

Assignr Usage for Assignors

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This document supplements [Assignr's Documentation](#) with information discovered while testing the product.

Additional information includes differences from GameOfficials, additional information on bulk game uploads, supplemental information on maintaining data integrity, and a FAQ section.

This document doesn't cover all scenarios. It focuses on getting games assigned. Assignr has more functionality than described in this document.

Getting Help

- [Assignr's Documentation](#) is a key resource in getting answers.
- Ask other league assignors by sending a message to the “All Assignors” group
- Submit a support ticket to support@assignr.com. They usually answer in less than 24 hours during the week. There's no support on the weekend.

Document Structure

The document is broken into sections with headings describing the topic covered. Some sections contain descriptive text while other sections have a hyperlink section header only. This section links to Assignr documentation.

Not GameOfficials

This section covers differences between Assignr and GameOfficials while evaluating Assignr.

Game Status

Assignr treats referee crews as a single entity with regards to game assignment. Game status shows “Unassigned” until everyone on the crew accepts the game.

Displaying all 35 games.

The screenshot shows a game assignment card. On the left, there is a 'Published' status with a red triangle icon. The game is scheduled for 'Sat Oct 14 8:00 AM' at 'Forge Pond Park Field Four'. The match is 'Grade 5/6: Hanover-1 [Home] vs. Marshfield-1 [Away]' for 'Girls, Hanover, Coastal'. Assigned referees are listed as 'R: White (Referee), Peter' and 'AR: Thorne, Rob'. A red exclamation mark icon is next to 'AR: Thorne, Rob'. On the right side of the card, there are buttons for 'Assign', 'Show', 'Edit', and 'Delete'.

The example above “Thorne, Rob” hasn’t accepted the game. The “red” exclamation in the far left highlights there’s a problem. The “?” next to Rob’s name directs you to the crew member causing the issue. Hovering over the “red” exclamation pops up an information box outlining the issues as well.

Assigning referees unavailable for the game also prompts the system to display a “red” exclamation.

NOTE: If the game calls for a three person crew and only one or two referees assigned to the game then you need to change the “pattern” pull-down to match the crew size. Changing the pattern moves the game to “Assigned” and sets the proper pay rate.

Referee Declines a Game

When a referee declines a game, Assignr assumes the referee is no longer available for the day. Assignr removes the referee’s availability for the day AND removes the official for the scheduled game. Assignr leaves accepted games for the day as is.

Useful Features

Filter officials by town - “Official Lists” (under “People”) associates assignor(s) and referees to a league (town). The list limits the referees displayed to assign to a game to those associated with that league. No more listing all referees in the system when assigning officials to a game.

Copy Assignments - does more than copy referees from one game to another. Assignr can copy the crew assigned to the first game at a venue (and sub-venue) to subsequent game(s) on the same venue (sub-venue). It can rotate the crew as it copies. See [How to Assign Officials to a Game](#), question “I’d like to assign the same crew to several different games happening at one venue. How can I copy assignments from one game to the next?”

Managing Games

Adding Games

Batch Upload

Assignr provides a batch method for uploading games in bulk using the web interface. This functionality isn’t available in the mobile app.

Create a CSV file with the format described below.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Start Time	Venue	Sub-Venue	Age Group	League	Gender	Game Type	Paid By	Home Team	Away Team
2	12/25/2023	08:00:00 AM	Forge Pond Park	Field One	Grade 7/8	Hanover	Girls	Coastal		Hanover-1	Duxbury-1
3	12/25/2023	09:30:00 AM	Forge Pond Park	Field One	Grade 7/8	Hanover	Boys	Coastal		Hanover-1	Duxbury-3
4	12/25/2023	11:00:00 AM	Forge Pond Park	Field One	Grade 7/8	Hanover	Girls	Coastal		Hanover-2	Carver-1
5	12/25/2023	08:00:00 AM	Forge Pond Park	Field One	Grade 5/6	Hanover	Boys	Coastal		Hanover-3	Hull-1
6											
7											

Data Integrity

It’s critical when populating the information in the spreadsheet, you adhere to established values for each column header.

