

NEW PROCEDURES

1. Officials should login to the website and make sure that your data is accurate for address, phone, and email – Please note that we have added a field where you can opt out listing your phone and email on the public page of the website.
2. Once in the system you will see in the left area of the screen 3 options: Tournament Availability, My Available Tournaments and Work History. IF you have completed all of the requirements for being listed as a certified official for the season. (registered with a current background screen in force, attended a rule interpretation, and have completed and corrected your test) you will be able to make yourself available to officiate events in the Great Lakes Region.



Option 1: Tournament Availability: Selecting this option will give you the full list of sanctioned events remaining for the season. Any date that you are available to work please check the box for any of the sites and events that you would be willing to travel to. You can do this on a weekly basis, monthly basis or full season. (Keep in mind that tournament directors will be trying to secure their officials more than a week or two ahead of time if they know the event is full and know their needs – so waiting until the week of an event to submit your availability may not result in receiving many assignments.) After you have selected the dates and sites you are interested in please scroll all of the way to the end of the tournament list and click the “Insert Availability” button.

Receiving assignments: Each Tournament Director or their designated Assignment Chair has access to view the names of each official that has entered their availability for one of their events. If the TD or Assignment Chair wishes to assign you to one of their events they click the appropriate selection on their screen and then update their selections. If you made yourself available for multiple events on the same day all other entries for that day will be deleted from view by other TD's once someone has assigned you - this will prevent you from being assigned to 2 or more events on the same day. There are 2 ways in which you might still get multiple assignments for the same day. Those exceptions are: 1. If 2 or more TD's are on their web pages at the same time and both select you as an official. 2. In coordination with the official and the tournament assigners, if you are assigned to work a half day at one site for one assigner and also listed yourself as available for a semi-final/final at another site for a different assigner and it is feasible to get you to work at both locations. Other than those exceptions, you should not get scheduled to work multiple assignments on the same day.

Once the TD's have selected officials for their event an automatic email is sent from the website to you indicating that based upon your posted availability you have been assigned to an event giving you the date, event and TD's contact info as well as the assignment person name and contact if they use someone else to secure their officials. You **MUST** then respond back to that email either **ACCEPTING** or **DECLINING** the assignment. If you are accepting, a quick reply such as “Yes I accept the assignment” will suffice. **If you must DECLINE the assignment there is a link at the bottom of the email- you are to click on that link which will take you to the websites sign in page - login in and then select the reject assignment button and include the reason for the decline – this will automatically send an email back to the person who issued the assignment.** By keeping your availability up to date we hopefully will reduce the number of declines. As an added feature, when Tournament Assigners use the website to assign their officials, officials who have accepted the assignment will automatically receive a reminder e-mail 5 days prior to the date they are assigned to officiate. So if an official has accepted an assignment to officiate on a Saturday, a reminder will be sent on Monday of that week indicating the date, location, Tournament Director and Tournament Assigner information. If accepted and assigned to work on a Sunday, a reminder will be sent on Tuesday of that week.

The TD/Assignment Chair will then contact you later in the week with your start time and final information concerning the event. If you have not heard back from the TD or assignment person by the Wed or Thursday before the event feel free to contact them directly.

Option 2: My Available Tournaments:

This area will give you a full list of the tournaments that you have made yourself available for showing what should be completed assignments as well as all future events. Example: The ones with green check marks were assignments that were accepted and hopefully either already completed or still to come—those with red X's are future events that have not yet been assigned. If your availability changes you can delete any of the listing that you have NOT yet been assigned. Once you accept an assignment there should NOT be any cancellations unless there are extenuating circumstances such as a death in the family or illness. If something arises that you must cancel contact the TD or assignment chair IMMEDIATELY.

