


Game Officials Sheet

- 1) First go to the **Game Officials Site**, which is; www.gameofficials.net, either create a new account or login with your user name and password.
- 2) Once here please click on the **"My Assignors"** link, then click on the (Show) button next to the Join New Group Tab from here you will enter the following information

Group/Assignor Number: 1569; Group Access Code: 1569



- 3) Next you should find your **"Personal Info"** under the picture , click on the "My Info" link and make sure your personal information is correct (contact, emergency contact)
 - Scroll down and click on the "Cell/Email Notices", from here you can select how you would like to be contacted for your assignments or for any notifications.
 - I would prefer if you selected all of the options and selected the "Subscribe" to receive group emails, and click all of the boxes on what you will be notified about.
 - **Then remember to scroll down and SAVE at the bottom of the page**

- 4) Next click on the **"My Preferences"** Tab, from here click on the "League/Tournament Preferences" and select the following
 - Arrowhead Youth Soccer Association
 - East Select Soccer
 - Gitchi Gummi

This step will allow you to see the games that you could be assigned to.

- 5) Next click on the **"My Availability"** button under your personal info.
 - This is where you set where you ARE AVAILABLE
 - This system is a lot like a gmail calendar, I have found that the best way to do this is put yourself available for most days in the system and then put in the more specific conflicts within each day.
 - Block yourself as available for a set number of days and then go in and pick out the details where you are unavailable, by clicking on the date.

6) Assigning/Accepting

- I will Assign games two weeks out in advance, so it is important that you keep your availability up to date, this will give you ample time to plan your spring and summer and if you need to decline a game, it will give me time to find replacements.
- Once I have assigned a game to you, you will receive a notification (email,text), this will state the date, time, teams and referee crew. Look this over and it will give you an opportunity to accept or decline the assignment through the email or text or by logging on to your Game Officials Account
- If you decline a game, you must give a reason for doing so before the system will accept it.

7) Game Scores/Incident Reporting (please complete this step within 24 hours)

- After your games, log into Game Officials, click on the "After Games" Tab, select your game #, then report the score and any misconducts or incidents that occurred (you must enter a separate entry for every misconduct, for Yellow and red cards, or other miscellaneous information)
- This is very important that all officials during a match keep good notes about incidents and that it gets recorded correctly.