REQUIRED indicates a value must be provided for the given column. The import fails when these fields aren’t populated.

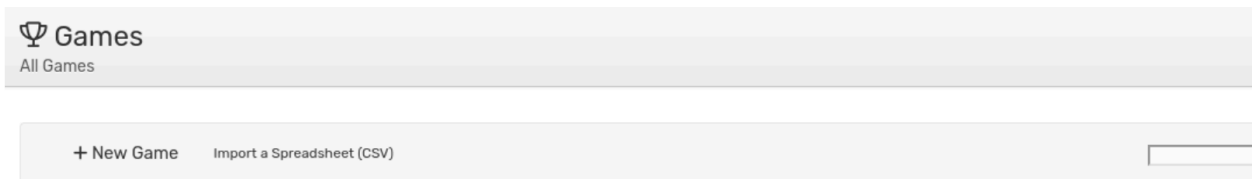
- Date (REQUIRED) - Game date in the format of MM/DD/YYYY.
- Start Time (REQUIRED) - Start time of the game in the format of HH:MM:SS<SPACE>AM/PM
- [Venue](#) (REQUIRED) - Use the Venue Name listed here
- Sub-Venue - Keep it consistent, using the same sub-venue for each upload. Don’t switch from “Field Four” to “Field 4”.
- Age Group (REQUIRED) - These values adhere to age brackets outlined in CYSL rules.

- League - Set to your town.
- Gender - Set to 'Girls' or 'Boys'.
- Game Type - Valid values are
 - "Coastal" - inter-town games
 - "Coastal - Playoff" - CYSL playoff games
 - "In-Town" - local, intra-town games
- Home Team / Away Team (REQUIRED)- as described. **PLEASE, PLEASE** - Stick to the standard naming convention for Team names of <Town>-<Division>. Examples: Hanover-1, Duxbury-3. No spaces in the name.
- Paid By - Payor associated with your direct deposit account.

Failure to follow naming conventions outlined in this document results in data inconsistencies making reporting and searching harder.

Steps

1. [Login to Assignr](#)
2. Using the menu on the left, select 'Games', 'All Games'.
3. Click on "Import a Spreadsheet (CSV)"



4. Select “Games” in the “File Type” pull-down, click the “Browse...” button, select the file created above, select “Upload File”.

Import from Spreadsheet

Step 1: Upload Text File

Need a spreadsheet example or some sample data? Get one here for [games](#) or [people](#).

Import from a Spreadsheet

File Type

Games

File to Upload (must be CSV format)

Browse...

No file selected.

Upload File

5. Accept / Preview the pending upload

Import from Spreadsheet

Step 2: Map Data to Fields

File was successfully uploaded.

File: games.csv (4.47 KB)

Check Your Column Headings

Please check to make sure that **your column headings** match up with the **Assignr field names**. If you haven't selected anything in the **Assignr field names** column, the matching column in your data file will not be imported.

