

# Referee Management System System Guide: Assignors

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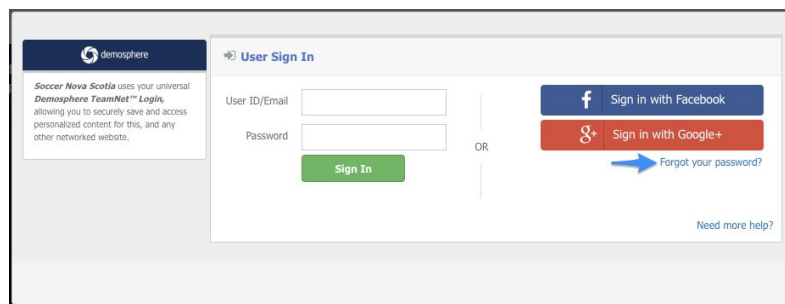
## Logins and Access for Assignors

### Log In

Access this URL: <https://<yourdomain>.demosphere-secure.com/admin> and use your Assignor credentials to login to your Demosphere Dashboard.

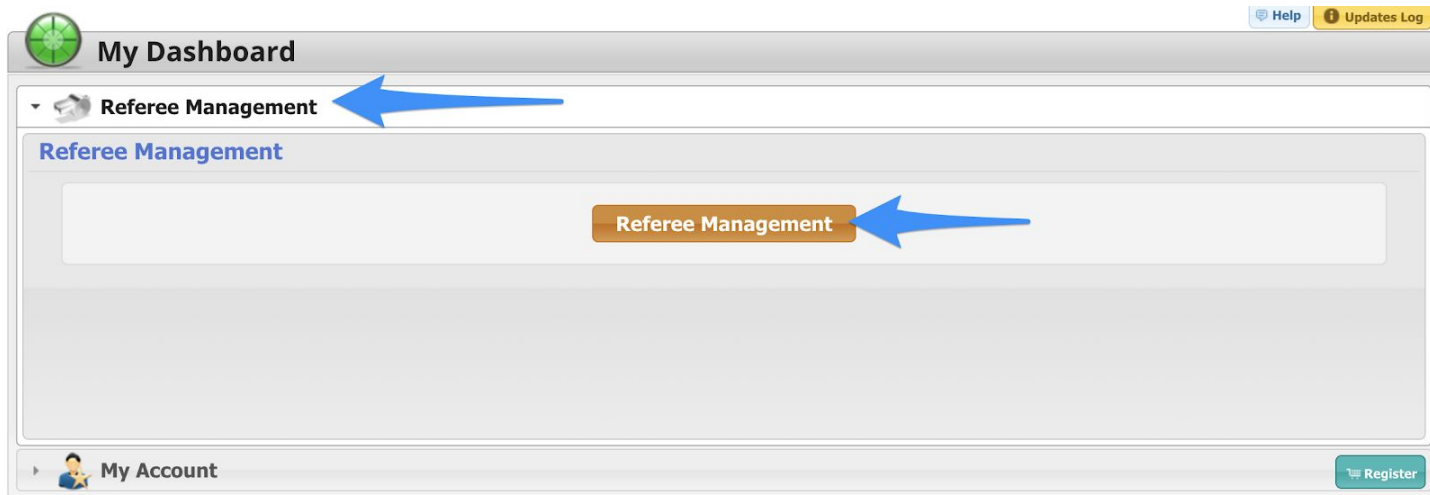
### Password Retrieval

If you have not set up a password, or you have forgotten your password, use the “Forgot Password” link on the login screen to generate a password reset email. Be sure to enter the email address associated with your Referee Registration.

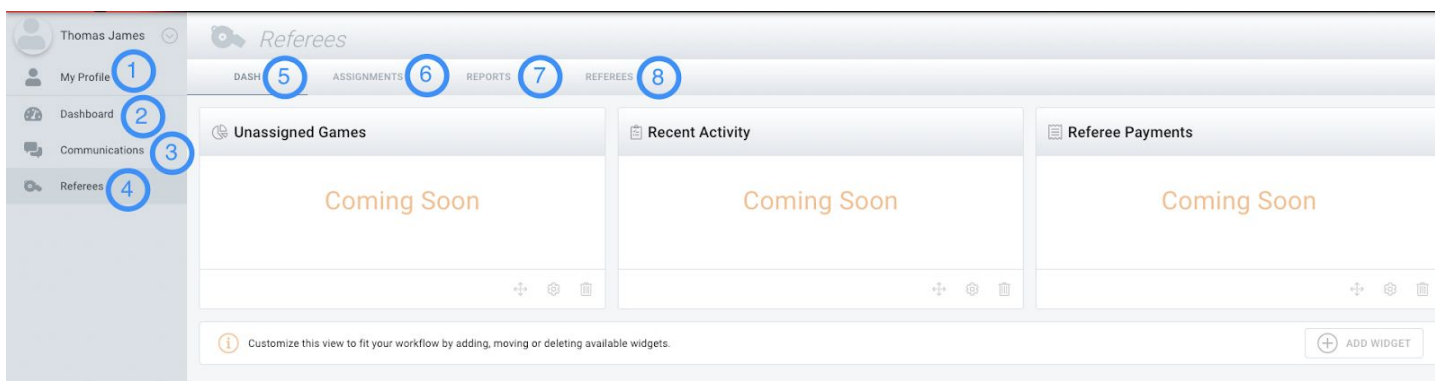


## Access to Referee Management

After logging in, locate the Referee Management dashboard panel and click on the **Referee Management** button.



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



- 1) **My Profile:** Access your user profile by clicking on the arrow next to your user name and then clicking on the My Profile link
- 2) **Dashboard:** Return to your main Demosphere Dashboard
- 3) **Communications:** Access the Communication Center to send email communication to referees
- 4) **Referees:** Return to the Referee Management interface
- 5) **Overview:** Access the Overview page (future home to reports and aggregate summaries)
- 6) **Assignments:** Access Game Assignments module
- 7) **Reports:**
- 8) **Referees:** View all Referees, Create Referee Lists

The sections below will cover each of the areas in depth starting with the Referees view.

## Search Referees

### General Navigation

Click on the **Referees** top menu option at the top of the page and the **All Referees** left side menu option to add and manage Referees.

#	Name	Gender	Birthdate	City	Zip Code	Email	Phone	Status
1	Becker Johnson 715-003812-98	MALE	1/13/1992	Fairfax	44213	bjohnson@example8.com	2025551416	IMPORTED
2	Amie Smith 717-003812-98	FEMALE	8/19/1983	Fairfax	44213	asmith@example8.com	2025551415	IMPORTED
3	Allan Jackson 711-003812-88	MALE	2/19/1979	Fairfax	44213	ajackson@example8.com	2025551414	IMPORTED
4	Carlle Tomis 713-003812-98	FEMALE	2/7/1976	Fairfax	44213	ctomis@example8.com	2025551417	IMPORTED

- 1) **Referee Name/UUID/Email/Phone/Status:** Displays the name, system ID, email, phone number, and status for each Referee.
- 2) **Search/Filter/Sort/Update:** Use the Search box to find a Referee by First/Last Name or email address. You may also sort, filter, or mass update information by clicking on the column headers
- 3) **Table Actions:** Options to send a Referee to an Assignor List, export the table data, or configure your table columns

### Referee Statuses Overview

Referees can have the following statuses:

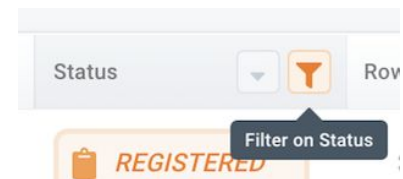
- **Registered:** This status indicated that a Referee has been populated in the All Referees table via a competition/program registration in Demosphere's registration system. This value cannot be reselected if it is replaced with another status.
- **Active:** Full admins can set any Referee status to 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:** This status indicated 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 on 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 create Referee lists for use in assigning games.

