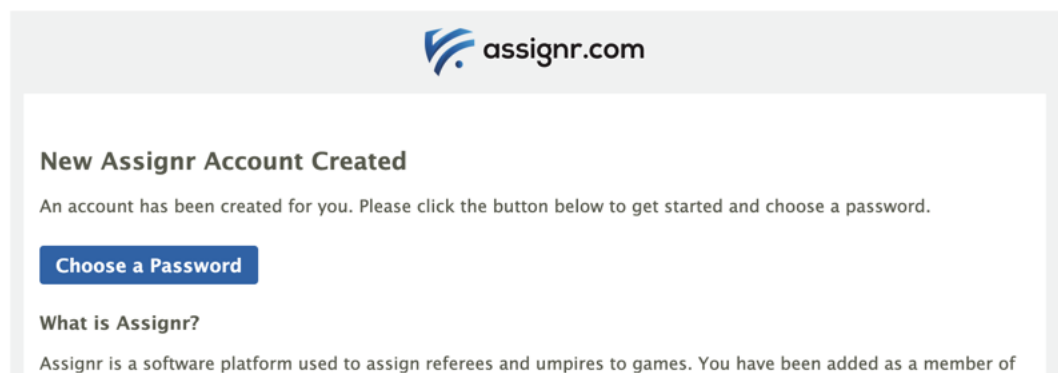




NEBRASKA REFEREE DEVELOPMENT PROGRAM
INSTRUCTION ▪ ASSESSMENT ▪ MENTORSHIP ▪ OFFICIATING

Step 1 - Set Up Your Assignr Account

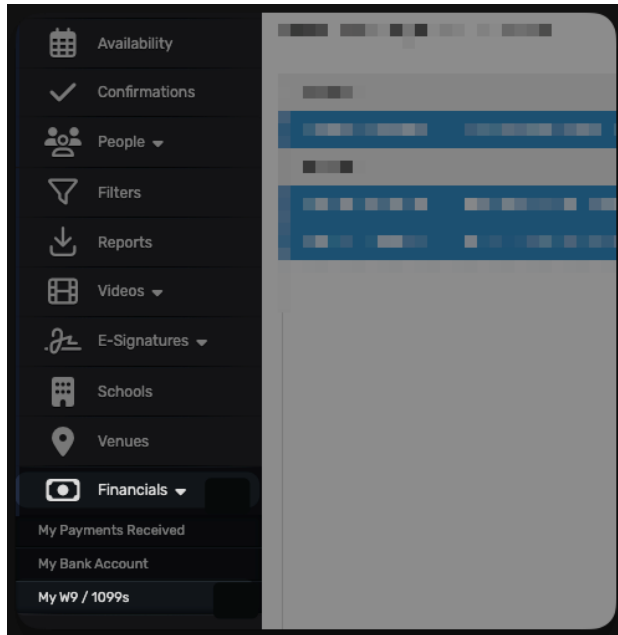
1. We assign games through a system known as Assignr.
2. We will automatically create your profile in the system, and you will receive a welcome message in your email to set up your password. Assignr will be set up on the email address that you entered into the Learning Center when you first registered to be a referee. If you do not see it in your inbox, check your Spam folder.



3. Do NOT create a profile in Assignr on your own. If you do, you will not see any games. You must wait until you get this welcome email.
4. Only after you get the welcome message, you can log into Assignr by clicking here:
[Login: Assignr](#)
5. Once you log into Assignr, should review your personal information. Make sure all information, particularly your email(s) and phone number(s) are correct.

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 for direct deposit. Do this right away! All NYSL games are paid through Direct Deposit.
2. You will need to add your W9 and bank information to the system to receive payments for your games.



3. To [add your W9](#), navigate to **'Financials'** → **My W9/1099s** and follow the on screen prompts to add the requested information.

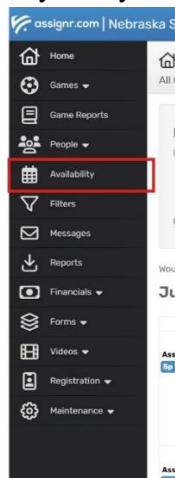
Click Save

4. To [add your bank](#), navigate to **'Financials'** → **My bank account.** and follow the on screen prompts to add the requested information. Select Add Account.

A form titled "Add a Bank Account". It contains two input fields: "Routing Number" with the value "021000021" and "Account Number" with the value "123456789". Below these are two more fields: "How should we refer to this account?" with the value "e.g. Joseph Schmoie Checking Acct" and "Type of Account" with a dropdown menu showing "Checking". At the bottom is a button labeled "Add Account".A screenshot of the "IRS Substitute Form W-9". It includes a header "Please provide your full name and/or business information as it is shown on a tax return." and a note "For specific questions about how to fill out the IRS W9, please consult the IRS website." The form is divided into sections: "Individual or Business Entity" (dropdown: Individual), "Tax Classification" (dropdown: Individual), "First Name" (text: Joseph), "Middle Name" (text: Quinoa), "Last Name" (text: Schmoie), "Address" (text: 123 Main Street), "City" (text: Rochester), "State" (dropdown: New York), and "ZIP Code" (text: 14618). At the bottom is a section "SSN / EIN / Signature" with "Your SSN or EIN" (text: 123456789) and "This is a..." (dropdown: SSN).

