

Referee Scheduling Program How To

Purpose

This document attempts to walk a referee through the process of signing up to center a game using the on-line referee scheduling program.

Revision History

Version 1 – March 7, 2007 by Dan Meigs. Original release. This approach worked for me, but I'm no expert. If there are errors, omissions, or outright blunders, please e-mail me at webmaster@ayso104.org with corrections.

Step 1 – Getting There

Go to the AYSO Region 104 website and select "Referee Schedule" under "Referees" on the top menu.

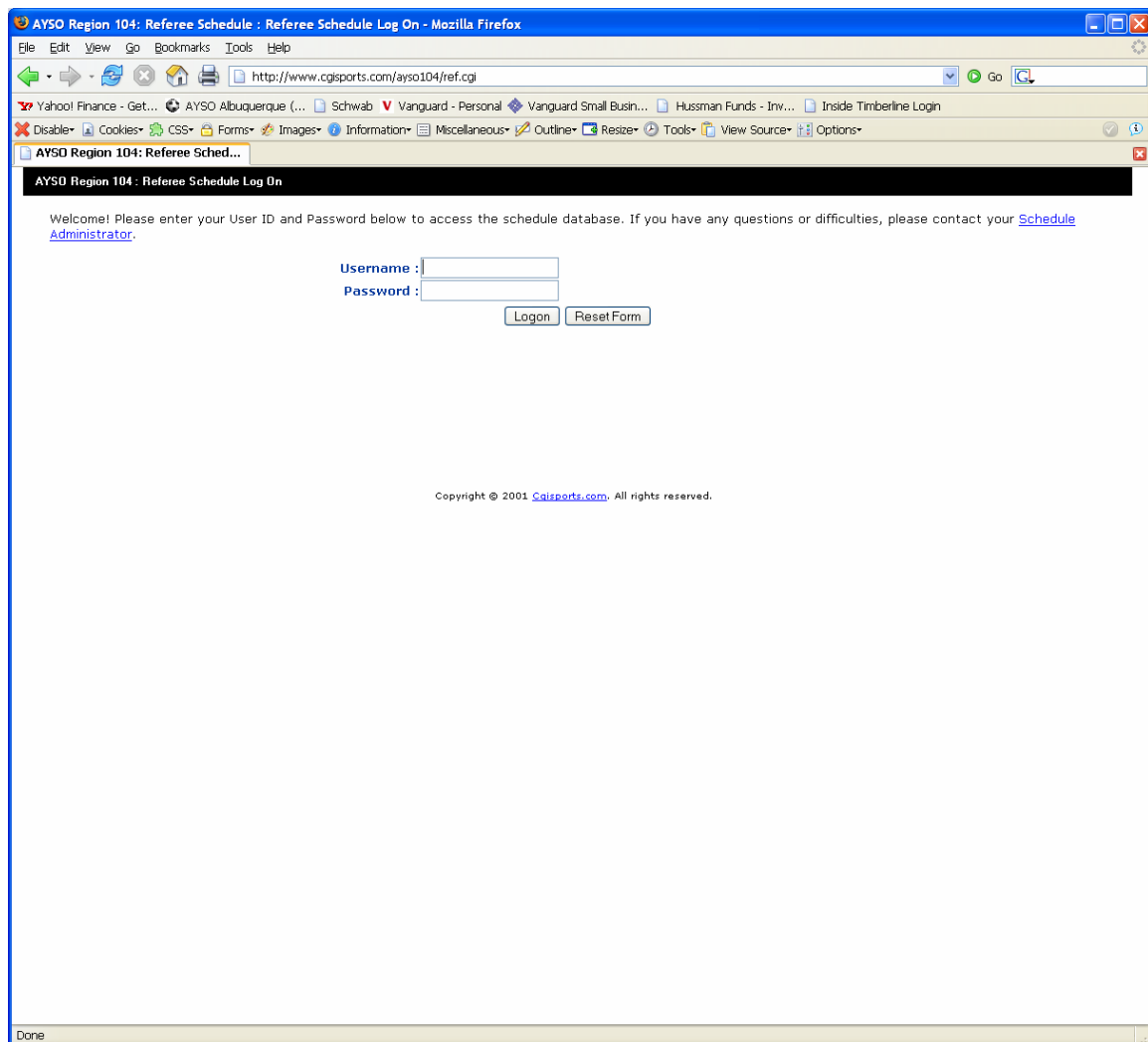
The screenshot shows a Mozilla Firefox browser window displaying the AYSO Region 104 website. The browser's address bar shows the URL <http://www.ayso104.org/>. The website header features the AYSO logo and the text "american youth soccer organization Region 104 - Albuquerque, New Mexico". A navigation menu at the top includes "Home", "About AYSO", "Programs", "Parents", "Referees", and "Resources". The "Referees" menu is expanded, showing options like "Certification", "Referee Schedule", "US-US Areas of Improvement", "Reporting Misconduct", "Youth Referee Program", and "Resources". The "Referee Schedule" option is highlighted. The main content area is titled "Spring Season" and includes a section for "First Game this Saturday" with the text: "That's right! Saturday is the first weekend of the spring season. Good luck to everyone. We will play eight consecutive weekends ending on April 21. All games for weather will be made up on April 28." Below this is a section for "PowerSkills this Sunday" with the text: "Get the spring season off to a great start by attending our outstanding skills training session called PowerSkills. PowerSkills will be held from 2-4PM this Sunday, March 4th, and