

GameOfficials.net assigning software will be used to assign all games at East Ridge Soccer Association.

1. For new users, simply go to [www.gameofficials.net](http://www.gameofficials.net) and click on the *New Official* button. The group number is *1041* and the access code is *1041*. If you currently have a [gameofficials.net](http://gameofficials.net) account please link this group to your user name. Do this by selecting My Assignors and joining my group number is *1041* and the access code is *1041*.
2. Please complete the required information on the *New Official Signup* screen.
  - a. **Remember to write down your username and password so you have it at all times.**
3. Then you will click the save button and a message will come up stating the username and password have been emailed to you, click ok.
4. This will take you to the gameofficials.net login screen. Log in with the *Username* and *password* you just created and click log in.
5. This takes you to the terms of service screen, read it completely, after reading, if you agree, select the *I agree with these terms*, and then click continue.
6. This takes you to the *Officials Maintenance* screen. Enter **all** your contact information including your Social Security number, complete mailing address, all email accounts, all phone numbers including cell numbers. Please put phone numbers in order so the one you prefer to be used is listed first.
  - a. *Mobile Notification* - set up gameofficials.net to text message game changes.
  - b. *Official Preferences* – set up maximum games per day – zero means no limit
  - c. *Click Save when finished*
7. Select *My Availability* – from the menu on the left of the screen.
  - a. *Availability* screen – Select the dates on the calendar and select available or not available. Available ensures you are among those being considered for games at that time. If the system defaults to available, the calendar will be a pale green be sure to select the times you are not available. When finished select the *Save* button.
8. Select *My Preferences* – from the menu on the left of the screen.
  - a. *Game or Team Conflicts* - Select *show* then enter any conflict you have. Be sure to enter the correct team name. Click *Save*
9. Select *My Preferences* – from the menu on the left of the screen.

- a. *League / Tournament Preferences* - Select **show** then enter click all the leagues or tournaments that you are working in. Click the **Save Modification Preferences**.

10. Select **My Preferences** – from the menu on the left of the screen.

- a. *Misc Preferences/Notes* - Select **show** then enter your Assignor Contact Information, carpool information, comfort level of Center, Comfort level of assistant, age groups you have a working conflict with. Click the **Save Modification Preferences**.

When games are assigned you will receive an email informing you that you have new games. At this point you will need to log in to Game Officials and accept or decline the games. You will only have 48 hours to accept the games, so it is important that you check your email daily. Some games will be assigned as a block, accepting one will accept all, as will declining one decline all. When a games is accepted it is your responsibility to make sure that you honor your commitment and remember the date and time. A reminder email will be sent to you one day prior to your game.

If you have any questions please call or email me. Even if you can't put in all the information, it is still important that you set up your account using at least steps 1-6, email me to help you work through the rest. An important part of using this system is that each referee must check his or her email daily.

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