This document is for a referee new to the SSRA web site who is trying to work through getting started with game requests and assignments. The Seattle Soccer Referee Association (SSRA) home page is located at www.seattlerefs.org. This is your access point for information, meetings, games, etc.

It is a good idea to look at the "What's New" column and follow the links for important information. You can expand these items by clicking on the triangle in the upper left corner of each item. Here is the sixth item down expanded.

If there is additional information there is a link at the end of the information in the box. For links that keep you within the SSRA web site the button looks like this: For links that take you to anther web site the button looks like this:

The upper left portion of each web page provides you with access to the functions of the web site. The clicking on the logo will take you to the home page. Clicking on "Logon" takes you to the "Logon" page:

Enter your user id and password and click on "Logon". If you have site mail, games that you need to accept, missing match reports and/or assignments in the upcoming seven days they will be displayed.

Click on the ⊙ to read your site mail. There you can manage your site mail.

Click on the match number to take you to a page to see information about the match. From that page you can accept, reject, turnback a match, fill out a match report, print out a game sheet and get additional information about a match.

There will be further discussion on these functions later.
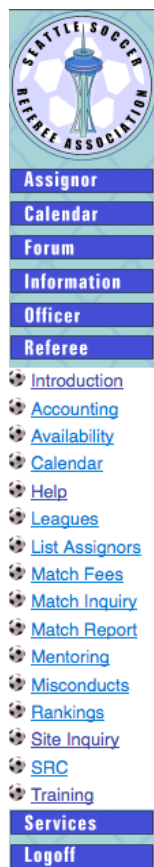
When you click on "Referee" in the left column the menu looks like the picture on the left. If you then click on "Match Inquiry the menus expands to include five additional functions. In addition you move to the "Inquiry" page. This is the page where you research request and track games. The controls for the "Inquiry" page are located in the "Matches Criteria" box at the top of the page.

Matches Criteria					
Referee	☑	Mine+Open	ARs	☑	Mine+Open
4th	☑	Mine+Open	Mentor	☑	Mine+Open
Date	☑	Today	Day	☑	All
Time	☑	All	Match#	☑	
League	☑	☐ Adult ☐ School ☐ Youth Rec ☐ Youth Select			
Gender	☑	All	Rank	☐	
Level	☑	All	Location	☐	All
Division	☑	All	Field	☑	All
Client	☐	All	Team	☑	
Sort By		Date, Time, Field	Action		Show 250 ⊙ 🖫 🗋

The drop down boxes can be set to filter games to give you a display of the type, level, location and date range of games along with other filters. The next picture shows the "Matches Criteria" set for a date range of September 20, 2009 on, Level U10 at the Lakewood location. "Action" has been set to display only 10 matches. When "Show" is clicked the screen on the following page is displayed.
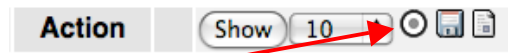
Action   Show 10 ⊙ 🖫 🗋   The "Action" area in the lower right corner of the "Matches Criteria" box has a bulls eye icon that can be used to reset all the drop down fields to the default setting if you need to start over.

This screen contains information that can be used to manage your assignments and assignment requests. It shows the first ten matches that meet the criteria that is set. Other

⟪ Displayed 11 to 20 of 34 ⟫   matches meeting the criteria can be displayed by clicking on the arrows at the bottom of the display. If more information is displayed than fits in the browser window it may be necessary to scroll the browser window to see the bottom of the display.

Assignor
Calendar
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Assignor
Calendar
Forum
Information
Officer
Referee

⊕ Introduction
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⊕ Match Report
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⊕ Training
Services
Logoff

Matches Criteria

Referee	☑ Mine+Open		**ARs**	☑ Mine+Open	
4th	☑ Mine+Open		**Mentor**	☑ Mine+Open	
Date	☑ 9/20/09 -		**Day**	☑ All	
Time	☑ All		**Match#**	☑	
League	☑ ☐ Adult ☐ School ☐ Youth Rec ☐ Youth Select				
Gender	☑ All		**Rank**	☐	
Level	☑ U10		**Location**	☐ Lakewood	
Division	☑ All		**Field**	☑ All	
Client	☐ All		**Team**	☑	
Sort By	Date, Time, Field		**Action**	(Show) 10 ⊙ 💾 📄	