Choose a Default Pattern

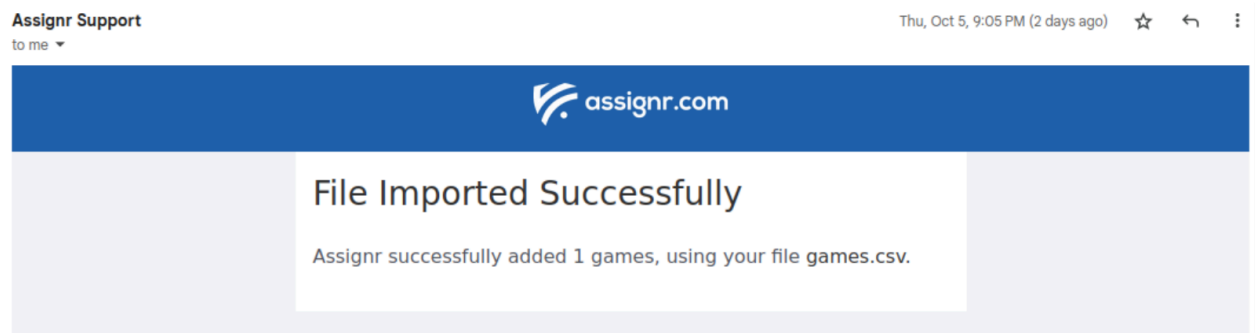
Please select

Your column headings	Assignr field names	Sample Data Row #1	Sample Data Row #2	Sample Data Row #3	Sample Data Row #4	Sample Data Row #5
Game ID	<div>Game ID</div>					
Date	<div>Date *</div>	10/14/23	10/14/23	10/14/23	10/14/23	10/14/23
Start Time	<div>Start Time *</div>	08:00:00 AM	09:15:00 AM	10:30:00 AM	11:45:00 AM	01:00:00 PM
Venue	<div>Venue *</div>	Forge Pond Park	Forge Pond Park	Forge Pond Park	Forge Pond Park	Forge Pond Park
Sub-Venue	<div>Sub-Venue</div>	Field Four	Field Four	Field Four	Field Four	Field Four
Age Group	<div>Age Group *</div>	Grade 5/6	Grade 5/6	Grade 5/6	Grade 5/6	Grade 5/6

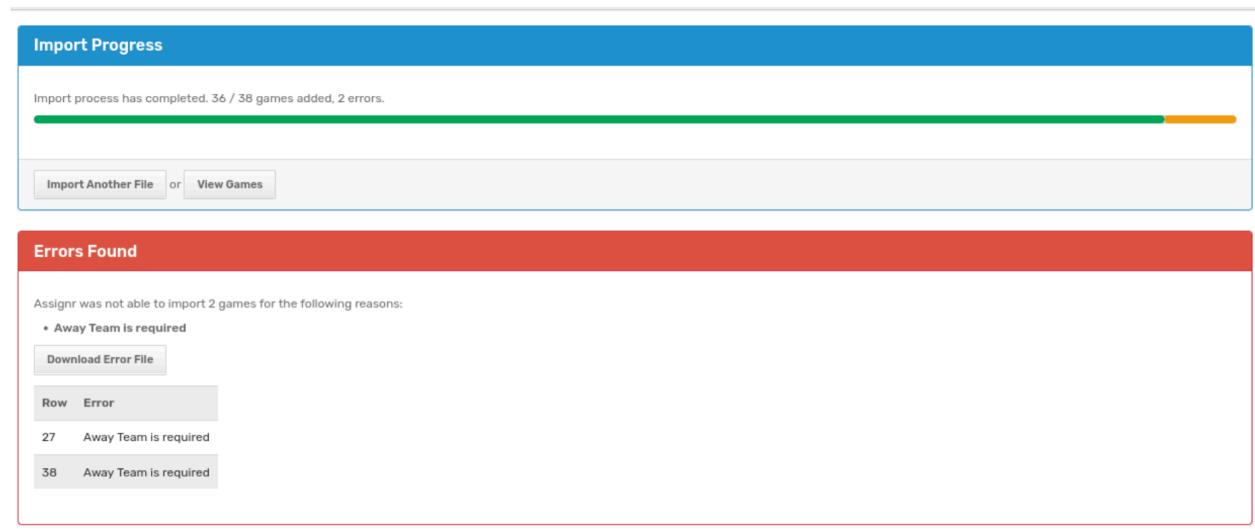
- Adjust as necessary. No changes should be needed if the format described above is used.

The system displays messages on the status of the upload, ultimately reporting the results on the website, and via email.