- Use the Search Box above the datagrid to search for Referees. Any data related to the Referee can be used as a search term.
- Hover over a table column header to use the sorting or filtering function.
- Use the Previous/Next buttons, # of Rows display or the Page Indicator to jump to specific pages.



Referees

DASH ASSIGNMENTS REPORTS **REFEREES**

COMPRESS MENU

All Referees Assignor Lists

16 ROWS - 100% LOADED ✓

Search

FILTERS: Add filters by clicking the icon within column headers

#	Name	Gender	Birthdate	City	Zip Code	Email	Phone	Status
1	Becker Johnson 715-003812-98	MALE	1/13/1992	Fairfax	44213	<a href="mailto:bjohnson@example8.com">bjohnson@example8.com</a>	2025551416	IMPORTED
2	Amie Smith 717-003812-98	FEMALE	8/19/1983	Fairfax	44213	<a href="mailto:asmith@example8.com">asmith@example8.com</a>	2025551415	IMPORTED
3	Allan Jackson 711-003812-88	MALE	2/19/1979	Fairfax	44213	<a href="mailto:ajackson@example8.com">ajackson@example8.com</a>	2025551414	IMPORTED
4	Carlie Tomis 713-003812-98	FEMALE	2/7/1976	Fairfax	44213	<a href="mailto:ctomis@example8.com">ctomis@example8.com</a>	2025551417	IMPORTED

## Other All Referee Table Tools

### Update Status En Masse:

- First, make sure the All Referees view displays only those Referees you want to update the status for. This can be done using the search function or the filter option located in each column header.
- Next, click on the new Edit (gear) icon in the Status column header to open the mass update view

All Referees

Q Search

46 ROWS - 100% LOADED ✓

FILTERS: Certification Current No

#	Name	Email	Status	Certification Current	Row Actions
1	Jack John 711-003800-52		ACTIVE	No	
2	Jenny Henry 713-003779-11		ACTIVE	No	
3	Kendra Johnson 705-003739-83		ACTIVE	No	
44	Morton Dooley 687-17620-65		ACTIVE	No	

Rows per page: 25 1 - 25 of 46

- Last, select the new Status in the Dropdown Menu (Active or Inactive).

Be sure to note the number of people this update apply to before Saving.

**Edit All Status Column Values**

Status \* Inactive

4 rows will be updated.\*\*

*This action cannot be undone.*

SAVE CANCEL

will

## Configuring

- Click the gear icon within the table menu view to configure (show/hide) table columns.
- You can select to enable filtering or choose to show/hide certain columns as needed. This includes showing or hiding Referee Grade Levels and any Custom Referee Data.

REFEREES SETTINGS

REFEREES

SETTINGS

REFEREES

Add filters by clicking the ▼ icon within column headers

Email	Phone	Status	Row Actions
REGISTERED			

Configure Table Columns

#	<input type="checkbox"/> Freeze	<input type="checkbox"/> Filter	<input checked="" type="checkbox"/> Show
Name	<input type="checkbox"/> Filter	<input checked="" type="checkbox"/> Show	
Email	<input checked="" type="checkbox"/> Filter	<input checked="" type="checkbox"/> Show	
Phone	<input checked="" type="checkbox"/> Filter	<input checked="" type="checkbox"/> Show	
Status	<input checked="" type="checkbox"/> Filter	<input checked="" type="checkbox"/> Show	

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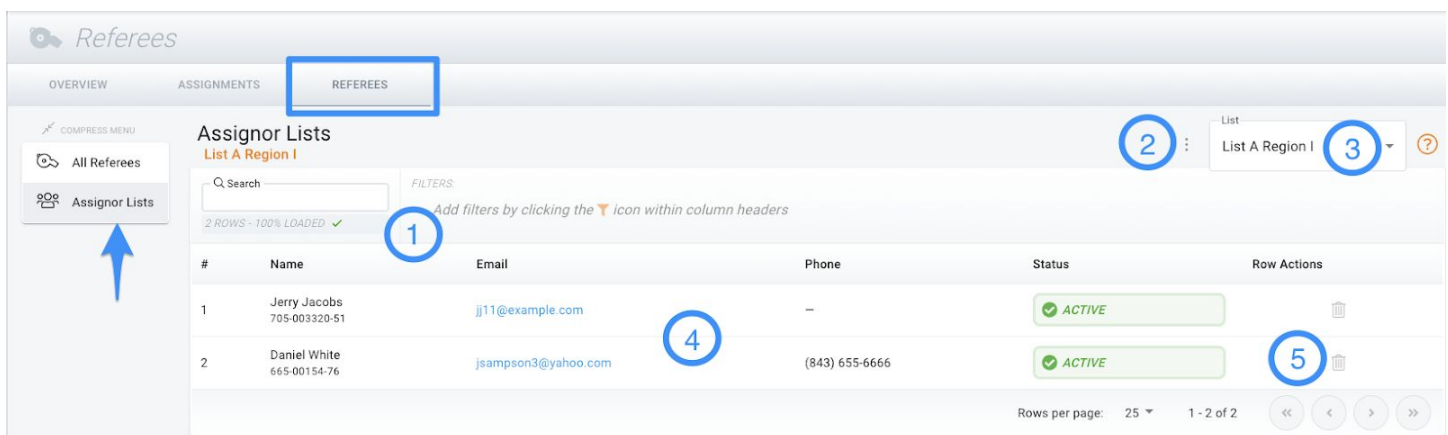
# Referee List Management

Unlimited lists may be created by full admins and assignors to categorize groups of Referees based on any criteria.

These lists will be available to optionally limit the entire possible scope of Referees when making assignment selections.

## General Navigation

Click on the **Referees** top menu option at the top of the page and the **Assignor Lists** left side menu option to view and manage Referee Lists for use by Assignors.

