

Log In And Then What? Getting Your GameOfficials Account Set

Introduction

So you were told you need to log into GameOfficials to start getting games to referee. So what do you do to get set up? This document will tell you.

Login

Go to <https://wisref.gameofficials.net> and then:

1. Enter your username
2. Enter your password
3. Click on the "Log In" button

The main screen will appear

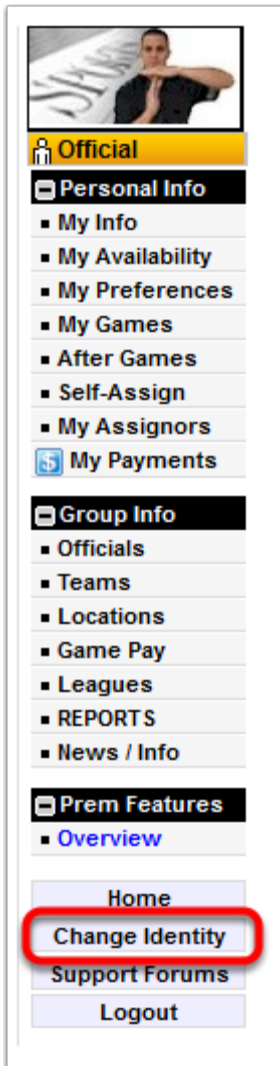


The screenshot shows the main interface of the GameOfficials website. At the top, a black banner contains the text "REGISTRATION, LEARNING, AND COURSE MANAGEMENT" in white, with "powered by GameOfficials.net" on the right. On the left is a vertical navigation menu with buttons for Home, Login, New User? (highlighted in green), Request Course, Sign Up For Course, Support, Contact, Software, and USSF Info. The main content area features a paragraph about the system's capabilities for USSF registrations and another paragraph about an online assigning solution for various sports. A "Log In" button is highlighted with a red box, and a "Forgot Username or Password?" link is visible below it. The footer contains copyright information: "© 2003-2012 PAS, LLC • Privacy Policy • Terms of Service •".

Go To Change Identity Screen

You will need to change your identity to the assignment identity:

1. Click on the "Change Identity" link towards the bottom of the menu on the left of the screen.



Change Identity

Switch to your assignment identity (the screen may look different from the below). To do so:

1. Click on the "Switch" link under "Assignment System Identities" for the "Official" type.

Registration and Learning System Identities				
	Num	Group	Type	Full Name
Switch	1234	Wisconsin Referee Registration	Assignor	Wiscor
Current	1234	Wisconsin Referee Registration	Official	Wiscor

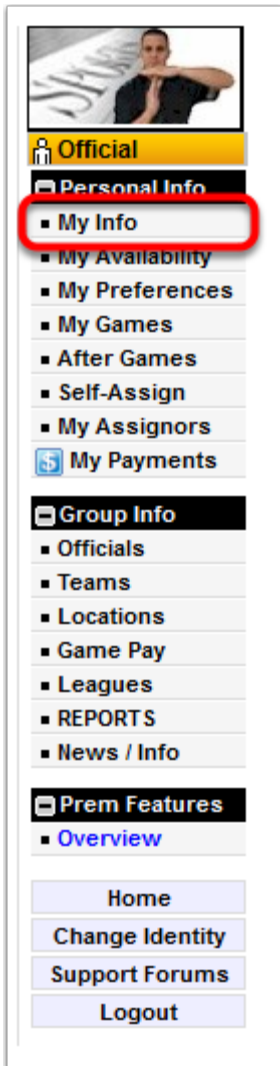
Assignment System Identities				
	Num	Group	Type	Full Name
Switch	1233	WisRefAssigning	Assignor	WisRefAssigning
Switch	1233	WisRefAssigning	Official	WisRefAssigning

Go To My Info

Now you will enter your information in the system. To do so, you will need to go to the "My Info" screen:

1. Click on the "My Info" link towards the top of the menu on the left of the screen.

This will bring up the Users Maintenance screen.

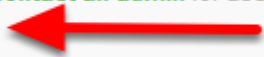


User Maintenance Screen - User Information

Verify the information is correct in the User Information section. The "Display First" and "Last" fields (arrow) allow you to enter how your name will appear to everyone else (i.e. "CHRIS" instead of "CHRISTOPHER")

User Information

Full Name (If Full Name is not correct, [contact an admin](#) for assistance)

Display First **Last** 

Date Of Birth (Contact your Group Admin if incorrect)
([Why is Date of Birth required?](#))

Gender Male Female Organization, Team, etc.

Personal Photo

(Hint: Move your cursor over the photo on the right to view full size)

User Maintenance Screen - Contact Information

Verify the information is correct in the Contact Information section. Take note of the "Private" and "Auto emails" checkboxes and select accordingly (notice the note at the bottom of the section for an explanation). You can enter multiple phone numbers and email addresses. If there are more than one referee in a household, you can use the same email address in each of their contact information areas.