Example Output - Email







Example Error Output - Web View



Example Error Output - Email

errors-85218.csv

Open with



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Row #	Error	Game ID	Date	Start Time	Venue	Sub-Venue	Age Group	Status	Published	Zone	League	Gender	Game Type
2	27	Away Team is required		10/21/23	9:30:00 AM	Forge Pond Park	Field One	Grade 7/8				Hanover	Girls	Coastal
3	38	Away Team is required		11/11/23	9:30:00 AM	Forge Pond Park	Field One	Grade 7/8				Hanover	Boys	Coastal

[Assigner Game Import Documentation](#)

[Adding Individual Game](#)

Games

Via the Web

Filtering

Filtering limits the information you see, games, referees, etc making it easier to focus on the task at hand.

Filters are user-specific.

[Searching Officials](#)

[Assigning Officials to a Game](#)

Assignr documentation covering how to assign officials to games.

Conflict Codes - Full Code list with explanation may be found at the link above, Assigning Officials to a Game

<u>Code</u>	<u>Explanation</u>
OK	No Conflicts
A	Ability or Age
C	Game counts
D	Date (Not available)
E	Working Elsewhere
G	Group / Rule
L	League
O	Other Official
P	Previously Declined
T	Team
U	Unregistered

V	Venue
X	External (working for another organization)
Z	Zone -

[Understanding Officials' Availability](#)

[Managing Games](#)

FAQ section includes how to cancel and schedule a game.

Filtering Games by Town

Home
 Games ▼
 All Games 36
 My Games 0
 My Unconfirmed Games 0
 Unassigned 36
 Unpublished 36
 Batch Update
 History of Changes
 Game Reports ▼
 People ▼
 Availability ▼
 Filters
 Messages
 Reports
 Pay Officials

Game Filters

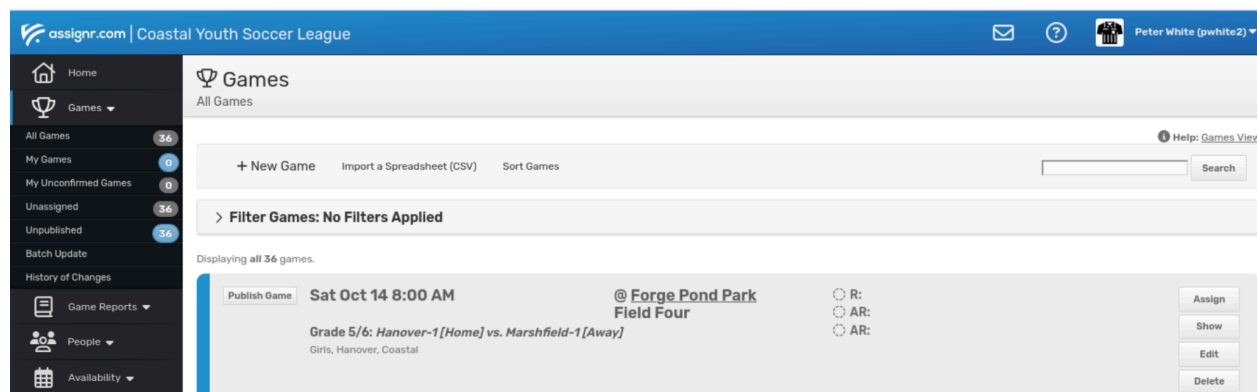
Manage All Filters

[+ New Filter](#)

Name		Description	Last Updated ▼
Scituate Games	Use	League: Scituate	Thursday Delete
Sacred Heart Games	Use	League: Sacred Heart	Thursday Delete
Plymouth Games	Use	League: Plymouth	Thursday Delete
Pembroke Games	Use	League: Pembroke	Thursday Delete
Norwell Games	Use	League: Norwell	Thursday Delete
Middleboro Games	Use	League: Middleboro	Thursday Delete
Marshfield Games	Use	League: Marshfield	Thursday Delete
Kingston Games	Use	League: Kingston	Thursday Delete

Select 'Filters' from the menu on the left, click 'Use' for the desired town. The system displays games associated with that town.

OR



Click on "> Filter Games: No Filters Applied" to open a filter screen with more options.

