

# Assignr Usage for Referees

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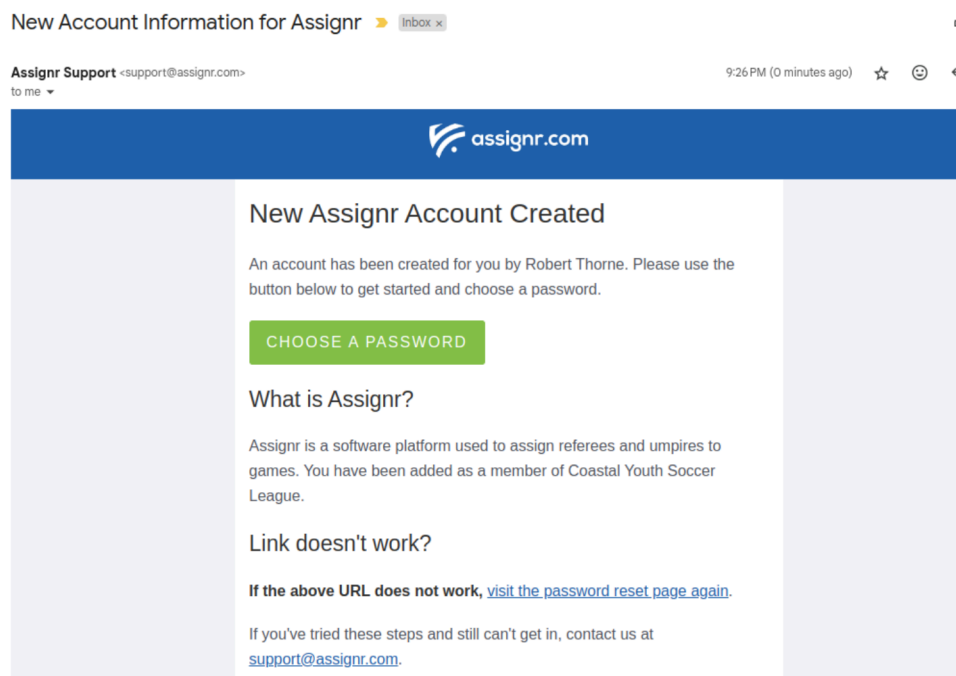
Assignr scheduling software comes in two-versions: web, and mobile app. This document provides instructions, when possible, on how to use both platforms.

This document concentrates on frequently used features: entering availability, game notifications, accepting and declining games, completing game reports, and updating your profile.

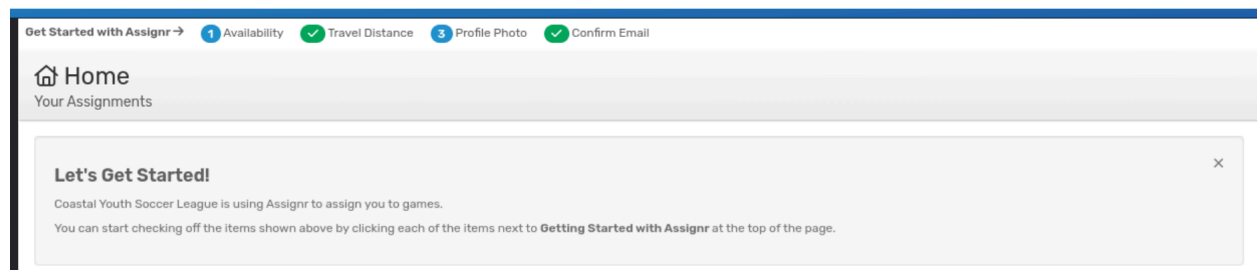
## Web-Based

### Account Setup

The system sends you account information once an assignor adds you to the system. You will receive an email (similar to the one below) with instructions on how to open your account.

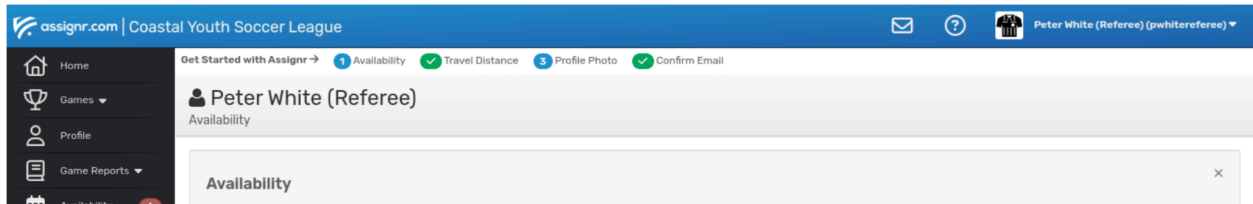


The software prompts for a new password followed with acknowledgement of a user agreement. Once complete the system displays a **Let's Get Started** screen.



## Setup

Assignr outlines the steps you need to complete when you first login to the system.



The title bar “Get Started with Assignr ->” contains links to complete the setup process. The first step is setting up your availability.

Assignr links to US Soccer to confirm your current referee status while providing a summary of your course.