Contact Information

Address 1 **Private * (All Address Info)**
Address 2
City
State **Zip**

Phone 1 **Private ***
Phone 2 **Private ***
Phone 3 **Private ***
Phone 4 **Private ***

Email 1 **Auto emails **** **Private ***
Email 2 **Auto emails **** **Private ***
Email 3 **Auto emails **** **Private ***

Home Association **** No Association **** (If Applicable)
USSF ID Num (16-digit USSF ID Number)
USSF Grade(s) Referee: Assignor:
 (If the USSF information above is not correct, [contact an admin](#) for assistance)

RefPay.com Username **RefPay.com Acct Num**

*** Private:** Only Assignors and System Administrators will see this info
**** Auto emails:** Always send notices to this email address

User Maintenance Screen - Cell / Pager / Email Notices


This section allows you to specify how you will be notified via a text message, or not at all. The middle section allows you to send a test message (arrow) to your phone to make sure it is set up properly

Cell / Pager / Email Notices

New Game Emails **One Per Game** - One email will be sent for each new game assignment *
 One Per Batch - One email will be sent for each new batch of assignments
(* In order Accept / Decline games via email or text message, this must be set to "Per Game")

Select the Carrier (Verizon, T-Mobile, Sprint, AT&T, etc) of your mobile device from the list below. If there are multiple entries and you're not sure which is correct, click the "Test" link below to send a test message. **NOTE: Your Carrier may charge for each mobile message sent from the system!**

Device / Carrier Verizon PCS --- [10 Digit Phone Number]@vtext.com *

Phone # / Pin # / etc. 2623390392 Required if carrier selected above
(Enter the information your carrier requires in the box above)
(Send Test Msg) For example, enter 1115551212 if your number is 111-555-1212 

* Confirm Mobile Device

Notice Type (Cell / Pager Notifications Only)

<input checked="" type="checkbox"/>	New Game Assignment (One notice per game)
<input checked="" type="checkbox"/>	Game Detail Change (Date, Time, Location)
<input checked="" type="checkbox"/>	Game Cancelled
<input checked="" type="checkbox"/>	Unassigned From Game (Removed from assignment)

If the items above are being used by an Assignor or Group, a message will be sent to your mobile device in addition to your standard email account(s).

User Maintenance Screen - General Information

1. Enter the city you reside in in the "City" field
2. Select the appropriate location area from the dropdown menu in the "Location Area" field. The location area is used by the system to determine who gets what messages when the sender selects that location area

General Information

Field	Value
City	GERMANTOWN
Location Area	MILWAUKEE * ▼

Please select the area that best describes the area of the state you referee the most in.

Save Your Changes!!!

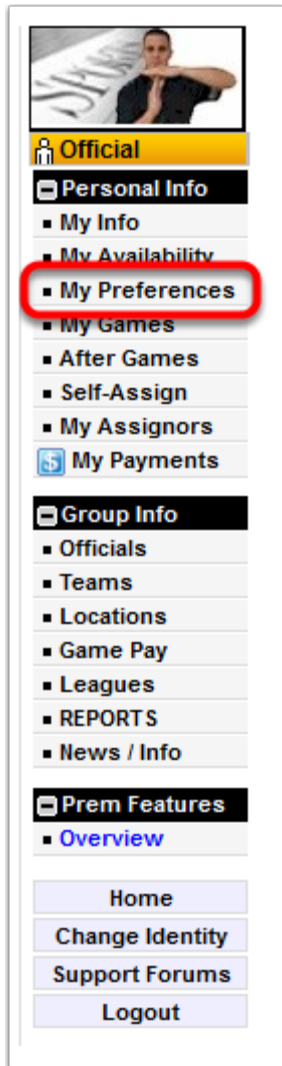
Click on the "SAVE (Modify User)" button at the bottom of the page to save any changes you made.

Go To My Preferences

You will need to go to "My Preferences" and set up your working preferences. To do so:

1. Click on the "My Preferences" link (circled) towards the top of the menu on the left of the screen.

This will bring up the Officials Preferences screen.



Officials Preferences - Game / Team Conflicts

The "Game / Team Conflicts" section allows you to enter any team conflicts you may have so you don't get assigned games the teams you have listed are playing in. Once you make your selections it will look similar to the screen below.

Game / Team Conflicts


	League	Team	Age	Level	Gender	N
(EDIT)	YOUTH	NORTH SHORE UNITED SC U12 BLUE (WI)	U12	[all]	M	Y

Officials Preferences - Working Area Preferences

The "Working Area Preferences" section allows you to specify what areas you are, or are not, interested in working games at. Make the appropriate selections and click on the "SAVE (Modify Preferences)" button (arrow) to save your selections. The screen should look similar to the below.

Working Area Preferences

Yes	No	Maybe	Area	Description
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	BAY	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	CAPITAL	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	FOX VALLEY	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	MILWAUKEE	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	NCENTRAL	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	NORTHWEST	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	OZAUKEE	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	SOUTHERN	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	WAUKESHA	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	WCENTRAL	



Officials Preferences - Misc

Feel free to explore the other sections of the Officials Preferences screen and make changes as you see fit.

Conclusion

You have now set up your GameOfficials account and are ready to start working games. If you have any questions or corrections, please feel free to contact me at gtownassignor@me.com.