



## NEBRASKA REFEREE DEVELOPMENT PROGRAM

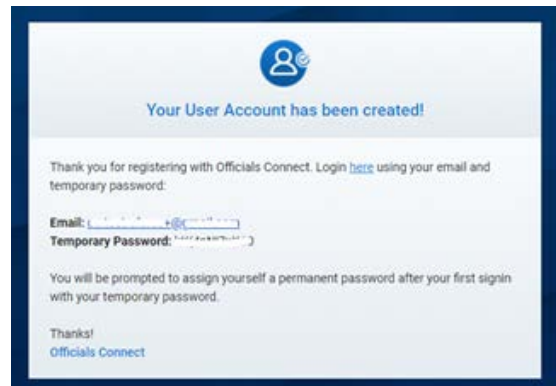
INSTRUCTION ▪ COACHING ▪ MENTORSHIP ▪ OFFICIATING

### Let's get started!

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

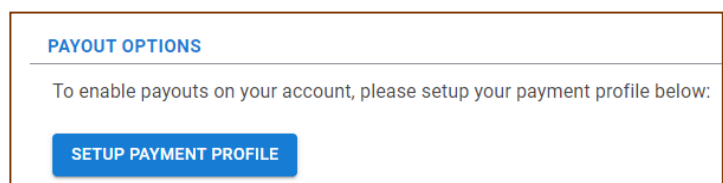
#### Step 1 - Set Up Your Stack Officials Account

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 either Rick Sedrel at [rick.sedrel@nrdp.soccer](mailto:rick.sedrel@nrdp.soccer) or Mary Gene at [mary.gene@nrdp.soccer](mailto:mary.gene@nrdp.soccer). 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 get assigned to games 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



[NRDP.SOCCER](http://NRDP.SOCCER)

FOR THE GOOD OF THE GAME

Payment Profile here: [Setup your Payment Profile](#).

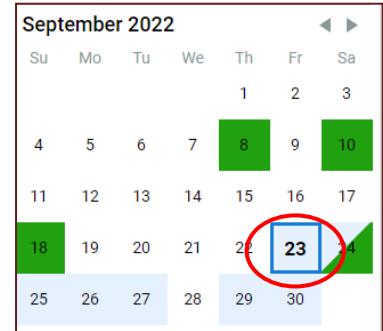
4. You will also be asked to provide your Taxpayer information.
5. Payments for all leagues and most tournament games are by direct deposit and usually processed every two weeks. Make sure your payment profile is set up in order to be paid quickly.
6. If you have any trouble setting up your payment information, please contact either Rick Sedrel at [rick.sedrel@nrdp.soccer](mailto:rick.sedrel@nrdp.soccer) or Mary Gene at [mary.gene@nrdp.soccer](mailto:mary.gene@nrdp.soccer).

### Step 3 - Self-Assigning Games

Most of the games which you will work initially are self-assigned including NYSL and CYSL games. 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.




3. Select that date and scroll through the list of games. Click on the + symbol and see the open position(s). For games with a three-man crew, pay attention to the position (Referee, AR1, AR2) you are assigned. Select that position, then click **Accept**. The + symbol also shows time, field, team names, crew information, and directions to the field.

4. Open/Close individual game details by clicking on the + or - area. You are now assigned to work the game you selected!

### Step 4 – Setting Your Availability

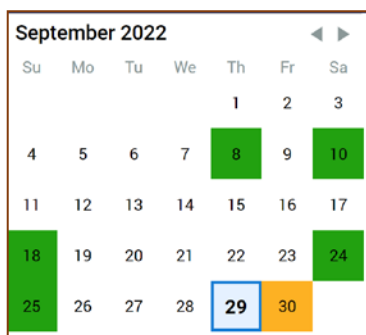
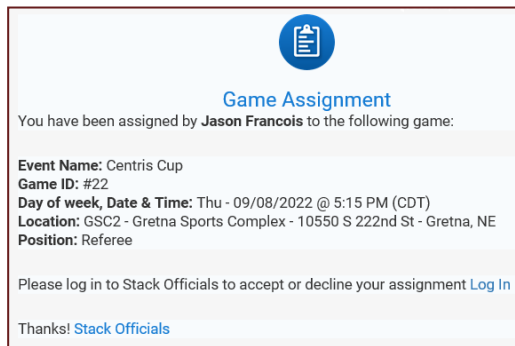
1. In addition to assigning yourself to games, you should also expect to be assigned to work games by an assignor based on your availability.
2. When this happens, it is unnecessary to call the assignor and let them know you didn't ask to work games – they know that. If you can work the game, simply accept it. If you are unavailable, you can simply decline.
3. In order 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.



4. You can either click on the  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.
5. To review the instructions for setting up your availability, click here: [Set Your Availability](#).

## Step 5 - Accepting & Declining Assignments

1. When you are assigned to work games by an assignor, you will get an email like the one shown to the right.
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 **Stack Officials** and click on your **DASHBOARD** to see your list of assigned games.



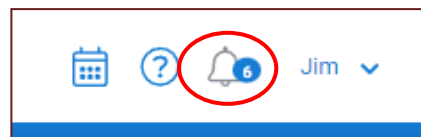
4. If a date on your calendar on your **DASHBOARD** shows **YELLOW** (shown on the left), you need to accept or decline games that have been assigned to you.
5. The **GREEN** color on your **DASHBOARD** are games that you have accepted.
6. Once you accept a game, you must keep that assignment and referee 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 situation comes up.

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

7. 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

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. Log into **Stack Officials** and click on the Bell icon to see your games that need to have a game report submitted.



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

NPL - 25  
Pos. 1  
Speedway Village: SWV08 - Lincoln, NE  
VNA NPL 2004 @ Sting NPL 2004

Include Incident Report

[Complete Game Report](#)

3. Select **Complete Game Report** and fill out the information.
4. 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**.

5. All Incident Reports must be submitted within 24 hours from the end of the game.

6. 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 email Rick Sedrel at [rick.sedrel@nrdp.soccer](mailto:rick.sedrel@nrdp.soccer).

## Helpful How-To Guides

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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

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<b><u>Name</u></b>	<b><u>Area/League Assigned</u></b>	<b><u>Email</u></b>	<b><u>Telephone</u></b>
Jason Francois	NYSL – Omaha, Lincoln, Bennington, Blair, Fremont, Kearney, Grand Island, Bellevue, Papillion, Gretna, Elkhorn, Nebraska City	<a href="mailto:jfrancois@nysleague.org">jfrancois@nysleague.org</a>	402.612.1540
Rick Sedrel	CYSL – Omaha	<a href="mailto:ricksrefs@gmail.com">ricksrefs@gmail.com</a>	402.490.6231

To get contact information for other leagues or locations, please contact Rick Sedrel, Director of Assignment, at [rick.sedrel@nrdp.soccer](mailto:rick.sedrel@nrdp.soccer).

## Need Help?

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If you any trouble with anything related to your game assignments or anything discussed above, please contact either Rick Sedrel, Director of Assignment, at [rick.sedrel@nrdp.soccer](mailto:rick.sedrel@nrdp.soccer), or Mary Gene Wepfer, Registrar and Training Program Coordinator, at [mary.gene@nrdp.soccer](mailto:mary.gene@nrdp.soccer).

# THANK YOU!