Tournament Availability View Options					
<input checked="" type="checkbox"/> All Availability		<input type="checkbox"/> Availability By Date			
Delete?	Assigned?	Date	Event Name, Division, Site	Officials Assigned By	Length
Red Column = Tournament CANCELLED					
NEW Tournament (entered within past 3 weeks)					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/27/2009	MAYOR DALEY HOLIDAY SPORTSFEST All Boys Divisions/All Girls Divisions McCormick Place Convention Center (Map) 301 E. Cermak Rd Chicago, IL 60616		
Assignment Accepted I have certified that I worked the above event in the capacity and for the length selected.					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/28/2009	MAYOR DALEY HOLIDAY SPORTSFEST All Boys Divisions/All Girls Divisions McCormick Place Convention Center (Map) 301 E. Cermak Rd Chicago, IL 60616		
Assignment Accepted I have certified that I worked the above event in the capacity and for the length selected.					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/10/2010	GL Regional Qualifier G18/G17 Sunsetters VB Center (Map) 1000 Davey Rd Suite 600 Woodridge, IL 60517	Region	All Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/10/2010	GL Regional Qualifier G16 Palos Courts (Map) 12221 S. Ridgeland Ave Palos Heights, IL 60463	Region	All Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	04/11/2010	GL Regional Qualifier	Region	All Day

<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/07/2010	ASICS MIKASA TOURNEY All Girls Divisions College of DuPage/Midwest Jr Volleyball Ctr	Club	All Day
<input type="checkbox"/> Accept Assignment <input checked="" type="checkbox"/> Reject Assignment Reason: A family obligation has come up since I put in the date.					

Example of a declined assignment: for this date the official was assigned but had to reject the assignment. It will show up on both your individual page as officially rejecting the assignment as well as on the TD's page showing the assignment was rejected.

Option 3: Work History: This area will give you a complete listing of the events that you were assigned to do and accepted with instructions. Officials will have 2 weeks past the date they were assigned to officiate to insert their Work History. You need to report your Work History for both tournaments assigned by the region as well as tournaments assigned by clubs who assign their own officials. After 2 weeks past the date you were scheduled to work, you will no longer be able to insert your Work History, so it will be important to report your Work History within the 2 week timeframe to avoid forfeiting your right to report this information. In special circumstances only, an e-mail to the Officials Chair(s) (Denis and Mary) will allow a Work History to be added past the 2 week timeframe. This entry will have to be made by either Denis or Mary to give you credit for the work outside of the 2 week timeframe.

Example of the Work History page:

Below is a listing of events that you have certified that you worked. If for any reason you certified an event in error, you may remove the completed assignment by placing a check in the "Delete" column for that specific date and clicking on "Update Work History".

****NOTE:** By adding information into the Work History area of the website, you are certifying that you have worked the designated event in the capacity and for the length entered. Falsifying information in this section of the website may result in suspension or place you "Not In Good Standing" within the region.

Work History View Options			
<input checked="" type="checkbox"/> All	<input type="checkbox"/> Assignments By		
<input type="checkbox"/> Assignments	<input type="checkbox"/> Date		
Insert New Completed Work History			
Delete?	Date	Event Name, Division, Site	Capacity / Length
<input type="checkbox"/>	12/27/2009	Rockford Challenge #2 G18/G17/G16 Indoor Sports Center (Map) 8800 E. Riverside Blvd. Loves Park, IL 61111	10 Hrs. Referee: 8+ Matches
<input type="checkbox"/>	12/28/2009	MAYOR DALEY HOLIDAY SPORTSFEST All Boys Divisions/All Girls Divisions McCormick Place Convention Center (Map) 301 E. Cermak Rd Chicago, IL 60616	10 Hrs. Referee: 8+ Matches
<input type="checkbox"/>	01/02/2010	Rockford Challenge #3 G14/G13 Indoor Sports Center (Map) 8800 E. Riverside Blvd. Loves Park, IL 61111	10 Hrs. Referee: 8+ Matches
<input type="checkbox"/>	01/03/2010	Tri-Region League Silver Division G15/G14/G13/G12 Indoor Sports Center (Map) 8800 E. Riverside Blvd.	5 Hrs. Training: Jr. Club