



## CLUBSPACES USER GUIDE – GETTING STARTED GUIDE

### Referee/Umpire System

#### 1. Setting up the Referee/Umpire Program

##### a. Where do I access it?

To access the Ref/Ump Program, move your mouse over the **Manage** button



and select **Ref/Ump Programs**.

##### b. Why do I need to set up a program for refs/umps?

You need to set up a Ref/Ump Program in order to manage your officials and be able to schedule them for games.

##### c. What information is automatically collected?

First name, last name, address, home phone, cell phone, work phone, birth date and gender.

##### d. What if I don't want to charge my referees or umpires any fees?

You will still need to enter something into the fee field. If you don't wish to charge your ref/umps, then simply enter the fee as \$0.00.

##### e. What are Groups?

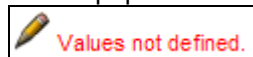
Groups represent an organizational tool for administrators.

##### f. Why would I use groups?

You may use groups to charge different groups of people different amounts of money, if applicable.

##### g. What are the values of the predefined questions?

The predefined questions are either blank text boxes or drop down lists that you are able to populate with answers if this appears next to the question:



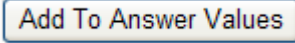
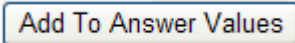
##### h. How can I add my own custom questions?

To create a custom question scroll down and click the **Add** button in the black strip. Then:

1. Check the **Enable** box and choose whether or not you want to make the question **Required**.
2. Enter a **Sequence Number**, which will dictate the order in which custom questions will appear.
3. Type your question in the text box.

Choose the **Answer Type**:

- **Text Small** for a number or initials.
- **Text Medium** for a name.
- **Text Large** for a special request or medical condition.

- The **Check Box** will allow you to create multiple answer values by typing in one answer at a time and clicking 
- The **From List** will allow you to create multiple answer values by typing in one answer at a time and clicking 
- Save the question.

**i. What are the messages?**

There are five different messages that you are able to compose with each league that you create. Click the **Edit** button and enter your desired information in the editor. Be sure to save each message. A detailed description of each message appears below.

**Registration Completed Message**

The content of this message will appear at the end of the registration process. On this page there is a link to view and print a receipt, you can also print any forms that were included in the registration process. Use this message to direct your members on any further actions required of them.

**Email Registration Completed Message**

This message will automatically be sent out to all registrants upon the completion of registration. You may want to include important dates and information in this message. (When teams are selected, when coach will contact player, week practices start, week games start, where to access their member account)

**Registration Membership Agreement**

This message appears when the registrant is 80% completed. At the bottom of the page the registrant must initial a small text box in order to consent to the terms of the registration and continue to the next step. The page will verify the fees that have been added to the members' cart. Below the fees is the agreement message, use this to have members acknowledge fair play, good sportsmanship and any other terms you would like your members to commit to.

**Payment Notification Message**


If your members are using the split payments method for paying their dues, this message will be sent to them the specified number of days prior to the amount being due.

**2. Now that I have refs/umps in the system, now what?**

**a. Can I import new refs/umps?**


You can import additional referees and umpires by going to the Participants button



and selecting **Ref/Ump**. Then click the  icon. Load your referee information into the **Referee Import Template** found below in step 3. Then save that information to your computer and follow the steps.

**b. Can I export refs/umps?**

You can export referees by going to the **Participants** button 

selecting **Ref/Ump**. Then click the  icon.

**c. How can I set up parameters for individual refs/umps?**

**i. What is the default set to?**

The default allows a ref/ump to officiate all divisions.

**ii. How can I select more then one divisions for a position?**

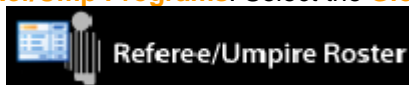
To select more than one allowed division per position, hold down the control key and click on the desired divisions.



**iii. What are the positions?**

This answer varies depending on the sport.

**iv. How do I block an entire position for a ref/ump?**

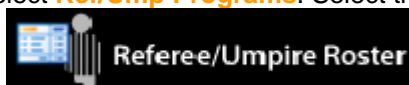
Go to **Manage** and select **Ref/Ump Programs**. Select the **Global Referee**





**Schedule**. Then Select the  and click the **Edit** icon on the left: . Scroll to the bottom and for the desired position click the radio button for **No Divisions**.

**v. How do I allow an entire position for a ref/ump?**

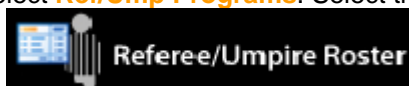
Go to **Manage** and select **Ref/Ump Programs**. Select the **Global Referee**





**Schedule**. Select the  and click the **Edit** icon on the left: . Scroll to the bottom and for the desired position click **All Divisions**.