If the following screen appears then you need to link your profile to USSF.



Either click on “Please correct this” or visit your profile to create the link to USSF.

From your profile, click on “Look Up USSF Registration” to display the “Lookup USSF Registration” dialog. Click on Search, once you enter the required information.

The screenshot shows a dialog box titled 'Lookup USSF Registration' with a close button (X) in the top right corner. Inside the dialog, there is a section labeled 'Search By...' with a dropdown menu currently showing 'USSF ID & Date of Birth'. Below this, there are two input fields: 'USSF ID #' and 'Date of Birth'. At the bottom right of the dialog, there are two buttons: a blue 'Search' button with a magnifying glass icon and a gray 'Close' button.

Assignr should report success, and display your certification information.

Certification		Expires
Active	<b>Referee</b> Issued Jan 24 2023, Massachusetts State Referee Committee	Dec 31 2023
	<b>Assignor</b> Issued Dec 24 2022, Massachusetts State Referee Committee	Dec 31 2023
Active	<b>SafeSport Trained (Safety)</b> Issued Jan 7 2023, U.S. Center for SafeSport	Jan 7 2024
Active	<b>Background Check: Clear (Safety)</b> Issued Jan 12 2023, NSCI	Jan 7 2025
Active	<b>Introduction to Safe and Healthy Playing Environments (Safety)</b> Issued Dec 30 2022, U.S. Soccer	Dec 30 2023

NOTE: A Profile photo isn't required. However, clicking on the **Profile Photo** button displays the "profile" screen allowing you to provide additional information, and to configure what information other referees can see.

## Profile Setup

The only required fields are *First Name*, *Last Name*, and *email*. Everything else is optional.

### Parent/Guardian Notifications

If you are under the age of 18 then you need to include contact information of a parent/guardian.

This may be done by clicking on "Add an Email Address" on the Profile screen. Screenshot below provides additional detail.

Option Two: A parent/guardian information as an emergency contact, and checking the **Send All Notifications to this Email Address** option.

Emergency Contact	
Emergency Contact	Relationship
<input type="text"/>	<input type="text"/>
Phone Number	Email Address
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Send All Account Notifications to This Email Address	

Multiple contacts may be entered using this method.

## Test Test

### Profile

#### Personal Information

**Address**

123 Main Street  
Hingham, MA 2043

**Home Phone**

Private (617) 555-1234

**Mobile Phone**


Private (781) 315-6620

**Travel  
Restriction**

None

[\[Edit\]](#)

**Email**

[pwhite6448@gmail.com](mailto:pwhite6448@gmail.com)    
Last message opened 18 minutes ago.

[\[Edit\]](#)

**Email**

[Add an Email Address](#)

**Account Login**

ttest3 (Test Test)

**Account Key**

You can use your Account Key to ask an assignor to add you to their site as an official. Just share this link:

<https://app.assignr.com/q/account/8ca09bee...>

 [Copy to Clipboard](#)

#### Privacy Settings

“As an official, you have access to the list of officials for your site. By default, your contact information cannot be seen by other officials unless you allow it to be seen. Other officials can send you messages by logging into the site, however, if your email address is marked as "private", they will not be able to see your email address.

If you do not want other officials to see your name in the directory, or to send you messages, check the **Hide Profile from Other officials** checkbox. If an official is assigned to the same game as you are, they will still be able to send you a message.”

**Hide Profile from Other officials** checkbox is grouped with Date of Birth as shown below.



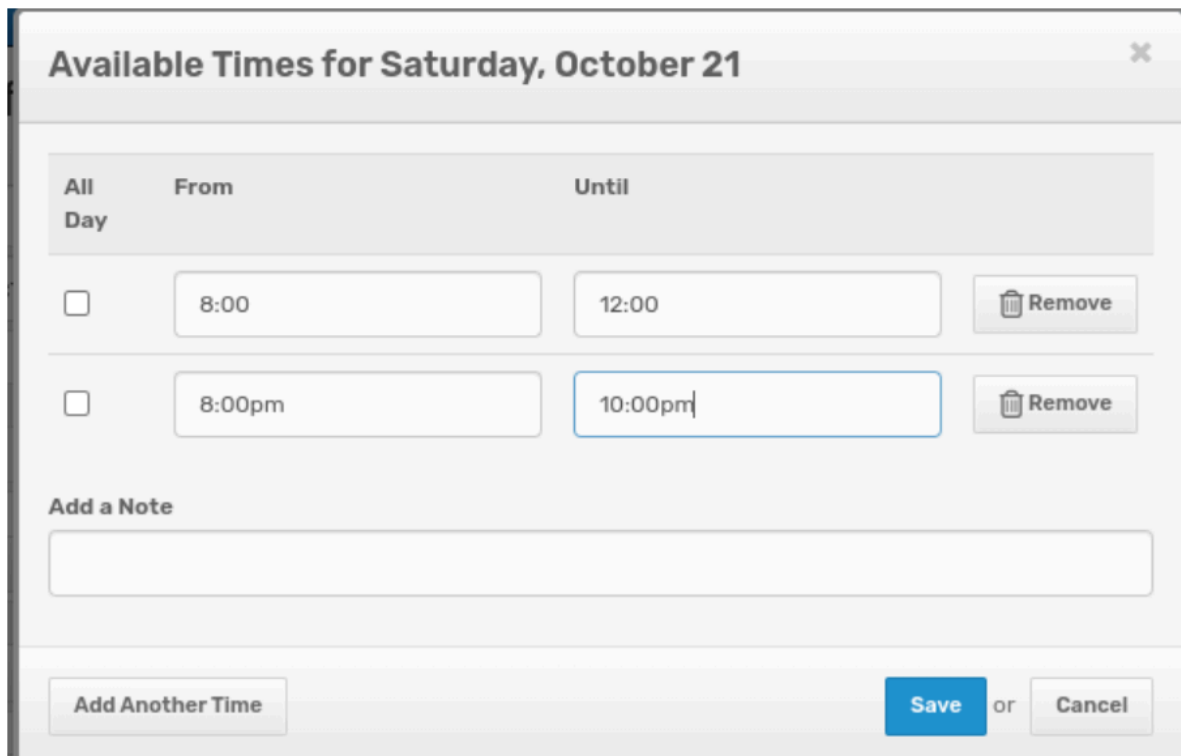
The screenshot shows a form section titled "Date of Birth". Below the title, there is a line of text: "Date of Birth, if provided, will be encrypted. Assignr will only display an age (like "18") or a masked date (like "XXX XX 2006").". Below this text is a label "Date of Birth" followed by a text input field. At the bottom of the section is a checkbox labeled "Hide Profile from Other Officials".

