

Soccer Nova Scotia Referee Management System

System Guide: Referees

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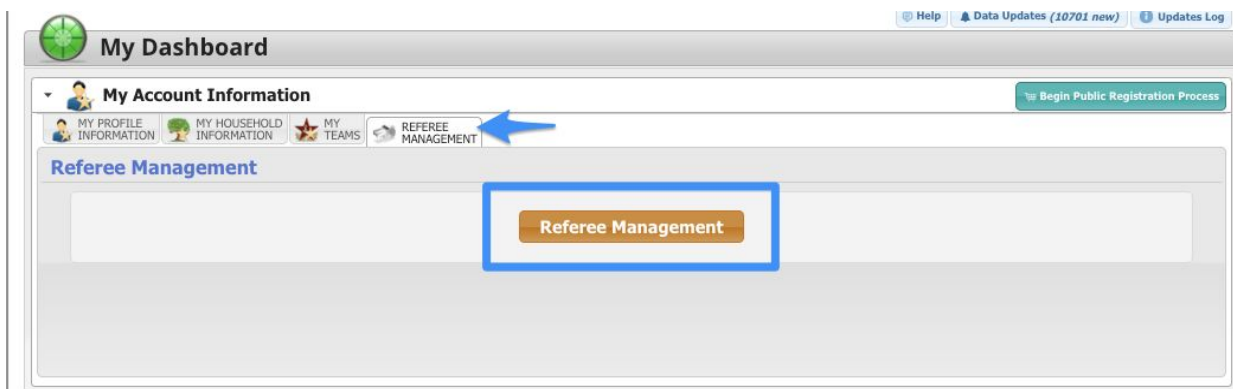
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Logins and Access for Referees	1
Setting Preferences and Availability	2
Indicating Your Availability	2
Indicating Your Assignment Preferences	3
Receiving and Responding to Game Assignment Invitations	4
Responding to Assignment Invitations via Email	4
Responding to Assignment Invitations via the Assignment Calendar	5
Viewing Your Accepted Assignments	5
Changing a Response on Accepted Assignments	5
Updating Profile Information	6

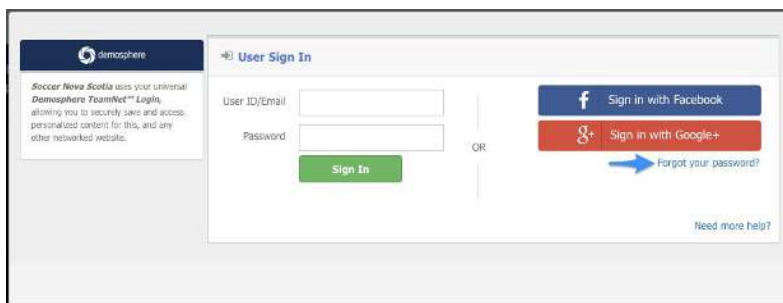
Logins and Access for Referees

Access this URL https://soccerns.demosphere-secure.com/_login and use your associated username and password credentials to login to your Demosphere Dashboard. You may wish to bookmark this URL as this will be the link for accessing all assignments moving forward.

Click on the Referee Management tab and then the Referee Management button to access the Soccer Nova Scotia Referee Management System.



If you have not set up a password, or you have forgotten your password, use the “Forgot Password” link on the login screen to generate a password reset email. Be sure to enter the email address associated with your Referee Registration.



