

CSRP Referee Assigning System – Getting Started

<http://csrp.ctreferee.net/>

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This Getting Started document is designed to assist the referee assignor with the setup of the Central Assign system. Your first step is to contact the State Assigning Coordinator at sac@ctreferee.net to have an account setup in the system. You can send an email to centralassign@ctreferee.net at any time for support related questions.

Once you have an account, you can use this document to setup your pools and begin assigning games. Central Assign has moved to a single sign-on process, so one account provides all the resources to you, depending on the various roles in the referee program that you support. The utility sections that are not relevant to the assignor have been reduced using the “-“ sign to the right of the header for this demonstration. By hitting the “+” sign next to the header, the options within that category will expand for the user.

When you login, you will be brought to the referee administration page. The components needed to assign games are all accessed from this screen. The four principal components for your initial setup are number 7, 6, 5 and 4 listed in the snapshot below. We will walk through the basics for each of them.

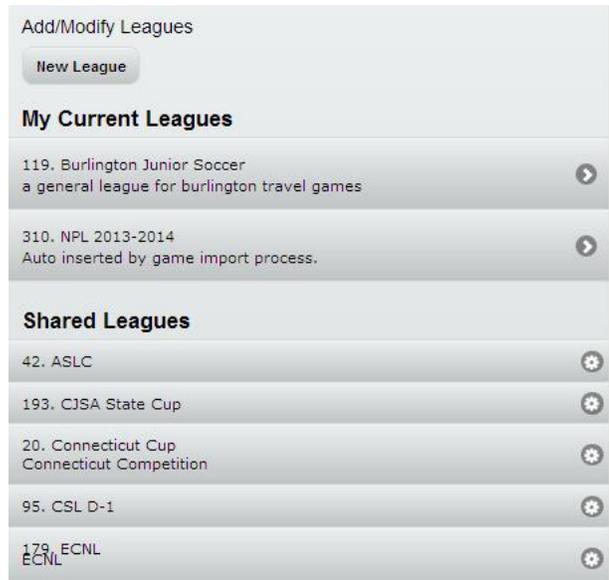


When navigating from a sub-menu, use the navigation bar at the top of the screen to get back to the “Administration” window, shown above. Use the Home and Logon/Logoff buttons at any time as well. The “Home button” is on the top left, and Help will provide access to the system documentation and user guides.



7. Leagues

Click the leagues link from the Administration screen. The screen will identify the leagues that you have access to, and provide you the opportunity to add your own. The leagues you “own” are listed under “My Current Leagues”, and leagues that you have “Sharing” access to are listed below that. Notice that each league is listed with the league id to the left of the league name. (This is useful for the import utility discussed later).



To create a new league simply click the “New League” button in the top left corner. Fill in the fields, and click “Add” at the bottom of the screen.

“On Homepage” controls if your games will appear on the two week rolling calendar homepage. This can be handy for individuals who want coach’s to verify games. Selecting yes will force your league to display on the homepage. Open another browser window, and got to <http://csrp.ctreferee.net>. Along the right mid to lower

side, you will see the following screen, where your league will be listed, along with the games for the next two weeks.



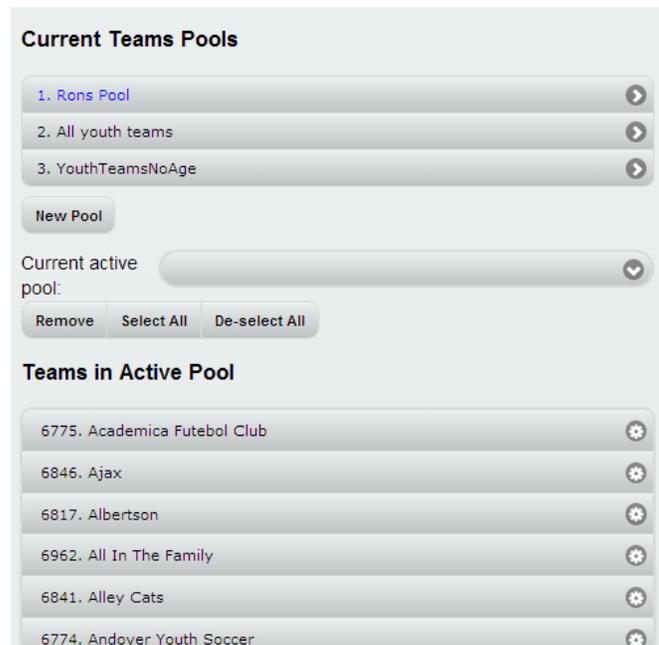
When the user clicks on a league (note that you do not have to log into the system to see this), the league will roll out and show the games for your league. If the assignor has the "Referee Crew on Homepage" set, the referee names that are assigned to the game will also be displayed. The second screen shot below shows what the display looks like without the referee crew.



