



## Duxbury Youth Softball Website Instructions for Umpires [www.duxburyyouthsoftball.org](http://www.duxburyyouthsoftball.org)

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CONGRATULATIONS ON BECOMING AN ASA CERTIFIED UMPIRE FOR DUXBURY YOUTH SOFTBALL! SO NOW YOU ARE AN UMPIRE, AND ARE READY TO UMPIRE GAMES AND MAKE A LITTLE EXTRA MONEY. SO, HOW DO YOU GET STARTED? HOW DOES THIS ALL WORK?

### 1 – You will be added to the “Officials” list as an Umpire

ON THE WEBSITE, EACH OF YOU WHO REGISTERED FOR ASA UMPIRE TRAINING, AND COMPLETED ALL THREE CLASSES, WILL BE MARKED AS NOW BEING ON THE “OFFICIALS” TEAM AS AN UMPIRE! NOW THE WEBSITE KNOWS YOU ARE ELIGIBLE TO BE ADDED TO GAMES ON THE SCHEDULE AS AN UMPIRE. **If you did not register online, you will not be available to umpire.** IF YOU HADN’T REGISTERED, YOU, OR YOUR PARENTS, SHOULD HAVE RECEIVED AN EMAIL CONTAINING A LINK TO REGISTER. YOU MUST USE THAT LINK TO REGISTER. IF YOU AND YOUR PARENTS HAVE NOT RECEIVED THIS EMAIL, THEN YOU ARE REGISTERED AND ALL SET. CONTACT THE WEBMASTER WITH ANY QUESTIONS ([ROBERTDCONWAY@COMCAST.NET](mailto:ROBERTDCONWAY@COMCAST.NET)).

### 2 – Create a password to enter the “Official’s Area” on the website

ON THE HOME PAGE OF THE WEBSITE, JUST BELOW THE MIDDLE OF THE MENU ON THE LEFT HAND SIDE, YOU WILL SEE A BUTTON LABELED “**Official’s Area**”. THIS AREA CAN ONLY BE ENTERED BY PEOPLE WHO ARE ON THE OFFICIAL’S TEAM AND HAVE A PASSWORD. TO CREATE A PASSWORD FOR YOURSELF, FOLLOW THESE STEPS...

- 1) CLICK ON THE “OFFICIAL’S AREA” MENU ITEM ON THE HOME PAGE.
- 2) ON THE “OFFICIAL’S SIGN IN” PAGE, ENTER THE EMAIL ADDRESS THAT IS ASSIGNED TO YOU CURRENTLY.
- 3) LEAVE THE PASSWORD FIELD EMPTY AND CLICK THE SUBMIT BUTTON.
- 4) AN EMAIL WILL BE SENT TO YOU CONTAINING YOUR PASSWORD.
- 5) CHECK THE EMAIL, GET THE PASSWORD, AND GO BACK TO THE “OFFICIAL’S SIGN IN” PAGE AND LOG IN.
- 6) TO CHANGE THE EMAIL ADDRESS OR PASSWORD, GO TO “EDIT MY ACCOUNT” AT THE BOTTOM OF THE LEFT HAND MENU.

### 3 – Define your General Availability

NOW THAT YOU LOGGED IN TO THE OFFICIAL’S AREA, THE FIRST PAGE YOU SEE WILL SHOW A GRID INDICATING YOUR GENERAL AVAILABILITY. IF EVERY BOX IS UN-CHECKED, THAT MEANS YOU ARE ALWAYS AVAILABLE. HOWEVER, IF YOU CHECK EVEN ONE BOX, THEN THE CHECKED BOXES INDICATE WHEN YOU ARE AVAILABLE, AND THE UNCHECKED BOXES SHOW WHEN YOU ARE NOT AVAILABLE.



