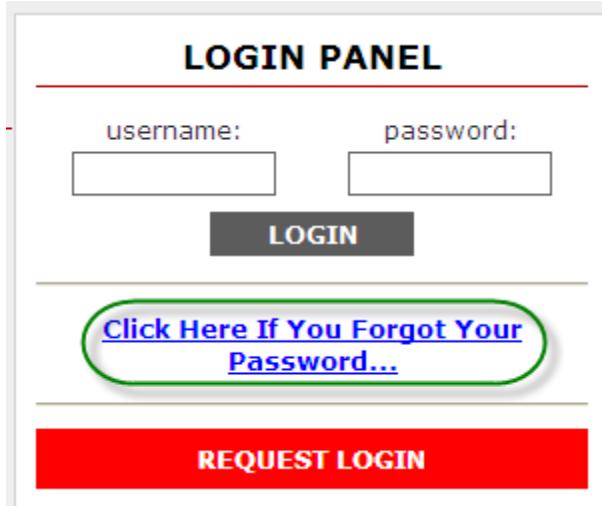


CSRP Referee Getting Started Guide

<http://csrp.ctreferee.net>

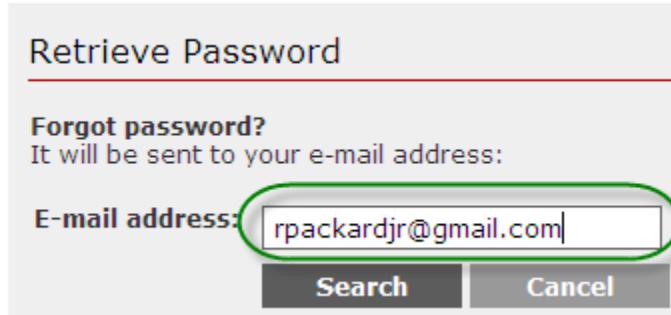
This Getting Started document is designed to assist the referee with the setup and navigation of the Central Assign system. Your first step is to retrieve your current account if you do not have one. All referees that are currently certified in Connecticut for 2013 have an account that has been created for them. This account is based on the information that you used to register at www.ctreferee.net to become a referee.

To obtain the login information for your account, go to <http://csrp.ctreferee.net>. On the FrontPage, there is a section like the one shown below. Hit the link “Click here if You Forgot Your Password”.



The form is titled "LOGIN PANEL". It contains two input fields: "username:" and "password:", each with a corresponding text input box. Below these is a "LOGIN" button. At the bottom of the panel is a red button labeled "REQUEST LOGIN". In the center of the panel, there is a green-outlined oval containing the text "Click Here If You Forgot Your Password...".

On the next screen, supply your email account that you used at www.ctreferee.net to register/recertify to become a referee. Hit the Search button.



The form is titled "Retrieve Password". It contains a "Forgot password?" link and a note stating "It will be sent to your e-mail address:". Below this is an "E-mail address:" label followed by a text input field containing "rpackardjr@gmail.com". The input field is circled in green. At the bottom are "Search" and "Cancel" buttons.

If your email address is found in the system, the next screen will prompt you to select from the accounts that are connected to that email address. If it is not found, try using the email account from your referee registration at www.ctreferee.net. If you cannot determine your email address, email support at centralassign@ctreferee.net.

Retrieve Password

Forgot password?
It will be sent to your e-mail address:

Select your username:

assignorc
 packardr
 referee
 rpackardjr

Hit the “Submit” button, and the system will send an email to the email address provided. The following confirmation will appear.

Retrieve Password

The message has been sent.

Once you have received your account information , go back to the homepage identified at the top of the document, and enter the id and password. Hit the “Login” button just below. If you account information is recognized, you will be presented with the main referee administration page. From here, you can manage your profile, manage your availability, manage game invitations, and view/report your accepted games.