## Availability

Entering your availability is the key to getting games. The better your availability, the more games you'll get.

### Steps

1. [Login into Assignr](#)
2. Select "Availability" from the left-side menu.
3. Clicking the buttons on the calendar toggle your status. A red 'X' shows you're not available. A green checkmark marks you available for the full day.
4. Selecting "Edit Times and Notes" in the middle button at the bottom of the calendar allows you to enter more granular time. Selecting a button for a given day displays a new dialog. Uncheck "All Day" to allow you to customize the time. Times can be either 24 hour format (20:00), or 12 hour format (8:00pm)



The screenshot shows a dialog titled "Available Times for Saturday, October 21" with a close button (X) in the top right corner. The dialog contains a table with three columns: "All Day", "From", and "Until". Below the table, there is a text input field labeled "Add a Note". At the bottom, there are three buttons: "Add Another Time", "Save", and "Cancel", with the word "or" between "Save" and "Cancel".

All Day	From	Until	
<input type="checkbox"/>	8:00	12:00	Remove
<input type="checkbox"/>	8:00pm	10:00pm	Remove

5. Click the "Show Times" button on the bottom row of the calendar displays times per day.

## [Additional Information on setting up availability](#)

### Games

You need to accept or decline games assigned to you.

### Accepting/Declining Games

Select “Games”, “My Games” from the left-side menu.

**Peter White (Referee)**  
Assigned Games

Personal iCalendar

Help: Assignments

Search

> Filter Games: Start Date: Today; Accept/Decline: Unconfirmed

Displaying all 2 games.

	<b>Sat Oct 14 8:00 AM</b> Grade 5/6: Hanover-1 [Home] vs. Marshfield-1 [Away] Girls, Hanover, Coastal	<b>@ Forge Pond Park Field Four</b>	✓ R: <a href="#">White (Referee), Peter</a> ○ AR: ○ AR:	 You Accepted at 5:53 AM <a href="#">Decline Game</a>
	<b>Sat Oct 14 9:15 AM</b> Grade 5/6: Hanover-3 [Home] vs. Cohasset-2 [Away] Boys, Hanover, Coastal	<b>@ Forge Pond Park Field Four</b>	🕒 R: <a href="#">White (Referee), Peter</a> ○ AR: ○ AR:	<a href="#">Accept Game</a> or <a href="#">Decline Game</a>

Select “Accept Game” or “Decline Game” as needed. Since you stated you were available to referee at the allotted time you need to provide a reason when declining a game. **The system removes your availability for that day when you decline a game. You remain on the schedule for previously accepted games for the day.**

## [Additional Accept/Decline Documentation](#)

### After Game Report

There are several ways to access game reports.

#### Option One

The easiest is from the mobile app.

#### Option Two

The second method is to click on the ‘Information’ button for the game you wish to complete a game report.

Test Official

Assigned Games

Assignments

This screen shows your assigned games. If your assignor has recently assigned you to a game, you will need to "accept" or "decline" the game, which confirms that you can or cannot work the game. If a game time or venue changes, you'll need to return to the website to re-accept your changed assignments.

Personal iCalendar

Search

> Filter Games: Start Date: Today

Displaying 1 game.

Thu Mar 28 9:00 AM

@ Forge Pond Park  
Field Two

Grade 7/8: Hanover-1 [Home] vs. Duxbury-1 [Away]

Boys, Hanover, Coastal  
Assignor: Peter White  
Game fee: \$70.00

✓ R: Official\_Test

🕒 AR: White, Peter

🕒 AR: Coutts, Gregory

✓

You Accepted  
at 9:10 PM

Click on "New Soccer Game Report" to open the Game Report Form.

