

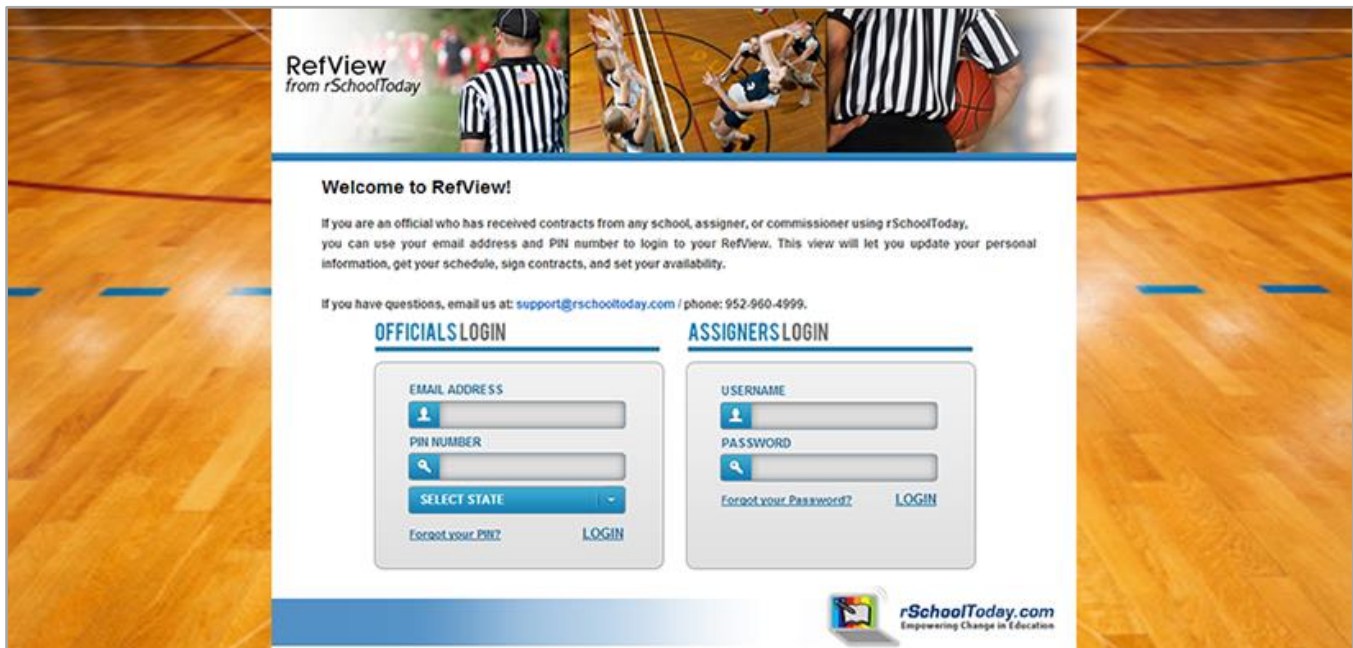
rSchoolToday RefView

OFFICIALS VIEW

Quick Start Guide

RefView is another handy rSchoolToday product integrated with the rSchoolToday Activity Scheduler. This product was conceived to have a completely dedicated site for Assigners and Officials with an in depth and more comprehensive 'Officials Contracts' application found in the Activity Scheduler (AS). We created the RefView program to add features and functionalities that will support extensive Officials and Assigners roles.

With the full version of RefView, both Assigners and Officials are now given separate access to the program which provides helpful features on assigning Officials to games, viewing and signing of contracts, posting news and announcements, generating reports, and a lot more.

The screenshot shows the RefView login interface. At the top, there's a banner with the text "RefView from rSchoolToday" and a collage of basketball-related images. Below the banner, a "Welcome to RefView!" message is followed by instructions for officials. A contact line provides an email (support@rschoolday.com) and a phone number (952-960-4999). The page is divided into two main login sections: "OFFICIALS LOGIN" and "ASSIGNERS LOGIN". The "OFFICIALS LOGIN" section includes fields for "EMAIL ADDRESS", "PIN NUMBER", and a "SELECT STATE" dropdown, with "Forgot your PIN?" and "LOGIN" links below. The "ASSIGNERS LOGIN" section includes fields for "USERNAME" and "PASSWORD", with "Forgot your Password?" and "LOGIN" links below. The rSchoolToday.com logo is in the bottom right corner.

RefView
from rSchoolToday

Welcome to RefView!

If you are an official who has received contracts from any school, assigner, or commissioner using rSchoolToday, you can use your email address and PIN number to login to your RefView. This view will let you update your personal information, get your schedule, sign contracts, and set your availability.

If you have questions, email us at: support@rschoolday.com / phone: 952-960-4999.

