



**AYSO Region 1/D/18**  
**REFeree SCHEDULING SYSTEM**  
**RSS User's Guide**

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## **NOTE**

For access to the Referee Scheduling System (RSS), a referee must first be registered for the current annual AYSO season within the master AYSO volunteer database. Registration (or re-registration for returning referees/volunteers) can be done at [www.ayso18.org](http://www.ayso18.org). Additionally, as a referee, the volunteer must have completed Safe Haven and Concussion Awareness training, and have the appropriate certification training for their particular referee level (badge). Once AYSO Volunteer registration is completed *and accepted by the CVPA (Child & Volunteer Protection Advocate)*, the referee volunteer's account within the RSS will be activated.

## **INTRODUCTION**

Welcome and thank you for volunteering as a referee for AYSO Region 18-Manhattan/Hermosa Beach! Your participation as a referee in AYSO is a critical component of the rewarding, exciting and enriching experience that children will have during their time in the program.

This User's Guide will walk you through the various elements of the Referee Scheduling System (RSS) you will use to schedule your referee assignments for soccer matches within AYSO Region 18.

Should you have any questions about the RSS or this User's Guide, please send an email to: [refsched@ayso18.org](mailto:refsched@ayso18.org).

Thank you again for your involvement in and support of AYSO!

*AYSO Region 18 Referee Committee*



# AYSO Region 18 Referee Scheduling System (RSS) QUICK START GUIDE

More detailed instructions and information regarding the Referee Scheduling System can be found in this RSS User's Guide and at <http://ayso18.org/referee-scheduling>.

## USER ACCOUNT SET-UP

- (1) Go to <http://cgisports.com/ref/5504> Please bookmark the link for future use.
- (2) Create a Username and Password by clicking on the "Not registered yet? Please register now" link.
- (3) Complete all of the required User Account registration information.
- (4) Once you fill in all of the required information, click "Send Request".
- (5) You will be notified via email when your RSS registration has been activated. **Until then, you cannot use the RSS.**

## USING THE REFEREE SCHEDULING SYSTEM

- (1) Go to <http://cgisports.com/ref/5504>
- (2) Log into the RSS with the Username and Password you created.
- (3) Search the schedule for a game or games using the various criteria presented. Click "View Records".
- (4) You can see your personal schedule by clicking on "My Schedule", you can change your profile information by clicking on "Profile".
- (5) Select an assignment by putting your cursor over the open space next to the check box for the desired assignment (CR, AR, AR or M). The assignment slot will turn green. Click on the assignment slot's check box.
- (6) Once you've selected your assignment(s), click on the "Make Request" button at the top or bottom of the page to submit your assignment request.
- (7) With the exception of 16u and 19U games, all assignments are *self-selected*, meaning that once you make the request, the assignment is yours. Your name should be in **black** letters, which indicates that the assignment is yours. If your name is not in black letters, first hit the refresh button on your browser and see if the color changes. If it does not, then contact the Referee Scheduler.
- (8) For 16U and 19U games, all assignment requests must be approved. Therefore, your name will be in **blue** until the request is approved, at which time it will turn **black**.
- (9) Referee Service Points (RSPs) are awarded to a team only if you have specified them in your Profile. For additional information on how to associate RSP with your profile, please consult the User's Guide.

## MY SCHEDULE, NOTIFICATIONS & REMINDERS

- (1) You can see a complete listing of all games which you have volunteered for or that have been assigned to you by clicking on the "My Schedule" button at the bottom of the Search page.
- (2) On those occasions when you are *assigned a match by the Referee Scheduler*, including all 16U & 19U matches, you will receive an email informing you of the assignment and requesting that you accept or decline the assignment. Instructions are included in the email.
- (3) One day before your assigned match, you will receive a reminder email from the RSS.

## SEARCH RESULTS REPORT

- (1) If you want to generate a report (Excel spreadsheet) of Search results, e.g. to see all games in a particular division over a particular period of time, you can do this by clicking on the "MS Excel Version" in the upper right-hand corner of the Search Results page.

## **NOTE**

For access to the Referee Scheduling System (RSS), a referee must first be registered for the current annual AYSO season within the master AYSO volunteer database. Registration (or re-registration for returning referees/volunteers) can be done at [www.ayso18.org](http://www.ayso18.org). Additionally, the volunteer must have completed Safe Haven, Cardiac Arrest and Concussion Awareness training and have the appropriate certification training for their particular referee level (badge). Once AYSO Volunteer registration is completed *and accepted by the CVPA (Child & Volunteer Protection Advocate)*, the referee volunteer's account within the RSS will be activated.

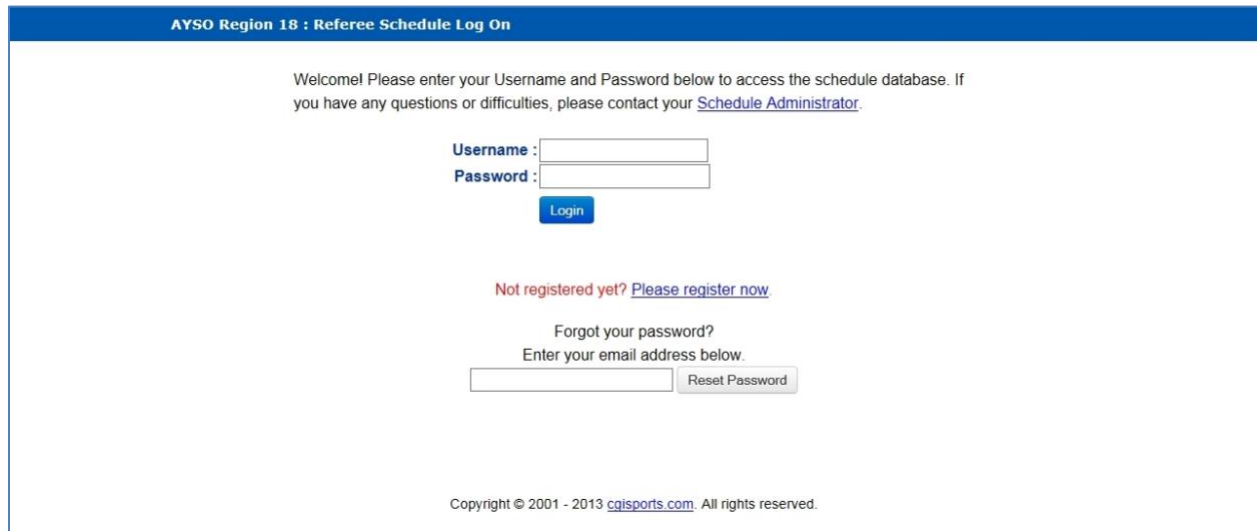
## **USER SET-UP**

### **User Account Registration**

To gain access to the AYSO Region 18 Referee Scheduling System (RSS), you must create a Username and Password which is unique to you.