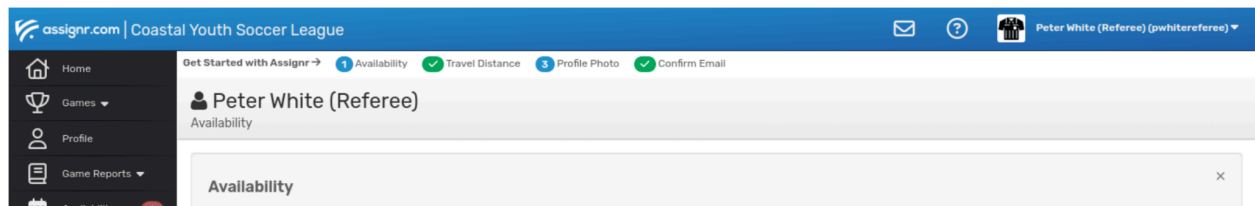
Note the "Save Filter" option to the right of the "Apply Filter". You may need to visit another screen, and return to the filter screen for a new filter to appear.

Assigning Games

Assignr uses the field, 'Pattern', to reflect crew size. Changing this value changes the number of referees allowed to be entered.

The 'Pattern' affects if the game is accepted or Unassigned. The number of referees associated with the pattern must match the number of referees who accepted the game for the game to be marked as 'accepted'. If you assign a single referee to a 'Three Officials' pattern then the game appears as 'Unassigned' even if that referee accepts the game.

NEW USER



The Get Started section walks you through what you need to do.

Managing Referees

Bulk Insert

Add Individual Referees

Paying Referees

Non-Game Related Expenses

For associations that pay individuals for field set up or lining the field there's one-off statements.

1. Select **Financials** → **[Your Payor Name]**.
2. Select **Statements**.
3. Select **New Statement**.
4. Complete the form. Example below. NOTE: The account drop-down now includes "Field Maintenance". If your payor doesn't then it needs to be added by Assignr support.

Statements

Hanover

Statements

Payments

Direct Deposit ▾

1099s ▾

Hourly ▾

Settings ▾

Other Payors ▾

Pay To

Pay To

White, Peter ▾


Statement Date

Mar 29 2024

Description

Re-imbursement for Field Setup

Statement Details

Account	Description	Amount	Delete
Officiating ▾	Lining the Grade 7/8 fields	200.00	 Delete
Total		200.00	
<div>Add Item</div>			

Save

Save and Add Another

or

Go Back

[Sending Messages](#)

Venues

Venues are where games are played. Assignr provides a map showing venues in the system. Selecting a venue allows people to get additional information on the venue including driving instructions.

Adding a Venue

Steps

1. [Login to Assignr](#)
2. Using the menu on the left, select 'Maintenance', 'Venues'
3. Click "+ Add New Venue"
4. Entering the venue in search is the easiest method.

Venues
New Venue

New Venue

Q Search ... or Manually Enter

Name

Address

City

- 📍 **Hull High School** Main Street, Hull, MA, USA
- 📍 **Boyden-Hull Jr/Sr High School** 1st Street, Hull, IA, USA
- 📍 **Western Christian High School** 5th Street, Hull, IA, USA
- 📍 **Trinity Christian High School** Hayes Avenue, Hull, IA, U...
- 📍 **Old High School** Road Hull, IL, USA

powered by Google

5. Click the "... or Enter Manually" button if search doesn't work. Enter information as needed.
6. Add the sub-venues associated with the venue in the notes section.

Description

B **I**

Sub-venues:

- Field One
- Field Two
- Field Three
- Field Four
- Field Five
- etc.

7. Click "Save"

Reports

Assignr provides customized reporting functionality through the “Reports” menu option.

