# Assignr Usage for Referees

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.
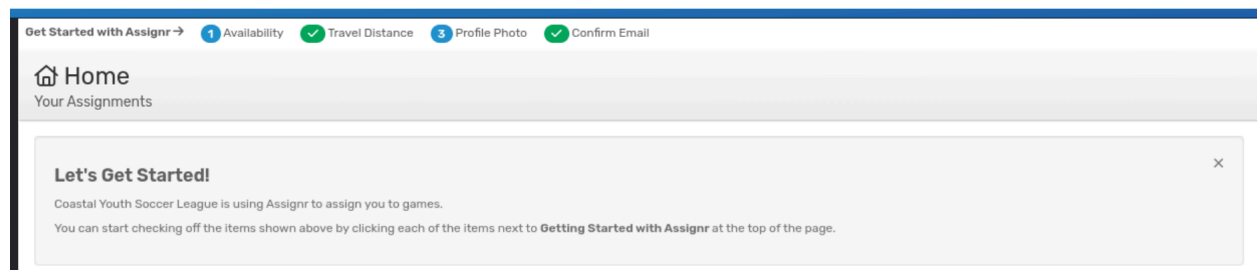
Web-Based

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.
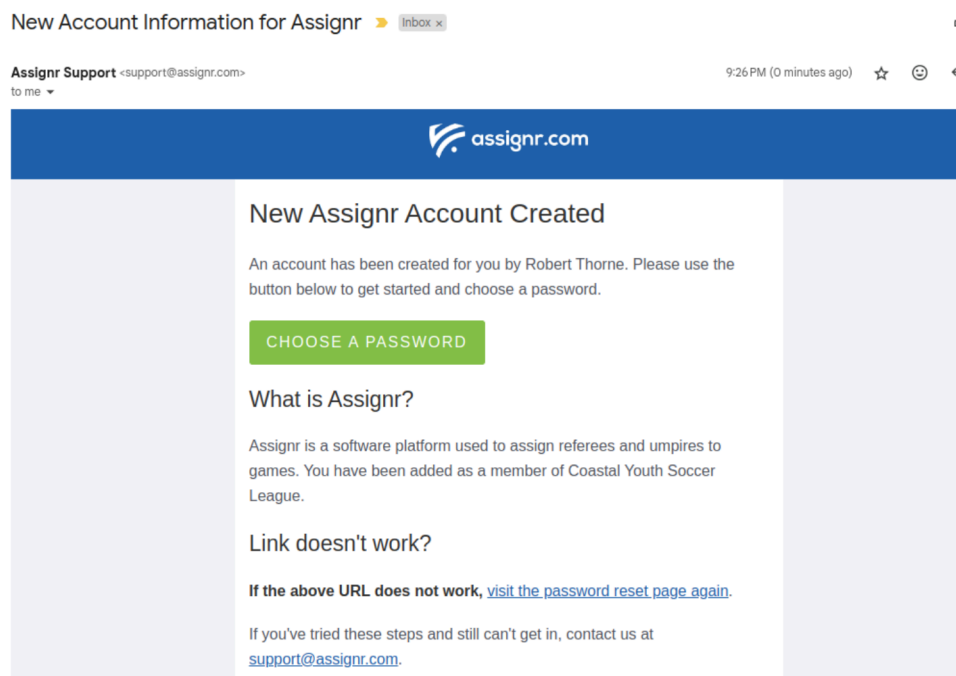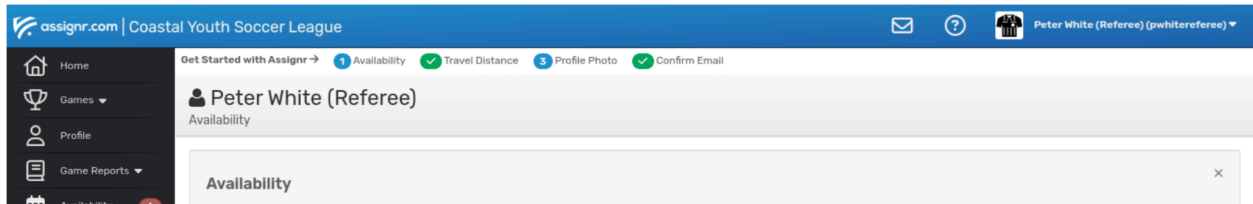

The software prompts for a new password followed with acknowledgement of a user agreement. Once complete the system displays a **Let's Get Started** screen.

