



---

## Colchester Youth Soccer Referee Assigning and Website Instructions

CYS uses an online assigning system for assigning all recreational and travel games. In order to receive game assignments you must be able to use email and the web. You will be responsible for accessing the online system and updating the dates and times that you are available to referee. The following are instructions for managing your online profile and accepting game assignments.

*Please note that if you do not follow these instructions, you will not be assigned games.*

There are 3 Steps to the assignment process:

1. You login to the system and update the dates and times that you can referee.
2. Games are assigned and email notifications are sent out.
3. You login to the system and accept your game assignments.

Please insure that your email account can accept emails from the “assignr.com” domain. Failure to do so may result in the emails being sent to your spam folder.

The assignment system generates payroll slips which the CYS treasurer uses to create payroll payments. If you are not assigned a game through the online system, *you will not get paid.*

It is your responsibility to insure that if you cannot do a game, ***YOU MUST CALL THE ASSIGNOR AS SOON AS POSSIBLE.*** Do not get a friend to do the game – that person will not get paid unless they are assigned the game by the CYS Assignor.

**Please accept your game assignments as soon as possible. Failure to accept a game assignment within 24 hours may result in you being removed from that game assignment and the assignment given to another referee.**

Payment will be sent out via USPS mail once per month to the address that is listed in the online system. Please ensure that your address is correct.



**CYS Current Pay Rates (9/2012)**

Recreation				
Fall	Center		AR	
	Certified	Non-Certified	Certified	Non-Certified
2/3/4th	\$15.00	\$10.00		
5/6/7th	\$20.00	\$13.00		
8+	\$28.00		\$18.00	\$14.00
Winter	Center		AR	
	Certified	Non-Certified	Certified	Non-Certified
2/3/4th	\$15.00	\$10.00		
5/6	\$20.00	\$13.00		
7+	\$25.00			

Travel				
Fall	Center		AR	
	Certified	Non-Certified	Certified	Non-Certified
U9/U10	\$30.00			
U11	\$35.00		\$20.00	\$13.00
U12	\$40.00		\$25.00	\$17.00
U13/U14	\$45.00		\$30.00	\$17.00

State Cup				
Fall	Center		AR	
	Certified	Non-Certified	Certified	Non-Certified
U12/U14	\$55.00		\$35.00	
Spring	Center		AR	
	Certified	Non-Certified	Certified	Non-Certified
U12/U14	\$55.00		\$35.00	

The "Rec" program typically plays games on Monday night, Wednesday Night, and Saturday.

The "Travel" program typically plays games on Friday night, Saturday and Sunday.



---

## Game Assignments

- The Assignment game week will be from Friday to Thursday.
- On Sunday Night (or Monday) you will receive an email reminding you to update your availability for the upcoming week. (Note: You do not have to wait for a reminder email – you can enter your availability at any time. **The sooner you input your availability the more assignments you will get!** However, games are only assigned a week at a time.)
- By 8pm on Tuesday night you will need to have your availability locked in. You may change your availability as many times during the week as you want, but updates made after 8pm on Tuesday night will not be reflected in that week's game assignments (as games may have already been assigned)
- At 8pm on Tuesday night games will be assigned. The system generated assignment emails will go out after the games are assigned and published. Depending on the number of games it could be as late as Wednesday afternoon before you get your assignments – you will not get an email if you are not assigned to a game.
- You must accept your games within 24 hours of being notified. (Note: Please remember that the game assignments made each Wednesday are for games on Friday through the following Thursday.)
- You will be assigned the level of games that I think you are ready for. If you think you are ready for more advanced games, let me know and we can discuss. Also, if you feel you **are not** ready for a game, let me know, I will change it.
- Everyone works their way up from lower level "rec" games to higher-level travel games based on their age and individual skill level.
- The more time you are available, the more games you will be assigned. The sooner you update your availability the better chance you have of getting game assignments.
- If I sense that you are only available to do the "higher level" games, in an effort to get more money, **you will get no games.**
- Referees who remain consistently available **every weekend** will get more games.
- All referees are expected to do Rec games.
- Put in only when you **can** referee each week – **I never want to have a referee decline a game assignment.** If you decline a game assignment you may not be assigned games for a week or longer. The only thing worse than declining a game assignment is to "cancel" or "no show" on the day of the game. Be honest with the times you can and cannot referee.
- Under **no circumstances** can you accept game assignments from anyone other than the CSC assignor; all game assignments must come from the CSC assignor. Notify me immediately if you are asked to referee a CSC game by anyone other than the CSC assignor. I will resolve.