Game Reports

There are no reports to show.

+ New Soccer Game Report

### Option Three

Select "Game Reports" from the sidebar.



Home

Games

Profile

Game Reports

Game Reports

Availability

Conflicts

Confirmations

People

Filters

Reports

Get Started with Assignr → 1 W9 2 Bank Account 3 Availability 4 Travel Distance 5 Profile Photo 6 Confirm Email

Game Reports

Find Reports

+ New Legacy Game Report

by Date Submitted by Game

Download

Date/Time	Location, League, Age	Teams	Reports
Mar 28 2024 9:00 AM	Forge Pond Park (Field Two) Hanover Grade 7/8	Hanover-1 [Home] vs. Duxbury-1 [Away]	No reports submitted.

+ New Soccer Game Report

Click on “New Soccer Game Report” to access the Game Report Form.

Enter the score in the Game Information section.

New Soccer Game Report Cancel & Go Back

Game Information

Home Team \*  
Hanover-1

Away Team \*  
Duxbury-1

Date / Time \*  
2024-03-28 09:00 AM

Association / League \*  
Hanover

Home Score \*

Away Score \*

Venue  
Forge Pond Park - Field Two

Age Group / Division \*  
Grade 7/8

Gender

Game Number

Changes / No-Show

Are the assigned officials, as shown above, correct? \*

☐ Yes, the officials, as shown above, all worked this game.
 ☐ No, there are changes to report (e.g. a no-show or a change to one of the assigned officials).

Cautions / Send Offs

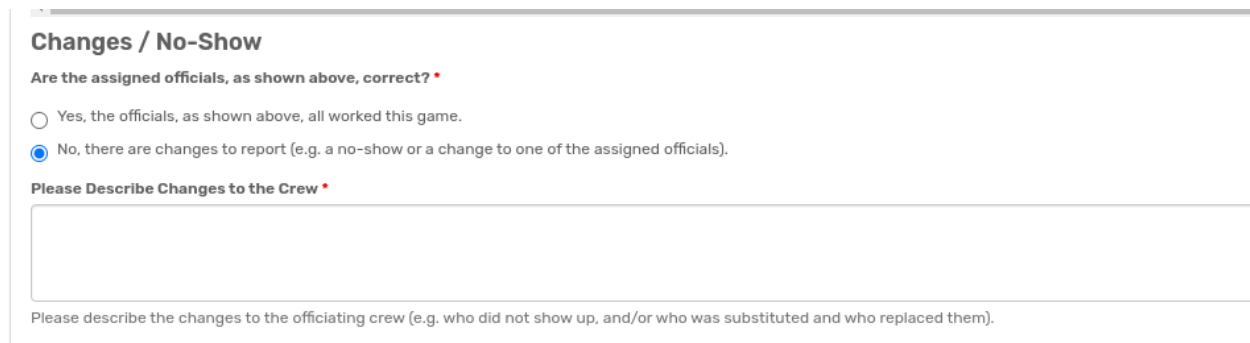
☐ Player(s), Substitute(s) or Team Official(s) were Cautioned or Sent Off

Additional Comments / Statement

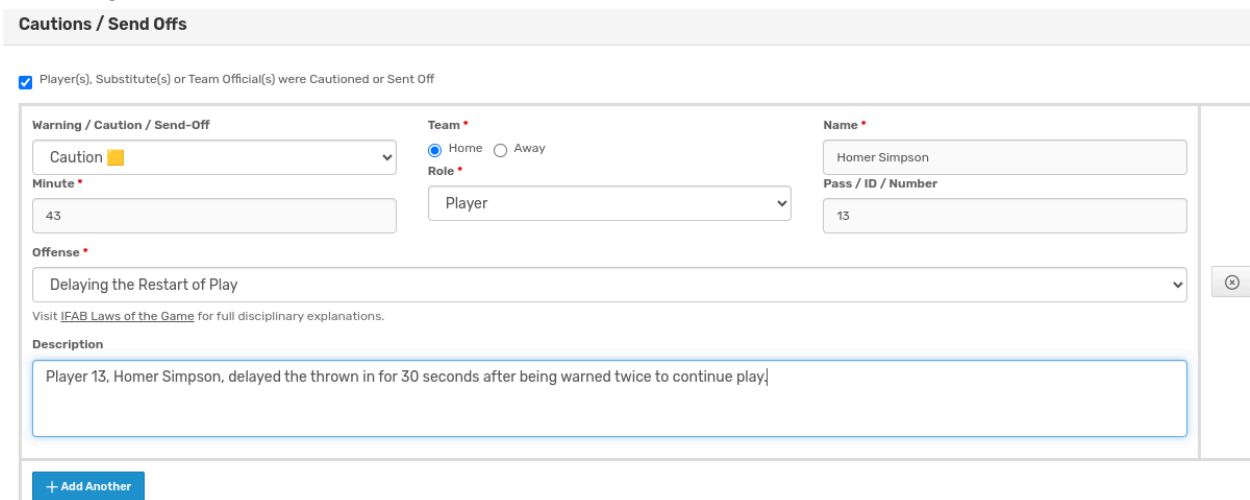
B I @

The form changes based on your responses to the questions.