next Sunday, March 11th, at El Oso Grande Park. At PowerSkills you will get excellent coaching from some of our Region's most skilled coaches as well as from members of the UNM Lobos Womens soccer team, and professional soccer players from the the Albuquerque Asylum and Albuquerque Lady Asylum teams. And best of all it's free! For more information, see the [PowerSkills](#) page." The next section is "Spring Schedules are Up" with the text: "Game schedules for all divisions have been posted to the website. Click on the 'Games' link on the left to see when your team plays." This is followed by "Referee Schedules" with the text: "The referee schedule for U9 through 19 is also up. Referees, feel free to click on 'Referee Schedule' under the 'Referees' menu at the top of the page and select the games you want to ref. Note that we are implementing a change starting this Spring season whereby referees associated with the U9 Boys and U9 Girls divisions will now enter their assignments for games in the on-line scheduler. This does not mean that we are changing the 'home team provides the referee' policy for U9, just that we are using the on-line ref scheduler for coordination and monitoring purposes. If you're a referee in U9, we'll be sending out further information to you in the days to come. Until then if you have questions feel free to contact [Dave Lauben](#), our Region 104 Chief Referee." The final section is "Playing in AYSO" with the text: "If you're interested in playing in the spring 2007, and did not play in the fall, please contact the division registrar for your child to find out if there is a waiting list. To find your division registrar, [click here](#)." The browser's status bar at the bottom shows the URL <http://www.cqisports.com/ayso104/ref.cgi>.

