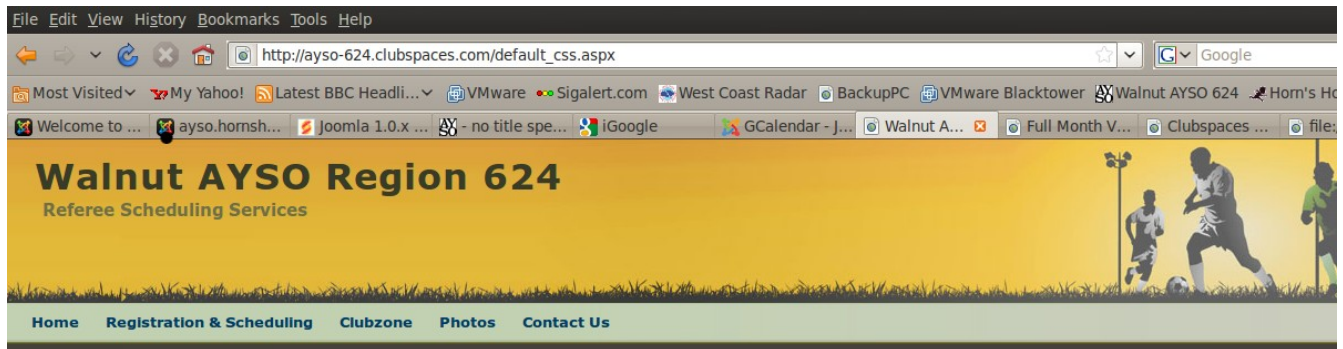


Online Referee Scheduling

Online referee scheduling has come to Walnut!

Eventually there will be a link from our main website. For now, start here:

<http://ayso-624.clubspaces.com>



Once there, click on the [Registration & Scheduling](#) link in the menu bar at the top of the page. This will bring you to the sign in page:

From here, you can register yourself by clicking on the "New Player" button (yes, it's named wrong, but it is what it is). Once you are registered, this is where you will log in with your username and password.

On the following screen, select the [Referee/Umpire Registration](#) radio button and click "Next".

Fill in your contact information on the following page, and click "Next."

Your username will be your email address; enter it twice. Select a password, and click Next (if you forget the password, it can be mailed to the email address from the login page).

On the following screen are options for "paying" your fees. There are NO fees required to referee for Walnut. We pay you ... in food and fun! However, you do have to include the "default fee" in your cart to finish registering. It's zero dollars, so just click "Add" to put it in the cart and forge ahead.

Next we will need, at a minimum, your current AYSO referee badge level. You can also indicate your years of experience, and comfort level for center and / or sideline assignments.

Once again, Clubspaces will bother you for fees ... and requires you to "Initial" the form. Just do it. The next screen has just one option ... "Register". Congratulations – you're ready to sign up for games.

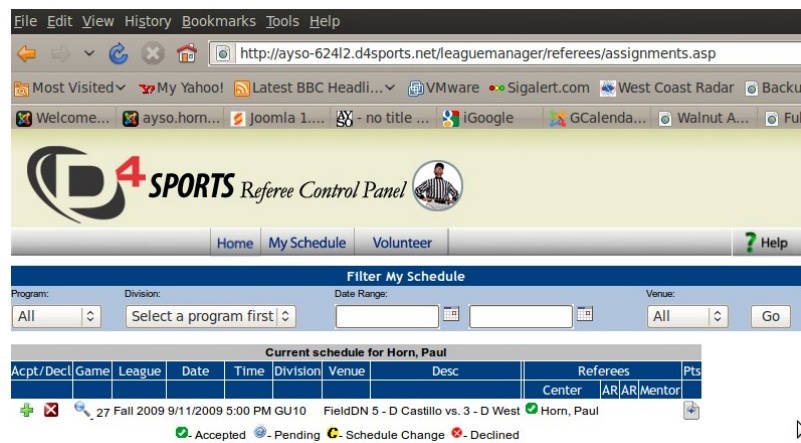
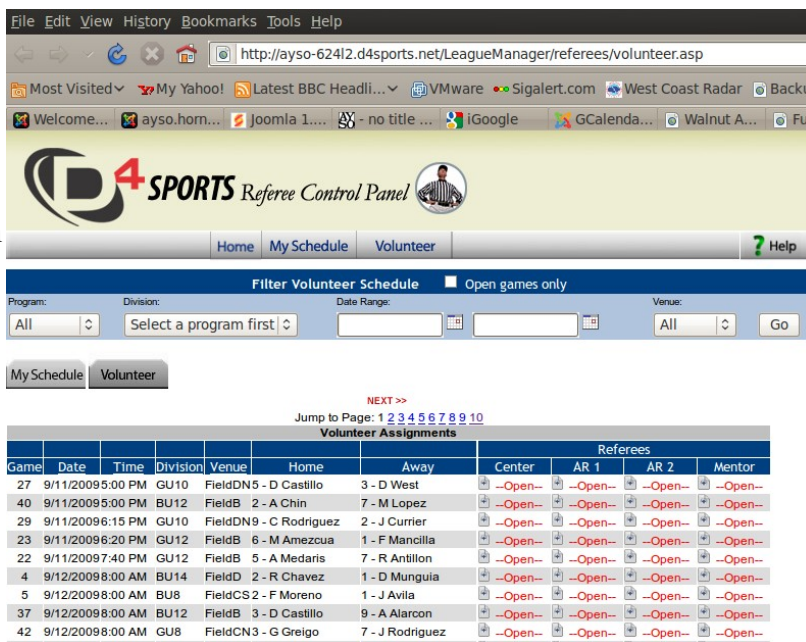
When you log in, you land on the “home” page. There is a link here with your name to edit your account details, should you ever need to change information. There is also a tab at the top to change your password if you are so inclined.

To begin signing up for games, click the “My Ref/Ump” tab. This will bring you to a page with two buttons: Referee Schedule and Referee Volunteer for Games. Referee Schedule will show you games for which you have already volunteered; Volunteer for Games gets you a list of all the upcoming assignments for which you can volunteer.

Clicking the Volunteer button brings up a list of all available games – for every division, all the way through the season. To make this more manageable, you can shorten the list with the filter components. Select a Program first – Fall 2009 is the only one available. Then you can select a Division (G10, BU12 etc) or enter a date range etc. Click “Go” to filter the results.

Once you find a game for which you wish to volunteer, simply click the little box icon next to the word “--Open--” for the appropriate position (Center or AR 1/2). A pop-up dialog will ask you to confirm that you wish to volunteer for this particular game. Click “OK” and your name will appear in place of the Open text, along with a green check box. That's it – you're signed up.

To make sure your team gets credit, or if you wish to review your selections or mistakenly sign up for the wrong game (or need to cancel an assignment), click the “My Schedule” tab. You will be presented with a list of games for which you have volunteered.



Each game has several important icons:

- The red X at the left lets you unvolunteer for the game
- The green + at the left lets you accept games that are in "Pending" status. If there is a schedule change, or you are assigned by the administrator, you can accept the game with this link.
- Finally, the little paper icon at the extreme right (in the Pts column)

brings up a dialog for assigning the referee points to the appropriate team. You will find a drop-down listing all the teams – pick yours, and they get the credit. Be sure to keep the points assignments up to date (NOTE: one point per assignment, be it an AR or a center position).