

Assignr.com

Best Practices and How to add Availability

We use a referee scheduling program called "assignr.com". Throughout the season you will receive many emails from assignr.com. Please watch that they don't end up in spam or junk. This is the way we will assign, and you will accept, games.

Please review your Contact Information at the end of each season. Give us the best email addresses and telephone numbers to contact you. Make sure your address is correct – this is the address where we will send your check.

With over 80 games comprising of about 160 referee positions weekly, creating the game assignments is a giant and complex puzzle. Please follow these tips to ensure a smooth process for the assignors and yourself.

- **On or before Saturday at noon**, enter your availability for the next week. If you have pre-entered your availability for the entire season, make sure it is still accurate.
- Be sure to include the input of your parents and the family calendar before you enter availability. We expect that if you tell us you are available that you will accept any assignments given to you during that time.
- Enter in as much availability as possible. For example: Entering in only one hour in the middle of the day will severely limit the possible games we could place you on, especially if another referee is available to referee three games can do the game before and following.
- Some referees would like to have only one or two games a week, others are eager for three or four - **Please let your Assignor know your preferences** and they will try to accommodate you as much as possible.
- **If you are not available please input your availability for 6 to 7pm**. That way we know what personnel we have to work with in building the referee schedules. However, do not make it a regular habit to not be available. We are counting on you to fill the games and need you available most weeks.

Add Availability

Referees

To communicate your availability to your assignor, you will need to enter your availability on assignr.com. You are automatically assumed to be **not available**, unless you have explicitly declared yourself available for a given day.

On the availability screen:

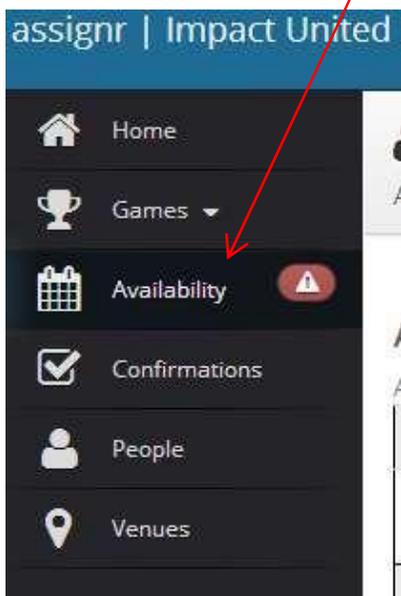
-  indicates you are available all day.
-  indicates you are not available at all on the given day.
-  indicates you are available for part of a day.

Availability can be entered in several ways:

- **Click the calendar.** Click the Allow or Block links on the calendar to change available/not available status on a specific day.
- **Add one date.** The **Create New Date** box at the bottom of the screen allow you to add a single date with a specific start and end time. The **Time** drop-down box allows you to specify that you are available in the morning (6:00 AM until Noon), in the afternoon (Noon until 4:00 PM), in the evening (4:00 PM until 11:00 PM), all day, or specify a time range of your own.
- **Add multiple dates.** You can also add multiple dates at once by using the Create New Date box. Just change the **"I am available on"** box from **On** to **Every**. You can then specify a range of dates.

Step by-step examples.

First, Go to the "Availability" tab.



Example 1: Available all day, September 6th.

1. Simply click the "Allow" button on September 6th. This shows you are available all day.

Home Games Availability Confirmations People Venues

Test Referee Availability

Your availability was successfully updated.

September 2014

« August September October » November » December »

sun	mon	tue	wed	thu	fri	sat
	✗ 1 Allow	✗ 2 Allow	✗ 3 Allow	✗ 4 Allow	✗ 5 Allow	✓ 6 Block
✗ 7 Allow	✗ 8 Allow	✗ 9 Allow	✗ 10 Allow	✗ 11 Allow	✗ 12 Allow	✗ 13 Allow
✗ 14 Allow	✗ 15 Allow	✗ 16 Allow	✗ 17 Allow	✗ 18 Allow	✗ 19 Allow	✗ 20 Allow
✗ 21 Allow	✗ 22 Allow	✗ 23 Allow	✗ 24 Allow	✗ 25 Allow	✗ 26 Allow	✗ 27 Allow
✗ 28 Allow	✗ 29 Allow	✗ 30 Allow				

Available Dates

Sat Sep 06, all day.

