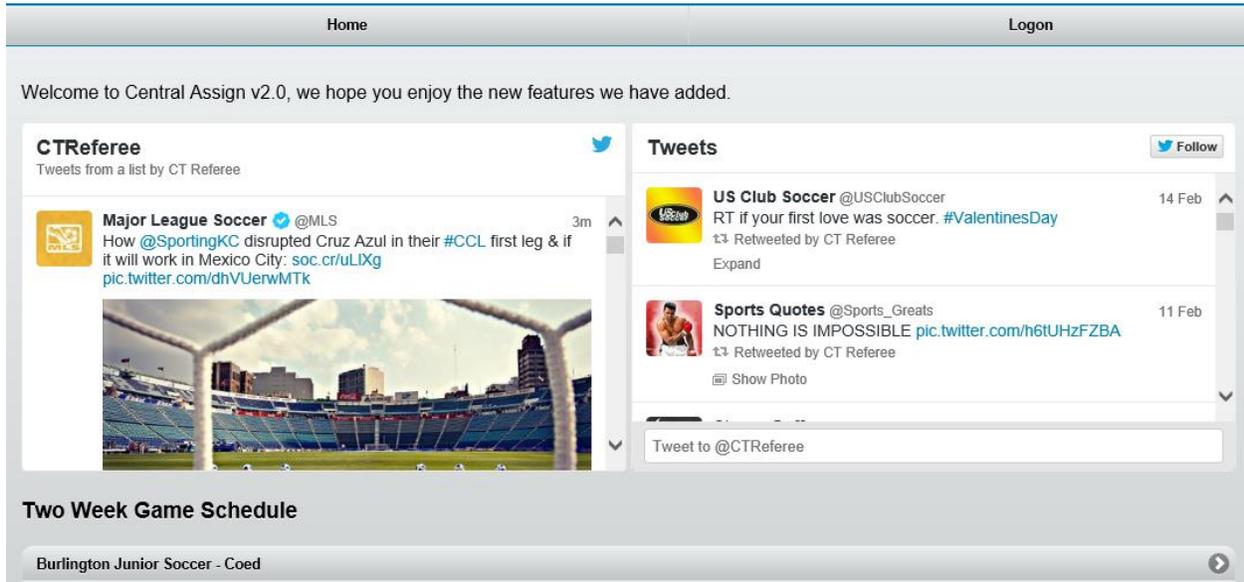


## CSRP Referee Getting Started Guide

<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](http://www.ctreferee.net) to become a referee.

The screen below is an image of the home page.



To obtain the login information for your account, go to <http://csrp.ctreferee.net>, and select Logon in the upper right hand corner. On the FrontPage, there is a section like the one shown below. Hit the link "Forgot your password?".

The image shows a login form on a web page. At the top, there is a "Home" header. Below the header, the form contains two input fields: "Username:" and "Password:". Below the "Password:" field, there are two buttons: "Login" and "Forgot your password?".

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

Forgot Password

Type in your email address, we will search the system for accounts belonging to your email account.

Email Address:

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](http://www.ctreferee.net). If you cannot determine your email address, email support at [centralassign@ctreferee.net](mailto:centralassign@ctreferee.net).

Forgot Password

Select the account tied to this email address that you want to retrieve/reset login credentials for. An email will be sent with the login credentials to the email address provided.

jpackard44

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

Forgot 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.

**Account Info**

**Referee Games Utilities**

- 1. **Manage Availability**
- 2. **Calendar**
- 3. **Manage Game Invitation**
- 4. **Referee Schedule**
- 5. **Complete Game Reports**
- 6. **View Game Reports**
- 7. **Frequently Asked Questions**