The default payments on game insert button will tell the system to default game payments if you do not key them into the system when you build your games. This is an advanced topic, and will be covered under separate cover.

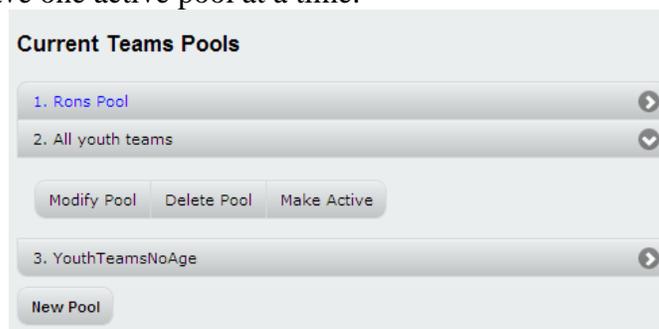
6. Teams

The manage teams page has the same look and feel to the league screen. For that matter, all the screens that manage pools (league, teams, venues, and referees) are nearly identical. Select Create/Modify...” from the Manage Teams page.



Select “New Pool” to add a new team pool. Type in any name for the name of your pool, and click “Add”. The screen will return to the above image, and your new pool will be added under “Current Team Pools”. The text of the new pool will be blue. The pool that has blue text is identified as your “active” pool.

In order to modify your pool of teams, click on the pool name under the Current teams pools header. It will expand and show you the following three options. Select the appropriate one based on what you would like to do. Note that you can only have one active pool at a time.



“Make active” and “Delete Pool” are self-explanatory. To add or remove teams from your pool, select the modify button. Type in a team name or Club name, and hit the “Search” button to retrieve all the matching teams. The teams that are available will appear in the screen with a checkbox to the left of them. Teams that have a check are already in your pool, teams that are not checked can be added. After “checking” the teams you’re interested in, hit the “Update” button. Use the “Select All” and “De-select All” buttons to check or un-

check all the teams that met your search criteria. Your team pool will not be updated unless you click the “Update” button.

Modify team pool

Key your search criteria and select the Search button. Check (or uncheck) teams to add or remove them from your pool.

Team Name:

Club:

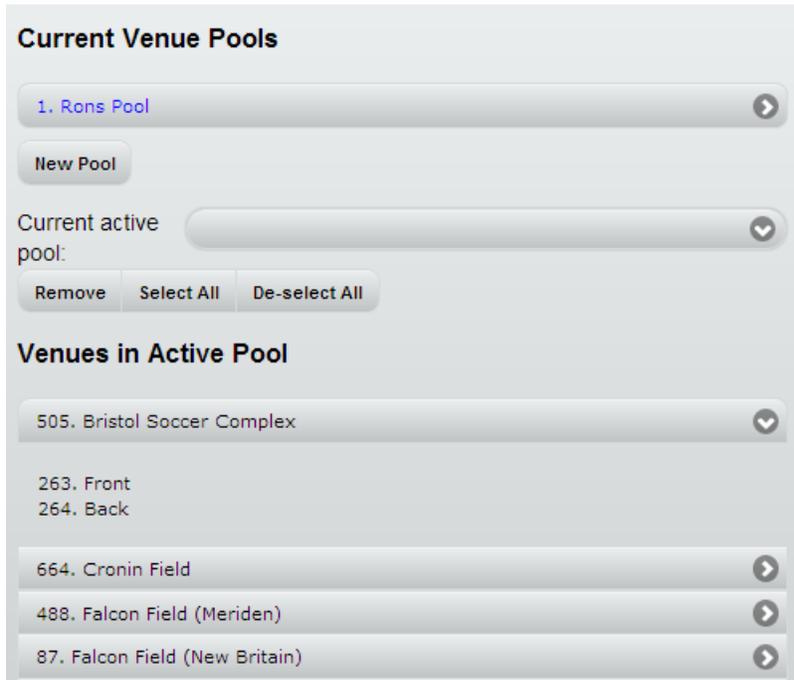
- Burlington FVL U08 #1
- Burlington FVL U10 #1
- Burlington FVL U12 \$1

Note that the teams are pre-loaded into the system. If you have teams that need to be added, or you need more than one team per age group for your club, please email centralassign@ctreferee.net with your request.