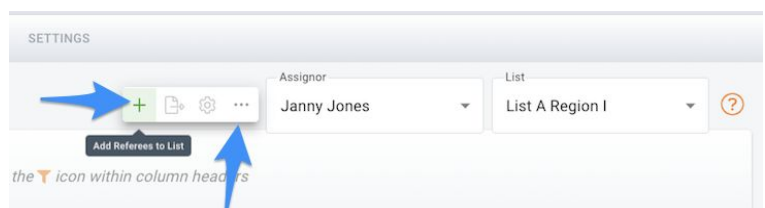


- 1) **Search/Filter/Sort:** Use the Search box to find a Referee by First/Last Name or email address. You may also sort and/or filter by clicking on the column headers
- 2) **Menu:** Options to add a referee to the currently selected list, export the list, add a referee to the selected list, or configure the table columns for the list view.
- 3) **List:** Select the List (Assignors can have multiple Lists)
- 4) **Referee Name/UUID/Email/Phone/Status:** 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.
- 5) **Row Actions:** Click the delete icon to remove a Referee from a list

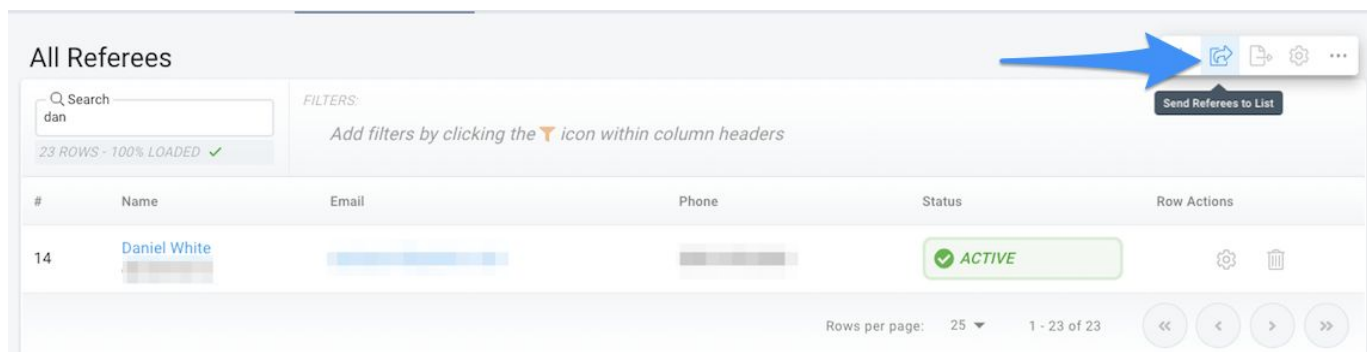
## Creating a New List of Referees

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

- 1) Click on the **menu icon** (three dots)
- 2) Click on the **+** icon



- 3) You will be directed to the All Referees table where you can **search, sort, or filter for particular Referees.**
- 4) Once you have identified a Referee to add to a new list, click the **menu icon** (three dots) and use the **Send Referees to List** option.



- 5) You can now either **add the Referee to an existing list, or create a new list.**

**Note:** ALL Referees displayed in the datagrid search results will be sent to the indicated list.

*Use of lists will be covered in Assigning Referees to Games section*

# Assigning Referees to Games

## General Navigation

The screenshot shows the 'Referee Management' interface with the 'ASSIGNMENTS' tab selected. The interface includes a top navigation bar with 'OVERVIEW', 'ASSIGNMENTS', and 'REFEREES'. Below this is the 'Game Assignments' section, which has a sub-header 'Unassigned Games'. A 'Saved Filters' dropdown menu is set to 'Unassigned Games'. The 'FILTERS' section includes 'Date / Time', 'Status', 'Location', and 'Season' filters. The 'Date / Time' filter is active, showing 'Jul 26, 2019 - Aug 9, 2019'. The 'Status' filter is set to 'Empty'. A 'SEND 3 ASSIGNMENTS' button is visible. The main table displays game assignments with columns for date, location, field, game count, and assignment status. The table shows two rows for 'Mainland Common All Weather SF' on 'Fri - July 26, 2019'. The first row is for 'Field 1' and the second for 'Field 2'. Both rows show '1 Game' and '1 ROLE UNASSIGNED'. The table also includes a 'Surface Dates 1 - 25 of 408' navigation bar and a 'CARD VIEW' toggle. The interface is annotated with numbered callouts: 1 points to the 'Season' filter, 2 points to the 'Status' filter, 3 points to the 'Saved Filters' dropdown, 4 points to the 'SEND 3 ASSIGNMENTS' button, 5 points to the 'Surface Dates' navigation bar, 6 points to the 'CARD VIEW' toggle, and 7 points to the '1 ROLE UNASSIGNED' status in the table.

- 1) Filters:** Use the available filters to narrow down games that need assignments
- 2) Filter Selections:** As filters are applied, the criteria will display below the filters
- 3) Saved Filters:** When you have set your filter criteria, use the menu button next to the Saved Filters dropdown to Save your filters for later use
- 4) 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 en masse.
- 5) Navigation:** Use the forward and back options to view games that exceed the default 25 Surface Date limit
- 6) 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.
- 7) Game Day Information:** Expanding each Day/Location row will display all scheduled games and assignment statuses

## Setting Filters to Find Games

Use the filters at the top of the page to increase specificity of the Games you need to work on. To include a filter, turn its switch ON and click the input that is displayed. Clicking the X icon of any existing filter, and then the Run Filters button, removes it from scope.

Below is an overview of the currently available filters. Mix and Match filters to be more or less specific when attempting to locate games to assign to.

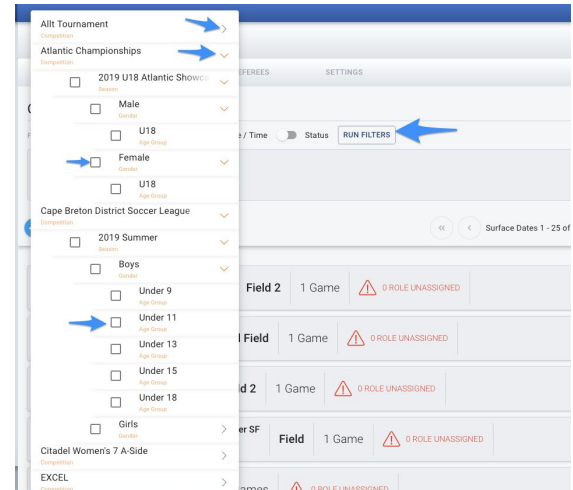


## Season

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).

**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.

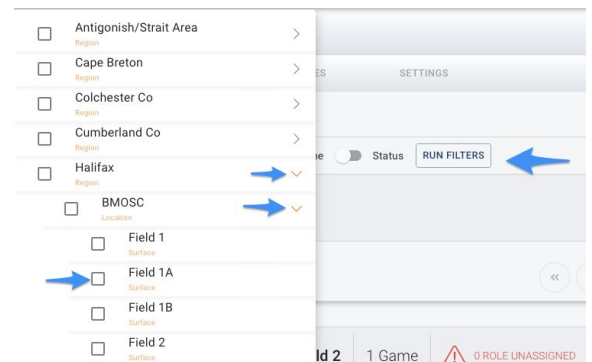
Once all selects are made, click out of the list of filters and select Run Filters to view your results.



## 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/Location name to view the game surfaces and select the appropriate level (Entire Region/Location or Surface).