Referee Account Management

Referee Account Management

Account Info

- » [Update My Profile](#) ? Update your profile

Games Utilities

- » [Manage Availability Schedule](#) ? Manage Availability Schedule
- » [Manage Game Invitation](#) ? Accept or Reject Games
- » [View Accepted Games](#) ? View Accepted Games with directions

Update My Profile

Click the “Update My Profile” link. Here you can modify any of the field elements in the screen below. It is important that you verify the information, and system defaults. You can change your username and password if you wish, the system will verify that your new username is unique. Stick to simple things, (lastname, firstname)... If you are a minor (under the age of 18) you should specify a secondary email account. Your email account should be listed as the primary, and the “Additional Email” account should be that of a guardian. Specify your cell phone provider, and cell phone number, and select the option for game notifications. When referee assignors assign you games, you will automatically be notified by the system based on these settings. The cell phone is a ten digit number, without the leading “1”. The system will not let you key the “-“ or “()” fields in this element.

Username: *	rpackardjr
Password: *	
(must be between 5 and 20 chars)	
First Name: *	Ronald
Last Name: *	Packard Jr
MI:	L
Email: *	rp packardjr@gmail.com
Additional Email:	ron packard@comcast.net
Match Preferred Position:	Center or Assistant Referee
Message Provider:	Verizon Wireless
Cell Phone Number: (10 digits numeric : i.e. 2035554444)	8605085420
Game Notifications:	Email & Text

On the bottom part of the profile screen, check the box giving the assignors the ability to view your phone number, and provide the number you wish them to contact you at. When selecting the assignors, use the “Shift” and/or “Ctrl” keys to select multiples.

You may select one or more Assignors that you want to give permission to see your contact phone number for late assignment changes.
You can revoke your phone access at any time by unclicking the check box and selecting "Update" to save your profile preferences.

I Knowingly And Voluntarily Provide My Phone Number To The Following PRIMARY Assignor(s):

Bob Appleby - Salem	▲
Ian Apruzzese - Torrington	▼
Jennifer Apruzzese - Torrington	▲
Club Assignor - AnyCity	▼
Demo Assignor - Demo	▲
Patricia Astorino - Wallingford	▼

Assignors:
Use CTRL button to select multiple assignors on PC and Command button on MAC

Enter your contact Phone Number in the box below:
(use the format xxx-xxx-xxxx)

Contact Phone Number: 860-508-5420

Update | **Cancel**

Managing my Availability

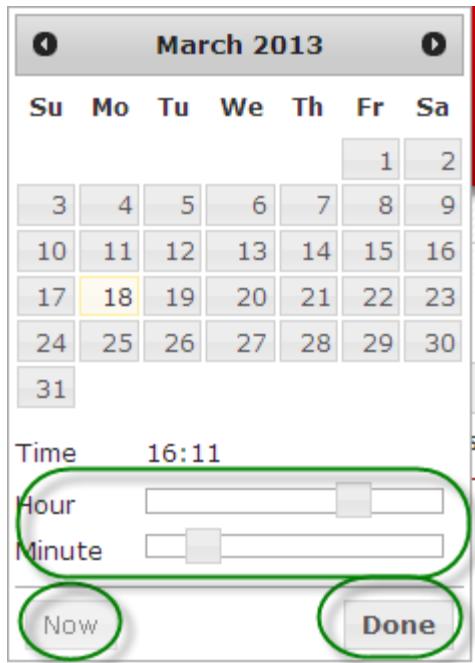
Go back to the referee administration page. You can do this by selection the “Administration” link along the top left portion of the screen. Select the “Manage Availability Schedule” link. The screen you will see is the Availability homepage. Here, you tell the assignors when you are NOT available to work. Note that this is something that is important for you to manage through the entire season. It is not something you do at the beginning of the season, and forget about. You need to keep it as current as possible.