## Account Info – Update My Profile

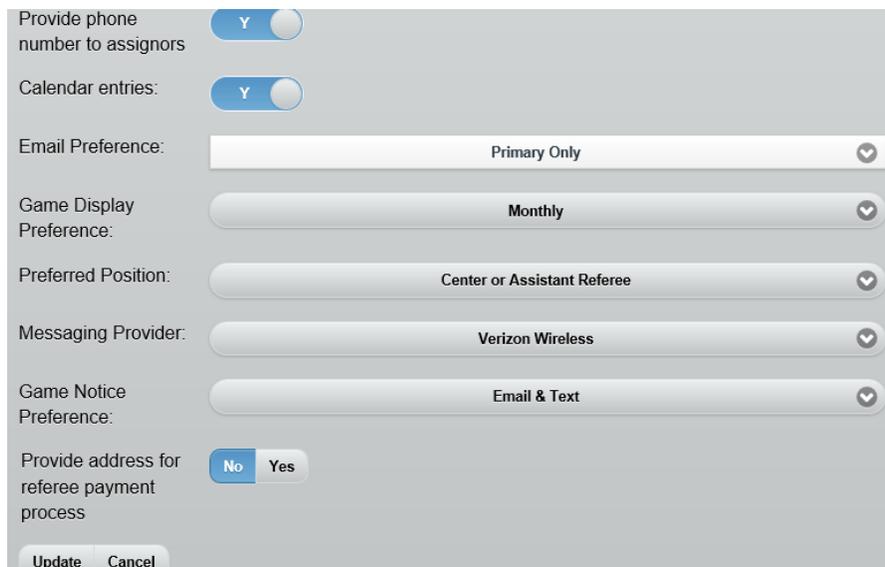
Click the “Update My Profile” link. Here you can modify any of the field elements in the screen below. It is important that you verify the information, and system defaults. You can change your username and password if you wish, the system will verify that your new username is unique. Stick to simple 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 contact information as appropriate, and follow the examples below for reference. When referee assignors assign you games, you will automatically be notified by the system based on these settings. The cell phone (text) is a ten digit number, without the leading “1”.



The screenshot shows a form with the following fields and values:

- Email: rpackardjr@gmail.com
- Additional Email: (empty)
- Cell Phone (text): 8605085420
- Home Phone: 860-675-5411
- Cell Phone(calls): 860-508-5420
- Work Phone: 860-404-0417

The system defaults the bottom section. This controls how the system behaves when sending you game notifications from assignors, and provides you the ability to provide address information to administrators and assignors for payment. The drop down selections is specific to what they control.



The screenshot shows the following settings:

- Provide phone number to assignors:  Y
- Calendar entries:  Y
- Email Preference: Primary Only
- Game Display Preference: Monthly
- Preferred Position: Center or Assistant Referee
- Messaging Provider: Verizon Wireless
- Game Notice Preference: Email & Text
- Provide address for referee payment process:  No  Yes

Buttons: Update, Cancel

If you wish to provide an address for referee payment (note that there is a new payroll process for Assignors to use), select the “Yes” to the right of the “Provide address...” label. After clicking “Yes”, the payment address information will expand. You must enter your payment information in the area below. Select the “Update” button when you are completed.

Provide address for  
referee payment  
process

No

Yes

Pay Address

Pay City

Pay State

Pay Zip

00000000

Update

Cancel

## 1. Manage 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.

Administration » Manage Availability Schedule [Change Password](#) | [Contact Support](#)

**Manage Availability Schedule** Welcome, **Ronald Packard Jr** [ [Logout](#) ]

**Date Range**

◀ 2013 ▶

|     |     |     |     |     |     |    |   |
|-----|-----|-----|-----|-----|-----|----|---|
| Jan | Feb | Mar | Apr | May | Jun |    |   |
| Jul | Aug | Sep | Oct | Nov | Dec |    |   |
| S   | M   | T   | W   | T   | F   | S  |   |
|     |     |     |     |     |     | 1  | 2 |
| 3   | 4   | 5   | 6   | 7   | 8   | 9  |   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16 |   |
| 17  | 18  | 19  | 20  | 21  | 22  | 23 |   |
| 24  | 25  | 26  | 27  | 28  | 29  | 30 |   |
| 31  |     |     |     |     |     |    |   |

◻ - unavailable

**Availability Schedule**

[Add a new record](#)

Selected Period: Mar 1, 2013-Mar 31, 2013

| # | Date                                      | Action  |
|---|---|---|
| 1 | 2013-03-30 08:00:00 - 2013-03-30 14:00:00 | <a href="#">Modify</a>   <a href="#">Delete</a> |

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.

