



NEBRASKA

INSTRUCTION • COACHING • MENTORSHIP • OFFICIATING



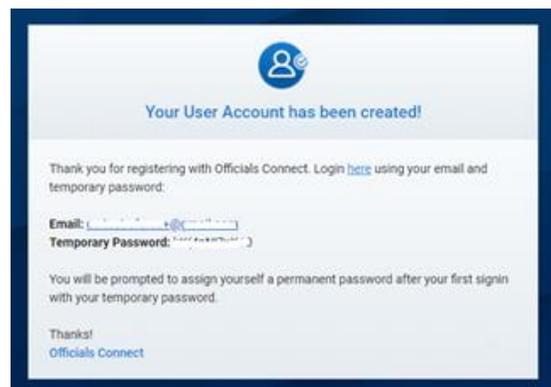
PROGRAM

Instructions for Stack Officials And Getting Game Assignments

**Now that you are a licensed soccer official, you can start working games.
Here are what you need to do to get started now!**

Step 1 - Set Up Your Stack Officials Account

1. We assign games through a system known as **Stack Officials**.
2. We will automatically create your profile in the system, and you will receive a welcome message with your temporary password.
3. **Do NOT create a profile in Stack on your own.** If you do, you will not see any games. You **must** wait until you get the welcome message from Stack.
4. The welcome message will go to the email address that you entered into the Learning Center when you first registered to be a referee. If you do not see it in your inbox, check your Spam folder.
5. **Only after you get the welcome message**, you can log into **Stack Officials** by clicking here:
Login: Stack Officials
6. If you do not receive the email with a temporary password, click on **Reset Password** and a link will be sent to your email address.
7. Once you log into **Stack Officials**, you will be required to create a new password and enter your personal information. Make sure all information, particularly your email(s) and phone number(s) are correct.
8. If you have any trouble accessing your profile, please contact Sarah Wheeler, Training League Administrator, at swheeler@trainingleague.org or by phone/text at [402.603.0030](tel:402.603.0030). At the bottom of this document, we've also provided several links to "How-To Guides" for common questions you may have.



Step 2 - Setup Your Payment Profile

1. **You cannot self-assign to games, get assigned, or get paid for games that you work until you get your Payment Profile set up. Do this right away!**
2. When you log in for the first time, you will see an option to **Setup Payment Profile**.
3. Just follow the prompts or, if necessary, review the instructions for setting up your Payment Profile here: **Setup your Payment Profile.**
4. You will also be asked to provide your Taxpayer information.

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PAYOUT OPTIONS

To enable payouts on your account, please setup your payment profile below:

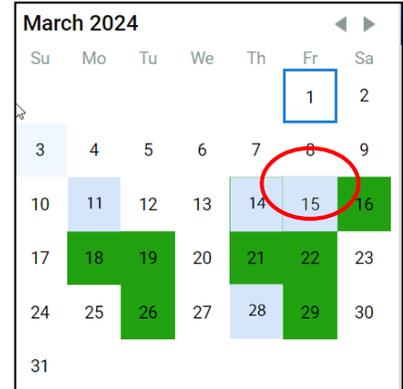
[SETUP PAYMENT PROFILE](#)

5. Payments for all leagues and most tournament games are made by direct deposit and usually processed every two weeks. Make sure your payment profile is set up to be paid quickly.
6. If you have any trouble setting up your payment information, please contact Sarah Wheeler at swheeler@trainingleague.org or by phone/text at [402.603.0030](tel:402.603.0030).

Step 3 - Self-Assigning Games

Most of the games which you will work initially are self-assigned. This means you get to choose the games you work! To self-assign games, follow these steps:

1. Log in to **Stack Officials**.
2. Click on the link for your **DASHBOARD** at the top of the page, then look for dates on the calendar with BLUE coloring (see image). These are the dates that have open games that you can self-assign.
3. Click on a date that is in blue to view available games.