Step 3 – Setting Your Availability

In addition to assigning yourself to games, you may also be assigned to work games by the Training League assignors. When this happens, it is unnecessary to call the assignor and let them know you didn't ask to work games – they know that. Getting an assignment should be viewed as an assignor asking you to work. You can say yes by accepting the assignment, or say no by declining it.



1. To avoid being assigned to games when you can't or don't want to referee, it helps to set your availability. This tells assignors when you know you are available to work games.
2. Navigate to the 'Availability' page to view your personal calendar. At the bottom of the calendar is a switch to adjust your availability.

3. When 'Toggle Dates' is selected you can switch a date from 'Not Available' to 'Available'



	indicates you are available all day
	indicates you are NOT available at all on the given day
	indicates you are available for part of the day (like 9am to noon, or after 6pm)
	indicates you have a game scheduled on the given day.
	indicates you have added a note on a specific day
	indicates you are only available for a specific assignor or at a specific venue or venue area.

4. To add more specific availability, you can add available times to a certain date, click the 'Edit Times, Notes & Locations' where you can select a time range for your availability, a specific location you are only available to work at, or add a notes for assignors about that date.

Add & Remove Multiple Days

Available Every Day...

Starting On Date...

Jul 5 2024

Through Date

Jul 7 2024

Time Available

All Day

Add a Note

I am Only Available For...

Choose Sites or Venues...

Save

Available Specific Days...

Not Available...

Find additional ways to update and manage your availability [on this help guide](#).

Step 4 – 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 Assignr.
2. Navigate to **Games** → **All Unassigned Games**
3. You will see a list of games available with the time of the match, field location, team names, crew information.
4. U10 games, there are only two positions – Referee and Trainer. To choose those games, click on the 'Request It' next to the 'R'. If there is not already a Trainer assigned to this match, we will work to assign one for you if available.
5. Games in the older age groups have a three-person crew (Referee, AR, AR). Decide with position you want to work and click the 'Request It' next to that positions letter.

> Filter Games: Start Date: Today; Status: Active; Published: Yes; Assigned/Unassigned: Unassigned

Displaying all 6 games.

Sun Oct 13 11:30 AM EDT

@ [Team]

✓ R: Assigned

○ R:

○ TK: Request It

Sun Oct 13 10:15 AM EDT

@ [Team]

○ R: Request It

○ AR: Request It

○ AR: Request It

○ 4th: Request It

6. If you do not see the 'Request it' for a particular game or position, it's probably a game at too high of a level for your experience. Every referee shows availability for games assignors have deemed to be their ability level as a referee. If you are interested advancing to higher level games reach out to your local assignor.

Step 5 - Accepting & Declining Assignments

1. When you are assigned to work games by an assignor, you will get an email asking you to log in to accept or decline the game.

2. 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!

3. To accept your game, log in to Assignr and click the **'Games'** menu, then choose **'Unconfirmed games'**

4. You will see a list of games waiting for you to Accept or Decline. Each assignment will list the game information and buttons to either accept or decline the match.

Displaying all 3 games.

Games: [From Today & Upcoming.](#)

✉	Sat May 1 9:15 AM	@ Federal Way Elementary	?	R: Barrows, Makayla	→	Accept Game
			?	AR: Bates, Steven		or
			?	AR: Breitenberg, Ocie	→	Decline Game
			?	4O: Ebert, Tamia		
✉	Sat May 1 10:15 AM	@ Federal Way Elementary	?	R: Barrows, Makayla	→	Accept Game
			?	AR: Bates, Steven		or
			✓	AR: Breitenberg, Ocie	→	Decline Game
			?	4O: Ebert, Tamia		

Accepting the game lets the assignor know you have seen the changes to the game and are still able to work this match.

If any details of the game change after you have been assigned (such as date, time or location of the game), you will get an email asking you to reconfirm your assignment. Re-Accepting the game lets the assignor know you have seen the changes to the game and are still able to work this match.

Step 6 - Game Reports and Incident Reports

1. 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. To do this, navigate to the 'Game Reports' in the menu.

2. You will see a list of recent games you have worked. If no report has been submitted, there will be a "New Report" button.

3. the If a inf

assignr.com | Nebraska S

Home Games Game Reports People Availability Filters Messages Reports Financials Forms

Game Reports

+ Submit a Report

by Date Submitted by Game

1 2 Next > Last >

Date/Time	Location/Age	Teams	Reports
Apr 1 2021 9:00 AM	Poughkeepsie Court Under 13 [TEST]	Rangers [Home] vs. Red Wings [Away]	Referee: Lubowitz, Tyrese 4 — 2 Misconduct Narrative No-Show
Apr 1 2021 10:15 AM	Poughkeepsie Court Under 10 [TEST]	Canucks [Home] vs. Canucks [Away]	Referee: Lubowitz, Tyrese 6 — 4 Narrative
Apr 1 2021 11:30 AM	Poughkeepsie Court Under 11 [TEST]	Lightnings [Home] vs. Blackhawks [Away]	X Referee: Lubowitz, Tyrese + New Report

Additional Assignr Help Guides:

[Help Guides for Officials](#)

[Overview for Officials](#)

[Managing your Availability](#)

[Setting up Direct Deposit](#)

[Set up Assignment Preferences](#)

[Send a Message](#)

[Accepting/Declining Games](#)

[Self-Assigning Games](#)