Alternatively, you can get to the referee scheduler by bookmarking the page or typing in the url: <http://www.cgisports.com/ayso104/ref.cgi> in your browser's address bar.

Note, the AYSO104 webmaster does not take care of this program; it is supported by a third party. However, if you get to the referee scheduler and it does not look like these screen shots, please e-mail webmaster@ayso104.org and let him know. He can forward complaints and maybe help. For best results, include the name and version number of your browser and a screen shot of the page that is not working.

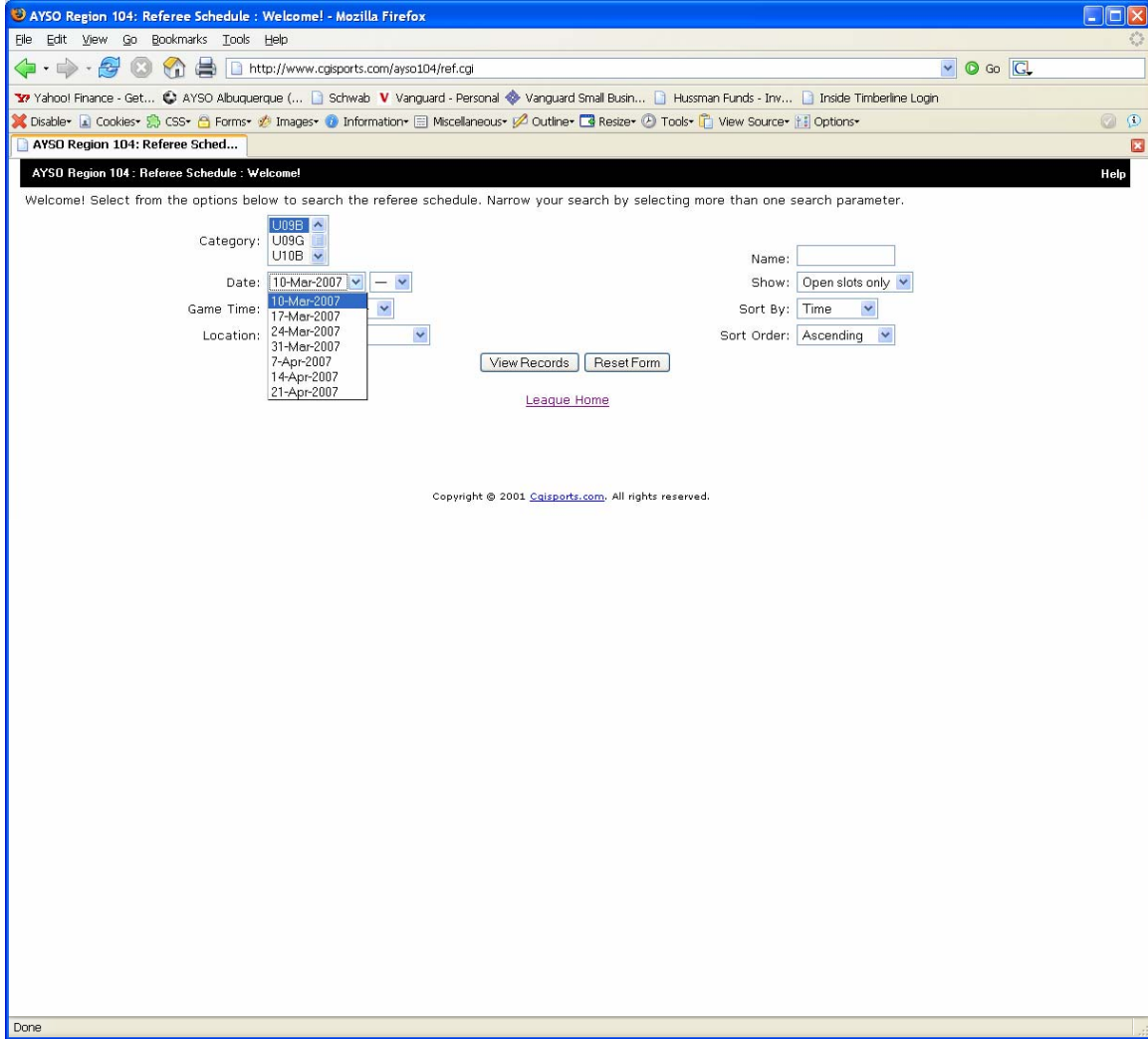
Step 2 – Logging In

That will take you to the referee scheduling website, where you must enter the super secret username and password and click the “Logon” button. (If you don't know the username and password, e-mail your division commissioner or division referee scheduler and they will tell you.) Note that the username and password are case sensitive.



Step 3 – Finding a Game

Once you have logged on, you will see the search page. Select the Division you want to referee from the Category list and then select the date you are interested in from the Date list. Finally click “View Records”.



Step 4 – Signing Up

That will take you to a screen where you will see all the games scheduled in that division for that day. Find the game you are interested in and enter your name in the “C” box. That signifies you will center the game. The “A” boxes are to sign up to be an assistant referee, and “M” signifies Mentor. If you would like to be mentored by a more experienced referee, you can check the box next to the mentor and we will try to get someone to mentor you.

When you are done, click “Make Request.”

AYSO Region 104: Referee Schedule : Search Results

Your search returned 9 matches. Enter your name in the desired slots, and press the 'Make Request' button at the bottom of the page. The checkbox beside the 'Mentor' field is for requesting a mentor only. [Search again.](#)

<p>U09B 10-Mar-2007 - 9:00 AM Altura - North Field 510 vs 508</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 9:30 AM Altura - South Field 517 vs 509</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 10:10 AM Altura - North Field 505 vs 518</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>
<p>U09B 10-Mar-2007 - 10:40 AM Altura - South Field 514 vs 503</p> <p>C: Corbin Hildebrand</p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 11:20 AM Altura - North Field 504 vs 512</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 12:00 PM Altura - South Field 502 vs 516</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>
<p>U09B 10-Mar-2007 - 12:30 PM Altura - North Field 501 vs 507</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 1:10 PM Altura - South Field 511 vs 513</p> <p>C: <input type="text"/></p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>	<p>U09B 10-Mar-2007 - 1:40 PM Altura - North Field 506 vs 515</p> <p>C: Mark Humble</p> <p>A: <input type="text"/></p> <p>A: <input type="text"/></p> <p>M: <input type="text"/> <input type="checkbox"/></p>

[Search](#) [League Home](#)

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Done

Step 5 – Finishing Up (Lather, Rinse, and Repeat)

You will be taken to a screen that shows that you are signed up to referee the game. You can click “Search again?” at the top of the page or “Search” at the bottom of the page to select another game. When you are done, you can close your browser window or surf somewhere else on the web. There is no logout function. If you want to get back to the AYSO104 web page, click “League Home” at the bottom.