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

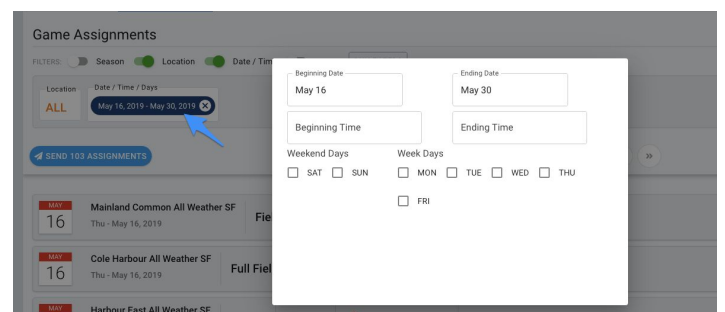


## Date/Time

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

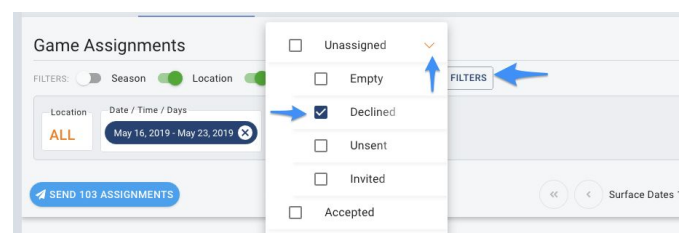
To update this, click on the current Date/Time/Days filter and make adjustments to the date range, specify exact times, and/or select specific days of the week.

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



## 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.

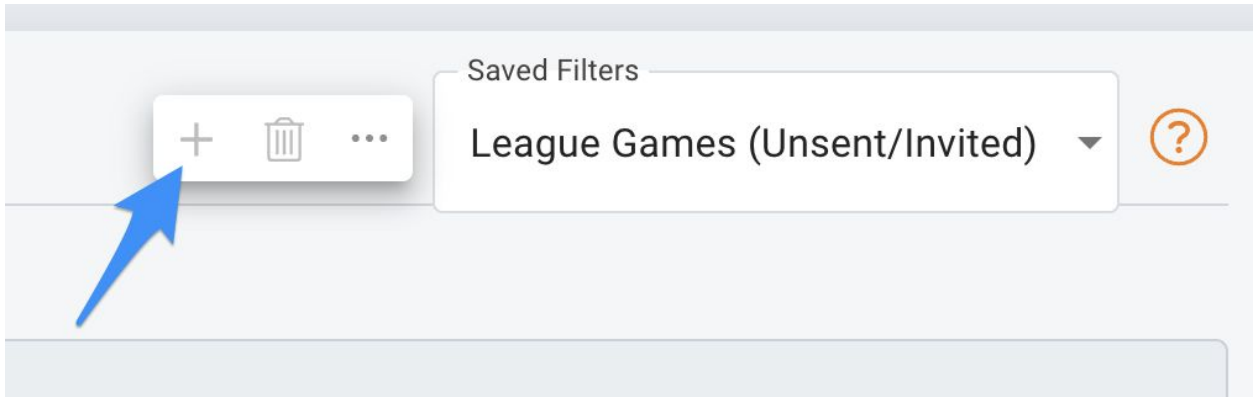


Once all selects are made, click out of the list of filters and select Run Filters to view your results.

**Saving Filters to Find Games**

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

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



**Making and Changing Game Assignments**

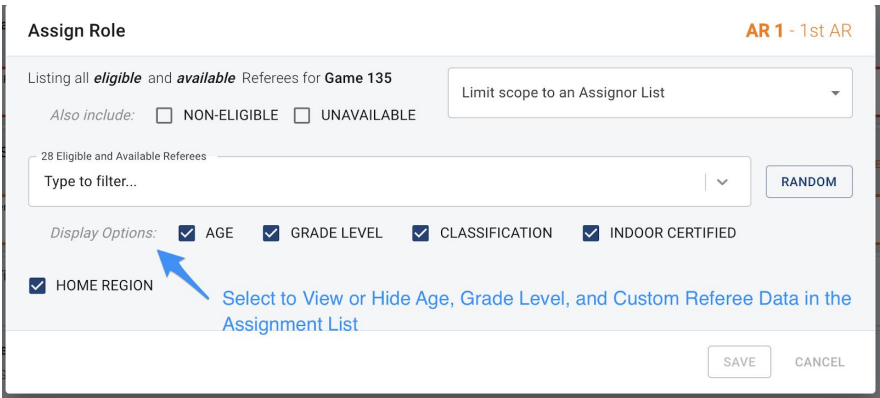
Games are grouped into "Surface Dates" which will include all games for a specific field. Click any surface date to expand and display its games. Up to 25 surface dates may be seen at a time.



**Filling Empty Positions**

The first step to filling a position is to define which set of Referees you want to use for assignment purposes.

Individual positions may be assigned by clicking on EMPTY. This will load the list of eligible by default. You can choose to expand the list of referees include non-eligible and unavailable referees for more options.



to

## Eligibility and Availability Status Guide:

- **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 Schedule conflicts
- **Non-Eligible:** Lists all referees that do not meet the criteria for the game/role. An incorrect Grade 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 Referees name in the dropdown if the setting is On.

**Assign Role** AR 1 - 1st AR

Listing all **eligible** and **available** Referees for **Game 135**

Also include: ☐ NON-ELIGIBLE ☐ UNAVAILABLE

Limit scope to an Assignor List

28 Eligible and Available Referees

Type to filter... RANDOM

Display Options: ☒ AGE ☒ GRADE LEVEL ☒ CLASSIFICATION ☒ INDOOR CERTIFIED

☒ HOME REGION

Select to View or Hide Age, Grade Level, and Custom Referee Data in the Assignment List

SAVE CANCEL

## Find Referees to Assign

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

- 1) Use the dropdown 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.**

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.

**Assign Role** Referee - Referee

Listing all *eligible* and *available* Referees for **Game 8012**

Also include: ☒ NON-ELIGIBLE ☒ UNAVAILABLE

Limit scope to an Assignor List

533 Eligible, Available, Non-eligible and Unavailable Referees

regional

Age	Grade	Region	Indoor Certified	Home Region	Status
70	8	Regional	Indoor Certified	No Home Region	UNAVAILABLE, NON-ELIGIBLE
44	8	Regional	No Indoor Certified	No Home Region	UNAVAILABLE, NON-ELIGIBLE
66	10	Regional	No Indoor Certified	No Home Region	UNAVAILABLE, ELIGIBLE

Classification

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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.

**Assign Role** AR 1 - 1st AR

Listing all *eligible* and *available* Referees for **Game 135**

Also include: ☐ NON-ELIGIBLE ☐ UNAVAILABLE

Limit scope to an Assignor List

28 Eligible and Available Referees

Type to filter...

Display Options: ☒ AGE ☒ GRADE LEVEL ☒ CLASSIFICATION ☒ INDOOR CERTIFIED

☒ HOME REGION

RANDOM

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- 3) Use the Limit scope to an Assignor List option to use any one of your pre-created Referee lists.

**Assign Role** AR 1 - 1st AR

Listing all *eligible* and *available* Referees for **Game 135**

Also include: ☐ NON-ELIGIBLE ☐ UNAVAILABLE

28 Eligible and Available Referees

Type to filter... RANDOM

Display Options: ☒ AGE ☒ GRADE LEVEL ☒ CLASSIFICATION ☒ INDOOR CERTIFIED

☒ HOME REGION

SAVE CANCEL

Additionally, any filled positions may be used to fast-assign by dragging the Referee's name into an EMPTY spot.

## Removing and Revising Assignments

To **remove** a Referee from a role, click the menu icon next to the Referee's name on the game view and click the trash icon to remove the Referee from the role.