5. Venues

The venues screens are the same as that of the teams pools. They navigate and operate the same way. We have attached a snapshot below for reference. Note that the id numbers are listed to the left, and the “fields” that are part of a venue, and their id’s are available by clicking on the venue at the bottom. Again, this is valuable for the import utility that is discussed later.

Most venues have already been added to the system. If you have venues and/or fields that need to be added, please notify the administrator at centralassign@ctreferee.net.



The screenshot displays a web interface for managing venue pools. At the top, the heading "Current Venue Pools" is followed by a list of pools. The first pool is "1. Rons Pool", which is highlighted in blue and has a right-pointing arrow. Below it is a "New Pool" button. A section labeled "Current active pool:" features a dropdown menu. Underneath are three buttons: "Remove", "Select All", and "De-select All". The "Venues in Active Pool" section lists several venues, each with an ID and name, and a right-pointing arrow. The venues listed are: "505. Bristol Soccer Complex", "263. Front" and "264. Back", "664. Cronin Field", "488. Falcon Field (Meriden)", and "87. Falcon Field (New Britain)".

Pool ID	Pool Name
1.	Rons Pool

Buttons: New Pool, Remove, Select All, De-select All

Venue ID	Venue Name
505.	Bristol Soccer Complex
263.	Front
264.	Back
664.	Cronin Field
488.	Falcon Field (Meriden)
87.	Falcon Field (New Britain)

4. Referees

After clicking the manage referees selection, you will be brought to this screen. Here, we manage our own personal referee pools for the games that we assign. You can create as many pools as you wish, depending on how you want to organize your assignments. Most club assignors will work with one pool. You can send members of your pool their login information, lookup phone numbers, and transmit emails to your referee pool, all from this screen.

Current Referee Pools

1. Packard Pool
2. src
3. Burlington Kids
4. test pool2

New Pool

Current active pool: [dropdown]

Email Select All De-select All

Referees in Active Pool

47. [Name]	cell: 860- [Number] home: 860- [Number] work: [Number]
974. [Name]	cell: 203- [Number] home: 203- [Number] work: [Number]

Select “Add a new Pool” Follow the same process as you used to create your other pools (league, team, and venue). For the search criteria, use the referee last name (use a partial name), or the town, to lookup the officials that you are interested in.

To send an email to the referees in your active pool, hit the “Select All” button in the middle of the screen. The drop down to the right of “Current Active Pool” will show all referees selected. Click it, and uncheck the referees that you do not wish to contact. Click the Email button, fill in the subject and body of the email, and hit send. That’s all there is to it.

Manage Games

Your setup is now complete. Click the “Manage Games” link on the administration page. Select “Add Games(s)”.