Match	Date	Day	Time	Gender	League	Level	Division	Field	Teams	Ref	AR1	AR2	4th	Mentor
49837	9/20/2009	Sun	12:00 pm	G	Youth Rec	U10	Rec	Lakewood 1	MB/L Mighty Rainbow Cheetahs vs LVR Tricksters - RIghi	🟢 Peter Maunsell ⊖				
49838	9/20/2009	Sun	1:15 pm	G	Youth Rec	U10	Rec	Lakewood 1	MB/L Pirate Pixies Hirschfeld vs LVR Wildcats - Katz	🔵 ✉				
49839	9/20/2009	Sun	2:30 pm	B	Youth Rec	U10	Rec	Lakewood 1	MB/L FireBolts Rosenkranz vs SL Pumas - B	🔴no Peter Maunsell ⊕				
49840	9/20/2009	Sun	3:45 pm	B	Youth Rec	U10	Rec	Lakewood 1	MB/L Flaming Tigers Giles vs LVR Orange Crush / Bernard	🔵 ✉				
49841	9/20/2009	Sun	5:00 pm	B	Youth Rec	U10	Rec	Lakewood 1	MB/L Bluebirds -Arnone vs WD Big Cats	🔵 ✉				
49903	9/27/2009	Sun	12:00 pm	B	Youth Rec	U10	Rec	Lakewood 1	MB/L FireBolts Rosenkranz vs LC Quakes	⬜❓ Peter Maunsell 🟢❓ 🔴				
49905	9/27/2009	Sun	2:30 pm	G	Youth Rec	U10	Rec	Lakewood 1	MB/L Mt Baker Badgers-Carlson vs LVR Tsunami (Sparkle Stars) -Gray	🔵 ✉				
49906	9/27/2009	Sun	3:45 pm	G	Youth Rec	U10	Rec	Lakewood 1	MB/L Cheetah Girls -Strong vs LVR Poison Dart Frogs - Matter	🔵 ⊕				
49907	9/27/2009	Sun	5:00 pm	B	Youth Rec	U10	Rec	Lakewood 1	MB/L Eagles - Strobel vs WD Cheetahs - B	🔵 ✉				
49971	10/4/2009	Sun	12:00 pm	B	Youth Rec	U10	Rec	Lakewood 1	LR LIGA HISPANA vs Bal Cosmos	🔵 ✉				
									Displayed 1 to 10 of 34 »					

Match number 49905 shows a game that is open and that can be self-assigned. The 🔵 icon indicates that a game is open for assignment. There are two ways to be assigned to the game. One is to request the game and the other is to self-assign. If the game is open for self assignment and you have a ranking that permits you to self-assign the game you will see the self-assign icon: ⊕ If the game is either not open for self-assignment of you have not been ranked for that game you will see the request icon: ✉ This envelop icon will take you to the "Request Assignment" page.

Request Assignment

Help | SiteMail | Inquiry | Assignment

You can request that an appropriate SSRA Assignor manually assign you to an *Assignment* by completing the Request Assignment form below and sending it to the Assignor. To Request Assignment for a specific Match, enter the desired Match number and position below and click the "Request" button:

Request Assignment		
Match 49840	**Position**	Ref
Reason		
Action	(Request)	

Please indicate in the Reason area why would believe it is appropriate for the Assignor to assign you to this Assignment. Whether you are assigned to the Match or not is completely at the discretion of the responsible SSRA Assignor.

If the Assignor decides to make the requested assignment, the Assignor may or may not contact you via Email or Phone. **It is YOUR RESPONSIBILITY** to check the Site to determine if the Assignment has been made or not.

Here you enter any text message and click on the "Request" button to request the game. You are then taken to the "Confirm Request" page. Make sure that the game information

Help | SiteMail | Inquiry | Assignment

Peter, if you would like to have the SSRA *Site*® post a request Notice to the responsible Assignor(s) from you as follows, please click "Confirm Request" below:

9/20/2009 3:45 pm Lakewood 1 - Youth Rec BU10 Rec. Please consider me for this Mt. Baker match between MB/L Flaming Tigers Giles and LVR Orange Crush / Bernard

(Confirm Request)

Is correct and then click on "Confirm Request". This sends the request to the assignor. When you return to the "Referee/Match Inquiry" page the requested game icon appears:
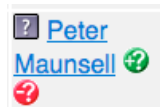
When you get assigned to a game you will get a message when you first enter the "Referee" area of the web site. If you click on the match number on that page you go th the Match page. There you see your name with three icons. The unconfirmed icon

Match #49903	
Date 9/27/2009 at 12:00 pm	**Gender** B
League Youth Rec	**Client** Mt. Baker
Level U10	**Division** Rec
Season Fall	**Status** Normal
Field Lakewood 1	**Rank** 2
Home MB/L FireBolts Rosenkranz	**Away** LC Quakes
HomeID 104172111	**AwayID** 104168086
Officiating Crew	
Ref Peter Maunsell	**Fee** $23.00

tells you that you need to take action. The green question mark button accepts the game

assignment and the red question mark button rejects the game assignment. These same unconfirmed accept and reject buttons show up on the "Referee/Match Inquiry" page game listings in the game box next to your name.

Peter Maunsell

Once you have accepted an assignment the game box next to your name changes to show that you are assigned to the game. The turnback icon is now displayed in the box. If you click on the turnback icon you go to the "Turnback" page. Depending on the number of days there are prior to the match you may not be able to turn the match back. If you are responsible for

Rule	Condition	Limits	Computed	Result
Assigned	Are you currently assigned to the Match?	True	True	OK
DaysLeft	Number of days left before the Game	3	21	OK
Action				Confirm

completing the turned back match until another referee accepts it. In this case you will see a red no icon displayed in the game box.