Setup

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

The title bar "Get Started with Assignor ->" 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.

Assignr should report success, and display your certification information.

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

Phone Number

Email Address

☐ 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 ✅ 🚫 [Edit] Last message opened 18 minutes ago.
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.
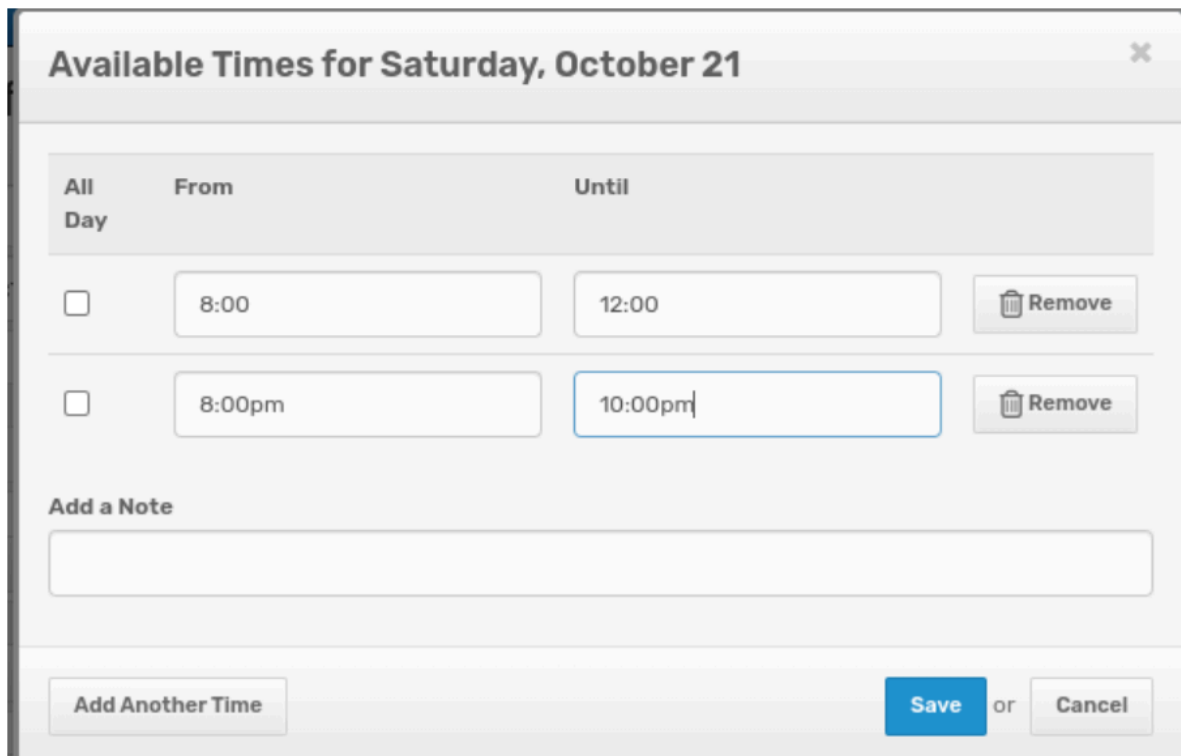

Availability

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

Steps

1.
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)

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.

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.

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.

✉ ❶	**Thu Mar 28 9:00 AM** **Grade 7/8:** *Hanover-1 [Home] vs. Duxbury-1 [Away]* Boys, Hanover, Coastal Assignor: Peter White Game fee: $70.00	@ **Forge Pond Park** **Field Two**	✓ **R:** Official, Test ⑦ **AR:** White, Peter ⑦ **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.