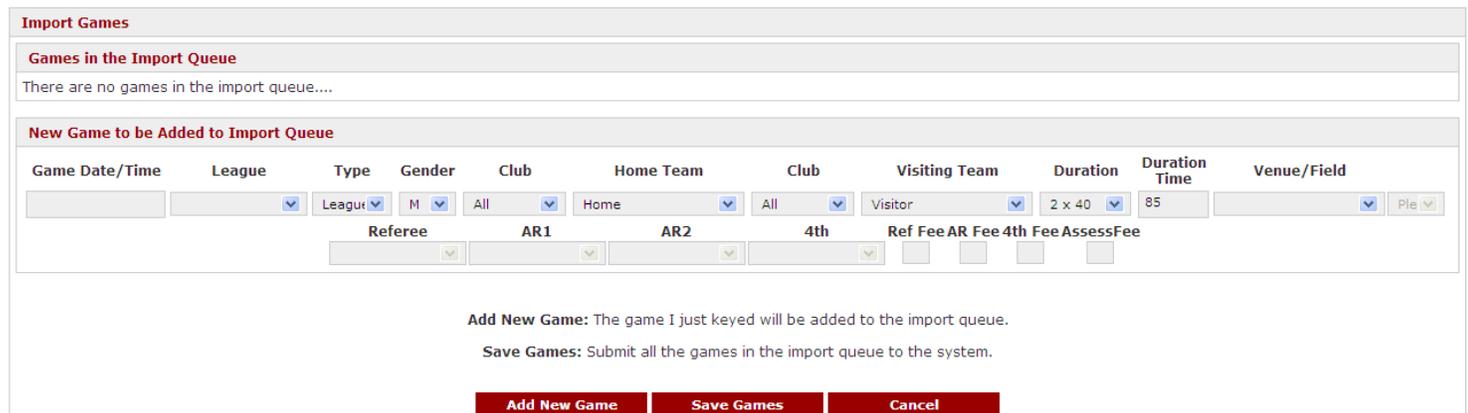


Games

[Add Games\(s\)](#) | [Batch Import](#) | [Multi-game Delete](#) | [Find Game #](#)

There are no games in the system.
You can add a new game by clicking 'Add a new game' link above.

This is the primary screen you will use to key games into the system. Once they are keyed in, the screen above will list the games, and give you the ability to modify them. Here is the screen.



Import Games

Games in the Import Queue

There are no games in the import queue....

New Game to be Added to Import Queue

Game Date/Time	League	Type	Gender	Club	Home Team	Club	Visiting Team	Duration	Duration Time	Venue/Field
		League	M	All	Home	All	Visitor	2 x 40	85	
		Referee	AR1	AR2	4th	Ref Fee	AR Fee	4th Fee	AssessFee	

Add New Game: The game I just keyed will be added to the import queue.
Save Games: Submit all the games in the import queue to the system.

[Add New Game](#) [Save Games](#) [Cancel](#)

The screen is designed for efficiency. The fields that can be are defaulted to acceptable values, and don't need to be changed unless you wish.

1. Input the date and time of the match, the field has a date and time control that will pop up, and it will remember from one game to the next. You do not need to use the control, you can key the date as long as you key the same format (“YYYY-MM-DD HH:MM). The hours are military time format (0 is midnight, 12:00 is Noon, 16:00 is 4:00 PM, etc.)
2. Select the league this game is being played in. many will only have one league in this drop down, some will have more.
3. The type of game is League, Cup, or Other. Select the appropriate one. “Other” would be the category for Friendly matches.
4. Select the gender of the match.
5. The club dropdown's are not a required field, and can be skipped if you desire. It is there for individuals with large team pools that want the team names filtered down. If you leave it at “All”, then all your teams will appear in the “Home Team” and “Visiting Team” drop downs. If you select a club, this will filter the teams in the dropdowns to just that club.
6. The team dropdowns are pre-filled with “Home” and “Visitor”. You are not required change these if you do not wish to. Note that when referees submit game reports into the system, they are not allowed to submit the report (system prevents them) until they enter a valid team name. Refer to the referee getting started guide for reporting requirements. It is important to use the correct teams. If you do not know, use the Home and Visitor selections.
7. The duration of the match identifies the “periods” of play for the referee.
8. The duration time is calculated by the system based on the periods selected. The assignor can override this value if you wish. The duration is used to prevent scheduling of games over each other on the same venues.

9. Select the venue that your match will be played at. After selecting the venue, the “field” drop down will populate and allow you to select the field that is being used.
 10. The referee, AR1, AR2, and 4th drop downs are for future use, and currently are inactive. You will eventually be able to select your officials from this location as you are keying the games.
 11. The fields after the referee locations is where you will enter the payment amounts for this match. If you selected the default option on the manage leagues window, these fields will be defaulted to the values on the Manage Leagues screen if they are left empty.
 12. When your done with “this game”, hit the “Add New Game” button. This will add your game to the “queue”.
 13. Repeat the process for the next game you want to enter.
 14. When all the gmes have been entered (or what your comfortable with to avoid losing work), hit the “Save Games” button. All the games in the queue will be added to the system.
- This is what your screen will look like after you have keyed two games and hit the “Add New Game” button after each one.

