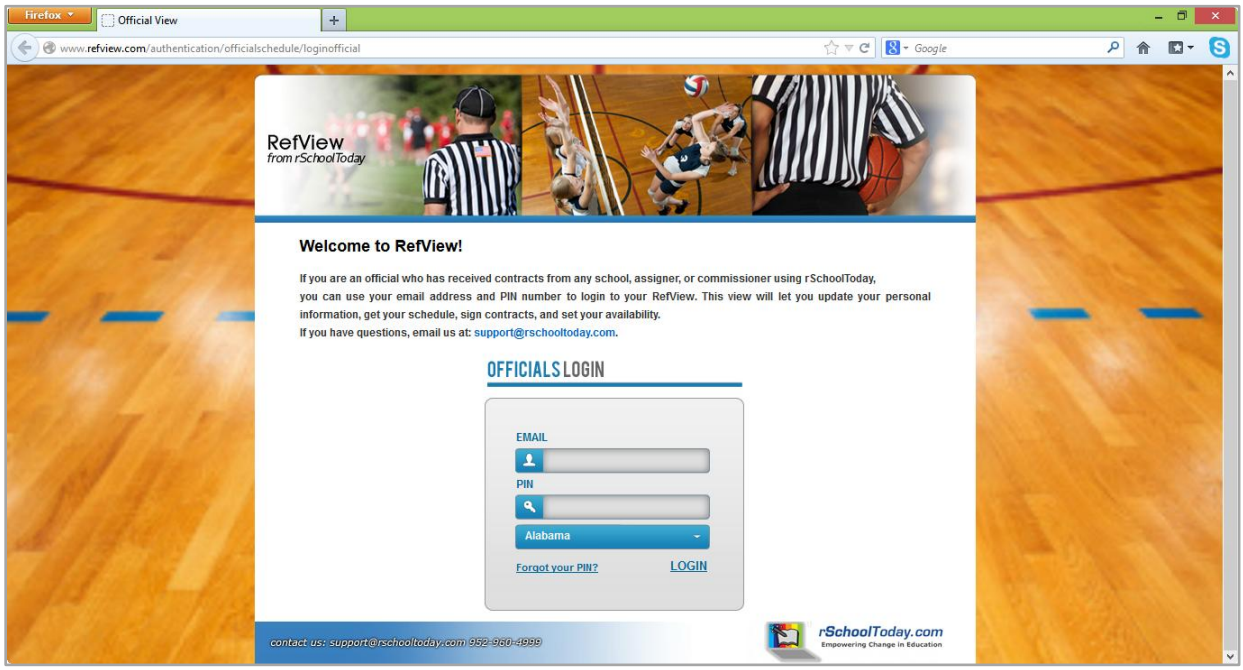
“Ref View” from rSchoolToday

If you received this document, you are likely receiving and signing officials contracts from schools or assigners that are using rSchoolToday’s Athletic Scheduler.

“Ref View” is the first half of a new rSchoolToday product, called the **rSchoolToday Officials Scheduler**, which is designed for game Officials and Officials Assigners.

We are releasing Ref View now for an introductory period at NO COST as a benefit to both officials and our AD’s. The Assigners tools will be released this Summer.

Officials View or **Ref View** can be found at: www.refview.com



Ref View allows any officials assigned in rSchoolToday to log in using your email address and PIN number, choose your state, and:

- ✓ **View your schedule**
- ✓ **View, approve, or decline contracts**
- ✓ **Update your personal information**
- ✓ **Set your availability**