The screenshot shows the "Manage Availability Schedule" page. At the top, there's a navigation bar with "Administration > Manage Availability Schedule", "Change Password | Contact Support", and a welcome message "Welcome, Ronald Packard Jr [Logout]". On the left, there's a "Date Range" section with a calendar for March 2013. The calendar highlights Saturday, March 30th, as "unavailable". In the center, there's a table titled "Availability Schedule" with a header "Add a new record". The table shows one record: "Selected Period: Mar 1, 2013-Mar 31, 2013". The record details are "# Date" (1), "Action" (Modify | Delete), and the time range "2013-03-30 08:00:00 - 2013-03-30 14:00:00".

The most straightforward way to key your “busy time” is to click the blue “Add a new record” link at the top middle of the screen. The screen will show you two entry fields for dates. When the screen is first shown, the current date and time is defaulted in both fields. Clicking into one of the fields will show a calendar control, where you can modify the starting and ending time.

The screenshot shows the "Add a new record" form. It has a note "* - required fields". There are two input fields: "Unavailable From" and "Unavailable To", both set to "2013-03-18 16:11". Below these fields is a large green-outlined box containing a calendar control. At the bottom right are "Add Record" and "Cancel" buttons.

The calendar control, shown below, allows you to specify the date and time you cannot referee. When clicking into the “From” date time, the control is automatically set to “current date and time”. You can then modify it from there. If you click “Now” in the bottom left, it will set the control to current date/time. Hitting “Done” will close the control, and set the value in the input field. When you select “Done” in the From input field, the “To” input field is automatically set to the “From” time. So from here you can simply drag the hour or minute slider to the right to determine the duration of your blocked time. Note that the calendar control uses military time (the time period is based on 24 hours, so 4:00 PM is written as 16:00).



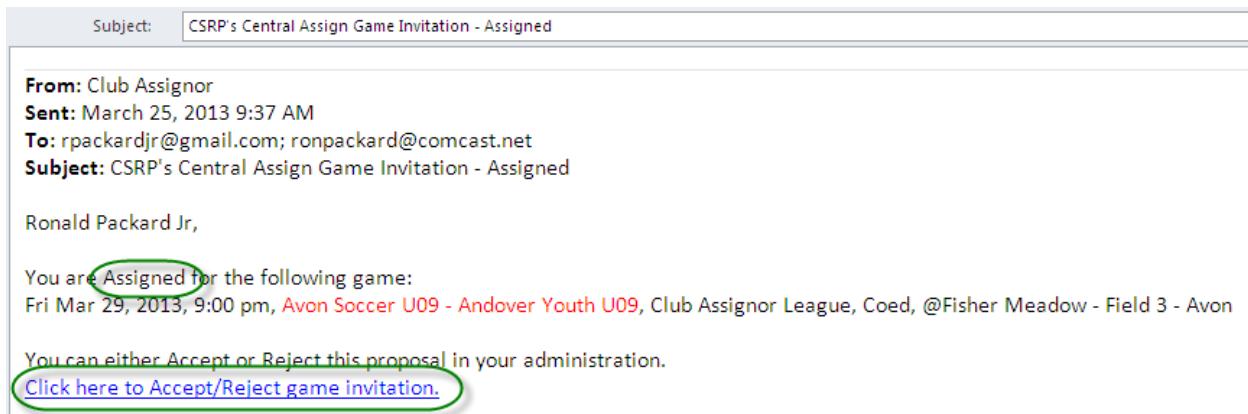
There are two edits that must be passed in order for your time to be blocked out. First, the “To” date must be after the “From” date. Secondly, the time you are entering cannot overlap any existing or pending assignments in the system. (30 minutes prior to the game start, or two hours after the start of a game). Other than that, you are free to add as many entries as you wish, and are free to block different time periods in the same day. A recommendation: If you want to block the time between 12:00 noon and 2:00 PM, make the block start time 12:00, and your end time 13:59. This will ensure that you are considered for games starting prior to 10:00 AM and anytime after or including 2:00 PM.