Reports

Run a Report

Choose a Report
Games

Start Date
Oct 11 2023

End Date
Oct 17 2023

Venue
Choose Venue

Sub-Venue
Choose Sub-Venue

Game ID

Age Group
Choose Age Group

League
Choose League

Gender
Choose Gender

Game Type
Choose Game Type

Home Team
Choose Home Team

Home Team Group
Choose Home Team Group

Team
Choose Team

Team Group
Choose Team Groups

Assigned Official
Choose Assigned Official(s)

Assignor
Choose Assignor(s)

Game Status
Choose Status(es)

Published?
Show All Games

Accepted/Declined
Show All Games

Show/Hide Unassigned Games
Show All Games

Choose a Format
CSV

Run Report

Use a Saved Filter Choose a Filter Go

The drop-down “Choose a Report” offers several report times. Helpful reports include, “Game Reports”, and “Games by Venue”.

“The drop-down “Choose a format” allows you to download the report in either in CSV or PDF format.

Make the Call

[Assignr video upload](#), Elite plan or better required, includes a survey system so officials can make the call.

FAQs

Question: *Is there a way to link assignors to a league so they only assign games in that league?*

Answer: Yes, using the "Officials List" feature under the "People" tab.

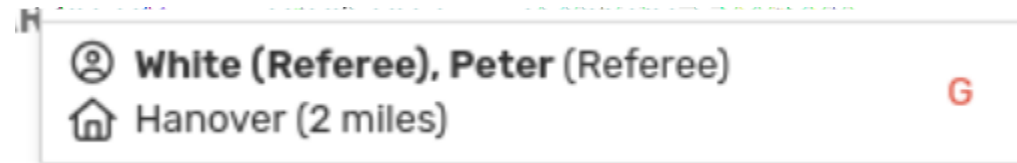
Question: *Is there a way to limit what referees appear for a game based on the league or assignor? A way for assignors to filter referees when scheduling games?*

Answer: Yes, using the "Officials List" feature under the "People" tab.

Question: Towns may assign non-badged referees for non-competitive games. These referees are 13 and older. Is Assignr COPPA compliant, and does this usage fall within the user agreement.

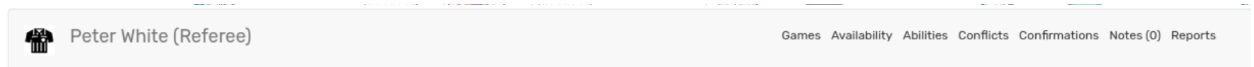
Answer: Assignr is COPPA compliant, which is outlined in their [privacy policy](#)

Question: I'm assigning a new referee with availability matching the game time, yet the system shows [G] next to the referee's name indicating "Group Conflict". How do I fix?



Answer: Assignr defaults new officials with "Abilities" To fix:

1. Select "People" -> "All People" -> Select the official from the list, or search
2. Click on "Abilities".



3. Update the official's abilities

[How to assign Officials](#) has a section describing Conflict Codes.

Question: Can an assignor add availability and accept for a referee?

Answer: Yes.

1. Select "People" -> "All People" -> Select the official from the list, or search
 2. Select "Availability"
 3. Select "Games"
-

Question: Are game reports customizable and/or shareable?

Answer: Currently, no, however, Assigner is working on a completely revamped version of this so look out for that in the future.

Question: Is it possible to assign a game in the past?

Answer: Yes. You need to use the filter option to move the date back as it defaults to show the current day's games.

Note: Assignr doesn't show conflict codes for past games.

Question: Who has access to Game Reports?

Answer: You can set up specific users with access to their game reports. For example, if you need to have a league contact view reports for their league, they will only see their reports. Assignors can also see game reports, and officials can view reports they submit themselves.