---

### **Getting an ID and Password**

- Send the CYS Referee Assignor an email requesting an online account:  
[assignor@colchestersoccer.org](mailto:assignor@colchestersoccer.org)
- You will receive an email from the system with the subject: "assignr.com: New Account Information"
- Click on the link contained in the email
- Use the user name and password provided to login.
- The first time that you login, you will be asked to change your password. Please change your password.
- Review the "My Contact Information". Select edit and then add your address and home phone. The address is how you will get paid, and the phone number is another way for me to contact you.

## Online Assignment and Availability Instructions

Enter your user name and password and click “login”.

Referee and Umpire Assigning Made Easy :: assignr.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address [https://colchestersoccer.assignr.com/user\\_session/new](https://colchestersoccer.assignr.com/user_session/new) Go Links

assignr.com Colchester Soccer Help

Thanks, Joe, we have logged you out.

### Log In

User name or E-mail Address

Password

Remember me

Login

[Forgot my Password](#)

**Trouble logging in?**  
If you have previously logged into this site, you can [reset your password](#). If you have never logged in to this website, please contact your assignor to obtain login information.

Fri, 02 Oct 2009 13:47:53 -0400 Eastern Time (US & Canada)

assignr.com is a trademark of Dropkick Studios, LLC.  
Web application design ©2009 Dropkick Studios, LLC. All rights reserved.

[Terms Of Use](#) | [Privacy Statement](#)