Import Games

Games in the Import Queue

Game Date/Time	League	Type	Home Team	Visiting Team	Gender	Venue	Field	Action
2013-03-15 13:00	Club Assignor League	League	Avon Soccer U09	Andover Youth U09	M	Fisher Meadow, Avon, CT	Field 3	Delete Game
2013-03-15 15:00	Club Assignor League	League	Avon Soccer U12	Ansonia Soccer U12	M	Fisher Meadow, Avon, CT	Field 2	Delete Game

New Game to be Added to Import Queue

Game Date/Time	League	Type	Gender	Club	Home Team	Club	Visiting Team	Duration	Duration Time	Venue/Field
2013-03-15 15:00	Leagu	M	All	Home	All	Visitor	2 x 40	85		Ple
Referee: <input type="text"/> AR1 AR2 4th Ref Fee AR Fee 4th Fee Assess Fee										

Add New Game: The game I just keyed will be added to the import queue.
Save Games: Submit all the games in the import queue to the system.

Now hit the “Save Games” button, and you will see the following confirmation. Select “Back to Manage Games”.

Administration » Manage Games » Import Games [Change Password](#) | [Contact Support](#)

Import Games Welcome, **Club Assignor** [[Logout](#)]

The Importing Procedure was completed successfully.

Back to Manage Games

And here is the Manage Games screen with the games added.

Games

[Add Games\(s\)](#) | [Batch Import](#) | [Multi-game Delete](#) | [Find Game #](#)

ID	Date/Time/Location	Teams	League	OST	Status	Action
17401	Fri Mar 15, 2013 03:00 PM Fisher Meadow - Field 2 - Avon	Avon Soccer U12 - Ansonia Soccer U12 :Male	Club Assignor League - League	3	Active	Modify Delete Cancel <input type="checkbox"/>
17400	Fri Mar 15, 2013 01:00 PM Fisher Meadow - Field 3 - Avon	Avon Soccer U09 - Andover Youth U09 :Male	Club Assignor League - League	3	Active	Modify Delete Cancel <input type="checkbox"/>

« Back to Administration

From the “Administration” screen, select “Manage Games Schedule”.

Games Schedule

- » [Manage Games Schedule](#)
- » [View Assigned Games](#)

The next screen will show you the games in your league, and their status. Here is the primary screen where most of the game management is completed. You can contact the entire crew of a game through email or text. If you click the Assign link next to one of the positions, the assignment screen will appear and allow you to assign game officials to your matches.

Assign by Name (Default Mode) Assign by Name

#	Date/Time/Location	Teams	Assignment Status	Assessment Type
17400	Fri Mar 15, 2013 01:00 PM Fisher Meadow - Field 3 - Avon Invoice Contact Referee Email Game Crew Text Message	Club Assignor League Coed Male H: Avon Soccer U09 V: Andover Youth U09	Unassigned Referee: Assign Unassigned AR1: Assign Unassigned AR2: Assign None 4th Official: Assign None Assessor: Assign Assigned Assignor: Club Assignor Re-assign	N/A N/A N/A N/A
17401	Fri Mar 15, 2013 03:00 PM Fisher Meadow - Field 2 - Avon Invoice Contact Referee Email Game Crew Text Message	Club Assignor League Coed Male H: Avon Soccer U12 V: Ansonia Soccer U12	Unassigned Referee: Assign Unassigned AR1: Assign Unassigned AR2: Assign None 4th Official: Assign None Assessor: Assign Assigned Assignor: Club Assignor Re-assign	N/A N/A N/A N/A

If you click on the “Assign” links, it will bring you to a screen to assign officials to the matches.

Manage Shared Resources

This area of the system is what provides support to allow assignors to work together to complete their tasks. The following example presumes that two assignors are working together to assign State Cup, State league, or Connecticut Cup competitions. Select the “Manage Shared Resources” link from the Administration page. The following screen will appear.

Administration » Manage Shared Resources Change Password | Contact Support

Manage Shared Resources Welcome, Club Assignor [Logout]

[Request Assignor Sharing](#)

Listing assignors who gave me their permissions.

There are no records.

Listing assignors who have my permissions.

There are no records.

Select the “Request Assignor Sharing” link.