Step 1:

Go to: <http://cgisports.com/ref/5504/> and create a Username and Password.



If this is the first time you are using the RSS, click on the “**Not registered yet? Please register now**” link.

Step 2:

Complete the User Account registration information.

Field Definitions:

<b>First Name*</b>	Your first name
<b>Last Name*</b>	Your last name
<b>Username*</b>	The <i>Username</i> of your choice. Your Username must only contain letters and numbers, and it must be greater than 3, but less than 12 characters in length.
<b>Password*</b>	The <i>Password</i> of your choice. Your Password must be greater than 5, but less than 20 characters.
<b>Adult/Youth*</b>	If you are under age 18, choose "Youth" on the drop-down menu
<b>Badge*</b>	Your current referee badge level (i.e. Regional, Intermediate, etc.)
<b>AR Comfort Level*</b>	What is the highest age level you comfortable being an Assistant Referee?
<b>Center Comfort Level*</b>	What is the highest age level you comfortable being a Center Referee? <i>[This setting is informational only and not a constraint on your service. Please honestly complete this field so that the Referee Committee can form an accurate picture of our referee community's overall comfort level.]</i>
<b>Email Address*</b>	Your email address
<b>Team #</b>	If you are refereeing to earn <i>Referee Service Points</i> for a particular team, select the team. This will allow us to give you proper credit for games you do. If you represent more than one team, hold the "Ctrl" key on your keyboard (or the "Command ⌘" key on a Mac) as you select your teams from the list. If you don't represent a team, don't make a selection from the team list. If you see your teams listed, but are unable to change them, this means that the Referee Scheduler has locked these teams to your profile. You will need to contact the Referee Scheduler ( <a href="mailto:refsched@ayso18.org">refsched@ayso18.org</a> ) if you want to make changes.
<b>Phone*</b>	Preferably your cell phone number, but it can be your home phone number. This needs to be the number we can call you if we have immediate questions about your registration or a game you have been assigned to referee. [Format: (310) 555-1212]
<b>Street Address*</b>	Your home street address
<b>City*</b>	Your home address city (please spell it out, i.e. "Hermosa Beach")

\* = Required field

AYSO Region 18 : Register
Log Off

Welcome! Use the form below to register for access to our online referee scheduler. You will be sent an email notification when your request has been approved. We appreciate your help!

\*required fields

First Name\*   
 Last Name\*   
 Username\*   
 Password\*   
 Adult / Youth\*   
 Badge\*   
 AR Comfort Level\*   
 Center Comfort Level\*   
 Email Address\*   
 Re-enter Email Address\*   
 Team #   
 01 - Anderson  
 01 - Autry  
 Phone   
 Street Address   
 City

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Click **“Send Request”**

**Step 3:**

Once you have successfully completed your new User Account Registration, you will see a message indicating that your submission has been received and is being reviewed by the Region 18 Referee Committee. This review/approval process is necessary to ensure that all AYSO Region 18 referees have completed the necessary training, have registered with the correct badge level, and are approved AYSO Volunteers in our region. Your account will be inactive until approved.

**[Note: You will not be able to use the RSS until after your registration has been approved. You will receive an email notification once your registration is approved.]**

Note: The “Blocks” and “Profile” buttons lead to inoperable screens until after your User Account is active.



**Step 4:**

Expect to receive an email from the referee volunteer coordinator indicating that your User Account has been accepted and activated (or that changes have been made or that you need to contact this person for further action).

Once you have received this email indicating that your User Account is active, you can then log into the RSS using the Username and Password you established.



## HELP / INSTRUCTION

Each screen you will access in the RSS has a “Help” button located in the top right hand corner.

**AYSO Region 18 : Referee Schedule : Welcome!** Log Off **Help**

**Welcome to AYSO Region 18's Referee Scheduling System!**

Select from the options below to search the referee schedules. Narrow your search by selecting more than one search parameter. You may select multiple Divisions by holding the CTRL key.

Division:

Date:

Game Time:

Location:  Field:

Team:

Team Credited:

Ref Name:

Show:

Sort by:

then by:

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By clicking on this button, a secondary window will open which will describe the various fields and capabilities of the particular screen or function you are using. Here is an example of the Help window for the Search screen/function:

You may mix and match the fields to narrow your search.

- **Division** - This is the list of age divisions. You may select more than one division at a time. To select (or de-select) more than one division, press 'Ctrl' on your keyboard while making a selection.
- **Date** - The default date is the upcoming Saturday. Past dates are not displayed. You may select one date only from the list, or use the box to the right and specify dates greater than or equal to ( >= ) or less than or equal to ( <= ) the chosen date.
- **Game Time** - The list of game times. As with date, you may narrow the search by selecting greater than or equal to ( >= ) or less than or equal to ( <= ) from the list at the right.
- **Day** - The day of the week.
- **Field** - The playing field.
- **Team** - If you see a 'Team' search box, enter or select a team identifier. Some leagues may not use this option.
- **Ref Name** - Enter a name here to search the database by referee name.
- **Show** - offers the following search options:
  - **All records** - shows all records.
  - **Open Slots Only** - shows only records with open assignments.
  - **Open Plate Only** - shows only records with open Plate assignments.
- **Sort By** - You may sort your search results based on two fields. The first drop-down list is the primary sort. You may select ascending or descending order. If you want to sort by another field as well, make a selection from the 'then by' drop-down list. This sort will be secondary to the first.

Help

# USING THE REFEREE SCHEDULING SYSTEM

## Game Self-Assignments

Go to the RSS at <http://cgisports.com/ref/5504/>. Log into the system using the Username and Password you previously created.

The screenshot shows the login page for the AYSO Region 18 Referee Scheduling System. The page title is "AYSO Region 18 : Referee Schedule Log On". The main content area has a blue header with the title. Below the header, there is a welcome message: "Welcome! Please enter your Username and Password below to access the schedule database. If you have any questions or difficulties, please contact your [Schedule Administrator](#)." There are two input fields for "Username" and "Password", followed by a blue "Login" button. Below the login button, there is a link: "Not registered yet? [Please register now](#)". Underneath that, there is a section for "Forgot your password? Enter your email address below." with an input field and a "Reset Password" button. At the bottom of the page, there is a copyright notice: "Copyright © 2001 - 2013 [cgisports.com](http://cgisports.com). All rights reserved."

You will be presented with the Search function through which you can select a game to referee.