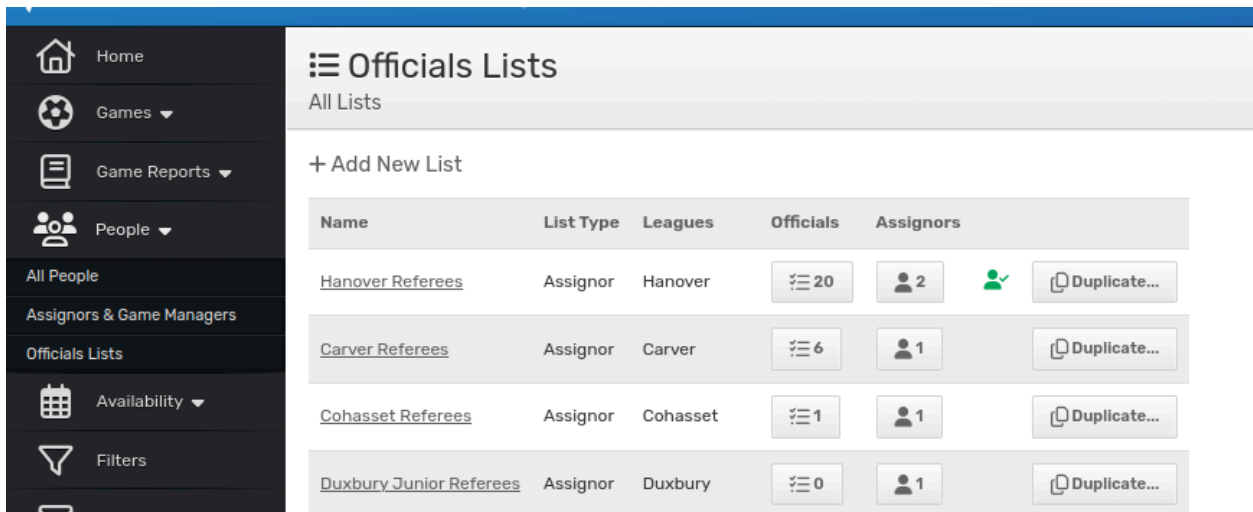
Question: *Is it possible for leagues (towns) to manage Direct deposits linked to their accounts?*


Answer: You can certainly set up each league to pay for their own referee payments. You'd do this by having each league set up their own payor (and own direct deposit plan) in Assignr. [Direct deposit plans](#) and regular Assignr plans are paid for separately, so you could continue paying for the Assignr platform itself, while the leagues pay for their direct deposit plan, fees, and referee payments. There is not currently a way to charge direct deposit fees to one bank account and referee payments to another bank account, but we'll be sure to let you know if that changes.

Question: *Our town pays people for field setup. How are these people accounted for?*

Answer: The best method is to use the statement functionality.

Question: *Screenshot of Officials Lists*



Name	List Type	Leagues	Officials	Assignors	
Hanover Referees	Assignor	Hanover	20	2	 Duplicate...
Carver Referees	Assignor	Carver	6	1	Duplicate...
Cohasset Referees	Assignor	Cohasset	1	1	Duplicate...
Duxbury Junior Referees	Assignor	Duxbury	0	1	Duplicate...

Screenshot of Groups

Groups & Rules
All Groups

+ Add a New Group

Name	Members	Rules	Actions
Assignors	Members (5)	Rules (0)	Rename, Delete
Carver Referees	Members (3)	Rules (1)	Rename, Delete
Cohasset Referees	Members (0)	Rules (1)	Rename, Delete
Duxbury Junior Referees	Members (0)	Rules (1)	Rename, Delete
Duxbury Referees	Members (13)	Rules (1)	Rename, Delete
Halifax Referees	Members (0)	Rules (1)	Rename, Delete

What's the difference between referee groups and referee lists?

Answer: Groups are used to restrict the officials shown for assignments on the Games screen as well used by the messaging system for limiting who receives messages. "For example, if you have referees and timekeepers, and timekeepers generally never work as referees, you can restrict position assignments by group memberships from the Patterns screen.

Officials Lists offer a way for you to:

1. Restrict which officials your assignors see when they log in.
2. Restrict which officials can work what leagues.

When an assignor is added to an Officials List, they will only be able to see the officials in that list".