Request Assignor Sharing

Welcome, Club Assignor [Logout]

Request Assignor Sharing

* - required fields

Assignor:*

Leagues:*

Permissions:* View Schedule Full Permissions*

* Full Permissions include:
Manage Leagues
Manage Teams
Manage Games
Manage Venues
Manage Referees
Manage Game Officials

On this screen, select the assignor that you are requesting shared access for. In this instance, the assignor is assigning for a club in the Central District, the DRA is Paul Barbagallo. Select his name, and the leagues he assigns for will appear. In this selection window, you will select three leagues in this instance (“Connecticut Cup”, “CJSA State Cup”, and “State League”). These are the pertinent youth competitions that we are interested in sharing with the DRA. Then select the “View Schedule” radio button. I will discuss more about the differences between “View” and “Full” later.

Request Assignor Sharing

* - required fields

Assignor:*

Leagues:*

Permissions:* View Schedule Full Permissions*

* Full Permissions include:
Manage Leagues
Manage Teams
Manage Games
Manage Venues
Manage Referees
Manage Game Officials

Hit the “Send” button on the bottom of the screen. An email will be shipped to the assignor selected to accept (or reject) the shared resource invitation.

Once the shared resource invitation has been processed, you now have the ability to post games to the shared leagues on the “Add Games” screen, and modify those games in the “Manage Games Schedule” screen (to assign the AR’s would be the predominant reason)...

Now I am ready to add games to the schedule for the three leagues I am sharing with the DRA. Go to the “Manage Games” link from the Administration window. From here, select “Add Game(s)”. Fill in the game information normally. For the League, select the competition that governs the match you are scheduling. Ensure that the League, Type, and Assignor’s are selected appropriately. For the leagues, and assignor, now that you have shared resources with the DRA, you will see the leagues you requested sharing for, and the assignors name in the assignor drop down. Select the applicable information, and add the game normally by queuing it with other games, or adding just one.

Administration » Manage Games » Import Games [Change Password](#) | [Contact Support](#)

Import Games Welcome, **Club Assignor** [[Logout](#)]

Import Games

Games in the Import Queue
There are no games in the import queue....

New Game to be Added to Import Queue

Game Date/Time	League	Type	Gender	Club	Home Team	Club	Visiting Team	Duration	Duration Time	Venue/Field
2013-04-24 19:00	Connecticut Cu	Cup	M	All	Avon Soccer U13	All	Ansonia Soccer U13	2 x 35	75	Abe Stone Park, Ans
	Assignor		Referee	AR1	AR2	4th	Ref Fee	AR Fee	4th Fee	AssessFee
	Barbagallo Paul									

Add New Game: The game I just keyed will be added to the import queue.
Save Games: Submit all the games in the import queue to the system.

After you select “Save Games”, the system will save the games you have keyed, and notify via email the assignors that the games have been delegated to. In this instance, an email has been sent to the DRA (Paul) to notify him that a game has been delegated to him. The original assignor is also copied on the email for confirmation.

From: Club Assignor
Sent: April 22, 2013 10:14 AM
To: centraldistrictreferee@yahoo.com
CC: sac@ctreferee.net
Subject: CSRP's Central Assign ACTION Required : Game Posting

The following matches have been posted to your league. Let us know if you have any questions.
Wed Apr 24, 2013, 7:00 pm , Avon Soccer U13 - Ansonia Soccer U13 League:Connecticut Cup, Coed, @Abe Stone Park Field:Field 2 in Ansonia

Now, go to the “Manage Games Schedule” link from the Administration page. You will see the game posted there, with the “Modify Assignments” button enabled. The game is posted to the league that you selected, and the primary assignor (in this case the DRA) is identified. Select the “Modify Assignments” button, and process the assignments normally (for these games, you would just assign the AR’s, and the DRA would assign the referee).

Games Schedule

Selected Period: Apr 1, 2013-May 1, 2013

Assign by Name (Default Mode)

#	Date/Time/Location	Teams	Assignment Status	Assessment Type
19310	Wed Apr 24, 2013 07:00 PM	Cup Connecticut	Modify Assignments	N/A
	Abe Stone Park - Field 2 - Ansonia	Cup Coed	Unassigned Referee:	N/A
	Invoice	Male	Unassigned AR1:	N/A
	Contact Referee	H: Avon Soccer U13	Unassigned AR2:	N/A
	Text Message	V: Ansonia Soccer U13	None 4th Official:	
			None Assessor:	
			Assigned Assignor: Paul Barbagallo	

Click on any line in order to change assessment type for assigned referees ONLY

Manage Games Schedule

Documentation pending screen changes....