The screenshot shows the search page for the AYSO Region 18 Referee Scheduling System. The page title is "AYSO Region 18 : Referee Schedule : Welcome!". The main content area has a blue header with the title and "Log Off" and "Help" links. Below the header, there is a welcome message: "Welcome to AYSO Region 18's Referee Scheduling System!". The main content area contains a search form with the following fields: "Division" (a list box with options BU07, BU08, BU10, BU12), "Date" (two dropdown menus), "Game Time" (two dropdown menus), "Location" (a dropdown menu), "Field" (a dropdown menu), "Team" (a dropdown menu), "Team Credited" (a dropdown menu), "Ref Name" (an input field), "Show" (a dropdown menu with "All records" selected), "Sort by" (a dropdown menu with "Date" selected), "Ascend" (a dropdown menu with "Ascend" selected), and "then by" (a dropdown menu with "Ascend" selected). There are two buttons: "View Records" and "Reset Form". At the bottom of the page, there are three buttons: "My Schedule", "Blocks", and "Profile". At the bottom of the page, there is a copyright notice: "Copyright © 2001 - 2013 [cgisports.com](http://cgisports.com). All rights reserved."

[NOTE: The “Blocks” function (at the bottom of the screen) is intended to provide the Referee Scheduler with information from the referee on games, teams, times, etc. that he/she cannot officiate. Generally speaking, Region 18 does not *assign* games (except in the Upper Divisions), so this function doesn’t impact us. To avoid confusion, **we will not be using this function**, so please do not spend time with it.]

At a bare minimum, you must select one field to drive your search. You can Search for games using the following field choices:

- Division
- Date
- Game Time
- Location
- Field
- Team

There are a few filters you can also use, such as what type of records to display, how you wish the results list sorted, etc.

By way of example, here is what the Search results for GU12 games may look like [*showing only the first six games of 108 possible matches*]:

The screenshot displays the 'AYSO Region 18 : Referee Schedule : Search Results' page. At the top, there are links for 'Log Off' and 'Help'. Below the header, a message states: 'Your search returned 108 matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. [Search](#) [again](#).' There are buttons for 'Make Request' and 'Reset Form', and a link for 'MS Excel Version'.

Game Number	Division	Date and Time	Field	Teams
Game 5	GU12	Sun Sep 8, 2013 - 8:30 AM	Marine Park	01 - Anderson vs 18 - Tran
Game 6	GU12	Sun Sep 8, 2013 - 8:30 AM	Begg Field	02 - Blake vs 17 - Stevens
Game 21	GU12	Sun Sep 8, 2013 - 10:00 AM	Marine Park	04 - Brenneman vs 15 - Pappas
Game 22	GU12	Sun Sep 8, 2013 - 10:00 AM	Begg Field	08 - Durand vs 11 - Herdman
Game 38	GU12	Sun Sep 8, 2013 - 11:30 AM	Marine Park	16 - Stebbings vs 03 - Boyer
Game 39	GU12	Sun Sep 8, 2013 - 11:30 AM	Begg Field	12 - Hershkowitz vs 07 - Davis

Each game entry includes a 'Your Team' field (e.g., 'Your Team: 01-Anderson') and checkboxes for 'CR:', 'AR:', and 'M:'.

Each match lists (i) the Game Number; (ii) the Division; (iii) the Date and Time for the match; (iv) the Field; and (v) the Teams which are playing (Home team is listed first).

There are four (4) selections you can make for a particular game: Center Referee (CR), Assistant (AR) x2, and Mentor (M). Check the box for the assignment you wish to take.

If you wish to *be a Mentor* for this game, check the “M” box.

To select an assignment, put your cursor over the open space next to the check box for the desired assignment (CR, AR, AR or M). The assignment slot will turn green. A pop-up message, “Check to be [CR/AR/Mentor]”, will appear. Click on the assignment slot’s check box.

**NOTE:** If you do not see a check box in the CR field, it is because your referee badge level (i.e. Regional, Intermediate, etc.) is not qualified to Center Referee for this level of play. See the “Badge / Game Restrictions” section below for more details on this.

Once you’ve selected your assignment(s), click on the “**Make Request**” button at the top or bottom of the page to submit your assignment request. If you don’t click on the “Make Request” button, your request will not be saved or submitted.

The screenshot displays the 'AYSO Region 18 : Referee Schedule : Search Results' page. At the top, it states 'Your search returned 24 matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. Search again.' Below this, there are buttons for 'Make Request' (circled in red) and 'Reset Form'. A link for 'MS Excel Version' is also present. The main content is a grid of game assignments. Each game entry includes the game number, date, time, location, and teams. Below each game entry are checkboxes for 'CR', 'AR', and 'M'. In the first game entry (Game 16021), the 'CR' checkbox is checked, and the text 'Check to be CR' is displayed in green. A red arrow points to this checkbox. Other game entries show 'CR' checkboxes that are unchecked. The 'Your Team' for all games is listed as '01-Anderson'.

When you sign-up to be a CR or AR for a match, a “Request Mentor?” check box will also appear. If you wish to have a mentor for this match, check the box. [An attempt will be made to assign a mentor, but there is no guarantee that one will be assigned until you receive confirmation of the mentor assignment.]

**Note:** The schedule shows which teams you will be giving “Referee Service Points” to. When you select a game assignment, you will have the opportunity to credit a team with your Service Points.

If you established your profile with only one team designated to receive your Points, only that team will show. In this example, Referee Service Points will be given to team “01-Anderson”. If you established

your profile with *more than* one team designated to receive your Referee Service Points, you have the ability to choose which team get your Points when you sign-up for a match.

Once you have made a selection, here is what it will look like:

The screenshot displays the 'AYSO Region 18 : Referee Schedule : Search Results' interface. At the top, there are 'Log Off' and 'Help' links. Below the header, a message states: 'Your search returned 108 matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. [Search](#) again.' There are 'Make Request' and 'Reset Form' buttons, and a link to 'MS Excel Version'.

Game	Date/Time	Location	Opponent	CR	AR	AR	M
Game 5: GU12	Sun Sep 8, 2013 - 8:30 AM	Marine Park	01 - Anderson vs 18 - Tran	Scott Jarus - Referee (blue) 01-Anderson (drop)			<input type="checkbox"/> Request mentor
Game 6: GU12	Sun Sep 8, 2013 - 8:30 AM	Begg Field	02 - Blake vs 17 - Stevens				<input type="checkbox"/>
Game 21: GU12	Sun Sep 8, 2013 - 10:00 AM	Marine Park	04 - Brenneman vs 15 - Pappas				<input type="checkbox"/>
Game 22: GU12	Sun Sep 8, 2013 - 10:00 AM	Begg Field	08 - Durand vs 11 - Herdman				<input type="checkbox"/>
Game 38: GU12	Sun Sep 8, 2013 - 11:30 AM	Marine Park	16 - Stebbings vs 03 - Boyer				<input type="checkbox"/>
Game 39: GU12	Sun Sep 8, 2013 - 11:30 AM	Begg Field	12 - Hershkowitz vs 07 - Davis				<input type="checkbox"/>

Notice that the referee (“Scott Jarus-Referee”) is listed in **blue**. Certain Divisions, such as U16 and U19, require an approval from the Referee Scheduler before the assignment is finalized. If your name is listed in **blue**, then you will need to wait for approval from the Referee Scheduler before the assignment is finalized. If your name is in **black**, then it means that you are approved to referee this particular match.