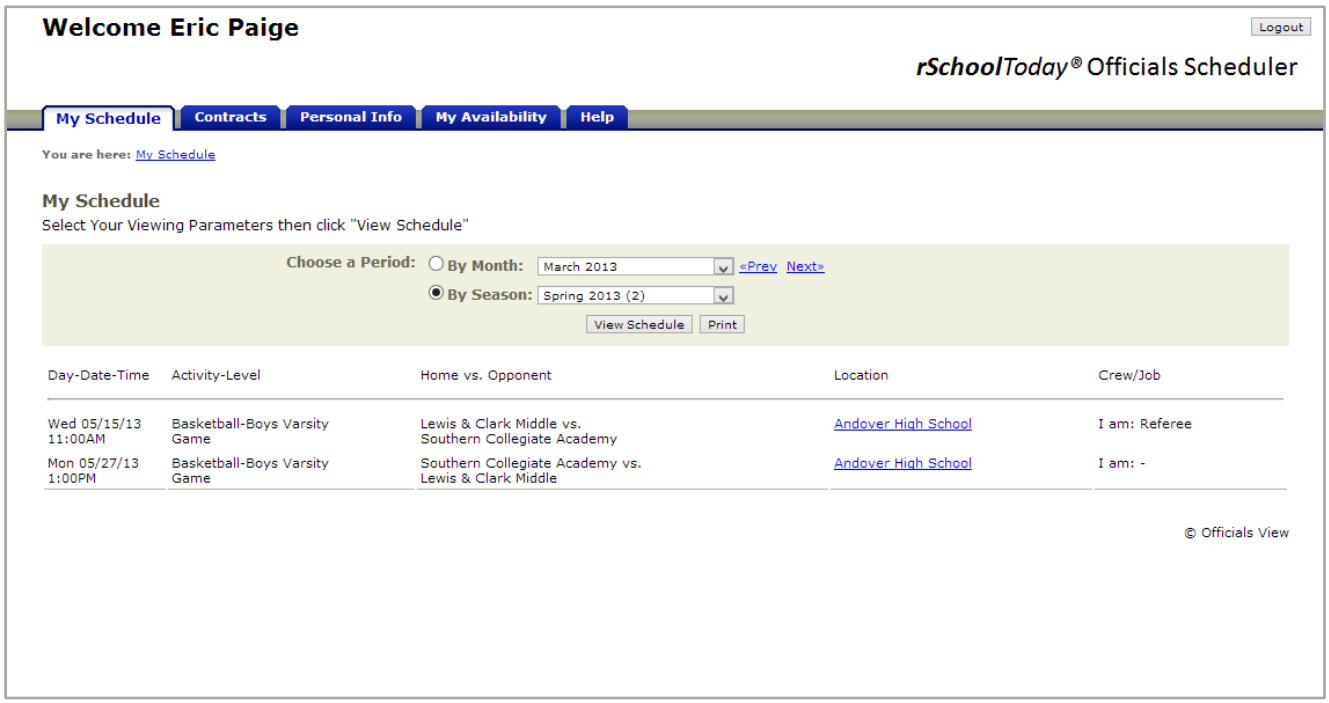
Inside Ref View

Once you log in, there are **5 tabs for the Officials View:**

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

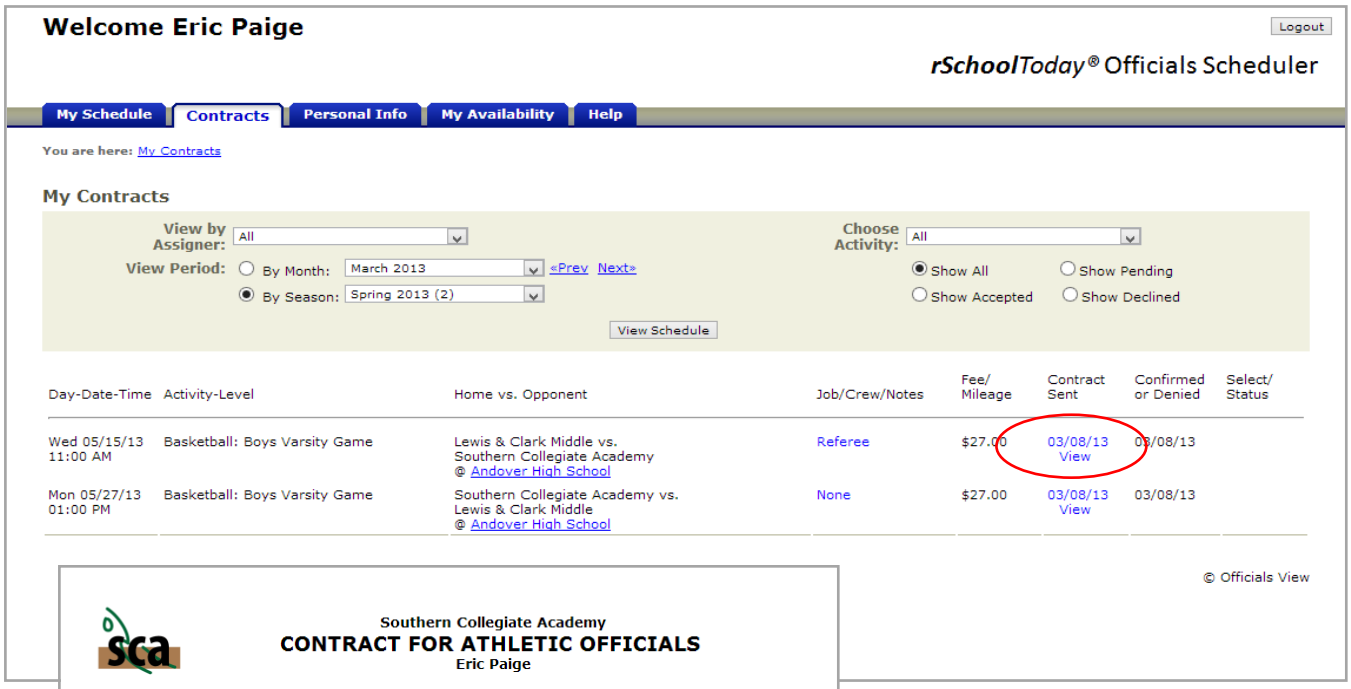
1) My Schedule – By signing the rSchoolToday Officials contracts that have been emailed to you by various assigners or AD's, your games will be here. This is your complete schedule of assignments from all rSchoolToday schools in any conference or league.

