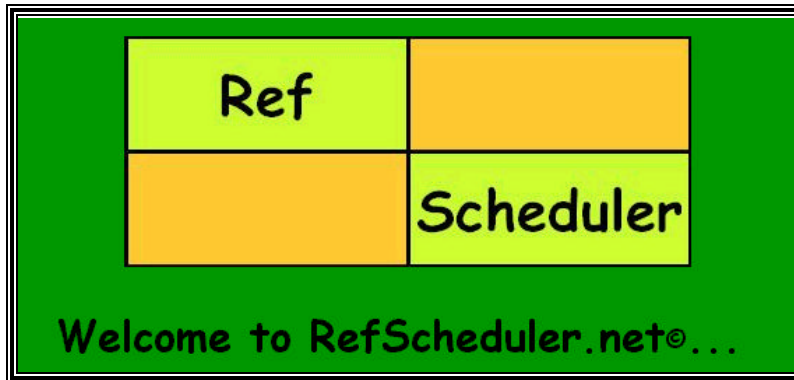


# RefScheduler.net© User Guide for Davis (2/D/218)



Rich Bernat  
RefScheduler.net 2002-2004©

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# RefScheduler.net©

## Introduction

This online scheduling application is used for self-assignment for Davis AYSO Soccer games. Davis AYSO began using this application in the 2008 Select season.

## Requirements

Microsoft Internet Explorer 5 or higher  
Netscape 6 or higher  
Cookies need to be accepted for login features

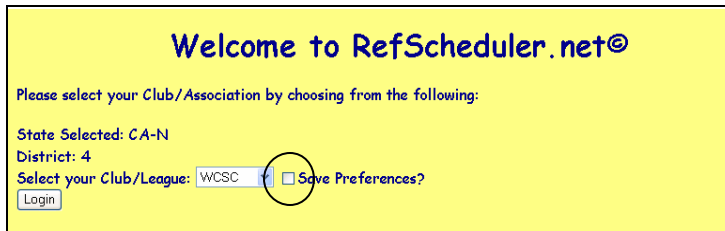
A Browser compatibility and settings test is available at  
<http://www.RefScheduler.net/browsertest.htm>

## Support

Contact [Refscheduler@davisayso.net](mailto:Refscheduler@davisayso.net)

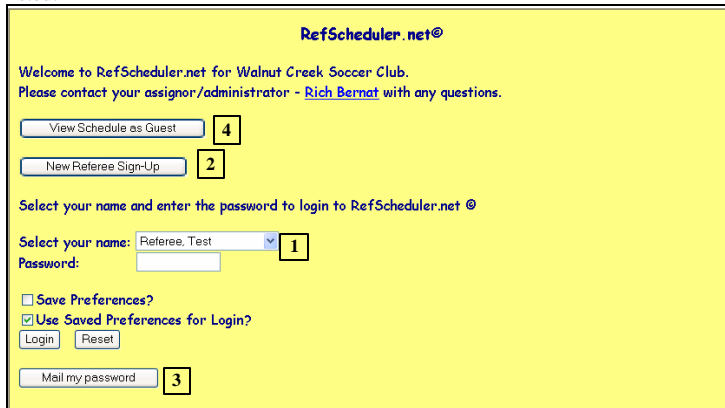
## Logging on to RefScheduler.net

1. Start your web browser and go to <http://refscheduler.net/Soccer/Welcome2.asp>.
2. Choose the Section, Area and Region as '2', 'D', and '218', and click 'Login'.  
(These are the codes specific to Davis)



After the last selection (Region or Club), you can save these preferences for quicker future login by selecting the '**Save Preferences?**' check box. This will write a cookie to your PC and store these choices for future use. The next time you log in at the Welcome Page, you can select *Use Saved values for Login*.

Next, you'll see a login screen with a dropdown box and referee names for your organization. If this is your first time in, then only the predefined administrator will be listed.