Peter Maunsell

The game request icon allows other referees to request or self assign the game.

Any time a game number is displayed on the "Match Inquiry" page it functions as a link to additional information about that game. Clicking on the number shows additional game information. From this page you can print out a game sheet by clicking the wallet

Inquiry　　　　　Logoff as Peter Maunsell | Search | Go to [Calendar ↕]

Help | SiteMail | Inquiry | Assignment

Match #49837

The following information is associated with Match #49837. **Note:** This information is current on Sunday, August 30th, 2009 at 2:11pm PDT, but is subject to change by an authorized User of the Site.

Match #49837	
Date 9/20/2009 at 12:00 pm	**Gender** G
League Youth Rec	**Client** Mt. Baker
Level U10	**Division** Rec
Season Fall	**Status** Normal
Field Lakewood 1	**Rank** 1
Home MB/L Mighty Rainbow Cheetahs	**Away** LVR Tricksters - Righi
HomeID 104172036	**AwayID** 104169152
Officiating Crew	
Ref	**Fee** $23.00

SSRA #49837	9/20/2009-Sun	12:00 pm	Lakewood 1
MB/L Mighty Rainbow Cheetahs			LVR Tricksters - RIghi
Color		Captains	Color

Youth Rec: GU10 Rec

Event	Time	Event

UB, DT, PI, DR, FRD, E, L, IFL	SFP, VC, S, DGH, DGF, AL, 2ct, T

MB/L Mighty Rainbow Cheetahs		LVR Tricksters - RIghi
Event	Time	Event

form button. Print and cut the form to size and use to keep a record of the game.

Not only is this form useful for recording information during the game. They can be used as a reminder of when and where your upcoming games are and as a record of your games until you can log them.

Use your browser back button to return to "Inquiry" page.

Once you have complete a game it is required that you file a match report. If you do not file a match report you may not get paid. For SYSA games this report is filed only online. Other leagues may require that you also mail in a match report. Know your league rules.

Match Report for #49706

Date	8/30/2009	Time	9:00 am	Gender	M
League	Adult	Level	Open	Division	Premier
Field	Rainier Beach Stadium	Cautions		Send Offs	
Home	Oaxaca			Goals	
Visitor	San Miguel/Los Virreyes			Goals	
Notes					
Comments	ALL PLAYERS MUST HAVE A VALID WSSA CARD with the proper team name on it.				

Referee Crew

Ref	Soo-Hui Um	
AR1		
AR2	Sherry M Patrick	
4th		
Mtr		
Action	File	

The match report requires that you enter four pieces of information. You must enter the number of cautions, the number of send offs, the goals for the home team and the goals for the away team. Once you have entered those four things click on "File". If you have made an error a red error message will appear. Otherwise you will get an accept message.

One of the information boxes on the home page dealt with direct deposit. After you have logged on you get to the direct deposit page either by returning to the home page and following the link in the direct deposit information box or by selecting "Services/Profile/Direct Deposit". Follow the instructions there to get your pay directly into your bank account. By doing this you will get paid every month instead of only once each quarter (only four times a year). You will need your bank's routing number and your account number. The directions are all on the direct deposit page.

It is important to keep your profile up to date. You get to the "Profile page either by clicking on "Services/Profile" or clicking on your name. Enter your information and click on "Update".

Profile

Help | SiteMail | Inquiry | Assignment

Update the contents of your by moving to the appropriate field, entering or selecting the proper value, and clicking the "Update" button below.

Peter Maunsell (#182)				
Name	Peter	Maunsell	**RMA Name**	Peter	Maunsell
Address	☑ 5833 Seward Park Avenue South		**USSF** ⬅	0010 4191 2455 0110	
City	☑ Seattle		**Gender**	[M ↕]	
State	☑ [WA ↕]		**Birthdate**	5/16/1952	
Zip	☑ 98118-3015		**Social Security #**		
PrimaryPhone	[Home ↕]		**PrimaryEmail**	[Email1 ↕]	
Home	☑ (206) 725-1661		**Email1**	☑ referee@maunsell.info	
Work	☐		**Email2**	☐	
Cellular	☑ (206) 920-3267		**Email3**	☐	
Other	☐		**Email4**	☐	
WSYSA RMA ⬅	Cleared (5/16/2010)		**Obtained**	8/27/2009 11:12 pm	
USSF Grade ⬅	7		**USSF Year** ⬅	2009	
WOA	Certified: Yes		**Last logon**	8/30/2009 12:11 pm	
Options	☑ Bulk Mail?				
Notes	☑ I often don't hear my cell phone at home (I keep it in the car). Use home phone first unless you know that I am not home.				
	For the Directory entry ...				
TagLine					
About Me					
Action	Update				