Remember, you are entering the time that you are **“unavailable”, or otherwise stated the time that assignors cannot/should not assign you to games** because of other commitments.

We are currently looking into a mechanism to allow users to insert repeating entries like “every Saturday from 6:00 to 8:00”, or “every Monday evening between August 1 and November 1”.

Accepting and Rejecting Games

When you are assigned games, you will be notified based on the configuration in your profile. Email and Text notifications are automatically generated by the system at the moment you are assigned a game. Notifications are also sent via email when you are un-assigned, the game is cancelled, deleted, or if the game is modified (change in date, time or venue). In situations where the game is modified, you must re-accept the game. The email you receive contains the game information, and an embedded link to access the CSRP system so you can accept the match assigned.



You can click the link in the email, or log into <http://csrp.ctreferee.net/> and process the game invitation by accessing Manage Game Invitation link on the Referee Account management home page.

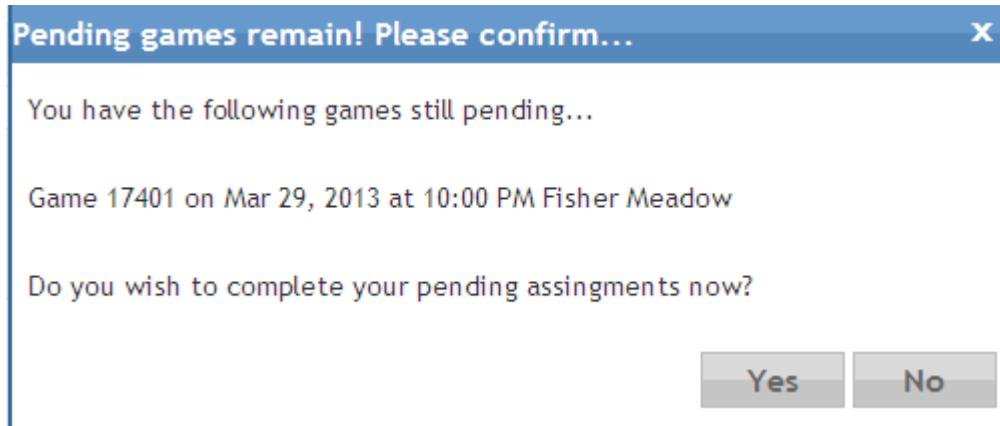


From here, the following page will be displayed. In this example, there are multiple game assignments pending. I would have received one email/text for each pending game.

Game Invitation							
ID #	Date/Time/Location	Teams	League	Position	Referee Crew	Action	
17400	Mar 29, 2013 09:00 PM Fisher Meadow - Field 3 - Avon	H: Avon Soccer U09 V: Andover Youth U09 Male	Club Assignor League	Referee	Referee - Ronald L Packard Jr (Pending) AR1 - (Unassigned) AR2 - (Unassigned) 4th Official - (Unassigned) Assessor - (Unassigned)	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject	
17401	Mar 29, 2013 10:00 PM Fisher Meadow - Field 2 - Avon	H: Avon Soccer U12 V: Ansonia Soccer U12 Male	Club Assignor League	Referee	Referee - Ronald L Packard Jr (Pending) AR1 - Jason T Packard (Pending) AR2 - Justin M Packard (Pending) 4th Official - (Unassigned) Assessor - (Unassigned)	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject	

To process the game invitation, select the appropriate check box to the right of the game assignment. By Accepting a game, I am telling the assignor that I can work for them on this game. There are no phone call's or confirmations, generally. It is now my responsibility. By rejecting the game, I am turning back the game to the

assignor, indicating that I cannot work at this time. You should make a habit of processing game assignments within 24 hours of receiving the game. Work with your assignors to find the right balance, and to understand how late in the week the assignor is willing to let the assignment sit in pending status. Referees that accept games early in the week are generally going to get more assignments than those that accept late in the week. If you want to Accept one assignment, but are not sure of the second assignment, you can “uncheck” the Accept button before hitting the “Accept or Reject....” Red button. The following confirmation prompt will appear.