Example 2: Available from 8:00am to 1:00pm, April 13th.

1. Click the "Allow" button for September 13th. This will first display as available 'all day'

Available Dates

Sat Sep 06, all day.

Sat Sep 13, all day.

2. Click the 'all day' link for Sat, Apr 13.
3. Enter Start Time in "From" and End Time in "To:".

Available Dates

Sat Sep 06, all day.

Sep 13 2014 From 8 To 1 Save or Cancel

4. Click Save and your calendar will look like this:

September 2014

« August September October » November » December »

sun	mon	tue	wed	thu	fri	sat
	✘ 1 Allow	✘ 2 Allow	✘ 3 Allow	✘ 4 Allow	✘ 5 Allow	✔ 6 Block
✘ 7 Allow	✘ 8 Allow	✘ 9 Allow	✘ 10 Allow	✘ 11 Allow	✘ 12 Allow	🌑 13 Block
✘ 14 Allow	✘ 15 Allow	✘ 16 Allow	✘ 17 Allow	✘ 18 Allow	✘ 19 Allow	✘ 20 Allow
✘ 21 Allow	✘ 22 Allow	✘ 23 Allow	✘ 24 Allow	✘ 25 Allow	✘ 26 Allow	✘ 27 Allow
✘ 28 Allow	✘ 29 Allow	✘ 30 Allow				

Available Dates

- 🗑 Sat Sep 06, [all day](#).
- 🗑 Sat Sep 13, [between 8AM and 1PM](#).

Example 3: Available from 8:00am to 11:00am and then 2:00pm to 6:00pm, September 20th .

1. Follow same steps as Example 2 to enter your first period – 8am to 11am.
2. Then go below to the “Add Dates” section below the calendar.
3. In the Date field, click on the calendar to choose ‘Sep 20 2014’.
4. In the Time dropdown, choose the ‘Other’ option:

Add Dates (One or Many)
Make yourself available for a range of dates, or add a specific time range for one day.

I am available

Date

Time

Choose...
in the morning
in the afternoon
in the evening
all day
other...

Two red arrows originate from the text in step 4 of the list above. One arrow points to the date field containing 'Sep 20 2014'. The other arrow points to the 'other...' option in the expanded time dropdown menu.

5. Then enter in your second time period – 2pm to 6pm.

Add Dates (One or Many)
Make yourself available for a range of dates, or add a specific time range for one day.

I am available

On

Date
Sep 20 2014

Start Time
2

End Time
6

Save

6. Click Save and your calendar will look like this:

September 2014

« August September October » November » December »

sun	mon	tue	wed	thu	fri	sat
	✗ 1 Allow	✗ 2 Allow	✗ 3 Allow	✗ 4 Allow	✗ 5 Allow	✓ 6 Block
✗ 7 Allow	✗ 8 Allow	✗ 9 Allow	✗ 10 Allow	✗ 11 Allow	✗ 12 Allow	☾ 13 Block
✗ 14 Allow	✗ 15 Allow	✗ 16 Allow	✗ 17 Allow	✗ 18 Allow	✗ 19 Allow	☾ 20 Block
✗ 21 Allow	✗ 22 Allow	✗ 23 Allow	✗ 24 Allow	✗ 25 Allow	✗ 26 Allow	✗ 27 Allow
✗ 28 Allow	✗ 29 Allow	✗ 30 Allow				

Available Dates

- ✗ Sat Sep 06, all day.
- ✗ Sat Sep 13, between 8AM and 1PM.
- ✗ Sat Sep 20, between 8AM and 11AM.
- ✗ Sat Sep 20, between 2PM and 6PM.

Example 4: NOT Available at all on a given day.

1. Follow same steps as Example 2, except enter your availability as 6pm to 7pm.

Available Dates

- ✗ Sat Aug 29, between 6PM and 7PM.

2. This lets your Assignor know that you are truly not available on that day.