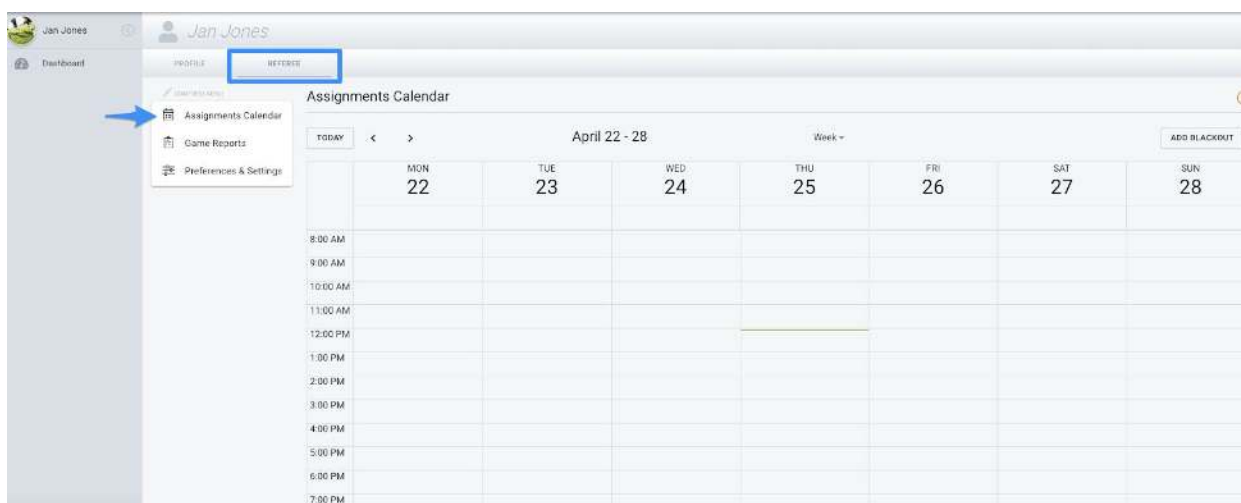
Setting Preferences and Availability

Click on the Referee Tab at the top of the Referee Management System to view your Assignments Calendar and update your Preferences and Settings.

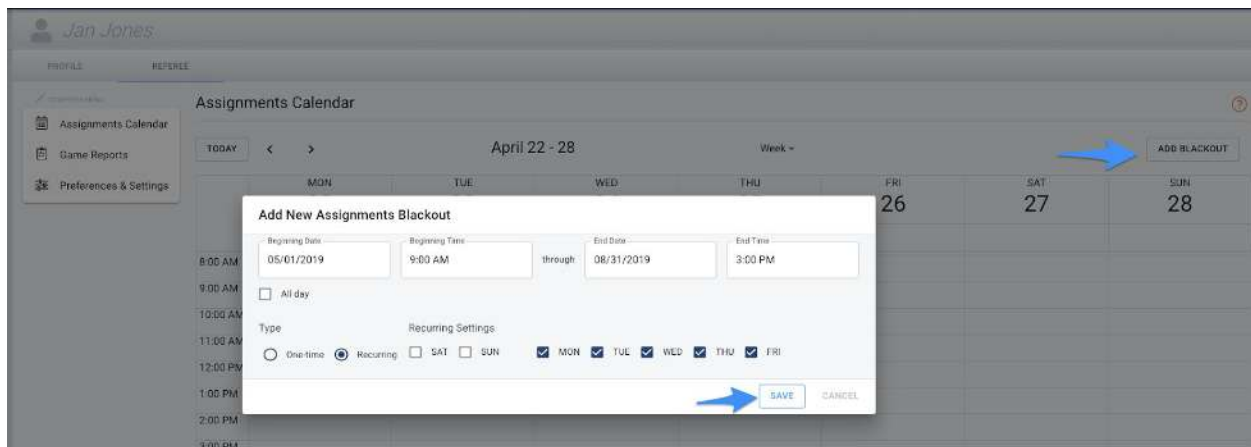
Indicating Your Availability

Setting your availability is done by indicating blackout dates and times you are NOT available to referee games. By setting your blackout dates, Assignors will not see your name in the list of potential referees to send game assignment invitations to if the game is scheduled during your blackout date/time.

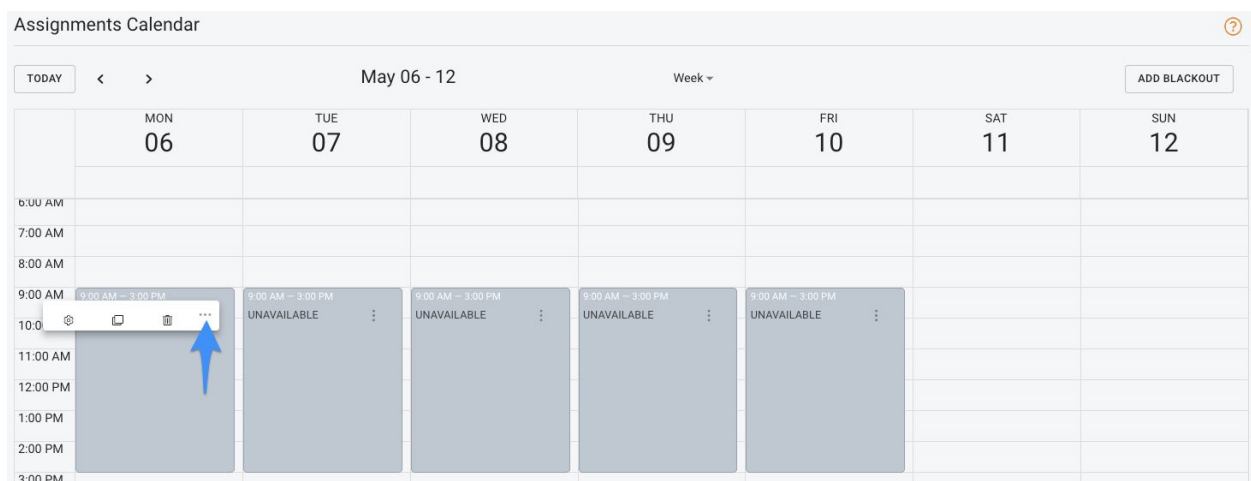
To set your date, **click on the ADD BLACKOUT button** in the upper right corner of the page. Indicate all days and times you will be unavailable to accept game assignments either by entering individual dates and times or by setting up recurring dates and times.