Selecting “No” for “Changes / No Shows” opens a text box so you can provide additional information.



Checking the box for “Cautions/Send Offs” opens a misconduct form.



This form also changes available values based on prior answers. The values shown in the “Offense” drop-down change based on what option was selected in the “Warning/Caution/Send-off” field.

Your assignor can help you with completing the description section.

## [Getting Paid](#)

## Conflicts

Assignr allows you to identify certain circumstances as conflicts. You prefer not to work with certain teams, leagues (towns), venues (locations), or even other referees.

## Steps

1. Select “Conflicts” from the left-side menu.
2. Complete the applicable conflicts.

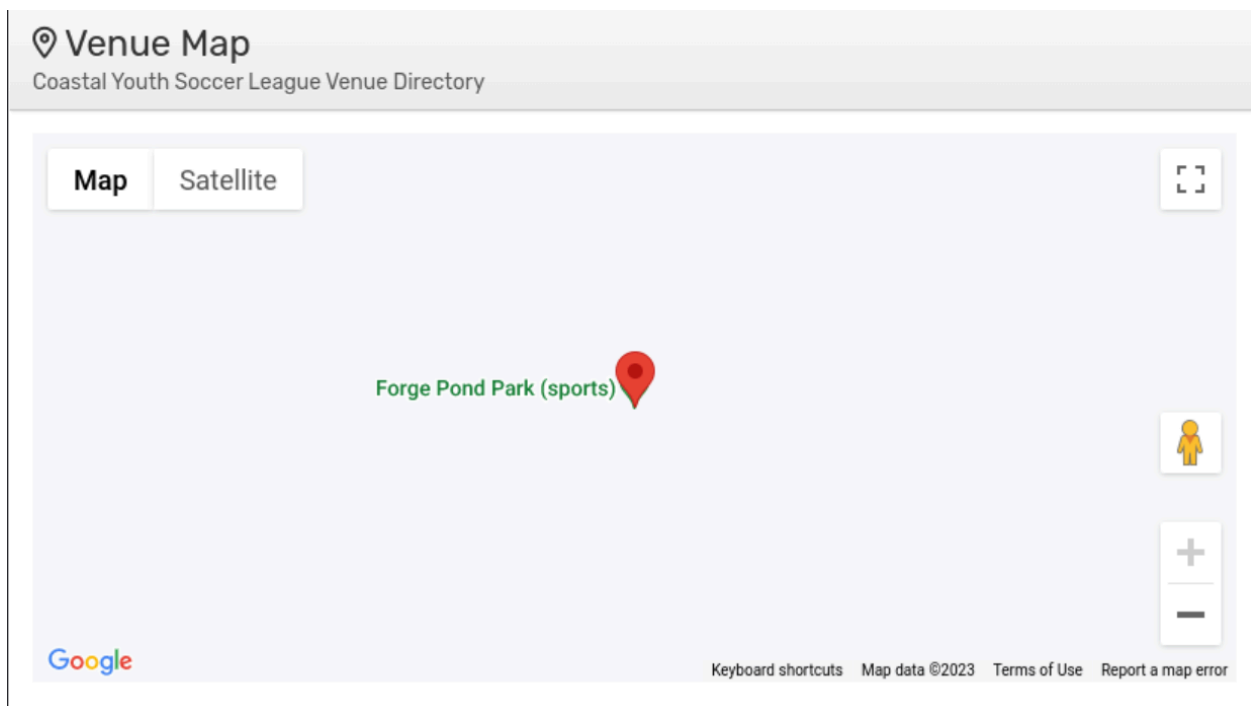
NOTE: Only assignors can see this information.

## Venues

Assignr Venue view shows information for venues (locations) with a map.