**vi. What if I don't want to allow a ref or ump the option of being self-assign to a game?**

Go to **Manage** and select **Ref/Ump Programs**. Select the **Global Referee**



**Schedule**. Select the  and click the **Edit** icon on the left: . Scroll to the bottom, click the radio button for **Selected Divisions** and do not select any divisions.

**d. How do I schedule refs to game?**

**i. Can I export the ref/ump schedule?**

From the **Global Referee Schedule**, click the Excel icon to export the schedule into a spreadsheet.

**ii. Can I import a ref/ump schedule?**

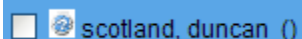
You cannot import a ref/ump schedule.

**iii. What emails are sent out and when?**

An email is sent out to the referee or umpire as soon as an administrator assigns them to a game. The email tells them what game they are assigned to and asks them to login to their account to accept or decline the assignment. Whenever game details such as time, venue, etc., are changed, an additional email is sent to all refs/umps associated with that game.

**iv. How do I clear a ref/ump from a schedule? Will they be notified?**

To clear a referee assignment go to the **Global Referee Schedule** and check the box to the left of the assignment you would like to clear. Then, from the popup window, select a referee program and press Go. For example:



Then from the **Referee Selection List**, select **Clear This Assignment** and then click **Save**. A ref/ump is not notified when they are cleared from an assignment.

**v. What happens when a game time or place changes?**

Whenever game details such as time, venue, etc., are changed, an email is sent to all ref/umps associated with that game.

**vi. What if a ref/ump declines a game?**

**1. How do I get notified?**




When a referee declines a game, their assignment will turn red inside the

**Global Referee Schedule**. For example: 


You can also setup a **Referee Admin** role in the **Club Setup** area and an email will be sent to the email provided for that role.

**2. How do I clear an assignment?**



To clear a referee assignment, go to the **Global Referee Schedule** and check the box to the left of the assignment you would like to clear. For

example:   james.james () . Then, from the popup window, select a **Referee Program** and press **Go**. Then select **Clear This Assignment** from the **Referee Selection List** and click **Save**.

**3. How can other ref/umps sign up for that game?**

By logging into their member account, ref/umps can volunteer for games by clicking the **My Ref/Ump** tab and selecting **Referee Volunteer for Games**. They may then select the icon to the left of any position labeled open:  --Open--.

**4. How do I assign another ref/ump to that game?**

From the **Global Referee Schedule**, check the box next to the game you would like to assign. For example:   --Open--. Then select **Referee Program** from the pop up window and press **Go**. From the **Referee Selection List**, select the ref/ump you would like to assign to that game and click **Save**.

**3. Ref/Imp Reports**

**a. How does the system track ref/ump points?**

The system tracks referee points based on the team that each referee or umpire is associated with, either by self-assignment or by assignment made by an administrator.


**b. How do I determine what the point values are?**

You can designate the points earned by each referee position by going to **Manage**,



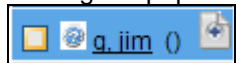
selecting **Leagues** and entering the **SETUP** area. You can set these values in the **Customize Referee Settings** area in the **Website Preferences** tab.

**c. How does a ref assign a team their points?**

A referee assigns their points to a team by logging into their member account. Click the **My Ref/Ump** tab. Select **Referee Schedule** and click the icon  in the furthest right column: **Pts.**

**d. How do I assign a ref points to a team?**

The administrator can assign the points from the **Global Referee Schedule** by clicking the paper icon to the right of the assigned referees name. For example:



**e. Can they give their points to more than one team?**

The referees can only give their points to one team per game.

**f. Do their points show on the standings?**

You can choose to show the points on the standings page by going to **Manage**,



selecting **Leagues** and entering the **SETUP** area. Click the **Standings** tab and check the box to **Include Referee Points**.

**g. Do their points affect the standings?**

The referee points do not affect the standings.

**h. How can I run a report on referee points?**

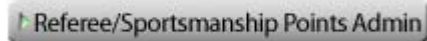
To view the referee points, go to **Manage** and select **Leagues**. Enter the



area. At the top of the page, click



and then select the



button.

**i. Can I export the report?**

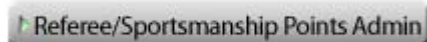
To export the Referee Points go to **Manage** and select **Leagues**. Enter the



area. At the top of the page, click



and then select the



button. Next, click the



hyperlink and click the **Export** icon.