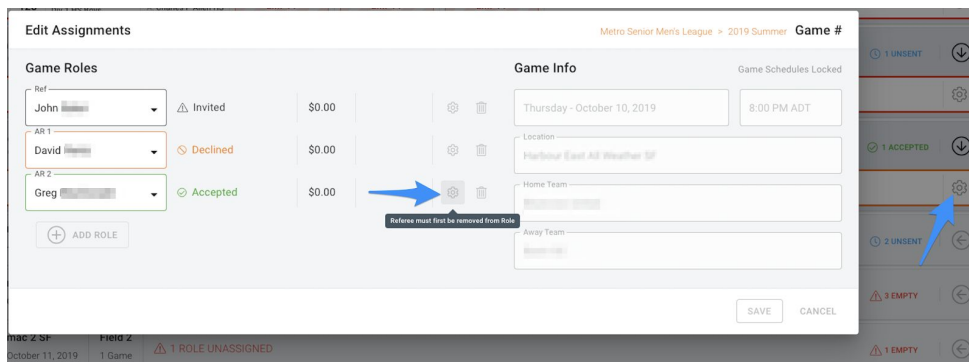
Referees can be removed in any assignment status (Accepted, Declined, Invited).

No email notifications are sent out for the removal action.



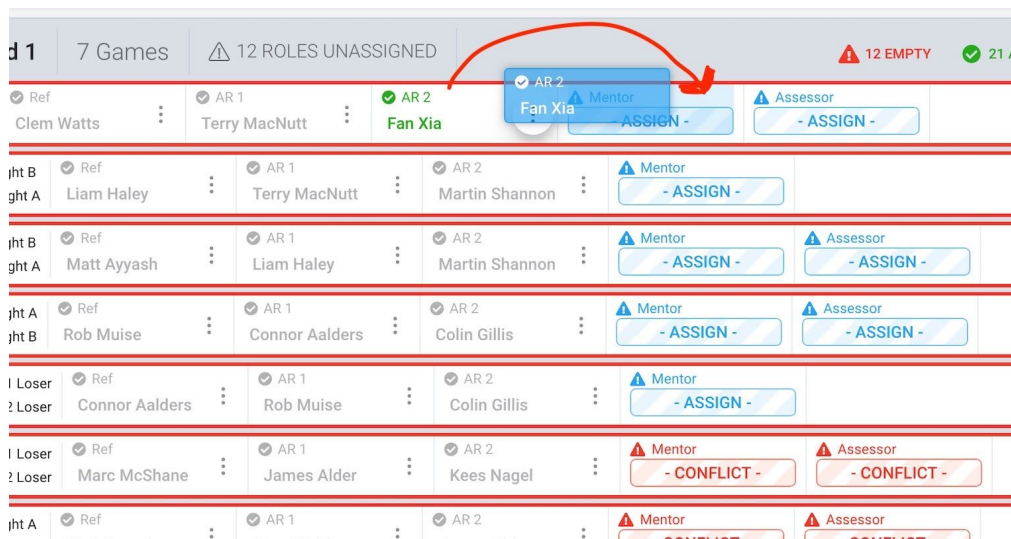
To **replace** one Referee assignment with another, click the gear icon next to the specific game to open the Edit Assignments View.

Use the **gear icon next to each assignment** to replace one Referee with another. If an assignment is in the Invited or Accepted Status, you must first removed the Referee from the role before changing the assignment.

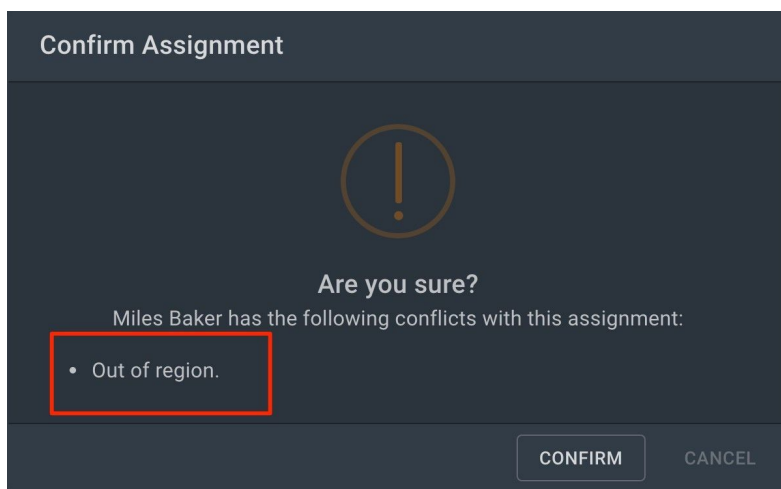


Use the delete icon to complete this action.

To **move** a Referee from one position to another within the same game, click and drag the Referee to the new Assignment within the same game. This will MOVE the Referee from one slot to another. 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:



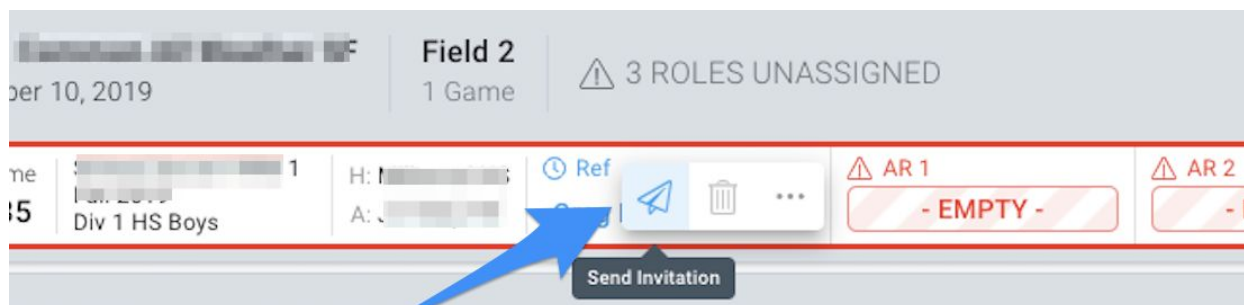
To **clone** a Referee from one game to another, click and drag the Referee to the new assignment slot across games. This will CLONE the Referee from the first assignment into a second assignment in the new game.