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UPDATE THIS GRID TO HELP US UNDERSTAND WHEN YOU ARE AVAILABLE FOR UMPIRING. YOU CANNOT USE THIS TO INDICATE SPECIFIC DAYS, ONLY GENERAL DAYS. FOR EXAMPLE, IF YOU HAVE PIANO LESSONS ON WEDNESDAY EVENINGS, YOU CAN SET UP YOUR AVAILABILITY TO EXCLUDE WEDNESDAYS. LOOK AT THE GRID BELOW. IN THIS EXAMPLE, THIS PERSON HAS INDICATED THAT, IN GENERAL, SHE IS AVAILABLE TO UMPIRE MONDAY THROUGH FRIDAY FROM 5PM TO 9PM. THIS TELLS US NOT TO SCHEDULE THIS PERSON AS AN UMPIRE ON WEEKENDS, OR EARLIER THAN 5PM ON WEEKDAYS.

		My General Availability																							
		AM						PM																	
		12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sunday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
Monday		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Tuesday		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Wednesday		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Thursday		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Friday		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
Saturday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	

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.

THE WEBSITE WILL TAKE INTO ACCOUNT GAMES YOU ARE ALREADY SCHEDULED TO UMPIRE, AND GAMES IN DYS THAT YOU ARE PLAYING IN WHEN DETERMINING AVAILABILITY TO UMPIRE. IF YOU END UP BEING SCHEDULED TO UMPIRE A GAME, AND WILL NOT BE ABLE TO MAKE IT, PLEASE CONTACT THE UMPIRE COORDINATOR AND THAT PERSON WILL BE ABLE TO HELP RESCHEDULE YOU.

## 4 – Check your schedule online

ANY TIME YOU LOG IN TO THE OFFICIAL’S AREA, YOU CAN CLICK ON THE “MY SCHEDULE” LINK. WHEN YOU DO, YOU WILL SEE A LIST OF GAMES THAT YOU HAVE BEEN ASSIGNED TO. YOU CAN PRINT THIS PAGE, OR DOWNLOAD IT TO OUTLOOK. YOU WILL ALSO SEE YOUR AVAILABILITY GRID WITH GREEN SHOWING WHEN YOU ARE AVAILABLE. YOU CAN DOUBLE CHECK TO MAKE SURE IT CORRECTLY REFLECTS WHEN YOU ARE AVAILABLE.

## 5 – Check your email often for notifications and reminders

THE EMAIL ADDRESS THAT YOU LOGGED IN WITH IS WHERE NOTIFICATIONS WILL BE SENT. ANY TIME YOU ARE ADDED TO A GAME AS AN UMPIRE YOU WILL BE SENT AN EMAIL TO INFORM YOU OF THE GAME YOU JUST GOT ASSIGNED TO. THEN, ONE DAY PRIOR TO ANY GAME YOU ARE ASSIGNED TO, YOU WILL RECEIVE AN EMAIL WITH DETAILS OF THE GAME.

## 6 – Follow these simple steps to get paid!

FOR GAMES WITH ONLY ONE UMPIRE, THE UMPIRE WILL GET PAID \$25. FOR GAMES WITH TWO UMPIRES, EACH UMP WILL GET PAID \$20. YOU WILL BE PAID **once**, AT THE END OF THE SEASON, FOR ALL THE GAMES YOU UMPIRED. WE WILL USE THE WEBSITE TO TRACK HOW MANY GAMES YOU ACTUALLY UMPIRED (NOT GAMES YOU WERE SCHEDULED FOR). HERE’S HOW...



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- 1) AT EVERY GAME YOU UMPIRE, GIVE YOUR NAME TO BOTH COACHES.
- 2) AFTER THE GAME, WHEN THE COACH REPORTS THE GAMES RESULTS, THE COACH WILL ALSO SEND THE NAMES OF THE GIRLS WHO ACTUALLY UMPIRED THE GAME.
- 3) THE DIVISION COORDINATOR WILL RECORD THE GAME RESULTS ON THE WEB SITE, AND WILL MAKE SURE THE CORRECT UMPIRES WHO WORKED THE GAME ARE LISTED ON THE SCHEDULE.
- 4) AT THE END OF THE SEASON, WE WILL USE THE GAME RESULTS FROM THE WEBSITE TO TALLY UP YOUR UMPIRE PAY AND SEND YOU A CHECK TO THE ADDRESS ON RECORD.