Once you have completed your blackout date/time indications, click Save and the dates and times will be added to your Assignments Calendar.



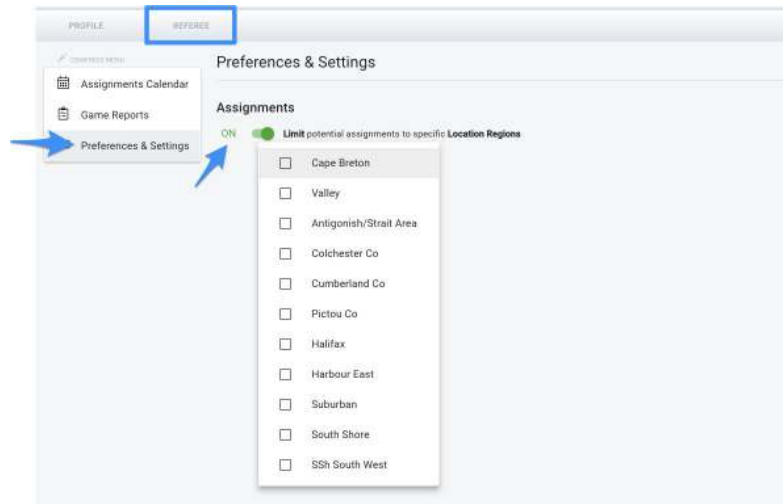
To modify an existing blackout date already added to your Assignments Calendar, click on the menu icon next to the blackout.



- **To modify an existing blackout date/time:** Click the gear icon and update the dates/times. Click Save when finished.
- **To clone a blackout date/time:** Click the box icon to clone the blackout date and time settings to another day or set of dates. Click Save when finished.
- **To remove a blackout date/time:** Click the trash icon to remove the blackout date/time event from your calendar. You must verify that you want to remove the event before it will be removed from your Assignments Calendar.

Indicating Your Assignment Preferences

To indicate your preference to be invited to referee games within specific Soccer Nova Scotia regions, click on the **Preferences & Settings menu option** on the left side of your Referee page. Set your '**Limit potential assignments to specific Location Regions**' to ON.



Using the dropdown, indicate the Region(s) you would like to be marked as eligible for when Assignors are making potential assignments. You must indicate at least one Region if this setting is ON to be marked as eligible for assignment invitations.

Setting assignment preferences based on location and other game attributes will be introduced in the near future.

Receiving and Responding to Game Assignment Invitations

When an Assignor invites you to referee a game, you will receive an email notification and an indication on your Assignments Calendar of your pending Assignment.

Responding to Assignment Invitations via Email

To respond to a game assignment invitation via email, open the email with the subject **Soccer Nova Scotia: Game Date, Game Time**. The sender will be from no-reply@demosphere.com.

The game assignment invitation will include all relevant details for the game assignment including Position, Pay, Date/Time, Location, Competition, Division, Game Number, Home/Away Teams.

- **To Accept:** Click the Accept button on the email to Accept the game assignment and your Assignment Calendar will be updated.

Finalize your response *now* by clicking one of these options:

