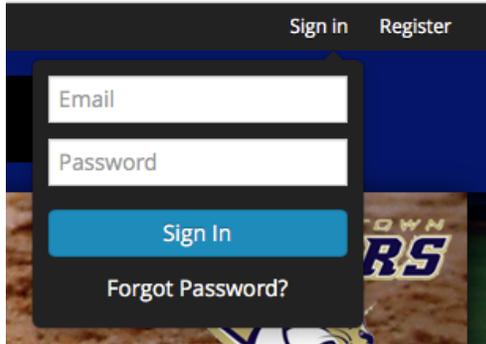


Website Login Instructions for Umpires:

Visit www.germantownlittleleague.org and login to the website in the upper right corner:



The image shows a login form with a dark blue header containing 'Sign in' and 'Register' links. Below the header are two input fields: 'Email' and 'Password'. A blue 'Sign In' button is positioned below the password field, and a 'Forgot Password?' link is located at the bottom of the form. The background of the page is a blurred image of a baseball field.

If you do not have an email listed in the system, please email with the current email address and I will get it added into the system. If you do not know your password, click on the forgot password to receive a link to reset your password.

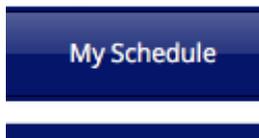
Once you are logged in, you will be brought to the following screen:



The image shows the 'Officials Area' dashboard. At the top, there are links for 'My Schedule' and 'Log Out'. Below this is a section titled 'My General Availability' which contains a grid for selecting availability. The grid has columns for AM (12, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) and PM (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11) and rows for each day of the week (Sunday through Saturday). Each cell in the grid contains a small square checkbox. A 'Save' button is located at the bottom left of the grid. Below the grid, there is a note: '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.'

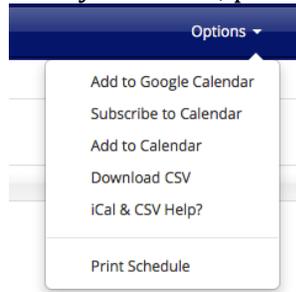
Please make sure that you check the times that you ARE available for games. This will be used when we schedule games during the season. Once you have selected your times, make sure SAVE your selections.

Once games are scheduled, you will receive an email from our system for you to either accept or decline the games. From the screen above you will also be able to view your schedule:



The image shows a blue button with the text 'My Schedule' in white. Below the button is a thin blue horizontal line.

Under the Options section, you will be able to link your schedule to your phone, family calendar, print schedule, etc...



Guidelines for 2016

1. Umpire shirts will be required for the 2016 season.
2. Pants will be required – prefer gray pants.
3. Umpire slips must be turned in by the 12th and 28th of each month in order to get paid. Checks will be cut on the 15th and 30th of each month.
4. All Umpires will be required to fill out a W9. This can be found on the website under the coaches corner, under forms.
5. Any umpire over the age of 18 must complete a background check. This form can also be found under the coaches corner, under forms.
6. Arrive at the field at least 30 minutes prior to the start of the game to confer with your partner and determine who is at the plate and who will be field ump.
7. All umpires will be trained in both plate and field mechanics.
8. Safety equipment will be provided at each of the fields. This will include shin guards, face mask and chest protectors.
9. Once you are scheduled for a game, if you are unable to work, please email me so we can find a replacement. I will find replacements IF I am notified at least 5 days in advance.
 - a. If you are unable to work and it is past this time, you are responsible for find your own replacement. Please email me the changes so we can make those changes in the schedule.
10. New and 2nd year Umpires will be required to attend all training. Returning umpires will be required to attend a shorter training session. WUA umpires will be assisting with the training. These dates are TBD.