OFFICIALS LOGIN

EMAIL ADDRESS

PIN NUMBER

SELECT STATE
[v]


[Forgot your PIN?](#) [LOGIN](#)

ASSIGNERS LOGIN

USERNAME

PASSWORD

[Forgot your Password?](#) [LOGIN](#)

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Empowering Change in Education

The RefView has 3 main areas:

- Admin View (Activity Scheduler)
- Assigner's View
- Official's View

OFFICIALS VIEW

In RefView (www.refview.com), as an Official, you will need to supply your **email address and pin**, and **select a State** to log in.

Inside your account, you will find **5 tabs** (aside from the Help Tab which serves as an online tutorial and guide):

1. **News**
2. **My Schedule**
3. **Contracts**
4. **Personal Info**
5. **My Availability**

News

The 'News' tab is the default screen when you log in. You will find posted News and Announcements in 2 sections:

rSchoolToday News & Announcements – this section shows all the News and Announcements posted by rSchoolToday. This includes news of new features.

News & Announcements From Assigners – this section shows News and Announcements posted by Assigners from the Assigner's account. This will let Assigners, from within the Assigners View in Refview.com, post news or announcement and let all of their officials see it from this tab.

Officials can see announcements by multiple different Assigners if those assigners have those officials in My Officials list.

Welcome Eric Paige
View the [Quick Start Guide](#) for using this site

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rSchoolToday News & Announcements
January 22, 2015 : Accreditation Update!
You may now download the Accreditation Manual for the 2015 National Games on www.greenacademy.com/accreditationmanual. For inquiries you may ... [More Info](#)

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News & Announcements From Assigners
February 12, 2015 : New Accreditation Manual
You may now download the new Officials Accreditation Manual for 2015 National Games on www.greenacademy.com/accreditationmanual.

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My Schedule

By signing the rSchoolToday Officials contracts that have been emailed to you by various assigners or AD's, your games will be here. This is your complete schedule of assignments from all rSchoolToday schools in any conference or league.

You can view your schedule by Month or by Season. Clicking on any Location link will pull up the map to that game location. If you were assigned a specific job (referee, umpire, line judge, etc.), that will also appear here.

To easily identify the periods you have events to officiate, the 'By Month' and 'By Season' dropdowns show the corresponding number of games you have for a specific period of time. To show an example, you may notice in the 'By Month' that 'February 2015' has '(1)' beside it, it means that you have 1 event scheduled for that month.

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My Schedule

Select Your Viewing Parameters then click "View Schedule"

[Subscribe](#)
[Download](#)
[Print](#)

Choose a Period:
 ☒ By Month:

February 2015 (1)
 [◀Prev](#)
[Next▶](#)

☐ By Season:

Winter 2014-15 (1)

[View Schedule](#)

| Day-Date-Time | Activity-Level | Home vs. Opponent | Location | Crew/Job |
|------------------------|--------------------------------|------------------------------------|-------------------------------|--------------------|
| Fri 02/13/15 1:00PM | Badminton-Boys Varsity Game | Green Academy vs. College Court | Green Academy | I am: Head Referee |

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Contracts

Officials can view, approve or deny contracts form this tab. This aggregates all contracts sent to you from any Assigners, Commissioners, or AD's and lets you determine the games you will officiate. You can view the contracts by: Assigner, Period, or Sport. You can also show only contracts that are Pending, Declined, and Accepted, though the default is to show you ALL contracts.

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My Contracts Payment Reports

View by Assigner: All

View Period: ☒ By Month: February 2015 (1) [<Prev](#) [Next>](#)

☐ By Season: Winter 2014-15 (1)

[View Schedule](#)

Choose Activity: All

☒ Show All ☐ Show Pending

☐ Show Accepted ☐ Show Declined

| Day-Date-Time | Activity-Level | Home vs. Opponent | Job/Crew/Notes | Fee/Mileage | Contract Sent | Confirmed or Denied | Select/Status | Voucher Created |
|--------------------------|------------------------------|---|----------------|-------------|--|---------------------|---------------|-----------------|
| Fri 02/13/15 01:00 PM | Badminton: Boys Varsity Game | Green Academy vs. College Court @ Green Academy | Head Referee | \$80.00 | 02/12/15 View | | | |

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To view a contract, click on the 'View' link in the 'Contract Sent' column. As the contract pops open in a new window, your PIN is already pre-filled in the signature line. Now, just click to approve or decline and return the contract. Print & Email are also available from this screen.

The date you returned the contract is then stamped in the Confirmed or Denied column. Your fee or any mileage paid will also show as well as the job you are being asked to do for this game, if it has been entered.

You can always view the contract later by clicking View.

You can also generate 'Payment Reports' by clicking its button on the upper right.