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

Enter the score in the Game Information section.
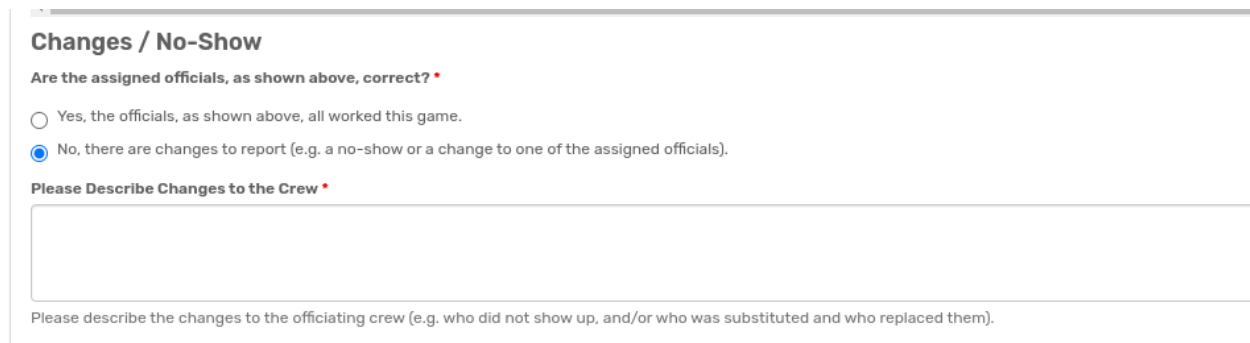
The form changes based on your responses to the questions.

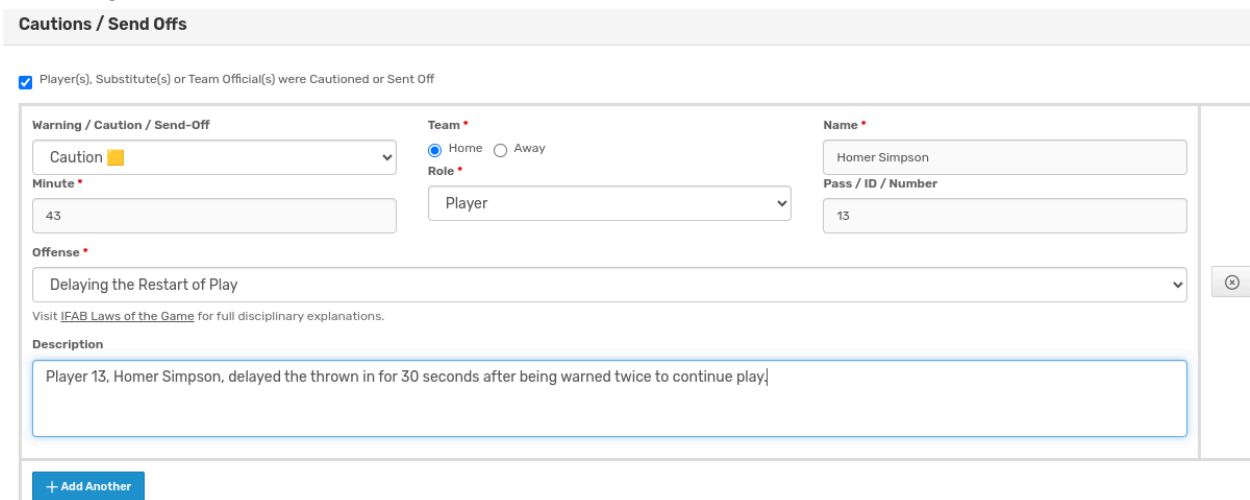Selecting "No" for "Changes / No Shows" opens a text box so you can provide additional information.