**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.

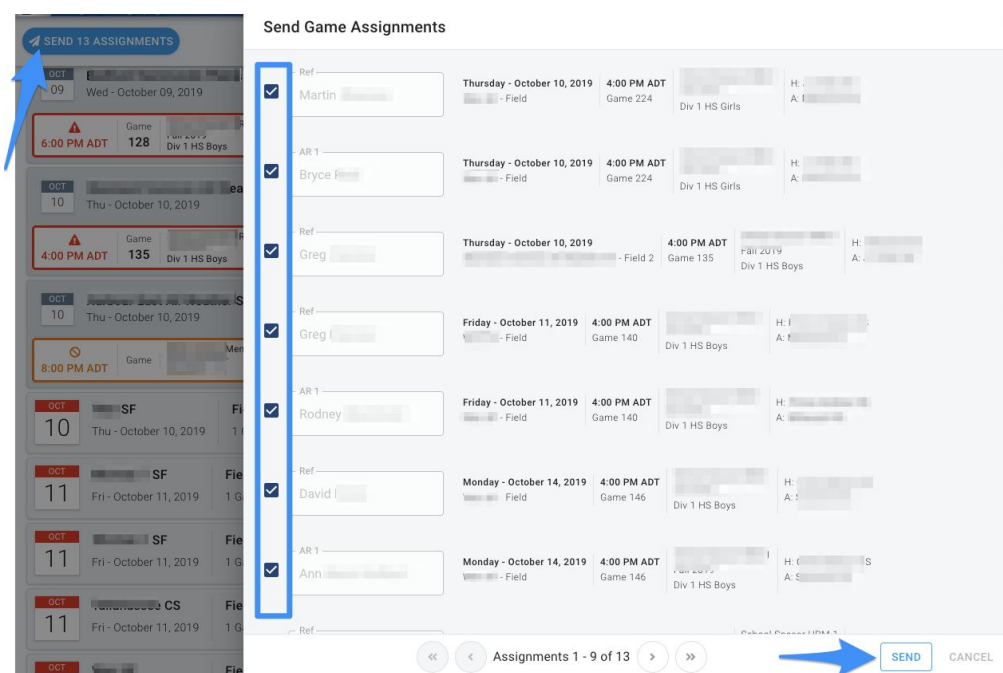
## Sending Game Assignment Invitations

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
  - Click the menu next to any unsent assignment (3 dots)
  - Click the blue arrow to send the invitation. You will be able to review the details of the assignment before sending



- Send for some/all Pending game invitations
  - Click Blue bubble on the top left of the Assignments tab to Send Assignments
  - A dialog of all unsent invitations pops up where you can select/unselect any invitations to go out
  - Click Send



## Viewing Game Assignment Status

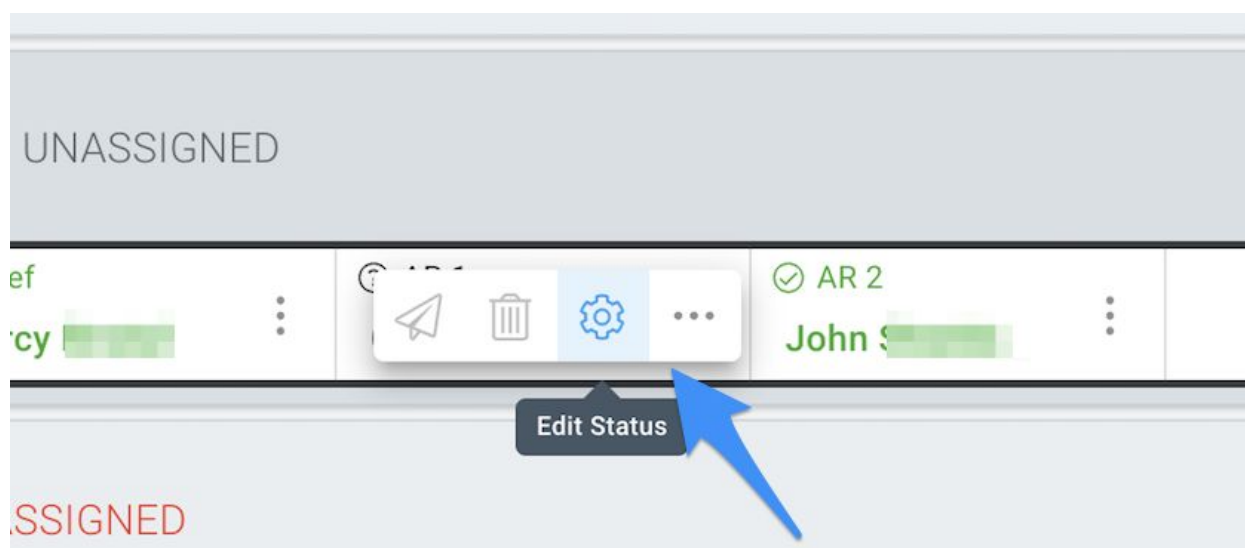
The initial view of game days will display a quick overview of the assignment status. The display will include a count of unassigned roles as well as a count of accepted, invited, and declined assignment invitations.



MAY 20	Mon - May 20, 2019	Field 1	7 Games	19 ROLES UNASSIGNED	12 EMPTY 4 DECLINED 3 INVITED 14 ACCEPTED	←
MAY 20	Mon - May 20, 2019	Field 2	7 Games	13 ROLES UNASSIGNED	12 EMPTY 1 INVITED 20 ACCEPTED	←
MAY 20	Mon - May 20, 2019	Full Field	1 Game	ALL ROLES ASSIGNED	3 ACCEPTED	←
MAY 20	Mon - May 20, 2019	Field 1	1 Game	ALL ROLES ASSIGNED	3 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.



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.

## 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.

Use the **Edit (gear) 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.



Import > Import 1 Game #100

### Edit Assignments

#### Game Roles

Role	Status	Pay	Report	Settings	Delete
CEN Jenny Jacobs	Unsent	\$65.00	Report		
AR1 Jenny Jacobs	Accepted	\$55.00			
AR2	Empty	\$50.00			
ref Jenny Jacobs	Invited	\$0.00			

+ ADD ROLE

#### Game Info

Game Schedules Locked

Thursday - October 24, 2019 12:00 AM ADT

Location: Cavalier Drive ES

Home Team: one

Away Team: two

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

Game	Field	Roles
Game 104	Field 1	4 ROLES UNASSIGNED
Game 104	Field 1	<div> <div>AR1</div> <div>AR2</div> <div>ref</div> </div>

## How Referees Can Self-Assign Game Roles

Referees will now have access to a **new 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.

