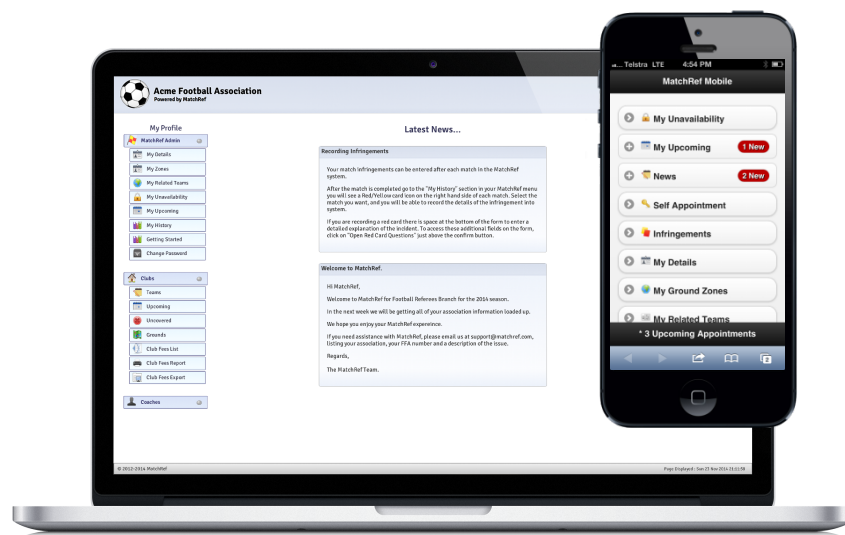




Quick Start Guide



Welcome to MatchRef.

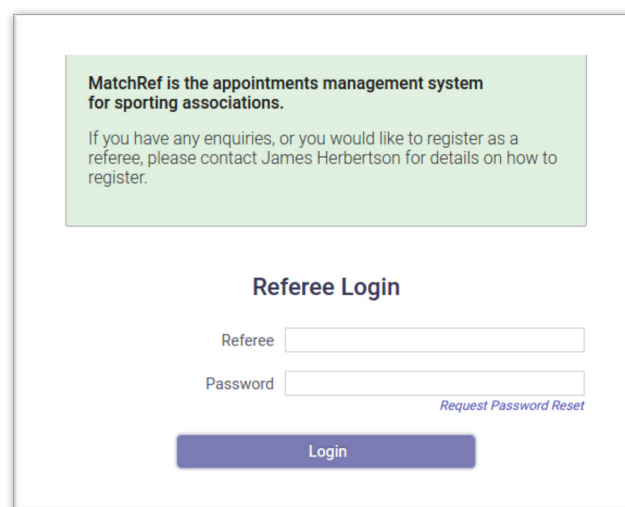
MatchRef has been selected by your association to manage the appointment of match officials.

This document contains instructions for some of the features you will likely use during the course of the season.

MatchRef allows your association to manage and appoint you to matches effectively and efficiently, and at the same time reducing the errors like time clashes and appointing you where you are not available.

You can access MatchRef with your computer, phone or tablet.

You can use your registration number or your email address to identify yourself at the login page.

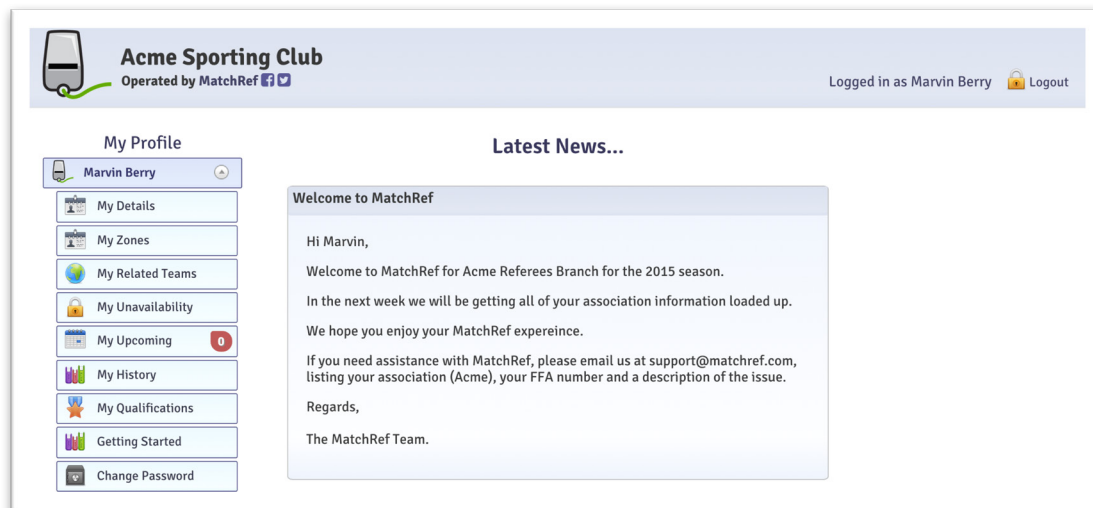


The screenshot shows a web page for MatchRef. At the top, there is a green box with the text: "MatchRef is the appointments management system for sporting associations. If you have any enquiries, or you would like to register as a referee, please contact James Herbertson for details on how to register." Below this is the "Referee Login" section, which includes two input fields: "Referee" and "Password". To the right of the "Password" field is a link that says "Request Password Reset". At the bottom of the login section is a blue "Login" button.