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.
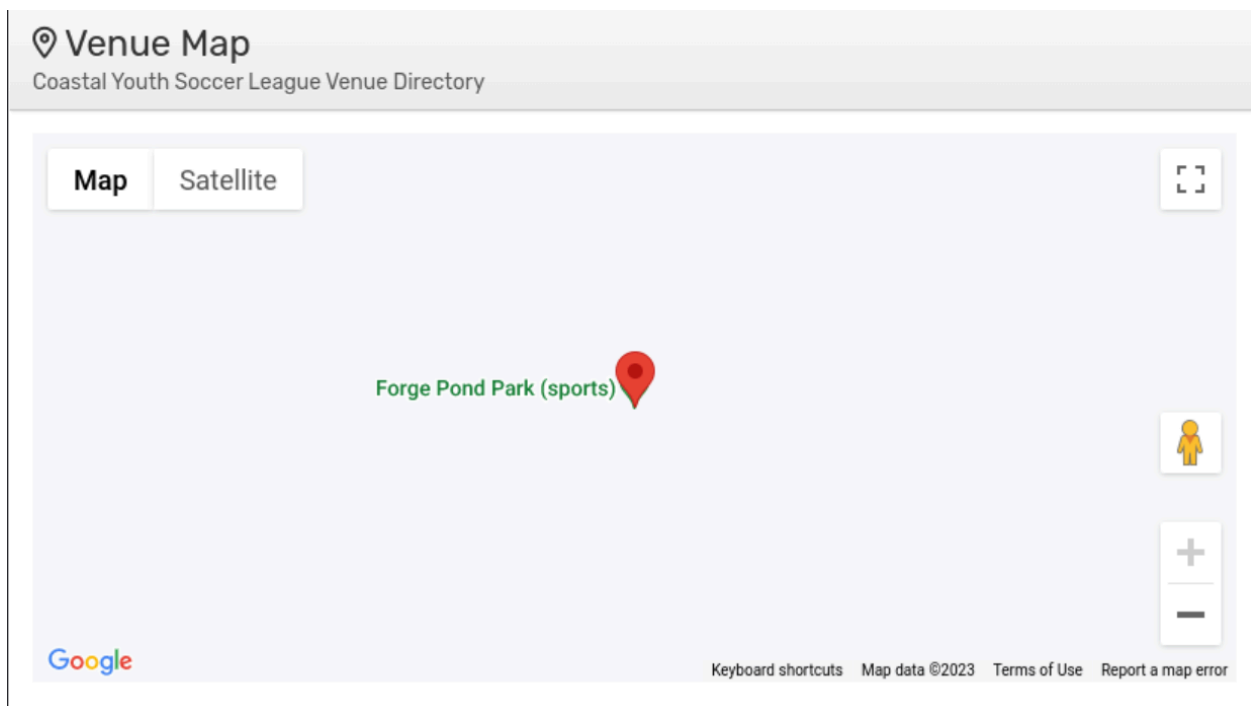
Game Notifications