Janny Jones

PROFILE REFeree

COMPRESS MENU

- Calendar
- Self-Assign
- Game Reports
- Preferences

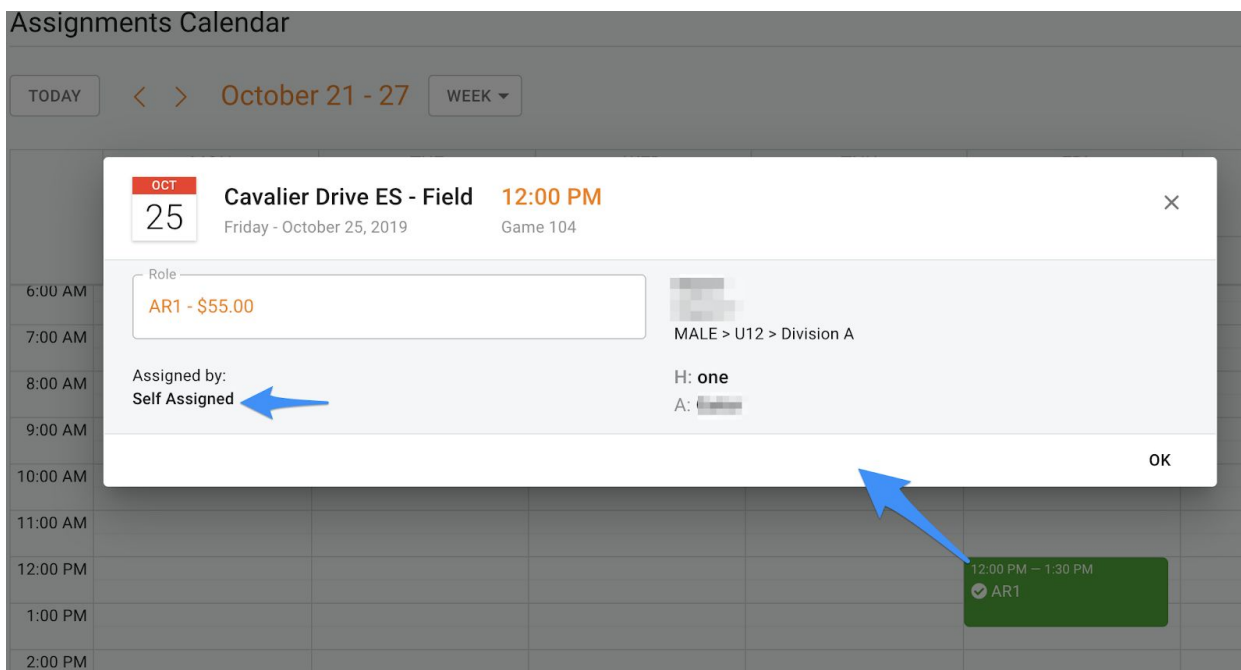
### Self Assignments

6 ROWS - 100% LOADED

Filters: Add filters by clicking the icon within column headers

#	GAME ID	DATE/TIME	LOCATION	ROLE	TEAMS	PAY	ACCEPT
1	100	10/24/2019, 11:00 PM	Cavalier Drive ES/Field	AR2 AR2	one two	\$50.00	ACCEPT
2	104	10/25/2019, 12:00 PM	Cavalier Drive ES/Field	AR1 AR1	one	\$55.00	ACCEPT
3	104	10/25/2019, 12:00 PM	Cavalier Drive ES/Field	AR2 AR2	one	\$50.00	ACCEPT
4	104	10/30/2019, 12:00 PM	Cavalier Drive ES/Field	AR1 AR1	one	\$55.00	ACCEPT
5	104	10/30/2019, 12:00 PM	Cavalier Drive ES/Field	AR2 AR2	one	\$50.00	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.



Game roles that are Self-Assigned will trigger an email to all Assignors who have assignment rights for the season.

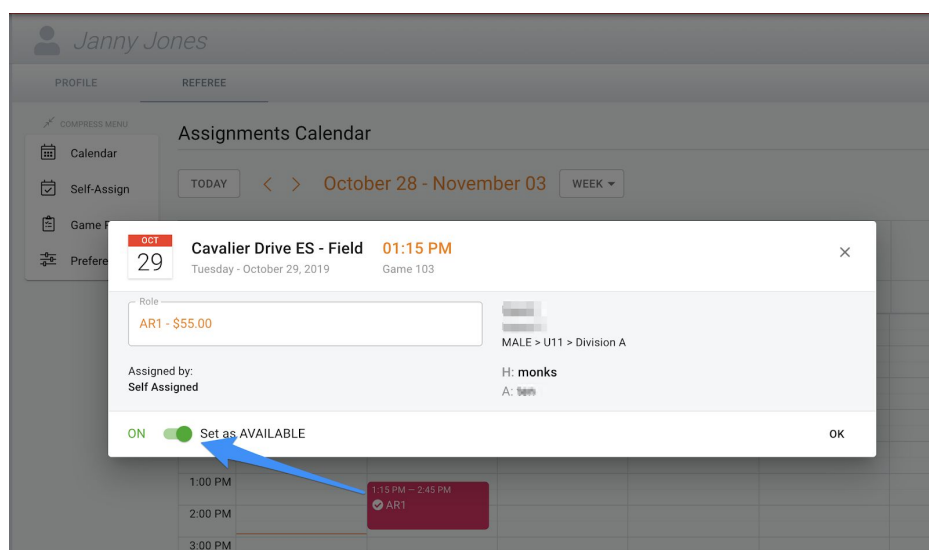
### How Referees Can Set Accepted Roles to Available

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.

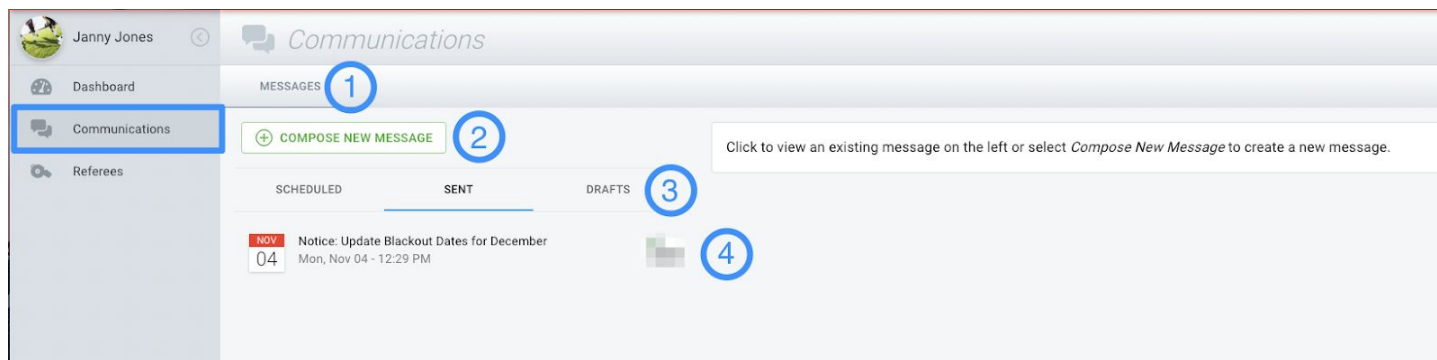
Setting an Accepted assignment back to Available will place the game back into the Self-Assign list for another Referee to Accept. If the game assignment is not Accepted by another Referee in advance of the game start time, the original Referee will remain assigned and is still responsible for completing the assignment.

The game role in the Assignment view will remain in an Accepted status for any games set to Available by a Referee.



# Communication

## General Navigation



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

## Creating and Sending Messages

To begin creating a new message, click the Compose New Message button.

Provide a message subject, text, and set your message to either Send Immediately or Schedule the message to send at a certain date and time on the right side of the Compose New Message View.

A screenshot of the 'Compose New Message' form. At the top left is a calendar icon showing 'NOV 04'. To its right is a 'Message Subject' field containing 'Notice: Update Blackout Dates for December', with a blue arrow pointing to it. Further right is the 'SENDER' section with 'Janny Jones' and a profile picture. Below the subject field are two radio buttons: 'Send Immediately' (selected) and 'Scheduled For'. To the right of these are 'Date' and 'Scheduled Time' fields, both containing '11/04/2019' and '12:29 PM' respectively. To the right of these fields are 'SEND NOW' and 'SAVE DRAFT' buttons. Below the form is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, and unlink. The text area contains the message: 'Please make sure your blackout dates are updated for December.'

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

Available filters to define message recipients include:

**Referee Status:** Active, Inactive, or Registered Status Referees

**Referee Grade Level:** Referees with a particular Grade Level

**Preferred Regions:** Referees with particular Preferred Region(s) (as defined on their Referee Preferences page)

**Referee Custom Data:** Referees with any number of answers to custom data questions

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 to their profile.

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.