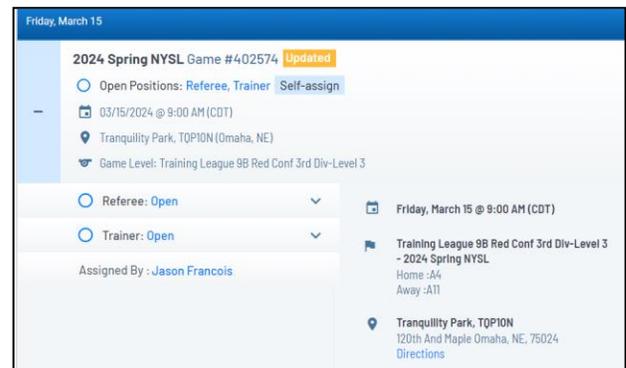


4. You will only see games that are in the **Training League** (see image). Scroll through the list of games to find one that you would like to do. Click on the (+) symbol and see the details for the game.

ou will see the time of the match, field location, team names, crew information, and other information.

6. U10 games, there are only two positions – Referee and Trainer. Click on the **Referee** position, then click **Accept**. If there is not already a Trainer assigned to this match, we may be able to assign one for you if available.

5. Y



7. Games in the older age groups have a three-person crew (Referee, AR1, AR2). Select the position you would like to work, then click **Accept**.
8. Open/Close individual game details by clicking on the (+) or the (-). You are now assigned to work the game you selected!

Step 4 – Setting Your Availability

1. In addition to assigning yourself to games, you may also be assigned to work games by the Training League assignor based on your availability.
2. When this happens, it is unnecessary to call the assignor and let them know you didn't ask to work games – they know that. If you can work the game, you simply accept it. If you are unavailable, you can just decline.
3. To avoid being assigned to games when you can't or don't want to referee, we ask that you block dates you cannot work. Simply log in to **Stack Officials** and click on the Calendar icon.



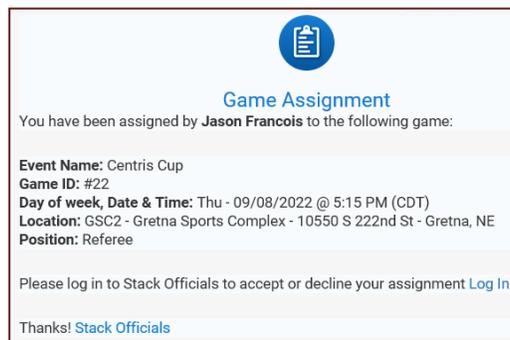
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FOR THE GOOD OF THE GAME

- You can either click on the [calendar icon](#) to select times on a specific date (with an option to repeat), or you can drag your cursor to select a timeframe, then click the **I'm Busy** button.
- To review the instructions for setting up your availability, click here: [Set Your Availability](#).

Step 5 - Accepting & Declining Assignments

- When you are assigned to work games by an assignor, you will get an email like the one shown to the right.
- When you get an emailed assignment for a game, make sure you accept or decline the game as soon as you can. This helps our assignors fill open spots quickly!
- To accept your game, log in to **Stack Officials** and click on your **DASHBOARD** to see your list of assigned games.



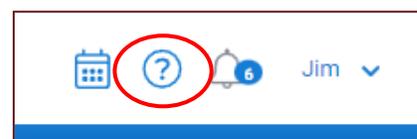
- If a date on your calendar on your **DASHBOARD** shows **YELLOW** (shown on the left), you need to accept or decline games that have been assigned to you.
- The **GREEN** color on your **DASHBOARD** are games that you have accepted.
- Once you accept a game, you must keep that assignment and referee that game. It is unacceptable for referees to ask to be removed from a match, or to not show up for an assignment, unless an emergency arises.

Note: getting a “better” assignment is not a valid reason for asking to be removed from a game you have already accepted.

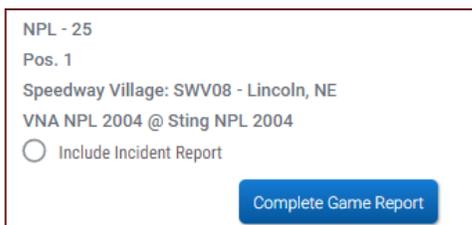
- If you have issues with doing a game you have accepted, or an emergency does come up, contact the assignor that assigned the game (his/her name is shown in the email as shown above) and explain the situation as early as possible so they can make adjustments.

Step 6 - Game Reports and Incident Reports

- A game report must be completed after every game. The Referee has primary responsibility to complete the report but anyone on the crew can do the report. Log into **Stack Officials** and click on the Bell icon to see your games that need to have a game report submitted.



- Click on **Game Report Notifications** and select the game for which you need to complete a report.