**Add a new record**

\* - required fields

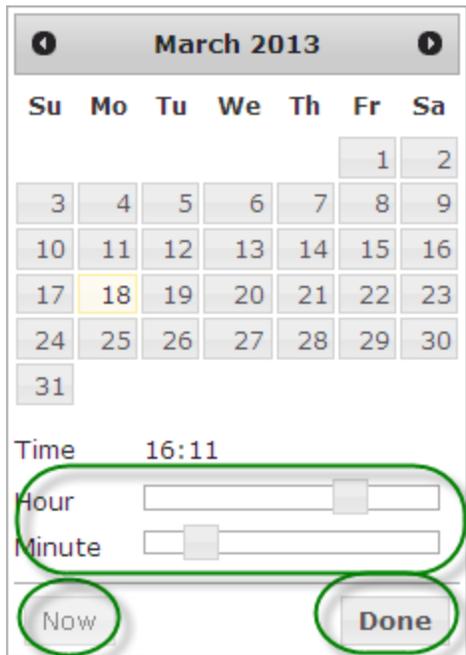
---

Unavailable From \*

Unavailable To \*

---

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”.

### 3. Manage Game Invitations

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 are Assigned for the following game:

Sun Apr 27, 2014, 6:00 am, NAUGATUCK RIVER RATS - CLUB NAPOLI 49, Burlington Junior Soccer, Coed, @City Hill Middle School - Naugatuck

You can either Accept or Reject this proposal in your administration.

[Click here to Accept/Reject game invitation.](#)

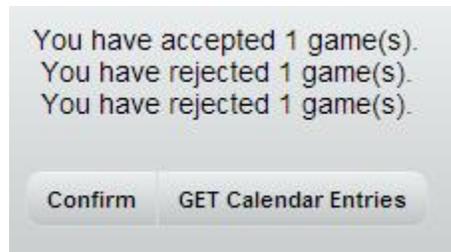
You can click the link in the email, or log into <http://csrp.ctreferee.net/> and process the game invitation by accessing Manage Game Invitation link on the Referee Account management home page.

From here, the following page will be displayed. In this example, there are multiple game assignments pending. I would have received one email and/or text for each pending game. By clicking the game information bar (bar with right arrow on right side), the game crew will be shown. You can select one of three options to process the game (Accept, Reject or Defer). The explanations of each are part of the header on the top of the window. Press the applicable button for each, and hit the Submit button when completed. Hitting Cancel will return you to the administration button without processing any invitations. If the “Calendar” button is selected, the system will generate an ical invitation to be imported on the confirmation screen that can be retrieved.

The screenshot displays the 'Game Invitation(s)' interface. At the top, there are three instructions: 'Accept: I agree to show up at the field AT LEAST 30 minutes prior to the match start time, and service the game based on the referee code of conduct.', 'Reject: I cannot work the game, Unavailability will be automatically inserted to prevent other assignments at this time ONLY for this assignor. it is my responsibility to update and maintain my availability.', and 'Defer: I am not sure, and need to wait, the game will remain Pending with an invitation that must be responded to within 24 hours.' Below these are two game entries. The first entry is for 'Apr 27, 2014 03:30 AM Ludlowe HS - Fairfield' with buttons for 'Accept', 'Reject', 'Defer', and 'Calendar'. The second entry is for 'Apr 27, 2014 06:00 AM City Hill Middle School - Naugatuck' with the same buttons. At the bottom, there is a section for 'Referee comments to assignor:(required for game rejections)' with a text area containing 'I have a Drs appointment.' and 'Cancel' and 'Submit' buttons.

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 Reject a game assignment, the system will require you to provide a note that will be emailed to the assignor, and an entry will be placed in your unavailability “for only this assignor”.

When you hit the submit button, a confirmation screen will appear, and give you the option to capture ical entries for your calendar. Click “Confirm” when you are completed.



#### 4. Referee Schedule

This screen will summarize the games you have for the period you specify. The games are displayed in ascending order, and you can modify the period with the criteria on the top of the screen. The preference defaults to what you have in your profile, but you can change it here as needed. Under your referee schedule, you can click each game, and it will expand to show you the details of the assignment, including the referee crew and their contact information. Features within this area also allow you to send email or text to the game crew as well. Clicking the venue bar or bars for the game crew will show you the contact information for that person. Information is hot linked for smart devices (phones, tablets, etc...)



## **5. Complete Game Reports and 6. View Game Reports**

This documentation is provided under separate cover. Follow the link here, or access the reporting help from the “Help” button in the upper right corner of the website.

[http://csrp.ctreferee.net/mobile\\_help\\_game\\_reports/](http://csrp.ctreferee.net/mobile_help_game_reports/)