Should you wish to drop (cancel) your assignment, simply click on the word “**drop**”. It will remove your assignment from the system.

You may drop (cancel) an assignment yourself up to two (2) days before the game day. After that, you will need to contact the Referee Scheduler ([refsched18@ayso18.org](mailto:refsched18@ayso18.org)) to drop (cancel) an assignment.

Here is what an *approved* assignment will look like (notice the color of the referee name is **black**):

The screenshot displays the 'AYSO Region 18 : Referee Schedule : Search Results' page. At the top, it states 'Your search returned 108 matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. [Search](#) [again](#).' Below this are buttons for 'Make Request', 'Reset Form', and a link to 'MS Excel Version'.

Game 5: GU12 Sun Sep 8, 2013 - 8:30 AM Marine Park 01 - Anderson vs 18 - Tran	Game 6: GU12 Sun Sep 8, 2013 - 8:30 AM Begg Field 02 - Blake vs 17 - Stevens	Game 21: GU12 Sun Sep 8, 2013 - 10:00 AM Marine Park 04 - Brenneman vs 15 - Pappas
CR: <b>Scott Jarus - Referee</b> 01-Anderson	CR: <input type="checkbox"/>	CR: <input type="checkbox"/>
AR: <input type="checkbox"/>	AR: <input type="checkbox"/>	AR: <input type="checkbox"/>
AR: <input type="checkbox"/>	AR: <input type="checkbox"/>	AR: <input type="checkbox"/>
M: <input type="checkbox"/> Request mentor	Your Team: 01-Anderson M: <input type="checkbox"/>	Your Team: 01-Anderson M: <input type="checkbox"/>
Game 22: GU12 Sun Sep 8, 2013 - 10:00 AM Begg Field 08 - Durand vs 11 - Herdman	Game 38: GU12 Sun Sep 8, 2013 - 11:30 AM Marine Park 16 - Stebbings vs 03 - Boyer	Game 39: GU12 Sun Sep 8, 2013 - 11:30 AM Begg Field 12 - Hershkovitz vs 07 - Davis
CR: <input type="checkbox"/>	CR: <input type="checkbox"/>	CR: <input type="checkbox"/>
AR: <input type="checkbox"/>	AR: <input type="checkbox"/>	AR: <input type="checkbox"/>
AR: <input type="checkbox"/>	AR: <input type="checkbox"/>	AR: <input type="checkbox"/>
Your Team: 01-Anderson M: <input type="checkbox"/>	Your Team: 01-Anderson M: <input type="checkbox"/>	Your Team: 01-Anderson M: <input type="checkbox"/>

Note: Most assignments in U14 and younger are automatically approved by the RSS (based upon rules we've set in the system).

### Requesting a Mentor

Should you wish to have a Mentor for a particular game, click on the  Request mentor box located in the green bar ("M"). This will cause a request to be sent to the Region's Referee Mentor Coordinator.

Note: By requesting a Mentor, there is no guarantee that one will be available for you. If a Mentor steps forward to assist you, you will be contacted.

## **Badge / Game Restrictions**

Having the appropriate referee certifications and experience are important factors in successfully managing competitive games, particularly as the age and experience of the players increase. As such, beginning in the Fall season of 2014, Region 18 has implemented a badge restriction system within RSS which only permits the appropriate badge level to *Center Referee* games for each of the age divisions (based upon modified AYSO National Guidelines).

### **Center Referee (CR) Assignment Permitted**

<u>Badge Level</u>	<u>Division(s)</u>
U8	8U
Regional	8U, 10U
Intermediate	8U, 10U, 12U
Advanced	8U, 10U, 12U, 14U, 16U
National	8U, 10U, 12U, 14U, 16U, 19U

An exception to these restrictions is permitted when a referee is currently in the Badge Upgrade process. If you wish to apply for an exemption, (a) sign up for a referee upgrade class and (b) contact the Referee Scheduler. Your exemption will be reviewed by the appropriate regional staff. If an exemption is granted, you will be notified and your badge level restriction will be raised to the next level (e.g. Regional to Intermediate, Intermediate to Advanced, etc.).

*At this time, this badge restriction system only applied to the Center Referee (CR) position. All referees, with the exception of U8 badges, are permitted to Assistant Referee (AR) all divisions.*

Important Note: If you sign up to AR a game which is above your restrictive level to CR, *and no qualified CR shows up for the game*, PLEASE step up and CR the game. It is very important that the game be played (the kids should not be penalized). Simply note on the Game Card that you covered the game because a qualified CR did not show up, and then contact the Referee Scheduler who will modify the coverage schedule in RSS to show that you served as the game's CR.

During your search for a game to referee, should you not see a check box in the CR field, it is because your referee badge level (i.e. Regional, Intermediate, etc.) is not qualified to Center Referee for this level of play.



Below is an example of such a search. The referee has a Regional badge, which means that he is restricted to only being able to referee 8U and 10U games. His search was for BU16/19 games. As a result, he can see the games, but can only volunteer for the *Assistant Referee (AR)* positions (i.e. no check box in the CR assignments).

AYSO Region 18 : Referee Schedule : Search Results Hello, Scott Jarus Log Off Help

Your search returned 6 matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. [Search again](#)

[MS Excel Version](#)

<p>Game 16003 BU16/19 Tue Aug 19, 2014 - 4:00 PM Washington BU16/19-R07-Becerra vs BU16/19-R17-Pineda</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>	<p>Game 16004 BU16/19 Tue Aug 26, 2014 - 4:00 PM Village Field BU16/19-R21-Heredia vs BU16/19-R18-Vartan</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>	<p>Game 16005 BU16/19 Tue Sep 2, 2014 - 4:00 PM Village Field BU16/19-R18-Leiber vs BU16/19-R07-Becerra</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>
<p>Game 16006 BU16/19 Tue Sep 9, 2014 - 2:00 PM Village Field BU16/19-R21-Heredia vs BU16/19-R07-Becerra</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>	<p>Game 16007 BU16/19 Tue Sep 16, 2014 - 2:00 PM Village Field BU16/19-R18-Leiber vs BU16/19-R18-Vartan</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>	<p>Game 16008 BU16/19 Wed Sep 24, 2014 - 11:00 AM Village Field BU16/19-R07-Becerra vs BU16/19-R17-Copnall</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>M: <input type="checkbox"/></p>

### My Schedule

You can see a complete listing of all games which you have volunteered for or that have been assigned to you by clicking on the ["My Schedule"](#) button at the bottom of the Search Page.

