



# Getting Started with RefereeSchedule & SportsEngine

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## RefereeSchedule & SportsEngine Together!

If your organization assigns referees/officials and already uses SportsEngine to manage your teams & game schedules, then getting started with RefereeSchedule is now even easier! We will automatically keep your games synchronized with SportsEngine. No more double-entry; simply make your updates to the game schedule in SportsEngine and new games & updates will automatically flow to RefereeSchedule. We will automatically import and continue to update locations, game levels (divisions/leagues), teams & games. Assignors who use RefereeSchedule are able to focus on efficiently making & managing assignments. So, what are you waiting for? Make the move to RefereeSchedule today! You assignor will thank you!

## Why use RefereeSchedule?

RefereeSchedule is used by organizations to manage their referees, officials, umpires, etc. We support a variety of assigning features including manual assignments by the assignor, automated assignments and self-assignments by the official. We strive to make your organization's assigning quicker, easier and more efficient. With features like restrictions to make sure that the right level of official receives the assignment and the ability for a referee to check their schedule anytime, we will help your organization become more organized and will minimize turnback and no-shows.

## Who uses RefereeSchedule?

Assignors and referees/officials are the primary users of RefereeSchedule. Assignors have full administration rights to their organization in RefereeSchedule. They can create games, make assignments, add assignment restrictions, etc. Referees/Officials can view assignments, accept/decline (if organization allows) and find positions eligible for self-assignment (if organization allows). Coaches / Team admins can also join and be assigned to teams, but this is not commonly used. However, your organization can use this option if the Coach / Team admin needs to be able see who's assigned to their games and be able to contact referees.

## Pricing

We offer a free 30 day trial. After 30 days, you can purchase one of our membership plans. Our [Membership Plans](#) range in price from \$75 to 175/year. All plans allow for unlimited assignors, referees and coaches. The only difference is the number of games your organization assigns. Communication credits can be added to your account but are optional. Communication credits are used for organizations outside the US and Canada or for any organization that wants to send native text messages. If consistent delivery of text messages is important, then we would recommend that you consider communication credits for your organization.

## How do I start using RefereeSchedule?

To get started with RefereeSchedule, please follow the steps below:

1. **Register.** Go to [Assignor Registration](#) to sign-up / register your organization.
2. **Login.** After completing your registration, you will automatically be logged into RefereeSchedule.

3. **Organization Settings.** Go to Management tab, then select [Organization Profile](#). Please review this entire screen and make sure that your organization is configured to meet your needs. A few things to keep in mind:
  - a. **Authorization Code.** Your Authorization Code is listed in the Basic Information section. This code is what you will give to anyone else that you want to join your organization (i.e. other Assignors, Referees & Coaches/Team Admins). You can either send them this code directly or you leverage the “Send Instructions on How to Join My Organization” link on this page.
  - b. **Preferences.** The Preferences section contains many of the configurations for your organization. We Would recommend that you press the edit button and review ALL settings to make sure they are configured correctly. This is important as these configurations have a direct impact on how assignments are made for your organization.
  - c. **SportsEngine API.** Note: the SportsEngine API setup is contained on this screen, but we will set this up in a later step / please leave as not setup for now.
4. **Positions.** Go to [Position Management](#) to add a referee positions. These should be positions like Plate Umpire, Referee, Assistant Referee 1, Score Keeper, etc. You will be able to configure these positions to only be available in certain game levels, but for now add all positions that are possible for your organization.
5. **Location** (e.g. Fields/Arenas/Rinks/Courts). Go to [Location Management](#) to add fields, arenas, rinks, etc for your organization. *[Skip this step if using Sports Engine API]*
6. **Game Levels.** Go to [Game Level Management](#) to add game levels to your organization. For example, U13 Boys, U16 Girls Div 2, Men’s Gold, etc. *[Skip this step if using Sports Engine API]*
7. **Teams.** Go to [Team Management](#) to add teams for your organization. This is optional; teams are not required. *[Skip this step if using Sports Engine API]*
8. **SportsEngine API.** *This step is optional, but recommended if your organization uses SportsEngine.* Go to your [Organization Profile](#). Press the Add button in the SportsEngine API section near the bottom of the page to setup a new Sports Engine API connection. Please follow the steps on screen to fully setup your connection. Note: As a part of the setup process, you will be able to load all data that you have access to in SportsEngine or you can limit the load to specific sites, subseasons and/or team instances. We would recommend that you use a subset of data to start (subseasons or teams); you can go back and edit these settings anytime and enable more data to be loaded. A few key notes:
  - a. The connection between RefereeSchedule & SportsEngine is near real-time. If you make a change in SportsEngine, it should flow to RefereeSchedule within 10 minutes.
  - b. We will only update games 2 days in the past & up to 120 days into the future.
  - c. If we encounter any problems with the import of data to SportsEngine, then we’ll display this in an alert box at the top of all pages for the assignors of an organization. The alert box will remain until you fix the problem.
9. **Personal Preferences.** Go to [My Preferences](#) to update your preferences. You can change things like time & date format preferences.
10. **Game Search.** After games are loaded, you can see all games on your [Game Search](#) page. This page will give you a lot of flexibility in finding games, making assignments and making mass changes.
11. **Questions?** If you have any questions, please contact [sales@refereeschedule.com](mailto:sales@refereeschedule.com). We typically respond to your questions within 4-8 hours depending on the time of day.

Skip steps 5-7  
if using the  
SportsEngine  
API