### Steps

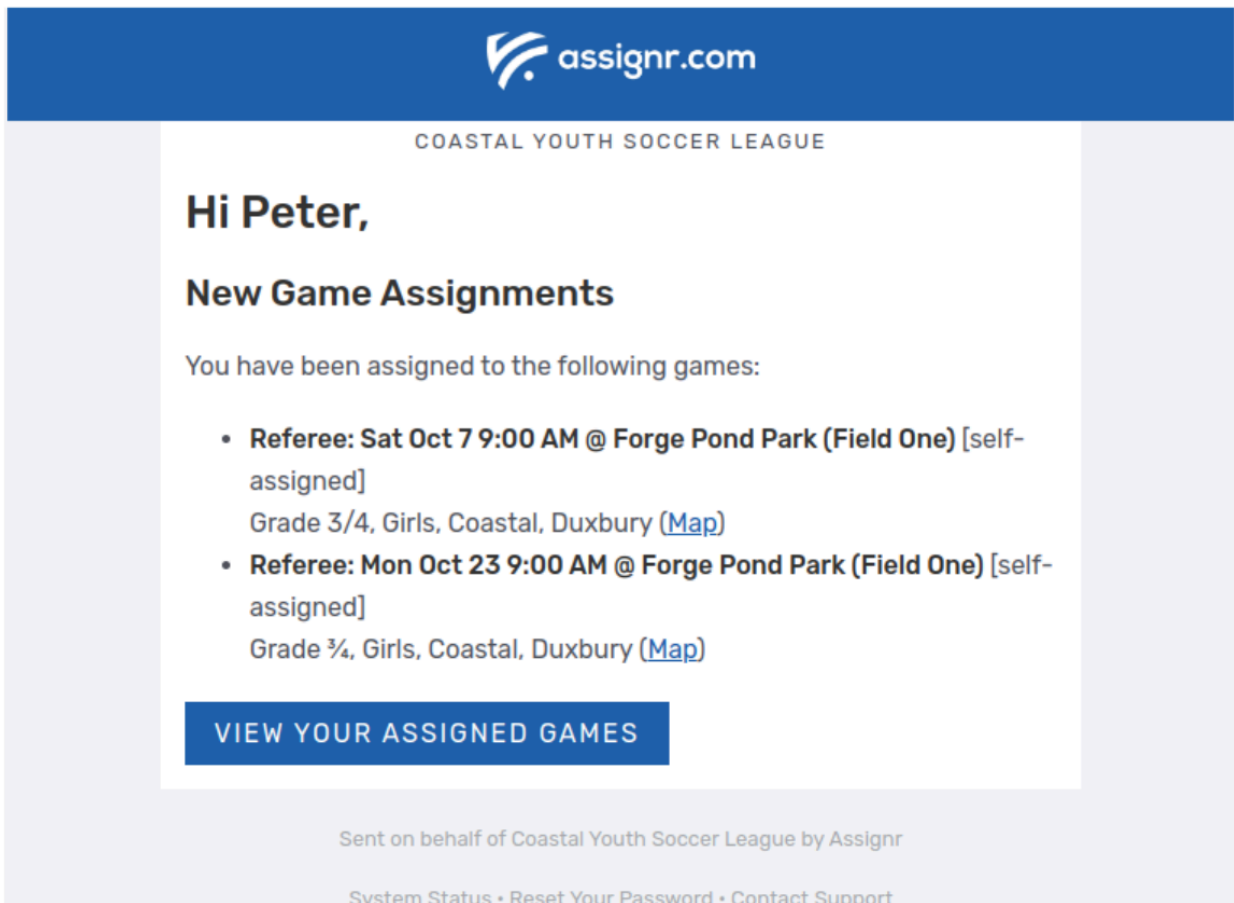
1. [Login into Assignr](#)
2. Select “Venues” from the left-side menu.
3. Select or search for a venue.
4. If the screen appears like the one below, where there’s no information then click on ‘-’ multiple times to zoom out. Assignr annoyingly zooms all the way in when opening the map.
5. Clicking on the Venue’s link to the right of the map, displays the venue with an option to get driving instructions.



## Game Notifications

Assignr uses email and mobile app to update referees about game updates.

Example email notification:



## Mobile App

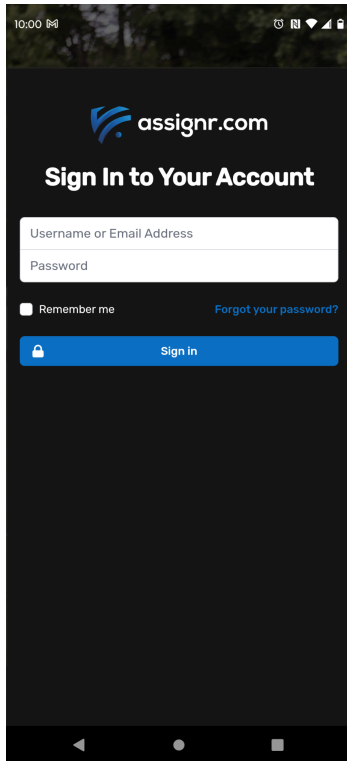
The mobile application is available for iOS and Android devices. The mobile app focuses on routine activities; setting availability, accepting/declining games, game notifications, and communicating with your referee team.

## Installation

[Google Play](#)

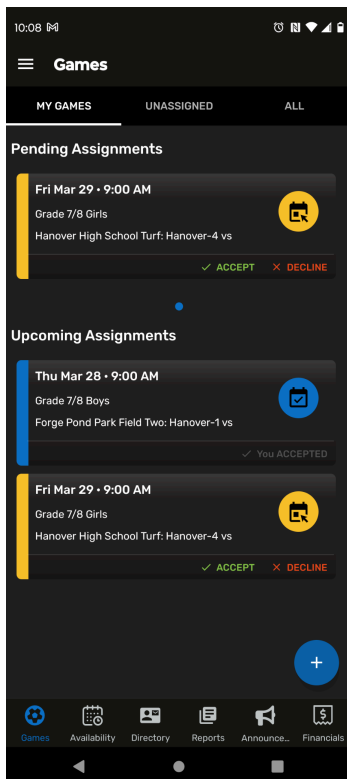
[Apple App Store](#)