Note: The RSS checks to ensure that you are not double-booked for the same kick-off times; however, it does not know if you have back-to-back assignments at fields which require travel time or if the matches overlap in time. Please remember to consider travel time when volunteering or accepting an assignment. **You are strongly advised to click on ["My Schedule"](#) to see if there are any conflicts in your assignments.**

Here's an example of "My Schedule" and a probable conflict which the RSS wouldn't automatically catch:



AYSO Region 18 : Referee Schedule : My Schedule Log Off

**My Schedule**

4 games found.

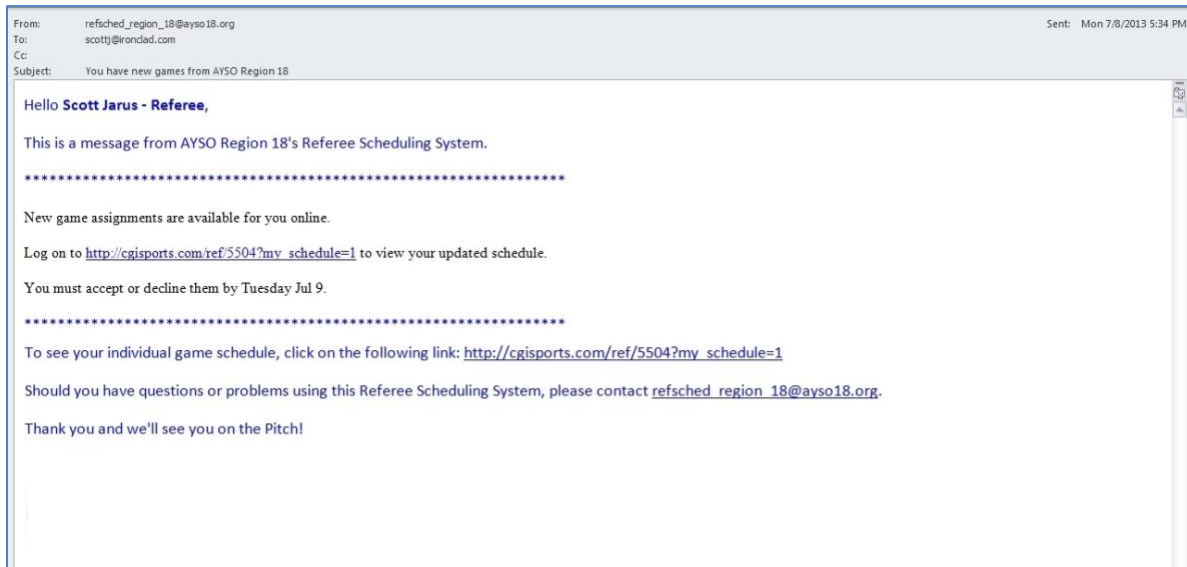
Game ID	Date	Time	Division	Location	Position	Team Credited	Status	Accept	Decline
<a href="#">14032</a>	Jul 20, 2013	9:45 AM	TU14	Moondust Park	AR	01-Anderson	Self assigned: 7/15/13		
<a href="#">10102</a>	Jul 20, 2013	9:00 AM	TU10	Ardmore Park South	Center	01-Anderson	Self assigned: 7/15/13		
<a href="#">19018</a>	Jul 14, 2013	10:00 AM	TU19	Greenwood Park	AR	01-Anderson	Self assigned: 7/11/13		
<a href="#">19017</a>	Jul 14, 2013	8:00 AM	TU19	Greenwood Park	Center	01-Anderson	Self assigned: 7/11/13		

45 minutes apart on two different fields

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### Matches Assigned by the Referee Scheduler

On those occasions when you are **assigned a match by the Referee Scheduler**, ordinarily in 16U and 19U matches, you will receive an email informing you of the assignment.



You will need to log into the RSS using the link provided in the email. Once you do so, it will take you directly to “My Schedule”. Or if you log in another way, go to “My Schedule” which is located at the bottom of the page.

AYSO Region 18 : Referee Schedule : My Schedule
Log Off

**My Schedule**

8 games found. **1 game is new.** When you select "Accept" or "Decline" your reply will be processed immediately.

Game ID	Date	Time	Division	Location	Position	Team Credited	Status	Accept	Decline
<a href="#">678</a>	Oct 20, 2013	9:00 AM	BU12	Hermosa Valley Park	Center	01-Anderson	Self assigned: 6/27/13		
<a href="#">474</a>	Oct 6, 2013	9:00 AM	BU12	Hermosa Valley Park	AR	01-Anderson	Self assigned: 6/27/13		
<a href="#">367</a>	Sep 29, 2013	9:00 AM	BU14	Center Field	Center	01-Anderson	Self assigned: 6/27/13		
<a href="#">117</a>	Sep 9, 2013	1:00 PM	BU12	Hermosa Valley Park	AR	01-Anderson	Self assigned: 7/8/13		
<a href="#">110</a>	Sep 9, 2013	11:30 AM	BU12	Hermosa Valley Park	Center	01-Anderson	Accepted: 7/8/13		
<a href="#">64</a>	Sep 8, 2013	1:30 PM	GU19	Clark Field	Center	01-Anderson	Accept by: 7/9/13	Accept	Decline
<a href="#">14</a>	Sep 8, 2013	9:00 AM	BU12	Hermosa Valley Park	Center	01-Anderson	Self assigned: 6/10/13		
<a href="#">3</a>	Sep 8, 2013	8:00 AM	BU10	Mira Costa South	AR	01-Anderson	Self assigned: 7/1/13		