Internet

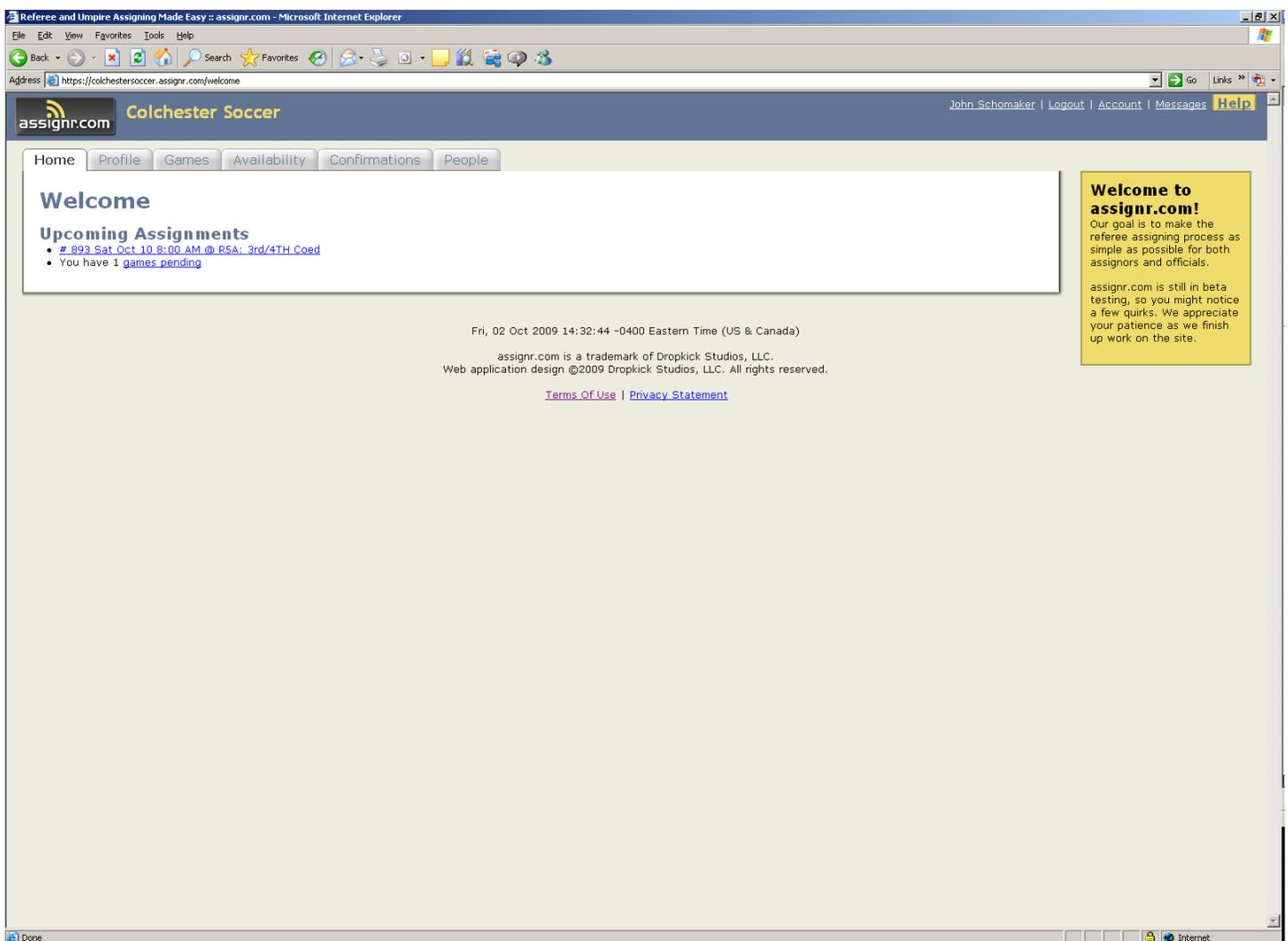


This is the screen that you will be brought to when you login. You will see system messages here.

Notice the tabs across the top of the box above "Welcome".

These are the areas of the system that you will use.

In General, the yellow "highlight" box in the upper right corner of each screen will give you helpful info.



The first thing you need to do is select the Profile tab. Here is the general info about you. I need you to fill out your Address, Home Phone and eMail. Notice that next to “phone” and “email” is a key – this means that this information is private and only you and I can see it. Next – select the edit link at the bottom of the tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the profile page for John Schomaker on the website assignr.com. The browser's address bar shows the URL https://colchestersoccer.assignr.com/users/2058. The website header includes the assignr.com logo and the text "Colchester Soccer". A navigation menu at the top contains tabs for Home, Profile, Games, Availability, Confirmations, and People. The main content area is titled "John Schomaker" and contains the text "There is no information available for John Schomaker." Below this, a list of personal details is shown, each with a key icon indicating it is private information: Street1: 84 Mahoney Road, City: Colchester, State: CT, Postal: 6415, Home phone: 8605374387, Work phone: 0000000000, Email: john.schomaker@comcast.net, and Grade: 8 (Referee 2). At the bottom of the profile section are links for "Back to All People" and "Edit". On the right side of the page, a yellow box contains a "Welcome to assignr.com!" message, stating that the goal is to make the referee assigning process as simple as possible and that the site is still in beta testing. The footer of the page includes the date and time "Fri, 02 Oct 2009 13:54:38 -0400 Eastern Time (US & Canada)", copyright information for Dropkick Studios, LLC, and links for "Terms Of Use" and "Privacy Statement".

John Schomaker - Referee and Umpire Assigning Made Easy :: assignr.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://colchestersoccer.assignr.com/users/2058>

assignr.com Colchester Soccer John Schomaker | Logout | Account | Messages Help

Home Profile Games Availability Confirmations People

### John Schomaker

There is no information available for John Schomaker.

**Street1:** 84 Mahoney Road  
**City:** Colchester  
**State:** CT  
**Postal:** 6415  
**Home phone:** 8605374387  
**Work phone:** 0000000000  
**Email:** john.schomaker@comcast.net  
**Grade:** 8 (Referee 2)

[Back to All People](#) | [Edit](#)

**Welcome to assignr.com!**

Our goal is to make the referee assigning process as simple as possible for both assignors and officials.

assignr.com is still in beta testing, so you might notice a few quirks. We appreciate your patience as we finish up work on the site.