Green Academy
CONTRACT FOR ATHLETIC OFFICIALS
 Eric Paige

The undersigned herewith agree to the following assignment and terms for officiating, and that the same may be canceled by either party giving one (1) week / seven (7) days notice. It shall be cause for suspension for an official to accept more than one contract for the same date / time then secure a replacement without agreement by the school and / or cancel one of the two contracts. The official acts as an independent contractor. Both parties agree that an official's failure to provide worker's compensation insurance for the official, spouse, parents, or children constitutes a rejection of worker's compensation for those individuals.

| Date | Contending Schools | Type of Contest | | Location | | |
|----------------------------|------------------------------|-------------------------|------------------|-------------------|------------|-------------|
| Friday 02-13-15 | Green Academy, College Court | Badminton: Boys Varsity | | Green Academy | | |
| Financial Agreement: | | Level(s): Varsity | Time: 1:00pm CST | Job: Head Referee | Fees: \$80 | Mileage: \$ |
| Other Conditions: | | | | | | |
| Other Scheduled Officials: | | | | | | |

The official agrees that this sum shall cover all claims arising from this contract. **The contract is valid only if the contest is played on the date specified.** It is also agreed that unless, through an unavoidable emergency, either party hereto fails to fulfill the obligation of any part of this contract, that party shall pay to the other party the sum of \$ _____ as damages for violation of the contract. The remainder of the contract shall not be binding on the offended party, and the breach of contract shall be reported to the Association. **In case of dispute, the MSHSL shall determine liability of the parties concerned.**

| FOR SCHOOL PERSONNEL | | * FOR GAME OFFICIAL (Void if not returned in 10 days) | |
|---|------------|--|---|
| I herewith certify that I have been authorized to enter into this contract: | | I here with certify that I am a registered official with the Green Academy for the current year: | |
| Name: Isaac Hansen, Assigner | | Name: Paige, Eric | SSN: |
| School: Green Academy 121 Wall Street, Louisville, KY 55455 | | Address: 4492 Whiteman Street, Minneapolis, MN 55199 | |
| Date: 02-12-15 | Signature: | Work Phone: | Home Phone: 214-234-6567 |
| | | Date: 02-12-15 | Type Your PIN # 1235 |
| | | Forgot my PIN # | |

* If this contract requests you to furnish a crew of officials, list names, addresses, and Social Security numbers of all crew members by [Clicking HERE](#).
 It is mutually agreed that all officials in this crew must be registered with the Green Academy.

[Print this Contract for Mailing](#)
[Click to approve and return the Contract](#)
[Decline the Contract](#)

[Close](#)

Personal Information

This allows you to update your address, phone numbers, change your PIN or email address, etc. Any changes made here will immediately update your information for all AD's, Commissioners, and Assigners.

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Personal Info

* Required fields

First Name: *

Last Name: *

E-mail Address: *

Association Name (if applicable): ☐ This member is an association

Assoc. Abbreviated Name:

Home Phone: * Mobile Phone:

Office Phone:

Mailing Address: *

City: * State: Zip: *

License card no.:

FEIN:

PIN # (for contracts): * (at least 3 chars)

Employer Id:

SSN:

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Important Note about duplicate records: Some officials may have multiple listings in the rSchoolToday database. This is due to users adding them again rather than subscribing to the existing official's record. We had to be careful not to delete any records as some assigners have subscribed to one copy of John Smith and some to the other copy.

So, in Ref View, we created a merge so that when John Smith logs in with his email and PIN, he will see all the games from BOTH John Smith accounts, even if they have a different PIN #'s.

If there are multiple John Smith accounts but with different email addresses, you will have to log in to each separately the first time, BUT you can fix this yourself and merge them all into one by simply editing your email address in the Personal Info tab, to match the other email address you use (the one that matches your other account). Saving this change, logging out, and then logging back in with the other email address will now show you all your games in one screen! 😊

My Availability

Other than not being available during the games you have already confirmed, rSchoolToday assumes that you are available to officiate games. Here, you can set other dates or times when you will NOT be available for games.

So for any dates/times you set up, you will show to assigners and AD's as not available to be scheduled.

To specify the dates you are unavailable, select it from the date picker or mini calendar, then set it either 'All Day' or just for a time range.

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My Availability

The rSchoolToday Officials Scheduler assumes you are Available to be selected for games on all dates **EXCEPT** the dates and times selected below and also dates/times that you are already booked for other games. ONLY post dates that you are **NOT** available. You can change these dates any time.

School Year : 2014-2015 View

| NOT Available Date | All Day | Time Option | Time Range |
|---------------------------|-------------------------------|---|---|
| <input type="text"/> | <input type="radio"/> All Day | <input type="radio"/> Before <input type="radio"/> After <input checked="" type="radio"/> Between | 08 00 AM - 11 00 AM |
| Save Changes | | | |

| Remove | NOT Available Date | All Day | Time Range |
|--------------------------|-------------------------------|---------|-----------------------------|
| <input type="checkbox"/> | Wed, 02/18/15 | All Day | |
| <input type="checkbox"/> | Wed, 03/25/15 | | Between 08:00 AM - 11:00 AM |

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