## Login



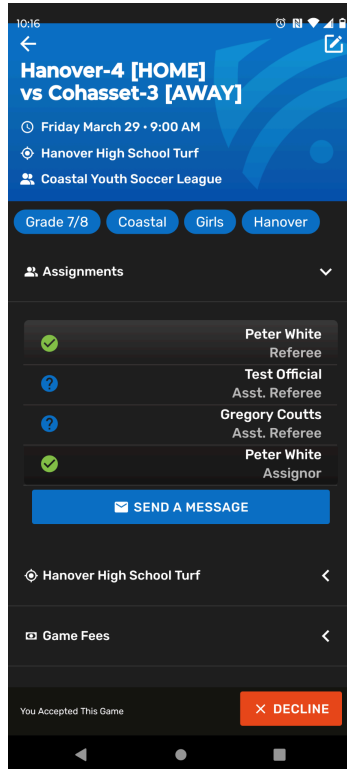
Enter your credentials and click “Sign In”

The following screen appears showing your Games.



## Accepting /Declining Games

Clicking on Accept displays another screen, where you click “accept” again. The screen below appears.



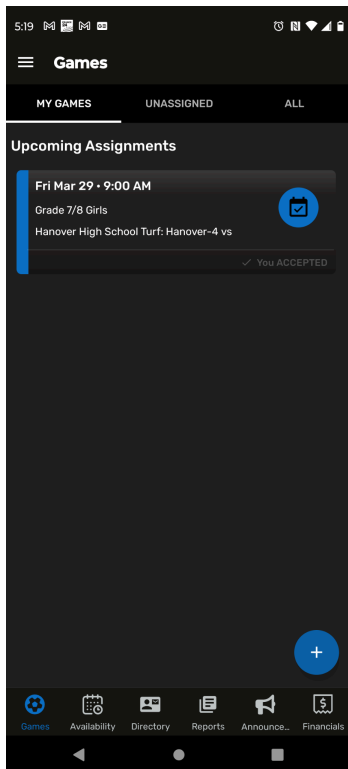
Press “DECLINE” If circumstances change and you can no longer do the assignment. Provide a reason for declining the game, and press DECLINE.

The “SEND A MESSAGE” allows you to communicate with your referee team.

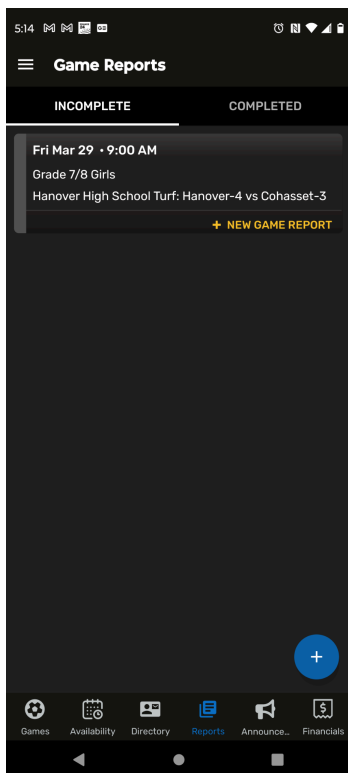
## Game Report

Game reports are required and may be completed using the mobile app.

From the main screen



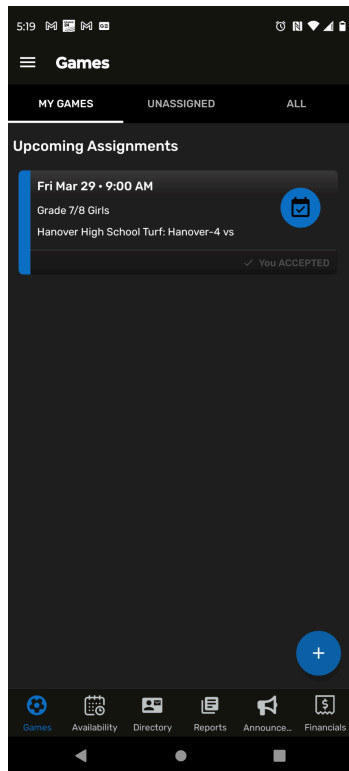
Click on “Reports”. A listing of games requiring reports is displayed.



Click “+ NEW GAME REPORT” to display the game report screen. It’s the same as the web version shown above.

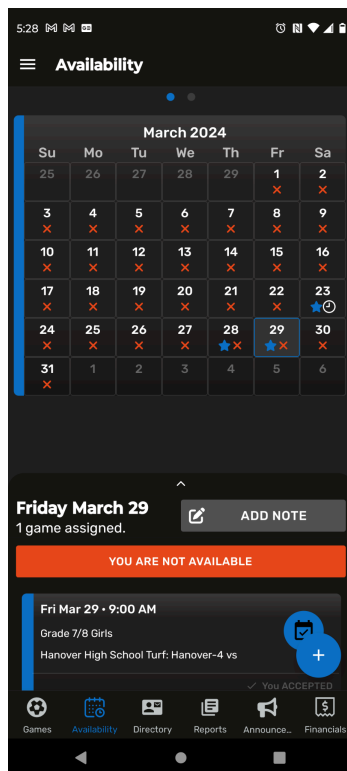
## Availability

Press the Availability Icon located at the bottom of the screen.