Fri, 02 Oct 2009 13:54:38 -0400 Eastern Time (US & Canada)

assignr.com is a trademark of Dropkick Studios, LLC.  
Web application design ©2009 Dropkick Studios, LLC. All rights reserved.

[Terms Of Use](#) | [Privacy Statement](#)

Done Internet

This screen will allow you to edit your information. Please fill out as much as you can, but no less than Address, Home Phone and email.

Select Update to go back to the tabs.

Referee and Umpire Assigning Made Easy :: assignr.com - Microsoft Internet Explorer

Address: https://colchestersoccer.assignr.com/users/2058/edit

assignr.com Colchester Soccer John Schomaker | Logout | Account | Messages Help

Home Profile Games Availability Confirmations People

### Edit John Schomaker

**Name**

Last name	First name	Middle Initial
Schomaker	John	

**Address**

Street	Street (Line 2)	State	ZIP/Postal Code
84 Mahoney Road		CT	6415

City: Colchester

**Phone**

Home	Work	Mobile
8605374387	0000000000	

**E-mail**

Primary	Alternate
john.schomaker@comcast.net	

**Login & Password**

User Name	Password	Confirm Password
jschomaker1		

**Other Identification**

ID # 1	ID # 2	Grade/Badge Level
		2 (Referee 2)

**Privacy**

- Show Name
- Show Home Phone
- Show Work Phone
- Show Mobile Phone
- Show E-mail

Update or cancel  
[Details for John Schomaker](#)

**Welcome to assignr.com!**  
 Our goal is to make the referee assigning process as simple as possible for both assignors and officials.  
 assignr.com is still in beta testing, so you might notice a few quirks. We appreciate your patience as we finish up work on the site.

Next select the Availability tab. (see below)

This is where you tell me when you **CAN** referee.

**Availability - John Schomaker - Referee and Umpire Assigning Made Easy :: assignr.com - Microsoft Internet Explorer**

Address: [https://colchestersoccer.assignr.com/users/2058/free\\_dates](https://colchestersoccer.assignr.com/users/2058/free_dates)

John Schomaker | Logout | Account | Messages | Help

Home | Profile | Games | **Availability** | Confirmations | People

### John Schomaker

October 2009  
[November »](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Allow	3 Allow
4 Allow	5 Allow	6 Allow	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	31 Allow

**Create New Date**  
 Click the Allow/Block buttons on the calendar to toggle availability, or add custom available date(s) below:

**I am available:**  
 On

**Date:**

**Time:**  
 Choose...

**Availability**  
 Referees are automatically assumed to be **not available**, unless they have explicitly declared themselves available for a given day.

- indicates a referee is available all day.
- indicates a referee is not available at all on the given day.
- indicates a referee is available for part of a day.
- Click the Allow or Block links on the calendar to change available/not available status on a specific day.

You can also add a specific time range, or multiple dates at once by using the **Create New Date** box.

Fri, 02 Oct 2009 13:55:45 -0400 Eastern Time (US & Canada)

assignr.com is a trademark of Dropkick Studios, LLC.  
 Web application design ©2009 Dropkick Studios, LLC. All rights reserved.

[Terms Of Use](#) | [Privacy Statement](#)

**Availability**  
Referees are automatically assumed to be **not available**, unless they have explicitly declared themselves available for a given day.

- ✓ indicates a referee is available all day.
- ✗ indicates a referee is not available at all on the given day.
- ☑ indicates a referee is available for part of a day.
- Click the Allow or Block links on the calendar to change available/not available status on a specific day.

You can also add a specific time range, or multiple dates at once by using the **Create New Date** box.

Select a date you can referee, then select the time pull down and select one of the 5 choices:

- Morning is 6am to Noon
- Afternoon is Noon to 4pm
- Evening is 4pm to 11pm
- All Day
- Other

You can use one of the predefined selections, or select other. For our schedule, it makes the most sense to use the all day or other selection. If you select other, a start time and stop time box will be displayed below the time menu and above the create button. Enter times in the following format; 8:00 AM or 2:00 PM.