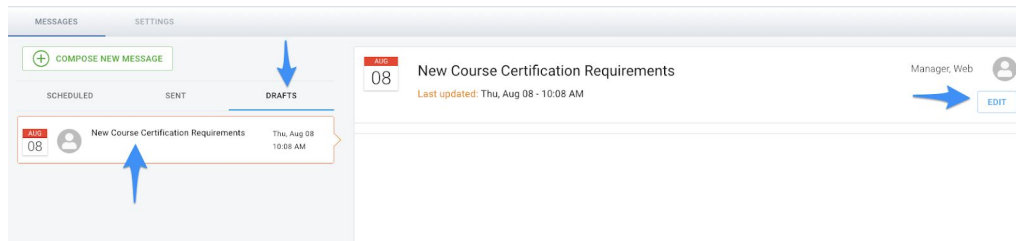
The screenshot shows the 'MESSAGE' composition screen. At the top, there's a 'MESSAGES' header and a '< RETURN TO MESSAGES' link. Below this, the 'Direct Recipients' section has a 'To:' text input field. The 'Filtered Recipients (BCC)' section contains several filter dropdowns: 'Referee Status' (set to 'Active'), 'Referee Grade Level' (set to 'Professional'), and 'Preferred Regions' (set to 'Chery Land'). There are also checkboxes for 'Indoor Qualified' (checked) and '2020 Certification Status' (with a 'Certification Check' link). At the bottom, an orange 'VIEW RECIPIENTS' button is highlighted with a blue arrow.

## Creating Message Drafts

The screenshot shows the message composition interface. At the top, there's a date selector for 'AUG 07' and a 'Message Subject' field containing 'New Course Certification Requirements'. Below this, there are radio buttons for 'Send Immediately' (selected) and 'Scheduled For'. The 'Scheduled For' section has fields for 'Date' (08/07/2019) and 'Scheduled Time' (04:53 PM). To the right of these fields are 'SEND NOW' and 'SAVE DRAFT' buttons. A blue arrow points to the 'SAVE DRAFT' button. Below the buttons is a rich text editor with a toolbar and a large text area. A red error message 'message is a required field' is visible above the text area.

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

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.



## FAQs

### 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 Manage My Profile. They can update their profile information in the Demosphere TeamNet application. 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 navigation to the login page and use the Forgot Password link to setup a new password.

#### ***How do Referees access the system?***

Referees should login with the username and password associated to 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](mailto: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. 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.

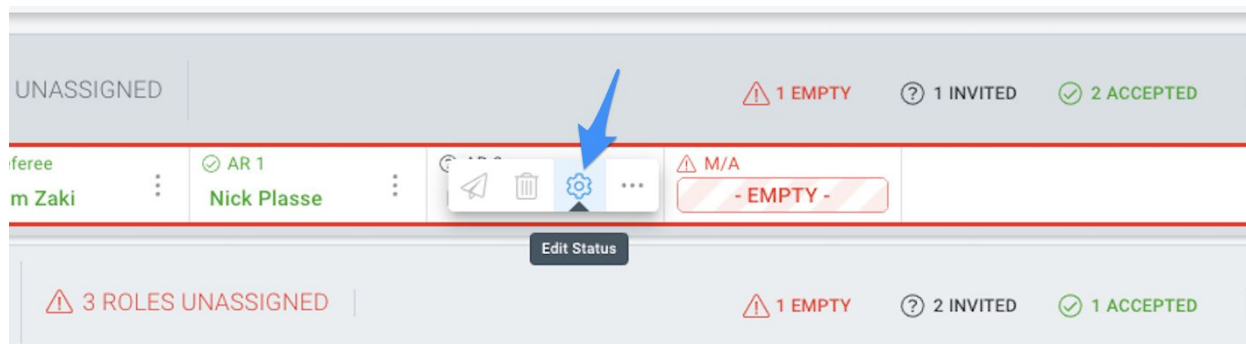
The referee will continue to get reminders to respond to their invitation as follows:

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

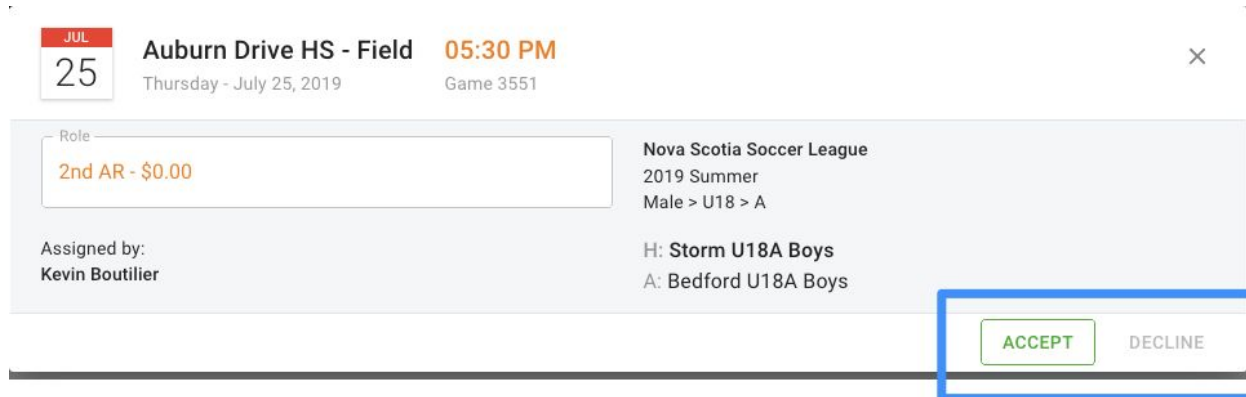
Additionally, the Referee will see and be able to respond to the pending game assignment invitation directly on their Assignment Calendar. Pending invitations will display on the calendar day and at the top of their calendar in blue.

### ***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.



### ***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 which is accessible by full admins only.

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 Assignment 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.

## Change Log

Date/Version	Category	Update
10/31/19 1.3	Assigning	New Self-Assign and Accept > Available feature
10/9/19 1.3	All Referees, Reports	Updated table features with Export, Configure, Sort, Filter and Search capabilities
10/9/19 1.3	Communication	Use custom data when creating Communication recipient lists
10/9/19 1.3	Assigning	Use of Assignor Lists when making assignments, update on how to create lists from All Referee's table  Inclusion of custom data to view and search on when making assignments
10/9/19 1.3	Overall	Update all screenshots with current interface features
8/7/19 1.3	Communication	New Communication Feature Available for Full Admins and Assignors
7/25/19 1.2	Assigning - Eligibility	Declining marks Referee as non-eligible for assignment on same game for other assignments
7/25/19 1.2	Assigning - Post Invite Actions - Full Admins & Assignors	Update game assignment status on behalf of Referee

7/25/19 1.2	Assigning	Save unlimited number of Filters per user on Assignments View
7/25/19 1.2	Post Invite Actions - Referees	Referees get reminder emails to respond to outstanding invitations
7/25/19 1.2	Assigning/Game Crew Templates	Admins and Assignors can edit game crew templates for specific games
5/28/19/1.1	Assigning	Type in Referee Name to engage Name Lookup when Making Assignment
5/28/19/1.1	Assigning	Display Referee Age and Grade Level when Making Assignment