1. If your name is present, choose your name and enter your password. If desired, check the 'Save Preferences' box to save the values for quicker future access. If selected, the next time you log in, the 'Used Saved Preferences' box will be checked. Simply click on 'Login' and you will enter RefScheduler.net .
2. If you are a new referee, select the 'New Referee Sign-Up' button to add and submit your name and information to the administrator for review and activation. An email will be sent to you and to your administrator to enable your access. Your administrator will notify you when your access has been granted.
3. If you've forgotten your password, click the 'Mail My Password' button to send your password in an e-mail to your registered email addresses. If no email arrives, contact your administrator listed on the login page.
4. If you are not a referee and want to see the schedule/assignments, select the 'View Schedule as guest' button.

## Referee Functions in RefScheduler.net

When logging in to RefScheduler.net, the first menu will always be the standard **Main Menu**. All referees will have access to this page with the exception of the **Administrative Functions**.

From the main page a referee can:

- Sign up for a match
- See all upcoming matches
- Look at matches for an upcoming date
- Review matches assigned to themselves
- Update their referee information

**RefScheduler.net®**

**Welcome Rich...**

Welcome to the Walnut Creek Soccer Club Referee Scheduling Site.  
Your administrator/Scheduler is [Rich Bernat](#)

[View my Games](#)      [Edit Referee Info](#)      [Logoff & Return](#)

- [Browse Upcoming Games](#)
- [Select a specific day for games](#)

January 2004						
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

Jan 2004 Go

- [Review/Update your assigned games](#)
- [Update your referee information](#)
- [Review Help and other RS info](#)
- [Administrator Functions \(must be an Administrator\)](#)

### Sign up for a Match

To see upcoming matches and assignments, click on **Browse Upcoming Games**, for a specific date, click on the date in the calendar shown.

The matches list for a single date will look like this...

**RefScheduler.net®**

Welcome RICH...

Here's a list of all games available for scheduling:

[Main Menu](#)      [View my Games](#)      [Edit Referee Info](#)      [Logoff & Return](#)

GameId	Start Date	Start Time	Field	Division	Home	Visitor	Referee	AR 1	AR 2
<a href="#">Ref It!</a>	2/8/2003	9:30:00 AM	Newhall 1	GU12	MDSL	Visitor	.	.	.
<a href="#">Ref It!</a>	2/8/2003	9:30:00 AM	Boathwright 3	BU14	MBSA 2	Stockton 1	Buck, Ron	.	.
<a href="#">Ref It!</a>	2/8/2003	9:30:00 AM	Boathwright 2	GU10	MBSA 3	PHMSA 2	.	.	.
<a href="#">Ref It!</a>	2/8/2003	9:30:00 AM	Boathwright 1	BU12	MBSA 2	Stockton 1	Brodie, Ian	.	.
<a href="#">Ref It!</a>	2/8/2003	11:00:00 AM	Boathwright 3	GU14	MBSA 1	Concord 1	Bergstrom, Jim	Buck, Ron	.
<a href="#">Ref It!</a>	2/8/2003	11:00:00 AM	Boathwright 2	BU10	MBSA 1	Walnut Creek 1	DeCosta, Bob	.	.
<a href="#">Ref It!</a>	2/8/2003	11:00:00 AM	Boathwright 1	GU12	MBSA 1	Davis 3	.	Quattrin, Dave	.

To sign up for a match, click on the [Ref It!](#) button. This will show you the details of the game and display the current assignment status for the match. If openings exist, you will be able to select the assignment.

In the page shown, you can select one of the radio buttons next to *Select to Assign*. You can choose an assignment as the Center Referee, 1st Assistant Referee, or the 2nd Assistant Referee.