Assignr uses email and mobile app to update referees about game updates.
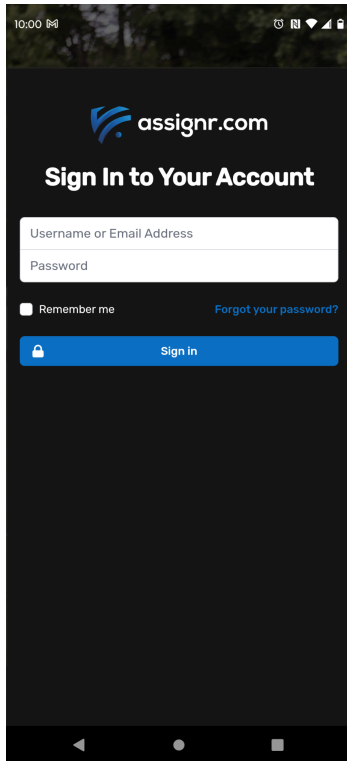
Example email notification:
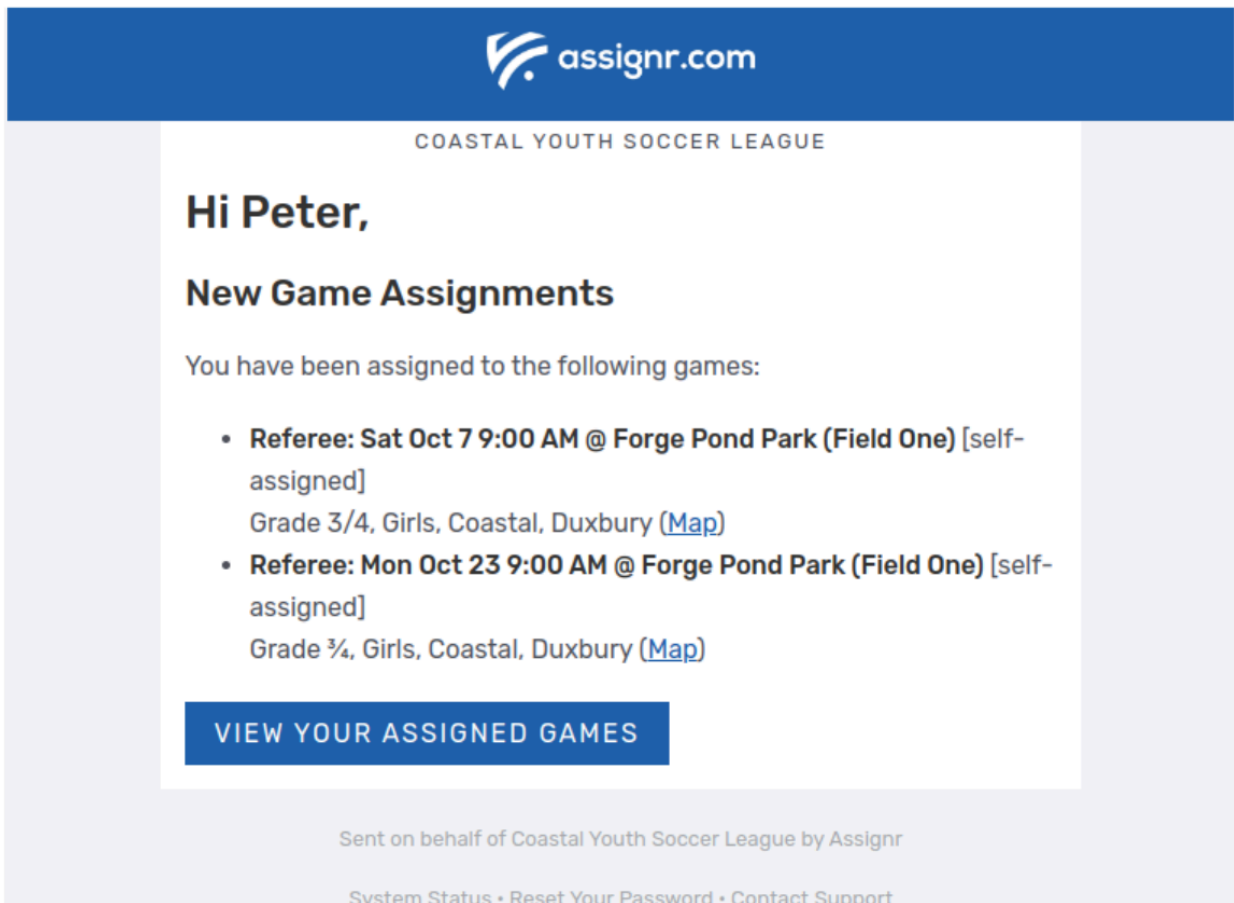
Mobile App

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.
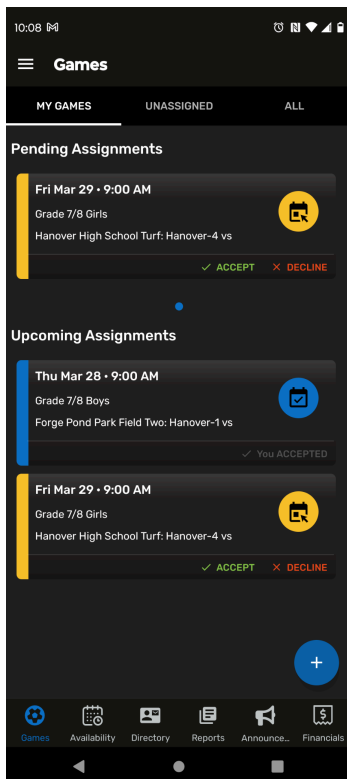
Installation