Remember – in order to be assigned a game, the game kickoff “start” and “end” time must be in your available time slot.

Availability - John Schomaker - Referee and Umpire Assigning Made Easy :: assignr.com - Microsoft Internet Explorer

assignr.com Colchester Soccer John Schomaker | Logout | Account | Messages Help

Home Profile Games **Availability** Confirmations People

FreeDatePattern was successfully created.

### John Schomaker

October 2009  
[November >](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Allow	3 Allow
4 Allow	5 Allow	6 Allow	7 Allow	8 Allow	9 Allow	10 Block
11 Block	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	31 Allow

**Create New Date**  
 Click the Allow/Block buttons on the calendar to toggle availability, or add custom available date(s) below:

I am available:  
 On

Date:

Time:  
 Choose...

Date	Time Range	Edit	Delete
Oct 10	between 8AM and noon	<a href="#">Edit</a>	<a href="#">Delete</a>
Oct 11	all day	<a href="#">Edit</a>	<a href="#">Delete</a>

**Availability**  
 Referees are automatically assumed to be **not available**, unless they have explicitly declared themselves available for a given day.

- ✓ indicates a referee is available all day.
- ✗ indicates a referee is not available at all on the given day.
- indicates a referee is available for part of a day.
- Click the Allow or Block links on the calendar to change available/not available status on a specific day.

You can also add a specific time range, or multiple dates at once by using the **Create New Date** box.

Fri, 02 Oct 2009 13:58:52 -0400 Eastern Time (US & Canada)

assignr.com is a trademark of Dropkick Studios, LLC.  
 Web application design ©2009 Dropkick Studios, LLC. All rights reserved.

[Terms Of Use](#) | [Privacy Statement](#)

Once you enter your time, entries will be shown at the bottom of the page, and you will see it in the calendar.

A red "X" means that you **cannot** referee at all that day, a green check means that you **can** referee all day, the ½ white and black circle means you can referee part of the day.



Once you are assigned games, you will get an email similar to the following.

***Make sure that you add assignr.com to the list of domains that you will accept emails from.***

```
*****  
From: "assignr.com" <do_not_reply@assignr.com>  
To: "  
Sent: Friday, October 2, 2009 2:20:44 PM GMT -05:00 US/Canada Eastern  
Subject: assignr.com: Your assigned game(s) have changed
```

You have been assigned to the following games:

# 893 Sat Oct 10 8:00 AM @ R5A: 3rd/4TH Coed

Please login to your games page and accept/decline these games:

<http://colchestersoccer.assignr.com/users/2058/games>

```
=====  
assignr.com  
Referee and Umpire Assigning Made Easy
```

```
*****
```

Follow the link to the website, login and you will see the screen below. If you do not get this page, please select the Games tab.

The screenshot shows a web browser window displaying the 'assignr.com' website. The page is titled 'Colchester Soccer' and shows a user profile for 'John Schomaker'. The main content area displays a table of game assignments. The table has columns for 'Icon', 'Day', 'Date', 'Time', 'Venue', 'Age', and 'Assignments'. A single game is listed for Saturday, October 10, at 8:00 AM at R5A, for age 3rd-4TH. The assignment is for 'RD: Schomaker, John' and is currently 'Pending'. There are 'Accept' and 'Decline' buttons next to the assignment. A search bar is also visible above the table.

Icon	Day	Date	Time	Venue	Age	Assignments
<input checked="" type="checkbox"/>	Sat	Oct 10	8:00 AM	R5A	3rd-4TH	RD: Schomaker, John Pending Accept Decline

Download: [Assignments as CSV \(Excel\)](#)

Fri, 02 Oct 2009 14:49:27 -0400 Eastern Time (US & Canada)

assignr.com is a trademark of Dropkick Studios, LLC.  
Web application design ©2009 Dropkick Studios, LLC. All rights reserved.

[Terms Of Use](#) | [Privacy Statement](#)

Select Accept and you are all set.