**RefScheduler.net®**  
**Ref a game... 2/8/2003**

If you'd like to referee or AR a game, please select radio button and then "SUBMIT"

Game Date:	2/8/2003	Start Time:	9:30:00 AM
Field:	Newhall 1		
Division:	GU12		
Visiting Team:	Visitor	Home Team:	MDSL
Center Referee:		<input type="radio"/> Select to Assign	
Assistant Referee 1:		<input type="radio"/> Select to Assign	
Assistant Referee 2:		<input type="radio"/> Select to Assign	
<input type="button" value="Submit Schedule Update"/>		<input type="button" value="Reset"/>	

Click on *Submit Schedule Update* to complete the selection. Your request will be processed and you will be shown a list of your upcoming assignments.

**RefScheduler.net®**

**Welcome Rich...**

Here's a list of matches that you have signed up to referee.

[Main Menu](#)   
 [All Upcoming Games](#)   
 [Edit Referee Info](#)   
 [Logoff & Return](#)

Click to Unassign	Start Date	Start Time	Field	Division	Home	Visitor	Referee	AR 1	AR 2
<a href="#">Change It!</a>	9/7/2003	8:30:00 AM	Boatwright 1	BUI6	MDSAI	PHMSAI	Bernat, Rich	Brodie, Ian	Fox, Richard

To remove yourself from an assignment, select *View My Matches* and click on the *Change It!* button and you can release your assignment. If you attempt to do this within 48 hours of the match, you will be instructed to contact your Referee Administrator or find a replacement. This restriction is in place because it is usually tough to get a replacement on very short notice.

By clicking on **Change It**, you will see the following page to un-assign. As a referee, you can only un-assign your own assignments. Click on the **Submit Schedule Update** button to remove your assignment.

Remove Assignment From a Game... 2/8/2003

**RICH,**

If you can't referee a game you have previously signed up for, please select the radio button and then "Submit Schedule Update"

Game Date:	2/8/2003	Start Time:	9:30:00 AM
Field:	Newhall 1		
Division:	GU12		
Visiting Team:	Visitor	Home Team:	MDSL
Center Referee:	Bernat, Rich	<input type="radio"/> Select to Remove	
Assistant Referee 1:	,	<input type="radio"/>	
Assistant Referee 2:	,	<input type="radio"/>	
Submit Schedule Update		Reset	

To sign up for more matches, click on **All Upcoming Games** or start again via the **Main Menu**.

## Update your Referee Data

To update your referee data, from the *Main Menu* click on *Edit Referee Info*. You will see the following:

**RefScheduler.net®**

[Main Menu](#)      [All Upcoming Games](#)      [Edit Referee Info](#)

Please change your registration information as listed below.  
Items with a (\*) are required.

Password:	<input type="password" value="*****"/>
E-Mail Address:*	<input type="text" value="richb@refscheduler.net"/>
Alt E-Mail Address:	<input type="text"/>
First Name:*	<input type="text" value="Robbie"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text" value="NewRef"/>
Prefix:	<input type="text"/>
Suffix:	<input type="text"/>
Address:	<input type="text" value="Here"/> <input type="button" value="↑"/> " <input type="button" value="↓"/>
City:	<input type="text" value="Concord"/>
State:	<input type="text" value="CA"/>
Postal Code:	<input type="text" value="94521"/>
Home Phone (no spaces):*	<input type="text" value="9255551212"/>
Work Phone (no spaces):	<input type="text"/>
AYSO Badge Level:	<input type="text" value="-Unassigned-"/>
USSF Badge Level:	<input type="text" value="USSF 6 Referee"/>
Referee Level (1-5):*	<input type="text" value="3"/>
AR Level (1-5):*	<input type="text" value="3"/>
Administrator?	
Active?	Yes <input checked="" type="radio"/> No <input type="radio"/> (This will disable your access!)

You can change all the listed data and change your password. If you select the **No** option for **Active?** you will disable your access. This should be used if someone does not wish to referee anymore. Click on *Submit Update* to save your changes.

The **RefLevel** and **ARLevel** are managed by your assignor and are relative ability levels that enable a referee to self-assign up to and including matches equivalent to their **RefLevel** and **ARLevel**. We are not using this feature in Davis at this time, all referees are listed with the default level of 3.