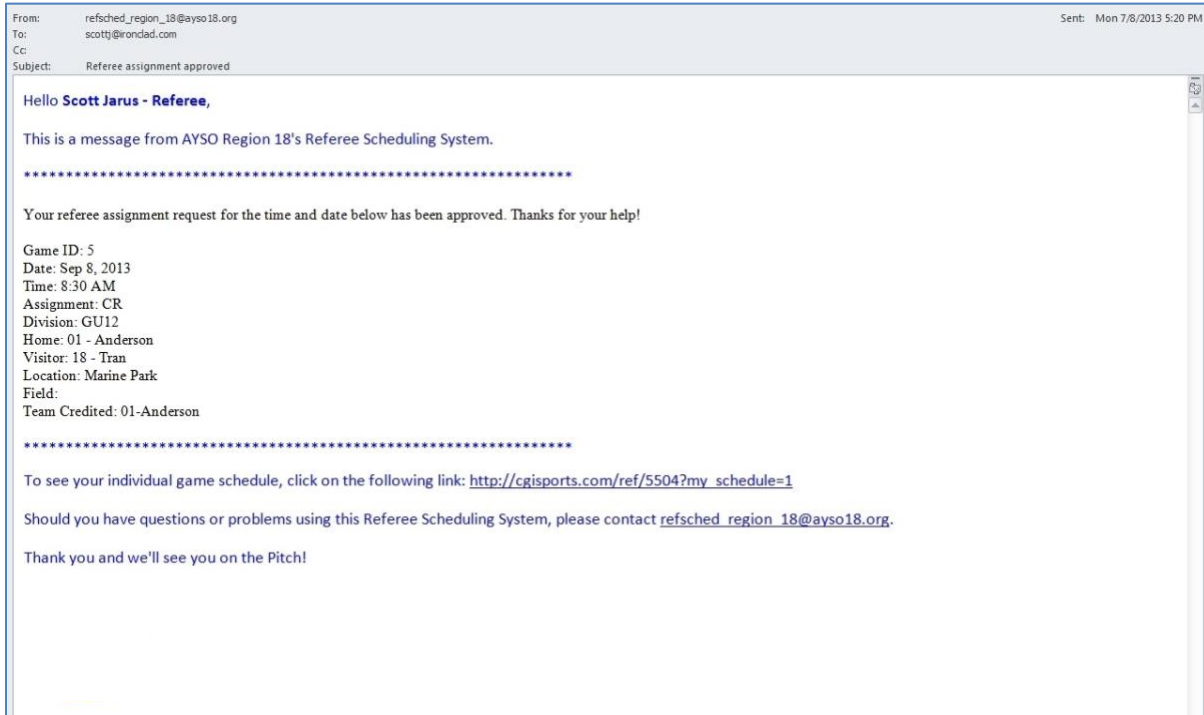
My Schedule
Blocks
Profile

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On this page you can either **Accept** or **Decline** the assignment which has been made by the Referee Scheduler for you. If you **Decline** the assignment, your name will still appear in that slot in blue (as if it was an “unapproved” assignment request) so that the Referee Committee knows you must be replaced for the assignment.

“My Schedule” lists all of the matches you have been either self-assigned or scheduler-assigned. This is a good place for you to regularly check to ensure that you are aware of your future games.

Once you have been approved for the assignment, you will receive a confirmation email:



## Search Results Report

If you want to generate a report (Excel spreadsheet) of Search results, you can do this by clicking on “MS Excel Version” on the upper right hand corner of the Search Results page. This will cause an Excel spreadsheet to be generated and exported to your computer. Depending on the type of computer you are using and the operating system it is running on, you may need to enable, agree or authorize this Excel spreadsheet to be downloaded to your computer.

**AYSO Region 18 : Referee Schedule : Search Results** Log Off Help

Your search returned **96** matches. Check the boxes for the assignments you want to request. Press the 'Make Request' button when you are ready to submit. Remember that all requests are tentative until approved by the scheduler. [Search again](#).

MS Excel Version

<p style="text-align: center;"><b>Game 12051: TU12</b> Sat Jul 20, 2013 - 9:00 AM Noble Park - West TU12-16-Trumpet vs TU12-01-Cello</p> <p>CR: <b>Steve Hershkowitz</b></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>	<p style="text-align: center;"><b>Game 12052: TU12</b> Sat Jul 20, 2013 - 9:00 AM Noble Park - East TU12-17-Tuba vs TU12-02-Cymbals</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>	<p style="text-align: center;"><b>Game 12053: TU12</b> Sat Jul 20, 2013 - 10:30 AM Noble Park - West TU12-18-Viola vs TU12-03-Flute</p> <p>CR: <b>Anita Reinehr</b></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>
<p style="text-align: center;"><b>Game 12054: TU12</b> Sat Jul 20, 2013 - 10:30 AM Noble Park - East TU12-19-Violin vs TU12-04-Bass</p> <p>CR: <b>Steve Hershkowitz</b></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>	<p style="text-align: center;"><b>Game 12055: TU12</b> Sat Jul 20, 2013 - 12:00 PM Noble Park - West TU12-20-Xylophone vs TU12-05-Clarinet</p> <p>CR: <b>Steve Hershkowitz</b></p> <p>AR: <b>Rye Bails</b></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>	<p style="text-align: center;"><b>Game 12056: TU12</b> Sat Jul 20, 2013 - 12:00 PM Noble Park - East TU12-11-Piano vs TU12-06-Glockenspiel</p> <p>CR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>AR: <input type="checkbox"/></p> <p>Your Team: 01-Anderson</p> <p>M: <input type="checkbox"/></p>

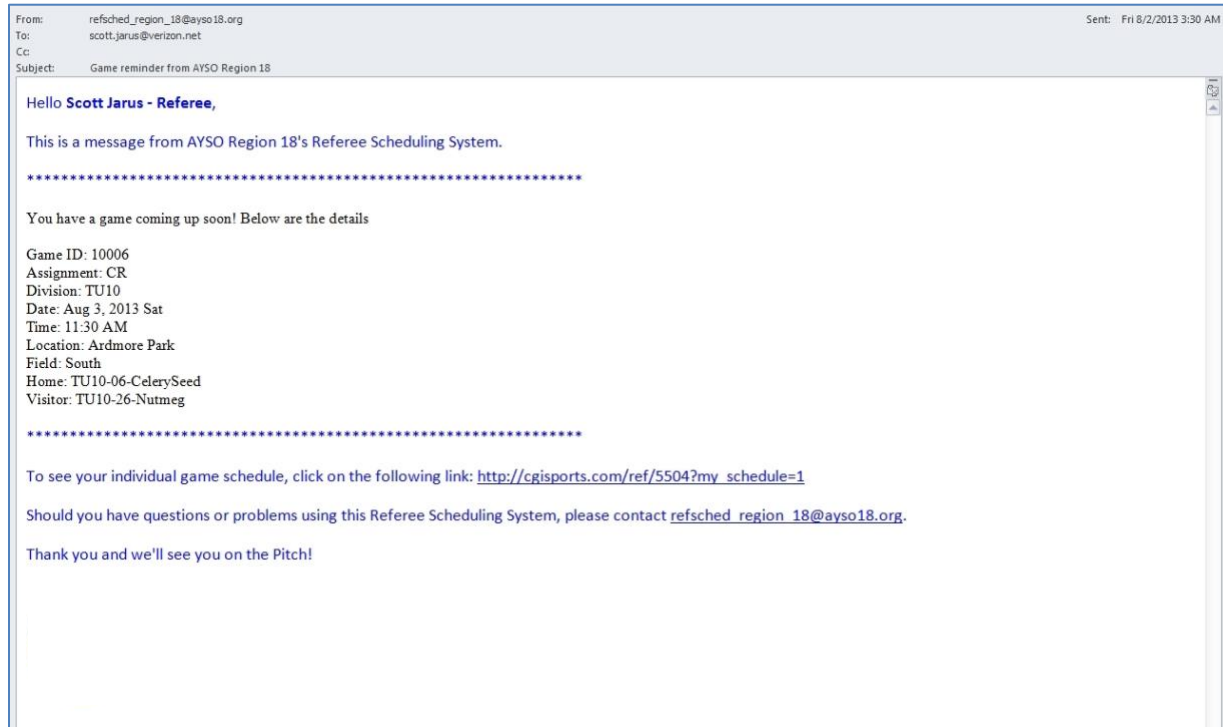
Note: If you want to have a report across multiple Divisions, teams, fields, etc., just ensure that you have selected all of the variables in your Search criteria before generating the report.