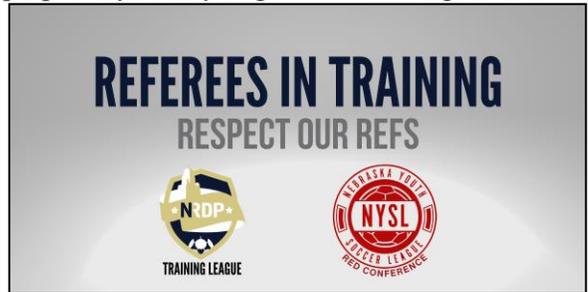


- Select **Complete Game Report** and fill out the information.
- If you had a red card on your game, you are also required to submit an Incident Report. You can do so by selecting **Include Incident Report** prior to clicking on **Complete Game Report**.
- All Incident Reports must be submitted within 24 hours

from the end of the game.

- If you have never completed an Incident Report before, or have any issues in submitting this report, contact the assignor on the game for assistance or contact Sarah Wheeler at swheeler@trainingleague.org or by phone/text at [402.603.0030](tel:402.603.0030).

7. We do not tolerate **ANY** type of abuse directed at our referees – particularly new referees in the **Training League**. There should be absolutely no critical comments directed at you by any player, coach, or a parent/spectator. If you feel that someone has acted inappropriately, or if you get done with a game and are discouraged because of something that someone said, **please contact us**. We want to help you. You can send an email to reportabuse@nrdp.soccer or call or send a text to the Referee Abuse Hotline at [402.630.0011](tel:402.630.0011).
8. You can also have your parent/guardian send a text message to Matt Seem, State Referee Administrator, at 402.938.2288.



Helpful How-To Guides

The following are links to guides that will help you to navigate the assigning platform:

Getting Started Guides

- [First time Login - Getting Started](#)
- [Fill out your Personal Info](#)
- [Enter your Availability](#)
- [Link your US Soccer Certification](#)
- [Setup your Payment Profile](#)
- [Reset Password / Change Username](#)

Reports and Assessments

- [Submit Game Scores and Comments](#)
- [Submit Incident Reports](#)
- [Submit Crew Verifications](#)
- [Submit Assessment Reports](#)

Game Assignment Guides

- [Accept & Decline Assignments](#)
- [Cancelled and Postponed games](#)
- [Game Details and Driving Directions](#)
- [Self-Assignment](#)
- [Contacting your Crew or Assignor](#)

Getting Paid

- [Understanding the Pay Process](#)
- [Your Payment Details](#)
- [View / Edit your Stripe Pay Account](#)
- [Missing Payment?](#)

Assignor Contact Information

| <u>Name</u> | <u>League/Tournament/Location</u> | <u>Email</u> |
|----------------------------------|--|--|
| Jason Francois (402.612.1540) | Various Tournaments, State Cup, Presidents Cup | jfrancois@nysleague.org |
| Rick Sedrel | CYSL | ricksrefs@gmail.com |
| Training League Group | NRDP Trainer League | trainingleague@nrdp.soccer |
| Gregory Anderson | Valley, Bennington, Tranquility | gregoryanderson64@gmail.com |
| Skip DeBusk | Gretna, Weircrest Seymour Smith Park | swd4christ@gmail.com |
| Mike Barton | Lincoln | m.barton@bartondevinc.com |
| James Driver | Bellevue, Campos | jdriver@westerniowasurf.com |
| Scott Ensor | Syracuse | scottensor79@gmail.com |
| Jesse Hall | Kearney, Lexington, Grand Island | jessehall5489@gmail.com |
| Mac Henning | Beatrice | mhenning2008@gmail.com |
| Erica Lesko | CHI, Papillion | elesko.assignor@gmail.com |
| Carol Malcom | Glenwood | cmalcom66@msn.com |
| Jennifer Nielsen | Plattsmouth | jennifer3694@gmail.com |
| Bobbi Nobbe | Council Bluffs | assignor@cbsoccerclub.org |
| Scott Jarecke | Columbus | columbussoccerclubpresident@gmail.com |
| Greg Wortman | Columbus | gregory.wortman2@gmail.com |

Need Help?

If you any trouble with anything related to your game assignments or anything discussed above, please contact Sarah Wheeler, Training League Administrator, at swheeler@trainingleague.org or by phone/text at [402.603.0030](tel:402.603.0030).

THANK YOU!