## Availability Screen



**X** = a red X means you're not available.

**✓** = a green check mark indicates you are available all day.

The clock image shows you are available for a portion of the day.

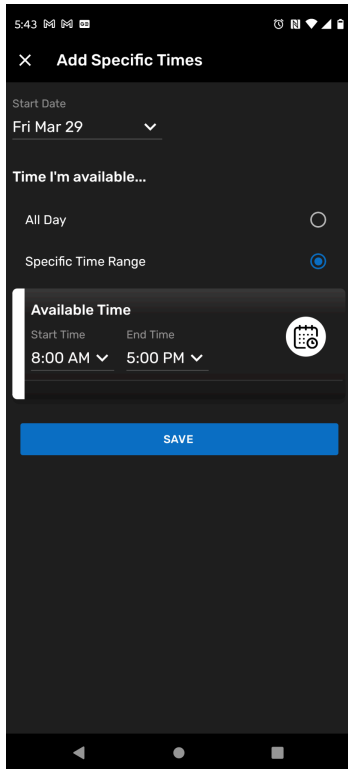
The blue star indicates you have or had a game that day.

The red box, "YOU ARE NOT AVAILABLE", shows you're unavailable for the current day. This shows a green box, "AVAILABLE ALL DAY" if you are available.

## Modifying Your Availability

The image above shows the person isn't available for March 29. Pressing "YOU ARE NOT AVAILABLE" changes the button's color to green and the text to "AVAILABLE ALL DAY". A new button "SET SPECIFIC TIME" appears as well allowing you to set a range of times for that day.

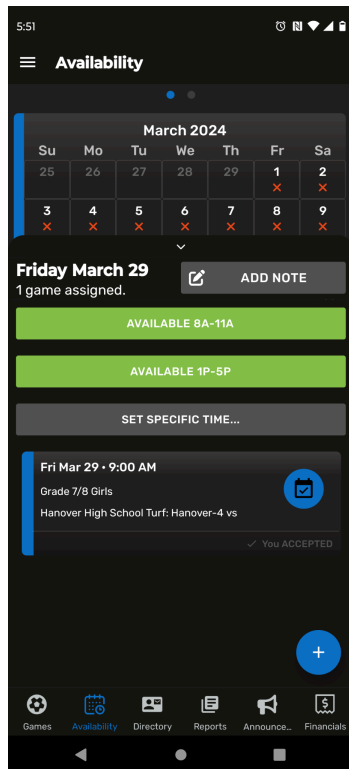
Pressing the "SET SPECIFIC TIME" button displays a new screen where selecting "Specific Time Range" allows you to specify when you are available.



For example: You are available from 8am - 11:00am, and again from 1pm - 5pm.

You would press “SET SPECIFIC TIME”, select “Specific Time Range”, change the end time to 11:00 am, press SET TIME, and press SAVE.

Press “SET SPECIFIC TIME” again, select “Specific Time Range”, change the start time to 1:00, end time to 5:00 pm, press SET TIME, and press SAVE.



**WARNING:** The buttons are toggles so clicking a green button indicating you're available, makes you unavailable. In this example, clicking a green button removes it. Clicking both green buttons makes you unavailable.

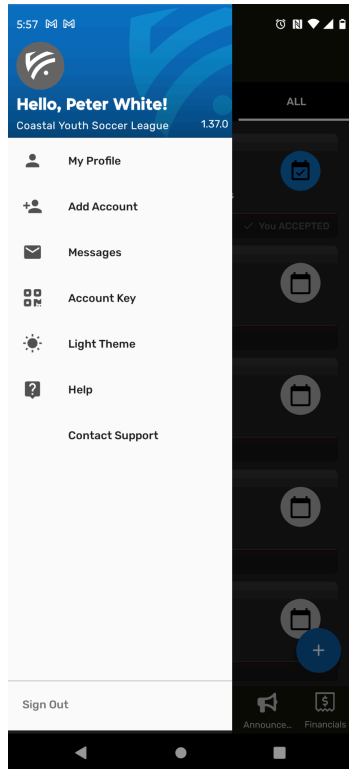
The blue + symbol in the lower-right portion of the screen allows you to update your availability in bulk.

## Communicating

The mobile app allows you to communicate with your referee team as well as your assignor.

Referee Team

Assignor



## FAQs

**Question:** *I click on the map for a game venue, and it doesn't show anything. How do I fix this?*

**Answer:** Assignr annoyingly fully zooms in on the map. You need to zoom out, click on "-" multiple times, to get a better view of the venue.

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**Question:** *How do I send a message to my assignor?*

**Answer:** Use the "message" feature under the "My Profile" menu

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