ID	Division	Date	Time	Location	Field	Home	Visitor	Center	Center Team	AR1	AR1 Team	AR2	AR2 Team	Mintor
12051	TU12	7/20/13	9:00 AM	Noble Park	West	TU12-16-Trumpet	TU12-01-Cello	Steve Hershkowitz	TU12-01-Cello					
12052	TU12	7/20/13	9:00 AM	Noble Park	East	TU12-17-Tuba	TU12-02-Cymbals	Steve Hershkowitz	TU12-02-Cymbals					
12053	TU12	7/20/13	10:30 AM	Noble Park	West	TU12-18-Viola	TU12-03-Flute	Steve Hershkowitz	TU12-03-Flute					
12054	TU12	7/20/13	10:30 AM	Noble Park	East	TU12-19-Violin	TU12-04-Bass	Steve Hershkowitz	TU12-04-Bass	Rye Bails		Ben Donohoe	TU16-03-Kaufel	
12055	TU12	7/20/13	12:00 PM	Noble Park	West	TU12-20-Xylophone	TU12-05-Clarinet	Steve Hershkowitz	TU12-05-Clarinet	Rye Bails		Steve Hershkowitz	TU12-01-Cello	
12056	TU12	7/20/13	12:00 PM	Noble Park	East	TU12-11-Piano	TU12-06-Glockenspiel	Ben Donohoe	TU12-06-Glockenspiel	Ben Donohoe		Steve Hershkowitz	TU12-01-Cello	
12057	TU12	7/20/13	1:30 PM	Noble Park	West	TU12-12-Piccolo	TU12-07-FrenchHorn	Ben Donohoe	TU12-07-FrenchHorn	Ben Donohoe		Steve Hershkowitz	TU12-01-Cello	
12058	TU12	7/20/13	1:30 PM	Noble Park	East	TU12-13-TamTam	TU12-08-Bassoon	Rye Bails	TU12-08-Bassoon	Ben Donohoe		Steve Hershkowitz	TU12-01-Cello	
12059	TU12	7/20/13	3:00 PM	Noble Park	West	TU12-14-Timpani	TU12-09-Harp	Steve Hershkowitz	TU12-09-Harp	Eric Bails		Ben Donohoe	TU12-06-Kraken	
12060	TU12	7/20/13	3:00 PM	Noble Park	East	TU12-15-Trombone	TU12-10-Oboe	Eric Bails	TU12-10-Oboe	Eric Bails		Ben Donohoe	TU12-06-Kraken	
14031	TU14	7/20/13	9:00 AM	Moondust Park	East	TU14-09-Maid	TU14-01-Partridge	Eric Bails	TU14-01-Partridge	Eric Bails		Ben Donohoe	TU12-06-Kraken	
14032	TU14	7/20/13	9:45 AM	Moondust Park	West	TU14-05-Dove	TU14-02-Dove	Eric Bails	TU14-02-Dove	Eric Bails		Ben Donohoe	TU12-06-Kraken	
14033	TU14	7/20/13	11:30 AM	Moondust Park	West	TU14-10-Lady	TU14-03-Hen	Scott Janus - Referee	01-Anderson	Krista Skinner		Scott Janus - Referee	01-Anderson	
14034	TU14	7/20/13	11:45 AM	Moondust Park	West	TU14-11-Piper	TU14-04-Bird	Eric Bails	TU14-04-Bird	Eric Bails		Scott Janus - Referee	01-Anderson	
14035	TU14	7/20/13	1:00 PM	Moondust Park	East	TU14-12-Drummer	TU14-06-Ring	Scott Janus - Referee	01-Anderson	Scott Janus - Referee		Scott Janus - Referee	01-Anderson	
14036	TU14	7/20/13	4:45 PM	Moondust Park	West	TU14-07-Swan	TU14-09-Goose	Eric Bails	TU14-09-Goose	Eric Bails		Scott Janus - Referee	01-Anderson	
12061	TU12	7/27/13	9:00 AM	Noble Park	West	TU12-01-Cello	TU12-15-Trombone	Rye Bails	TU12-15-Trombone	Rye Bails				
12062	TU12	7/27/13	9:00 AM	Noble Park	West	TU12-02-Cymbals	TU12-16-Trumpet	Rye Bails	TU12-16-Trumpet	Rye Bails				
12063	TU12	7/27/13	10:30 AM	Noble Park	West	TU12-03-Flute	TU12-17-Tuba	Rye Bails	TU12-17-Tuba	Rye Bails				
12064	TU12	7/27/13	10:30 AM	Noble Park	East	TU12-04-Bass	TU12-18-Viola	Rye Bails	TU12-18-Viola	Rye Bails				
12065	TU12	7/27/13	12:00 PM	Noble Park	West	TU12-05-Clarinet	TU12-19-Violin	Rye Bails	TU12-19-Violin	Rye Bails				
12066	TU12	7/27/13	12:00 PM	Noble Park	East	TU12-06-Glockenspiel	TU12-20-Xylophone	Rye Bails	TU12-20-Xylophone	Rye Bails				
12067	TU12	7/27/13	1:30 PM	Noble Park	West	TU12-07-FrenchHorn	TU12-11-Piano	Rye Bails	TU12-11-Piano	Rye Bails				
12068	TU12	7/27/13	1:30 PM	Noble Park	East	TU12-08-Bassoon	TU12-12-Piccolo	Rye Bails	TU12-12-Piccolo	Rye Bails				
12069	TU12	7/27/13	3:00 PM	Noble Park	West	TU12-09-Harp	TU12-13-TamTam	Rye Bails	TU12-13-TamTam	Rye Bails				
12070	TU12	7/27/13	3:00 PM	Noble Park	East	TU12-10-Oboe	TU12-14-Timpani	Rye Bails	TU12-14-Timpani	Rye Bails				
14037	TU14	7/27/13	9:00 AM	Moondust Park	West	TU14-01-Partridge	TU14-02-Dove	Rye Bails	TU14-02-Dove	Rye Bails				
14038	TU14	7/27/13	9:45 AM	Moondust Park	West	TU14-03-Hen	TU14-04-Bird	Rye Bails	TU14-04-Bird	Rye Bails				
14039	TU14	7/27/13	11:30 AM	Moondust Park	West	TU14-05-Dove	TU14-06-Ring	Rye Bails	TU14-06-Ring	Rye Bails				
14040	TU14	7/27/13	1:15 PM	Moondust Park	West	TU14-07-Swan	TU14-08-Maid	Rye Bails	TU14-08-Maid	Rye Bails				
14041	TU14	7/27/13	3:00 PM	Moondust Park	West	TU14-09-Lady	TU14-10-Lady	Rye Bails	TU14-10-Lady	Rye Bails				
14042	TU14	7/27/13	4:45 PM	Moondust Park	West	TU14-11-Piper	TU14-12-Drummer	Rye Bails	TU14-12-Drummer	Rye Bails				