Simply select the appropriate response and the system will navigate you to the appropriate screen. “Yes” will bring you back to the referee game invitation screen, “No” will bring you back to the Referee Home page, or log you out, depending on whether you used the link in the email or logged in manually to get to the referee game invitation screen.

Viewing Your Schedule

Select the “View Accepted Games” link in the Referee Account Management page.

- Account Info**
- » [Update My Profile](#)

- Games Utilities**
- » [Manage Availability Schedule](#)
- » [Manage Game Invitation](#)
- » [View Accepted Games](#)

This screen will summarize the games you have worked, as well as games that have not yet been worked. Pending assignments that haven not been Accepted will not appear on this screen. If assignors input the game fee information, that will appear in the middle of the screen. Not all assignors use this feature at this time.

16989	Sat Mar 30, 2013 02:30 PM ET FSA Complex - #6 Turf - Farmington	Beachside Soccer U18 - FSA	Elite - Coed	AR1	45.000	1.800	Referee - Mark Allatin AR1 - Ronald L Packard Jr AR2 - Justin M Packard 4th Official - None Assessor - None	N/A N/A N/A N/A	
17400	Fri Mar 29, 2013 09:00 PM Fisher Meadow - Field 3 - Avon	Avon Soccer U09 - Andover Youth U09 : Male	Club Assignor League - Coed	Referee	0.000	0.000	Referee - Ronald L Packard Jr AR1 - None AR2 - None 4th Official - None Assessor - None	N/A N/A N/A N/A	

17275	Sat Mar 23, 2013 12:00 PM Falcon Field (Meriden) - Meriden	SoccerPlus CT U15 - Albertson U15 : Female	ECNL - Coed	AR1	<u>0.000</u>	<u>0.000</u>	Referee - Mark Allatin AR1 - Ronald L Packard Jr AR2 - Gino Adorno 4th Official - None Assessor - None	N/A	Modify View
17274	Sat Mar 23, 2013 10:00 AM Falcon Field (Meriden) - Meriden	SoccerPlus CT U14 - Albertson U14 : Female	ECNL - Coed	Referee	<u>0.000</u>	<u>0.000</u>	Referee - Ronald L Packard Jr AR1 - Mark Allatin AR2 - Gino Adorno 4th Official - None Assessor - None	N/A	Modify View
17383	Tue Mar 19, 2013 12:00 AM Foote Road Recreation Center - Burlington	Home - Visitor : Male	Burlington Junior Soccer - Coed	Referee	<u>0.000</u>	<u>0.000</u>	Referee - Ronald L Packard Jr AR1 - None AR2 - None 4th Official - None Assessor - None	N/A	Game Report Incomplete Add

Notice the right hand side of the screen. This is the location where you complete your game reports. If you have a game with the red “Game Report Incomplete”, then you have not yet completed your game report. The “Add” link button is selected by the first game official from that match to submit their report. Once the first official has hit the “Add” button, other officials accessing this page will see the “Modify / Vew” buttons.

Reporting

Game reporting is a critical piece of the service that CSRP provides. Reporting games accurately is important to the organizations that we service. All officials working games “MUST” complete game reports as part of their ethical responsibilities in accepting matches. The first section covers game reporting requirements for the center referee, and the later covers reporting for the Assistant Referee.

