduct an amount (\$4) from your check that they send you.
- Make sure you **save** your payment method.
- From the time the treasurer deposits the money until you receive it (to your bank account) is a couple of business days. Checks are much longer.
- Check the progress of your payment at this page.
- We do not require an IRS form 1099 to be on file.

Officials

- This is list of all officials who use this group, including HS officials and other clubs.
- If you need to contact an official for some reason, and they are 18 or older while not marking their information private, this place will show their email address, phone, and town.

Teams

Ignore this area.

Locations

If you need the location of a field, you can get the address or click on the google maps link to help you find it.

Game Pay

Click on MUSC to see the pay scale used for age levels and positions.

Leagues

Ignore this area.

Contacts

Ignore this area. It is used for High School contacts.

Reports

- This area can be used to see various data and print things out if you want.
- The most useful report to see what is happening with all officials is to go to 'Assignments – All Officials'.
 - Set the date range you want to see. For 2018 the spring/summer youth season is from May 1 to July 12.
 - Click on the league you want to see. For Mankato use MUSC.
 - Leave the other choices at 'All'.
 - Sort by Game Date/Time.
 - Click 'Get Report' at the upper right.
 - The assignor who allows you into the group has to set if you can see the games and officials. Contact your assignor if you can't see them.

News/Info

- This is meant as a reference for officials with items posted for viewing by group members. Not all will apply to each official.