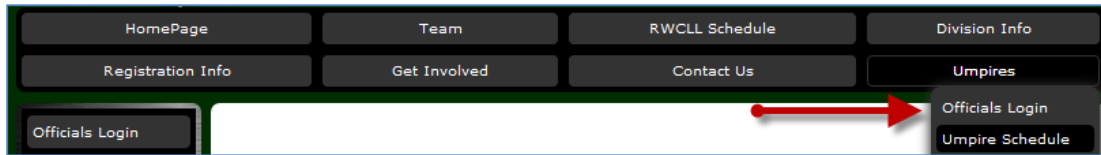


How to self-schedule your games:

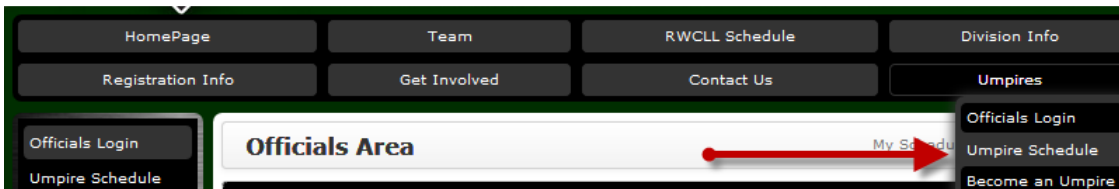
1. Log into the league website with username and password.
2. Click **Officials Login** under the Umpires Tab:



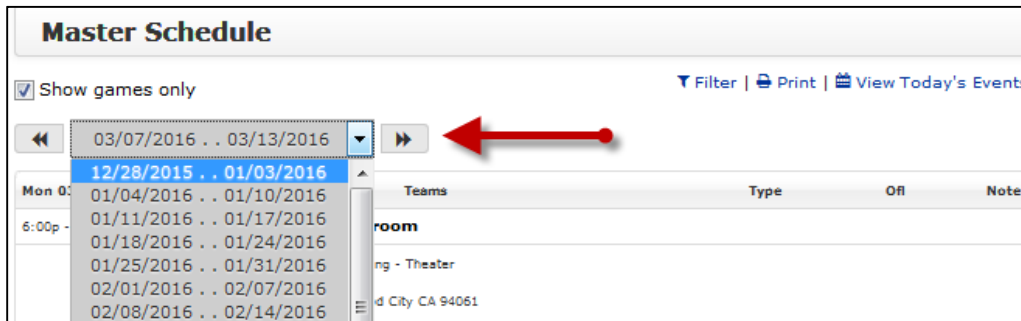
3. Re-enter username and password.
4. Enter which day and times you are available to umpire by checking the corresponding box and click **Save**. You only need to complete the "My General Availability" section once and can edit later as needed:

The screenshot shows the 'Officials Area' with a 'My Schedule' link and a 'Log Out' button. Below is the 'My General Availability' section, which is a grid with columns for AM (12-11) and PM (12-11) and rows for each day of the week. Checkmarks are visible in several cells, indicating availability. A 'Save' button is located at the bottom left. A note at the bottom states: "Please indicate the times you are available for duty by checking the appropriate boxes. Note however that leaving all boxes un-checked indicates that you are available at ALL times."

5. Select **Umpire Schedule** under the Umpires Tab:



6. The current week's game schedule will be listed, use the drop down menu to select future games:

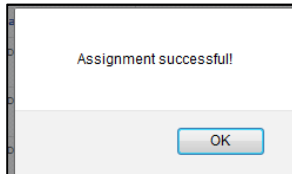


7. Select an available game by toggling **Not Assigned** to either **Field Ump** or **Plate Ump**:

Time	Game	Assignment
9:00a - 11:00a	>AAA - Player Pitch>AAA - East> Peninsula Building Materials (h) vs. >AAA - Player Pitch>AAA - West>Mayers Jewelers	Not Assigned
11:30a - 1:30p	>AAA - Select>Select - West> Stratton Agency (h) vs. >AAA - Select>Select - East>Goetz Bros.	Not Assigned Field Ump Plate Ump

- **Plate Ump** will only appear as an option for those umpires that RWCLL has designated as Plate Umpires
- Only unfilled positions will be listed. If **Field Ump** or **Plate Ump** are not listed another umpire has already filled that position.

8. The system will confirm your assignment with a pop-up window:



9. If you selected the wrong game, toggle the field back to **Not Available** prior to leaving the screen:

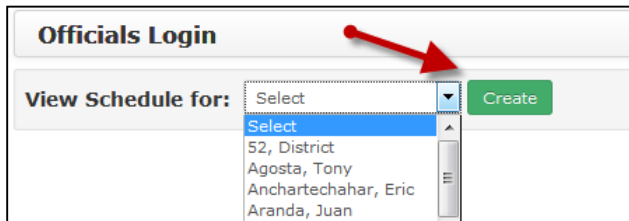
Time	Game	Assignment
9:00a - 11:00a	>AAA - Player Pitch>AAA - East> Peninsula Building Materials (h) vs. >AAA - Player Pitch>AAA - West>Mayers Jewelers	Field Ump
11:30a - 1:30p	>AAA - Select>Select - West> Stratton Agency (h) vs. >AAA - Select>Select - East>Goetz Bros.	Not Assigned Field Ump Plate Ump

To view your or other Umpires' schedules and availability:

1. Click the Umpires Tab:



2. Select the appropriate name from the drop down menu and click **Create**



3. Use the **Options** Menu to print schedule or save to a calendar:

Date	Time	Event	Type	Field	Assignment	Confirmed
Sat, Mar 12	9:00a-11:00a	Peninsula Building Materials	Game	Redwood City McKinley	Plate Ump	
	6:00p-8:00p	Bright Future Handyman	Game	Redwood City Hawes Field	Field Ump	