

## Best Practices and How to add Availability

We use a referee scheduling program called "assignr.com". Throughout the season you will receive many emails from assignr.com. Please watch that they do not end up in spam or junk. This is the way we will assign, and you will accept, games.

Please review your Contact Information at the end of each season. Give us the best email addresses and telephone numbers to contact you. Make sure your address is correct – this is the address where we will send your check.

With over 80 games comprising of about 160 referee positions weekly, creating the game assignments is a giant and complex puzzle. Please follow these tips to ensure a smooth process for the assignors and yourself.

- **On or before Saturday at noon**, enter your availability for the next week. If you have pre-entered your availability for the entire season, make sure it is still accurate.
- Be sure to include the input of your parents and the family calendar before you enter availability. We expect that if you tell us you are available that you will accept any assignments given to you during that time.
- Enter in as much availability as possible. For example: Entering in only one hour in the middle of the day will severely limit the possible games we could place you on, especially if another referee is available to referee three games can do the game before and following.
- Some referees would like to have only two games a week, others are eager for three or four - **Please let your Assignor know your preferences** and they will try to accommodate you as much as possible.
- **If you are not available, please input your availability for 6 to 7pm.** That way we know what personnel we have on hand to work with in building the referee schedules. However, do not make it a regular habit to not be available. We are counting on you to fill the games and need you available most week

# Add Availability

## Referees

To communicate your availability to your assignor, you will need to enter your availability on assignr.com.

✓ indicates you are available all day.

✗ indicates you have not entered availability at all on the given day.

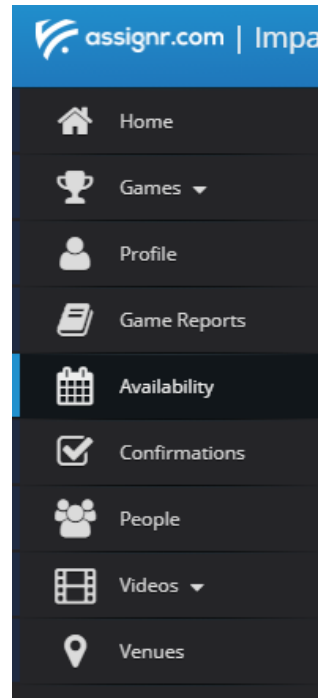
🕒 indicates you are available for part of a day.

## Step by-step examples.

First, Go to the "Availability" tab.

### Example 1: Available all day, April 10<sup>th</sup>.

1. With the "Toggle Dates" box selected at the bottom of the calendar, simply click on April 10<sup>th</sup>. This shows you are available all day.

A calendar interface for April 2021. The calendar shows days from 1 to 30. Most days have a red 'X' icon, indicating they are not available. April 10th is highlighted with a grey background and a green checkmark icon, with a tooltip that says "Apr 10: Available all day". At the bottom of the calendar, there are three buttons: "Toggle Dates" (checked), "Edit Times" (unchecked), and "Show Times" (checked). A legend at the bottom explains the icons: ✓ = available all day, 🕒 = available partial day, ✗ = not available, ★ = game.

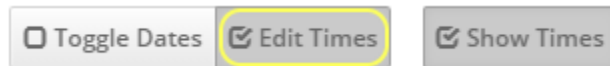
| Sun     | Mon     | Tue     | Wed     | Thu      | Fri     | Sat                |
|---------|---------|---------|---------|----------|---------|--------------------|
|         |         |         |         | 1<br>✗   | 2<br>✗  | 3<br>✗             |
| 4<br>✗  | 5<br>✗  | 6<br>✗  | 7<br>✗  | 8<br>N/A | 9<br>✗  | 10<br>✓<br>all day |
| 11<br>✗ | 12<br>✗ | 13<br>✗ | 14<br>✗ | 15<br>✗  | 16<br>✗ | 17<br>✗            |
| 18<br>✗ | 19<br>✗ | 20<br>✗ | 21<br>✗ | 22<br>✗  | 23<br>✗ | 24<br>✗            |
| 25<br>✗ | 26<br>✗ | 27<br>✗ | 28<br>✗ | 29<br>✗  | 30<br>✗ |                    |

TIP: Also keep the "Show Times" box selected to see your times on the calendar.

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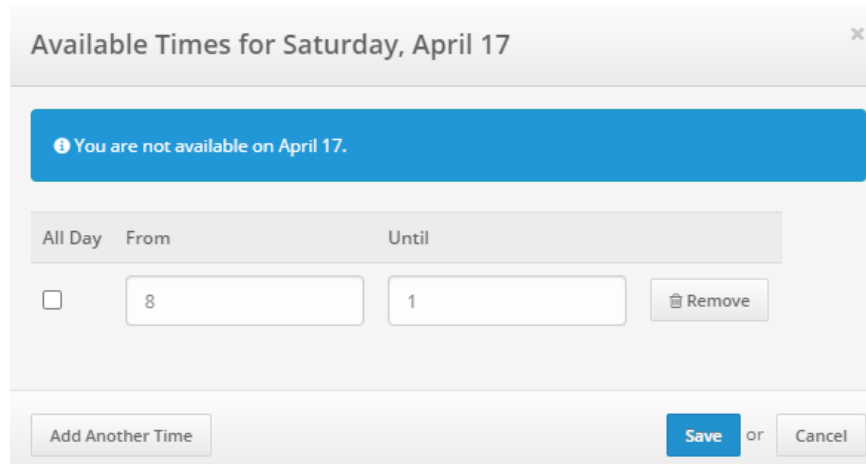
## Example 2: Available from 8:00am to 1:00pm, April 17<sup>th</sup>.

1. With the "Edit Times" box selected at the bottom of the calendar,

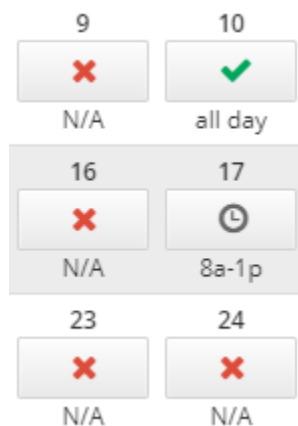


Click on April 17<sup>th</sup>.

2. In the popup box, enter the Start Time in "From" and End Time in "To:".



3. Click Save and your calendar on will look like this:



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## Example 3: Available from 8:00am to 11:00am and then 2:00pm to 6:00pm, April 24<sup>th</sup>.

1. Follow same steps as Example 2 to enter your first period – 8am to 11am.
2. Then click "Add Another Time".
3. In the newly added row, enter your second period – 2pm to 6pm.

Available Times for Saturday, April 24

| All Day                  | From | Until |        |
|--------------------------|------|-------|--------|
| <input type="checkbox"/> | 8    | 11    | Remove |
| <input type="checkbox"/> | 2    | 6     | Remove |

or

4. Click Save and your calendar will look like this:

|               |                         |
|---------------|-------------------------|
| 9<br><br>N/A  | 10<br><br>all day       |
| 16<br><br>N/A | 17<br><br>8a-1p         |
| 23<br><br>N/A | 24<br><br>8a-11a, 2p-6p |

## Example 4: NOT Available at all on a given day.

1. Follow same steps as Example 2, except enter your availability as 6pm to 7pm.

Available Times for Saturday, May 1

You are not available on May 1.

| All Day                  | From | Until |        |
|--------------------------|------|-------|--------|
| <input type="checkbox"/> | 6    | 7     | Remove |

or

2. This lets your Assignor know that you are truly **not available** on that day.

Sat

1

6p-7p