Question: *What Does 'G Conflict Code Mean?*

Answer: Our Assignr documentation includes descriptions for Assignr's conflict codes. 'G', 'Group/Rule', means what?

Groups and Rules found in the maintenance section are used to group referees with rules. There's a group for each Association with a rule of league matching the town's name.

The screenshot shows a web interface titled "Groups & Rules" with a sub-header "All Groups". Below the title is a button labeled "+ Add a New Group". A table lists three groups: "Assignors" with 6 members, "Carver Referees" with 3 members, and "Cohasset Referees" with 0 members. Each group name is in a light gray box, and the member count is in a white box with a person icon.

Name	Members
Assignors	Members (6)
Carver Referees	Members (3)
Cohasset Referees	Members (0)

I created an additional rule for Hanover called Hanover Junior referees with a rule of League is Hanover, and game type is 'In Town'. Assignr presents a 'G' code if I assign a junior referee to a Coastal game.

So why do I receive a group conflict code when the referee in question is assigned to my town? The referee isn't in the group membership. Go to groups and rules, click on the members button for your town, and add your referees to get rid of this conflict code.

Scenario: I uploaded my referees using the information from Massref. aka: I created referees in bulk using a csv.

Problem One

As an assignor I'm restricted to only seeing referees in my league. Since the referees haven't been assigned a league I don't see them when I go to all the people screen. How do I add them to my league?

Click on Officials List -> Select the desired referee list -> Click in the "Officials" Box to display a list of all referees. Select the referees you wish to assign to the list.

Problem Two

Referees imported didn't receive an email. This seems to have changed since last fall when I was testing. Emails did go to referees who then asked me what the messages were. If this has changed ... it's a good thing. Assignors can notify their referees prior to Assignr sending them an email.

It does require assignors to renotify people using the resend "New Account Email" functionality.

Question: *Do I need to use Venue Group?* A question asked during an assignr training session.

Answer: It's not required, however it limits the venues an assignor sees when adding/editing games

Screenshot of Test Assignor account limited to assigning Hanover games and venues in Hanover.

Account Login	tassignor1 (Test Assignor) Send Password Reset
W9	⚠ Missing
Bank Account	⚠ Missing
Grade/Badge Level	8
Last Login At	2 minutes ago
Status	Confirmed
Permissions	Assignor <ul style="list-style-type: none">• Assignor: League is Hanover AND Venue Area is Hanover
Lists	Assignor Lists <ul style="list-style-type: none">• Hanover Referees• Hanover Junior Referees

When the assignor schedules or changes a game, the system only displays venues in the venue area Hanover.

Games

Edit Sat Mar 16 9:00-10:00 AM @ Forge Pond Park (Field One): Grade 5/6 Boys

Date, Time and Location

Date



Mar 16 2024

Start Time

9:00 AM

Venue

Forge Pond Park



Forge Pond Park

Hanover High School

Sub-Venue

Field One

Question: *How do I resend an invite?*

Answer:

- select the person
- click on "Send New Account Email". It's located in the account login section - under the person's email addresses.

Question: *After adding an official to the system how long before they receive their invite?*

Answer: Typically it occurs within an hour. Recently, it appears invites aren't being sent. People comment they didn't receive it. Resending the invite resolves the problem.

Question: *Can the referees set up their login / account without receiving invites?*

Answer: No and Yes

If an invite was already sent to an individual then no. They will receive an error stating the account already exists.

Question: *How do I find referees not in my list? Referee from another town or a new referee for example.*

Answer: Clicking the 'Assign' button for a game lists only referees for the given league while clicking on 'Edit' lists all referees in the system.

Scroll to the "Assigned Officials & Fees" section of the game after clicking the 'Edit' button. The referee drop-down displays all active referees.

Question: *What information is needed to invite someone to Assignr?*

Answer: Assignr requires first and last name, and email address to create an Assignr account. Remember to uncheck 'Official' if the invitee isn't a referee.

Question: *Do referees need to be certified in order to be added to the system?*

Answer: No