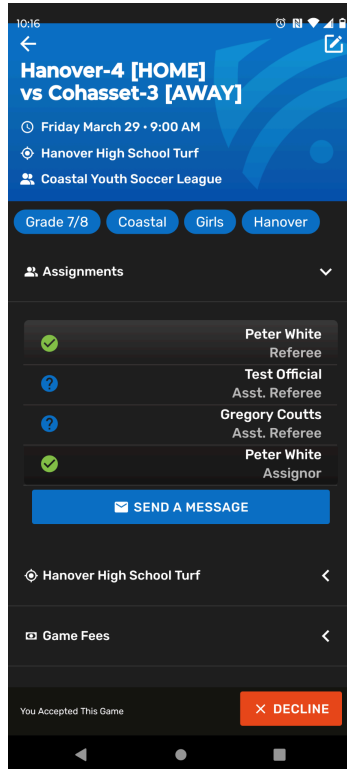Google Play
Apple App Store

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.
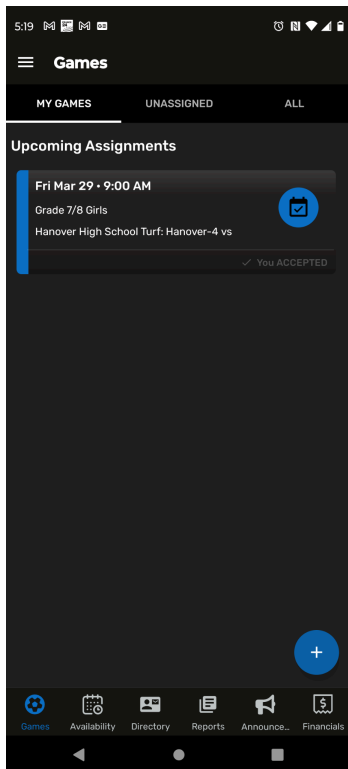The screen below appears.

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

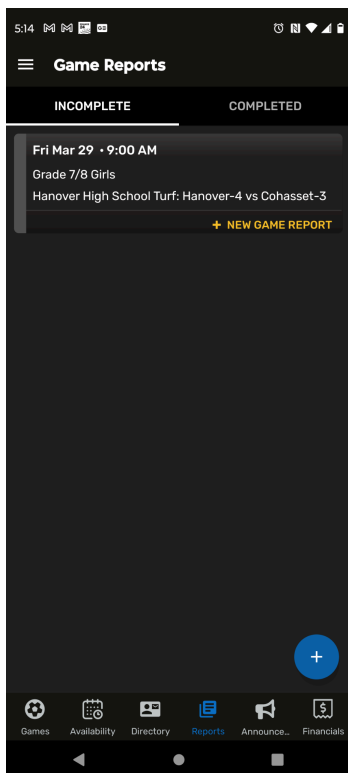The "SEND A MESSAGE" allows you to communicate with your referee team.

Game Report

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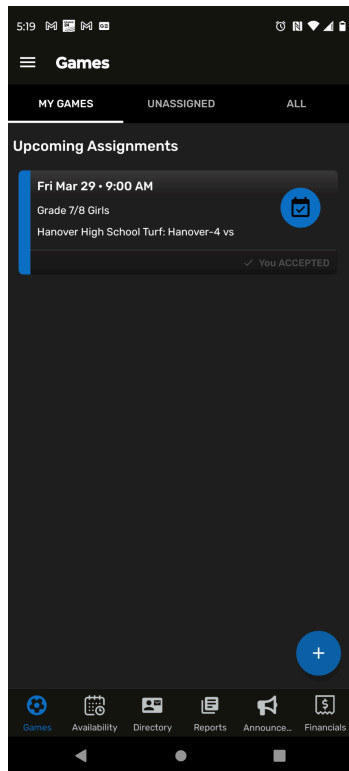
From the main screen

