# Self-Assigning games for Small Sided Referee

For any U10 & Below Referee to self-assign or receive matches, you need to have access to the NSYSA Website. This is where you will be able to see upcoming matches and either assign yourself to a match or contact your youth assignor to request assignment to a match.

#### Logging onto the Site RETURNING REFEREES TO THE NSYSA WEBSITE

• If you have a profile on the NSYSA website please go to:

# http://www.nsysasoccer.org/logon.php

and enter your site name (Use rid or Common Name) and password.

- If you have forgotten your password, then go to the bottom of the screen under Forgotten Password, click on Reset Password and follow the instructions provided. This will result in a reset of your password and provide you the new password so that you can then log on.
- If the system still does not recognize you but you had access in the past, then please call the Small Sided Referee Coordinator at (360) 509-9498. Most problems may be corrected over the phone in just a few minutes.
- If you are a new user, go to the NSYSA website and follow the prompt for new users.

## NEW REFEREES TO THE SITE

• You must complete the registration process and create a profile previous to having self-assigning access. please go to:

## http://www.nsysasoccer.org/logon.php

- All required paperwork must be submitted.
  - Parent Student Authorization Form
  - W9 Form for Federal Taxes
  - Proof of age
  - RMA investigation completed and recorded
- You must have completed and received an RMA Background investigation prior to having self-assigning access.
- Your profile will be set to allow assignment to U07 and Below or U10 and Below based on age and experienced.
- NSYSA has provided some video guidance which will assist you through these matters.



# **Referee Assignments:**

Upon completing all qualifying requirements you will be eligible to self-assign yourself to games based on your profile ratings.

• Log on to the NSYSA website at:

http://www.nsysasoccer.org/logon.php

- Select the "Referee" segment on the left hand side of the screen.
- Select the "Match Inquiry" segment on the in the subset on the left hand side of the screen.

At this time you will see upcoming games that you may have previously been assigned for.

- If the assignor has assigned you to games, please select the "accept" or "decline" radial buttons to indicate your intentions for this game.
- It is also possible to assign yourself to games not having been assigned to other referees. The radial button indicates the match is available.
  Select the radial button to request this assignment.

Your name will then appear if the assignment has been accepted.

## **Requesting Referee Assignments:**

- Select the "Self Assign" segment on the in the subset on the left hand side of the screen.
- Enter the game number and select "Request."

You will need to return to the "Match Inquiry" page at a later time to verify you're being assigned to this game.

• If the assignor has assigned you the game, please select the "accept" or "decline" radial buttons to indicate your intentions for this game.

#### Turn back:

- If you realized that you cannot do the game, you can turn this game back.
- However, if the game start is scheduled to occur inside 72 hours you MUST also call the club assignor.
- When you turn back a game your name remains there until either the assignor takes it off OR another referee goes in and clicks the 🕒 sign next to your name which indicates they have accepted responsibility for the game.

So, if you are looking for a game and there is a name with a  $\bigoplus$  sign, you can click on the  $\bigoplus$  sign and accept this game.



#### Match Report:

- A Match Report must complete after each game, ALL boxes must be completed.
- If you give a blue card put it in the "caution" box. And then write in the notes that you gave a blue card and give details about it. When done filling out, click "submit". If everything is complete it will tell you that your report has been filed.

If you give a blue card, also call your club Small Sided Referee assignor! For additional help, call the Small Sided Referee Coordinator at (360) 509-9498

• Payment for games officiated will be calculated every two weeks. It is therefore necessary that all game reporting be completed prior to the following Wednesday of the game officiated. Failure to meet this deadline will delay payment.