12001	TU12	8/3/13	9:00 AM	Noble Park	West	TU12-01-Cello	TU12-15-Trombone	Rye Bails	TU12-15-Trombone	Rye Bails				
12002	TU12	8/3/13	9:00 AM	Noble Park	East	TU12-02-Cymbals	TU12-16-Trumpet	Rye Bails	TU12-16-Trumpet	Rye Bails				
12003	TU12	8/3/13	10:30 AM	Noble Park	West	TU12-03-Flute	TU12-17-Tuba	Rye Bails	TU12-17-Tuba	Rye Bails				
12004	TU12	8/3/13	10:30 AM	Noble Park	East	TU12-04-Bass	TU12-18-Viola	Rye Bails	TU12-18-Viola	Rye Bails				
12005	TU12	8/3/13	12:00 PM	Noble Park	West	TU12-05-Clarinet	TU12-19-Violin	Rye Bails	TU12-19-Violin	Rye Bails				
12006	TU12	8/3/13	12:00 PM	Noble Park	East	TU12-06-Glockenspiel	TU12-20-Xylophone	Rye Bails	TU12-20-Xylophone	Rye Bails				
12007	TU12	8/3/13	1:30 PM	Noble Park	West	TU12-07-FrenchHorn	TU12-11-Piano	Rye Bails	TU12-11-Piano	Rye Bails				
12008	TU12	8/3/13	1:30 PM	Noble Park	East	TU12-08-Bassoon	TU12-12-Piccolo	Rye Bails	TU12-12-Piccolo	Rye Bails				
12009	TU12	8/3/13	3:00 PM	Noble Park	West	TU12-09-Harp	TU12-13-TamTam	Rye Bails	TU12-13-TamTam	Rye Bails				
12010	TU12	8/3/13	3:00 PM	Noble Park	East	TU12-10-Oboe	TU12-14-Timpani	Rye Bails	TU12-14-Timpani	Rye Bails				
14001	TU14	8/3/13	9:00 AM	Moondust Park	West	TU14-01-Partridge	TU14-02-Dove	Rye Bails	TU14-02-Dove	Rye Bails				
14002	TU14	8/3/13	9:45 AM	Moondust Park	West	TU14-03-Hen	TU14-04-Bird	Rye Bails	TU14-04-Bird	Rye Bails				
14003	TU14	8/3/13	11:30 AM	Moondust Park	West	TU14-05-Dove	TU14-06-Ring	Rye Bails	TU14-06-Ring	Rye Bails				
14004	TU14	8/3/13	1:15 PM	Moondust Park	West	TU14-07-Swan	TU14-08-Maid	Rye Bails	TU14-08-Maid	Rye Bails				
14005	TU14	8/3/13	3:00 PM	Moondust Park	West	TU14-09-Lady	TU14-10-Lady	Rye Bails	TU14-10-Lady	Rye Bails				
14006	TU14	8/3/13	4:45 PM	Moondust Park	West	TU14-11-Piper	TU14-12-Drummer	Rye Bails	TU14-12-Drummer	Rye Bails				
12011	TU12	8/10/13	9:00 AM	Noble Park	West	TU12-20-Xylophone	TU12-01-Cello	Rye Bails	TU12-01-Cello	Rye Bails				
12012	TU12	8/10/13	9:00 AM	Noble Park	East	TU12-11-Piano	TU12-02-Cymbals	Rye Bails	TU12-02-Cymbals	Rye Bails				
12013	TU12	8/10/13	10:30 AM	Noble Park	West	TU12-12-Piccolo	TU12-03-Flute	Rye Bails	TU12-03-Flute	Rye Bails				
12014	TU12	8/10/13	10:30 AM	Noble Park	East	TU12-13-TamTam	TU12-04-Bass	Rye Bails	TU12-04-Bass	Rye Bails				
12015	TU12	8/10/13	12:00 PM	Noble Park	West	TU12-14-Timpani	TU12-05-Clarinet	Rye Bails	TU12-05-Clarinet	Rye Bails				
12016	TU12	8/10/13	12:00 PM	Noble Park	East	TU12-15-Trombone	TU12-06-Glockenspiel	Rye Bails	TU12-06-Glockenspiel	Rye Bails				
12017	TU12	8/10/13	1:30 PM	Noble Park	West	TU12-16-Trumpet	TU12-07-FrenchHorn	Rye Bails	TU12-07-FrenchHorn	Rye Bails				
12018	TU12	8/10/13	1:30 PM	Noble Park	East	TU12-17-Tuba	TU12-08-Bassoon	Rye Bails	TU12-08-Bassoon	Rye Bails				
12019	TU12	8/10/13	3:00 PM	Noble Park	West	TU12-18-Viola	TU12-09-Harp	Rye Bails	TU12-09-Harp	Rye Bails				
12020	TU12	8/10/13	3:00 PM	Noble Park	East	TU12-19-Violin	TU12-10-Oboe	Rye Bails	TU12-10-Oboe	Rye Bails				
14007	TU14	8/10/13	9:00 AM	Moondust Park	West	TU14-11-Piper	TU14-01-Partridge	Rye Bails	TU14-01-Partridge	Rye Bails				
14008	TU14	8/10/13	9:45 AM	Moondust Park	West	TU14-02-Dove	TU14-02-Dove	Rye Bails	TU14-02-Dove	Rye Bails				
14009	TU14	8/10/13	11:30 AM	Moondust Park	West	TU14-03-Hen	TU14-03-Hen	Rye Bails	TU14-03-Hen	Rye Bails				

## MISCELLANEOUS

### Assignment Reminder

One (1) day before your assigned match(es), you will receive an email reminder from the RSS. There is no action required, except to ensure that you show up at your assigned match *30-minutes prior to the start time, in proper uniform and ready to successfully (and competently) manage the match.*



### User Notes

- (1) Should your contact details change, you can make those changes yourself by logging into the RSS and clicking on "Profile" at the bottom of the page.
- (2) Upon logging in, you have the *option* to block specific teams or times from assignment by the Referee Scheduler. Click on "Block" at the bottom of the page. **For most referees, there is no need to use this function.**
- (3) If you forget your password, you may reset it by using the Reset Password function on the lower half of the login screen at <http://cgisports.com/ref/5504/>