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.
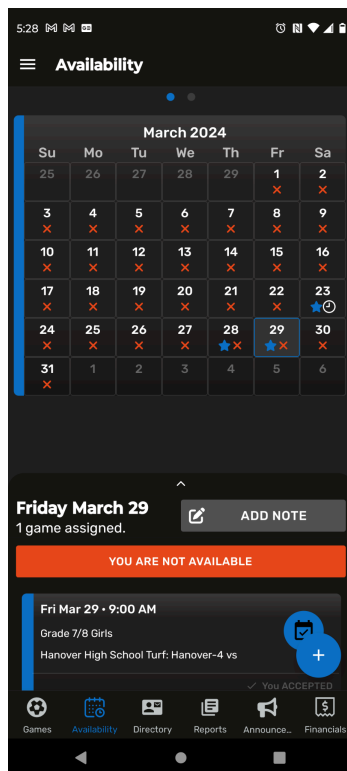
Availability

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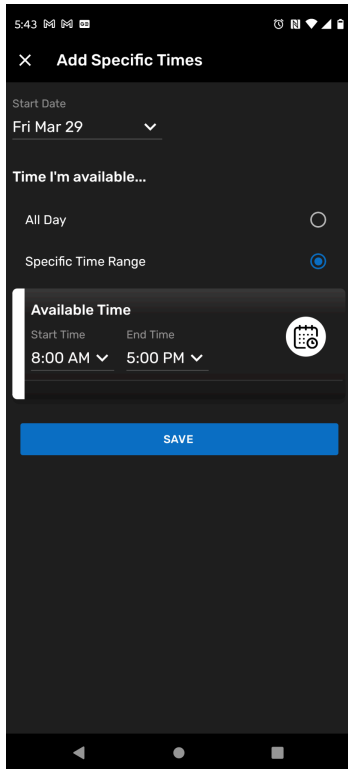
For example: You are available from 8am - 11:00am, and again from 1pm - 5pm.

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.
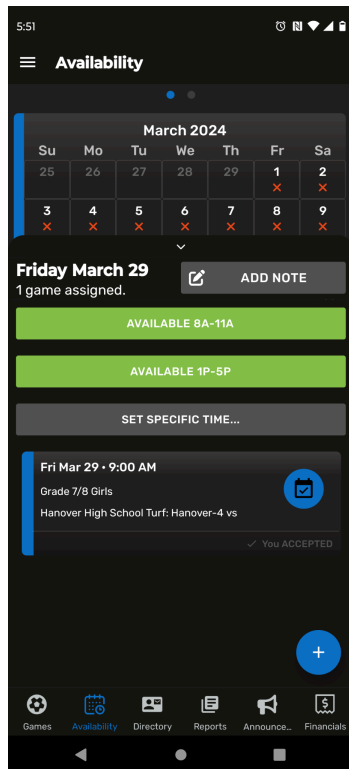
WARNING: The buttons are toggles so clicking a green button indicating you're available, makes you unavailable. In this example, clicking a green button removes it. Clicking both green buttons makes you unavailable.
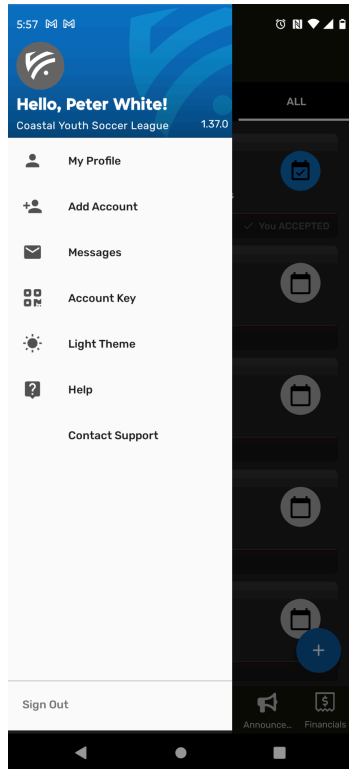
The blue + symbol in the lower-right portion of the screen allows you to update your availability in bulk.

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.

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

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

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