Game Report - game ID # 17383

Home Team* <input type="text" value="Home"/>	Score* <input type="text"/> vs	Visiting Team* <input type="text" value="Visitor"/>	Score* <input type="text"/>
Competition* <input type="text" value="Burlington Junior Soccer"/>	Division* <input type="text"/>	Age Group* <input type="text"/>	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
Date of Game* <input type="text" value="2013-03-19"/>	Scheduled Time* <input type="text" value="00:00:00 (hh:mm)"/>	Actual Kickoff* <input type="text"/>	End of Game* <input type="text"/>
Field and Address* <input type="text" value="Foote Road Recreation Center - , Burlington"/>	Score at Halftime* <input type="text" value="home"/> <input type="text" value="vs away"/>	Weather* <input type="text"/>	
Match Status* <input type="text" value="Played"/>	Field Conditions* <input type="text"/>		
Referee* <input type="text" value="Ronald L Packard Jr"/>	Grade <input type="text" value="6"/>	Assistant Referee 1 <input type="text"/>	Grade <input type="text"/>
Assistant Referee 2 <input type="text"/>	Grade <input type="text"/>	4th Official <input type="text"/>	Grade <input type="text"/>
Weather* <input type="text"/> Field Conditions* <input type="text"/>			

The system edits for team names. Valid team names must be supplied to complete the game report. Supply the required information. Select the appropriate match status, the system assumes “Played”.

A Supplementary Referee Report must accompany the Referee Report explaining circumstances of any Unusual Situations, Serious Injury, Red Card given, game with a Coach or Spectator problem, game with suspended or terminated game status.
 YES An Unusual Circumstance will be reported in a Supplementary Report.

Serious injuries during the game:

Name (First / Last)	Pass #	Team	Nature of Injury
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the checkbox for unusual circumstances if any occurred. Unusual circumstances can be anything from a dog running onto the field, parent, coach, player dissent, incidents that occur after the game that are out of the ordinary, etc... Supply the information for players receiving serious injuries. A “Serious injury” is when a player leaves the field of play due to an apparent injury, and does not return. Note that this is important so the organizations have documented evidence when insurance claims are submitted.

Players cautioned during the game:

Name (First / Last)	Pass #	Team	Type of Misconduct
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Supply the required information for any cautions issued during the game. Ensure that circumstances are documented in the referee supplemental report. Note that the team names are drop down box's, and must match the team names at the top of the report.

Players sent off the field:

Name (First / Last)	Pass #	Team	Type of Misconduct
1.			
2.			
3.			
4.			
5.			

(Player passes must be retained after the game and returned to the proper authority with this report.)

Supply the required information for any players that were ejected (send offs) during the match. Ensure that you accurately depict the circumstances in the Referee supplemental report. In situations of dissent, abusive language, etc, be specific and "quote exactly what the individual said". This is not a time for political correctness.

Referee Signature

Phone #* 860-404-0417

Date*

Supply the date, and verify the contact phone number for the report. If you have any cautions, send offs, injuries, or unusual circumstances, you must fill in a referee supplemental report.

Referee Supplementary Report

After selecting the box and hitting the "Add Report" button, an area will open up in the form for you to supply the appropriate narrative to explain the situations of the match. Be specific, brief, and state facts. Do not supply opinions.

Referee Supplementary Report

Report:

Missing required field element(s):Home Team Score,Visiting Team Score,Division,Age Group,Actual Kickoff,End Of Game,Home Halftime Score,Visting Halftime Score,Weather,Field Conditions,Report Date,

Here is an example of what to write:

56' : Player #2 (Barney Rubble) of X-Men United committed Violent Conduct by punching an opponent with a closed fist. He was shown the red card. The game was restarted with a direct kick.

For Assistant Referees, the reporting requirements are a little more straight forward.

AR2 Supplementary Report

Verify the team names are not generic (not “Home”, “Away”, “TBD”, “Visitor”, and that they are the actual team names from the match played. Describe any unusual incident, and be sure to include comments from circumstances the referee is reporting in their supplemental report (if any).

In the remarks area, report the final score of the match, injuries, cautions, and sendoffs similar to that of the match official.

Remarks:

AR2 Signature

Phone #

Date

Supply a contact phone number, and hit the “Add Supplementary Report” button.

Once your game report is complete, the red label on your "Manage games" screen will disappear.