MatchRef enables you to keep all your details up to date and tell your association about where and when you can officiate. It allows you to view at any time the upcoming matches you have been appointed to, and your match appointment history.

Main Menu.

Once you are logged in, the menu on the left hand side of the page will direct you to everything you need. In the centre of the main page when you login is a list of the latest news items posted by your association.



My Details

Keep all your contact information up to date.

My Related Teams

Enter who you play for, coach, manage. We'll make you unavailable.

My Zones

Update the regions where you are available to referee.

My Unavailability

Make sure you not appointed when you're not available.

My Upcoming

See your upcoming appointments as soon as they're published.

My History

View all of the appointments you're had for the season.

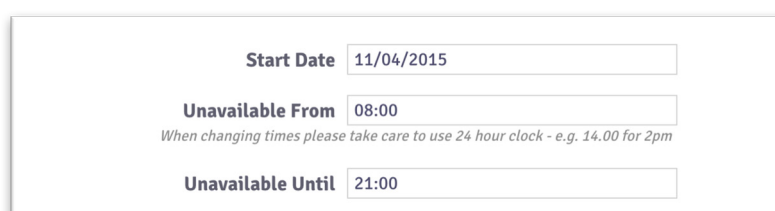
 By the way, all of these are available from your mobile as well.

Unavailability.

You'll be available for appointments right from the start. There is no need to enter when you're available. MatchRef only needs to know if you're going to be unavailable.

If there are times when you can't officiate, all you need to do is login to MatchRef and enter when you're unavailable.

If you cannot officiate on a particular day, you simply choose the date, and confirm. MatchRef will take it from there.



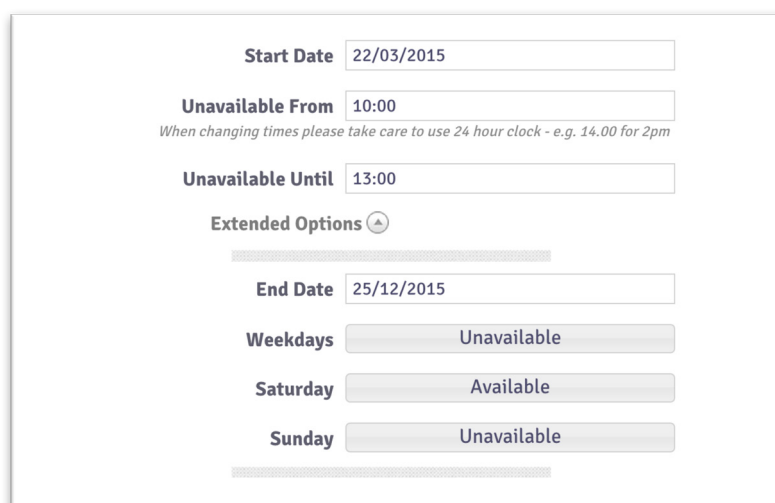
Start Date

Unavailable From

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

Unavailable Until

If you need to make yourself unavailable at the same time and day each week, you can open then extended options and enter a start and end date and time.



Start Date

Unavailable From

When changing times please take care to use 24 hour clock - e.g. 14.00 for 2pm

Unavailable Until

Extended Options

End Date


Weekdays

Saturday

Sunday

 This section also lets you block out particular days or weekends.

To remove an entry, all you need to do is click the cross next to the appropriate entry in the list.

Start Date	End Date	From	To	Status by Day	
Sat 23rd May 2015		8:00 AM	9:00 PM	Saturday 23rd Only	

Related Teams.

If you play in, coach or manage a team or one of your relatives plays in a team, you can declare that relationship in MatchRef.

When you declare this relationship you can select to be unavailable automatically the time that the team plays. No matter where the team plays in the draw.

Simply select the team from the list, the type of relationship, and whether or not you should be considered unavailable.

Add Existing Team Relationships

Team

Relationship

Unavailability

Out of Zone

Time Between Matches

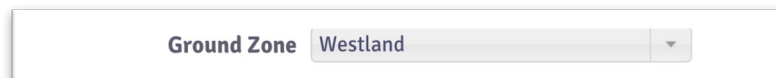
✎ If a match will take you out of your preferred zone, you can choose to have MatchRef try to pick up an out of zone match.

By entering a time between matches, you are able to specify an amount of time you would like to have before you're appointed to another match. If you would prefer to rest after a match, this will allow you to stop yourself being appointed to a match immediately after one you play.

Preferred Zone.

If you need to restrict the area in which you can be appointed, you can enter this in My Zones. You can enter one or more zones where you would prefer to be appointed.

If you do not enter any zones, it will be assumed that you are able to officiate in all zones.



A screenshot of a web form element. It consists of a rectangular box with a light gray border. On the left side of the box, the text "Ground Zone" is displayed in a dark gray font. To the right of this text is a dropdown menu. The dropdown menu is currently open, showing the word "Westland" in a light gray font. To the right of the dropdown menu is a small downward-pointing triangle icon.

✎ Be aware that the appointments officer may decide to override the zone restrictions in making manual appointments.