## Purpose

The purpose of this instruction is to provide step-by-step guidance as to how to assign Referees to Matches in ZAYSO.

## Useful Links

- National Open Cup: http://www.aysonationalopencup.org/
- National Games ZAYSO home page (Schedules & Referee Assignments): https://noc2018.zayso.org/
- Create a ZAYSO account: https://noc2018.zayso.org/user/create
- Login to your account:  https://noc2018.zayso.org/welcome

## System Configuration

This has been tested with:

- Windows 10 Operating System, Mac OS X (10.13.5)
- iOS Operating System (iPad)
- Browsers: Internet Explorer 10, Chrome, Safari, Firefox

## Known Issues

There are no known issues at this writing.

## Requirements

It will be assumed that you have:

- Registered an account in ZAYSO.  If not, please do so at https://noc2018.zayso.org/user/create
- Appropriate privileges have been granted to you.  Privileges can be:
    a. Public (no account required): View game schedule and match results
    b. User: Able to see personal schedules and link schedules to other users
    c. Score Entry: Able to input match results
    d. Score Admin: Able to update game schedules and match results and publish results
    e. Assignor: Able to assign Referees to matches individually or assign the entire schedule
    f. Administrator: All of the above plus able to update registration records
- You have received the list of matches for you are responsible to assign from the Lead Assignor
    a. With Administrative privileges (c, d, e & f above) you will see an **Admin** menu item when you login to ZAYSO at https://noc2018.zayso.org/welcome.  This will take you to the administrative functions for the role you've been assigned.
    b. If you do not see the *Admin* menu item, send the Referee Administrator a note requesting Assignor privileges.
- It is a requirement of the National Open Cup that the referees you assign have current MY registration (MY2017 or later), have completed AYSO Safe Haven and have completed Concussion Awareness

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Training.  Accordingly, Referees will neither be able to take assignments nor view their schedules until they do so.

## Getting Started

1. Go to the zAYSO homepage at https://noc2018.zayso.org/.
2. Login to see your information.   Click the "Admin" menu item.



3. The Administration page contains functions for:
   - Schedule Management
   - Game Management
   - Referee Assignments
   - Account Management
4. What you see will depend on your role.



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## Assignor: Assigning Registered Referees to Matches

5. To assign referees to matches, click on "View Assignor Assignments" under **Referee Assignments**

6. In the column labeled "Officials", click on the field under "Referee", "AR1" or "AR2" for the match you wish to assign.

7. Match Assignment page will show fields for "Ref", "AR 1", "AR 2" assignments.
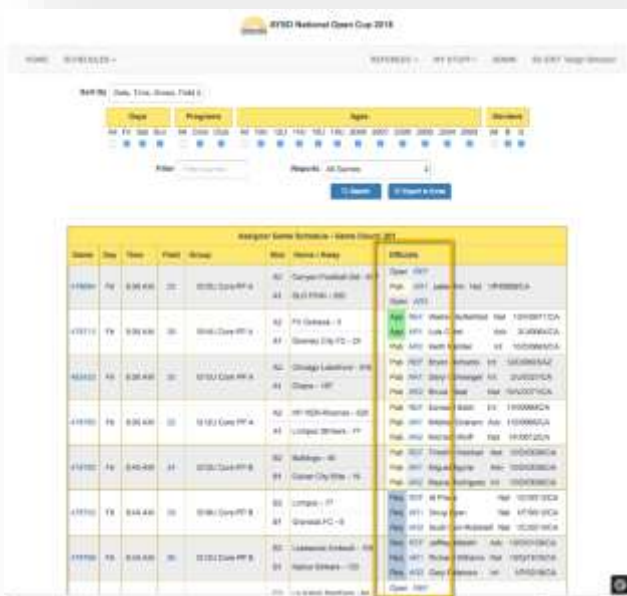
8.  To select a referee from those registered,
    click the dropdown for the position. A list of all registered referees will be displayed (alphabetically
    sorted by Last Name). Select the Official by clicking their name.
9.  Repeat for all positions.
10. From the "Assignment Status" dropdown, select the status "Pending", "Publish", "Accept for
    Assignee".
    1.  "Pending": Reserves the match. No further action can be taken until an Assignor changes the
        status to" Publish", "Accept" or "Remove Assignee".
    2.  "Publish": The match is published. The Referee must Accept or Decline.
    3.  "Accept for Assignee": The match is assigned to the selected official.
11. Click the **Submit** button to assign the selected officials the match. Click "Back to Schedule" link when
    you are done.

## Referee: Accept or Decline

12. The Referee may Accept or Decline assignments.
13. If they Accept, the match is theirs and the Schedule shows "Acc" highlighted in green.
14. If they Decline, the match will show as "Open" on the Assignor Schedule.
15. Referees may rescind their matches before the Assignor approves the request by simply "Removing
    the Request" on their schedule. The match will show as "Open" on the Assignor Schedule.

## Referee: Turnback Matches (after Accept)

16. After the match has been assigned, Referees may request a turnback of the match.
17. The Assignor Schedule show the request "TB" in pink.
18. The Assignor may approve the turnback (the match status returns to Open) or reject the turnback (the
    match remains assigned to the Referee).

## Referee: Request a Match

19. Referees may request a match by selecting the match from the schedule
20. The match shows "Req" in grey on the Assignor Schedule

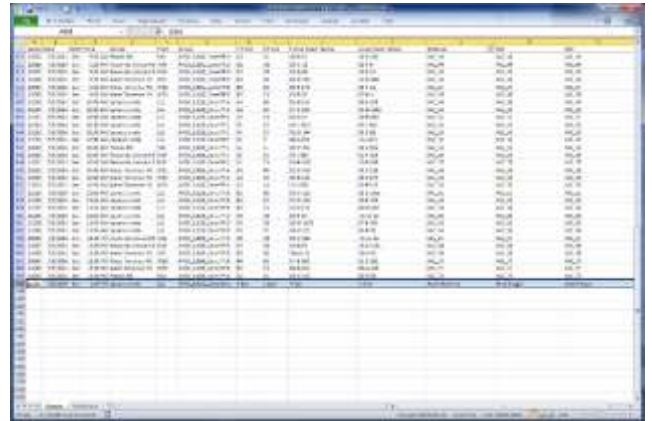## Assignor: Accept or Reject the Request

21. The Assignor may "Reject" the Referee's request for assignment.
22. The match status remains Open
23. The Assignor may "Approve" the Referee's request for assignment. The match status shows "App"
    with the Referee's name and appears on the Referee's schedule
24. As of this writing, no notice is sent to the Referee so a phone call would be in order by the Assignor to
    the Referee.
25. Referee contact information may be found under Account Management group, "View Registered
    People"

## Assignor: Remove the Assignment

26. The Assignor may later remove the assignment by selecting the match, selecting "Remove Assignee" and Submit.
27. The assignment is removed from the Referee's Schedule.

## Exporting the Schedule

28. The Assignor may export the schedule to Excel for use at the field
29. The way to do this is to export the schedule of officials by clicking "Export Referee Assignments" on the Admin page.



## Bulk Updates

30. Contact the Administrator for bulk actions:
    1. Approvals of all "Req" by date
    2. Publication of all "Pending" by date
    3. Approval of all Referees with verified certificates.

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