ACCEPT

DECLINE

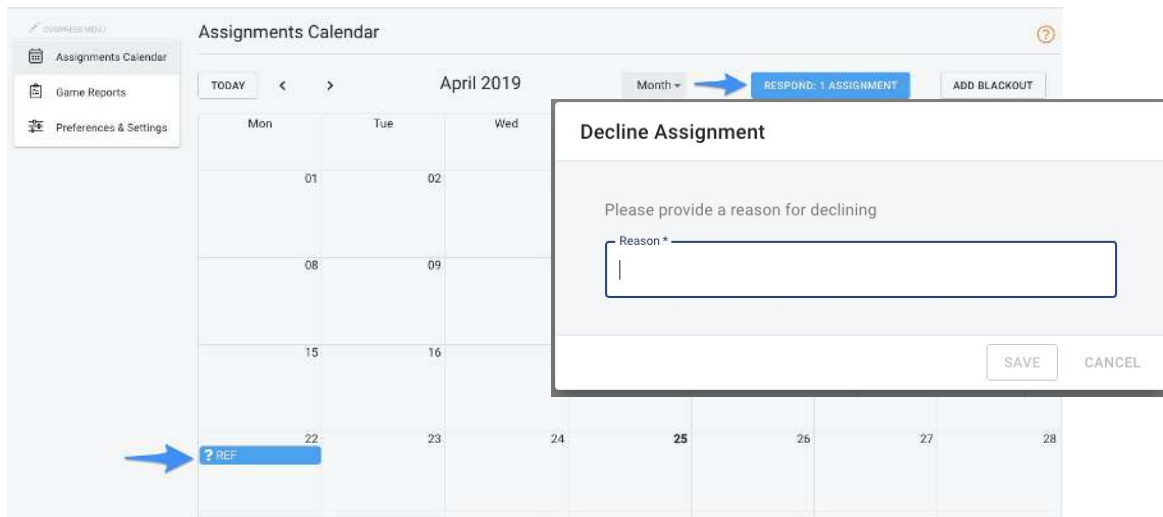
- **To Decline:** Click the Decline button on the email. To help us improve the assigning process, please tell us why you declined.

There will also be a link in the email to manage your response directly on your Assignment Calendar.

Responding to Assignment Invitations via the Assignment Calendar

To respond to a game assignment invitation directly on your **Assignment Calendar**, navigate to your Assignment Calendar in the Referee Management System.

- Toggle the Display Setting located directly above the calendar to display either a single day, the entire week or month.
- Pending assignments will display on and directly above in Blue. Click either option (single assignment or list of all assignments at the top of the calendar) to Accept or Decline the invitation.



- If you are declining the invitation, you must indicate your reason and click the Save button before the decline will process.

Viewing Your Accepted Assignments

To view the schedule of your upcoming game assignments, navigate to your **Assignment Calendar** in the Referee Management System.

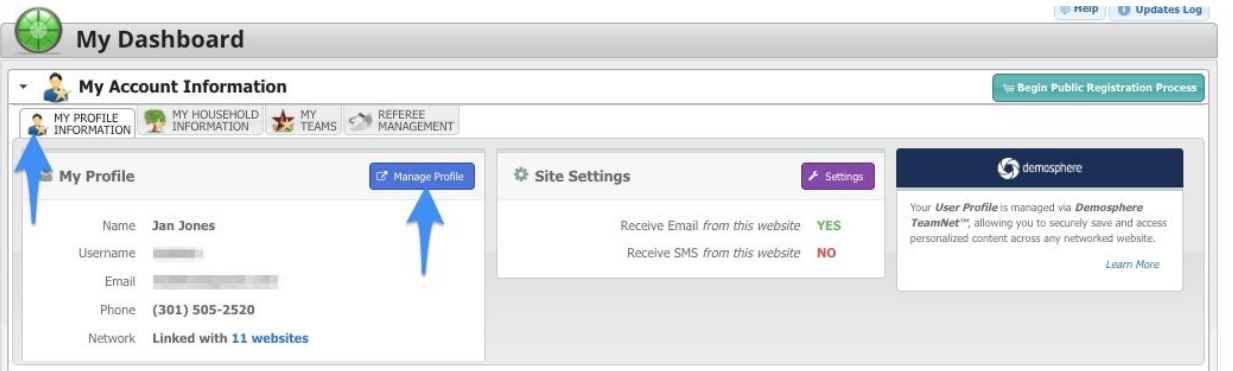
- Toggle the Display Setting located directly above the calendar to display either a single day, the entire week or month.
- Accepted assignments will display on the calendar in Green. Click on the assignment event to review the details of the event.

Changing a Response on Accepted Assignments

If you need to **change your response from Accepted to Declined**, contact the Assignor directly. The Assignors name will be indicated on both the email invitation and on the assignment detail view available when clicking the event on the Assignment Calendar.

Updating Profile Information

To edit your First/Last Name, Date of Birth, Phone Number, Gender, or Email address, click on the My Profile Information tab on your Demosphere Dashboard and click on the Manage Profile button.



From here, click the Manage My User Profile via TeamNet™ button to be directed to your TeamNet page. TeamNet is the Demosphere app where you will manage your profile and household information.



Locate your Profile Link in the upper right corner of the screen and click the Edit button next to your Profile Detail to open up the edit view for your profile information. If you update your email address, you will be sent a confirmation email instructing you to verify the email change before you can login with the new email address.