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 show here.



2) 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, by Period, or by Sport. You can also show only contracts that are Pending, Declined, and Accepted, though the default is to show you ALL contracts.

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.

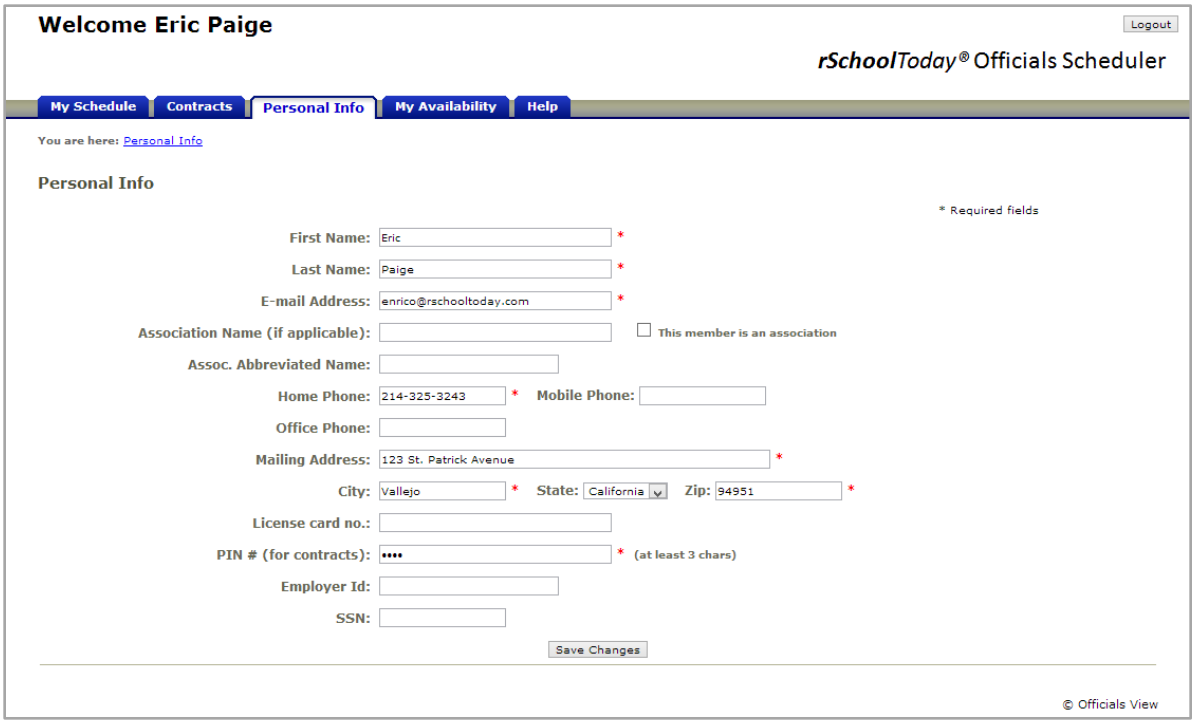


The date you returned the contract is then stamped in the Confirmed or Denied column.

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 as well by clicking **View.**

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

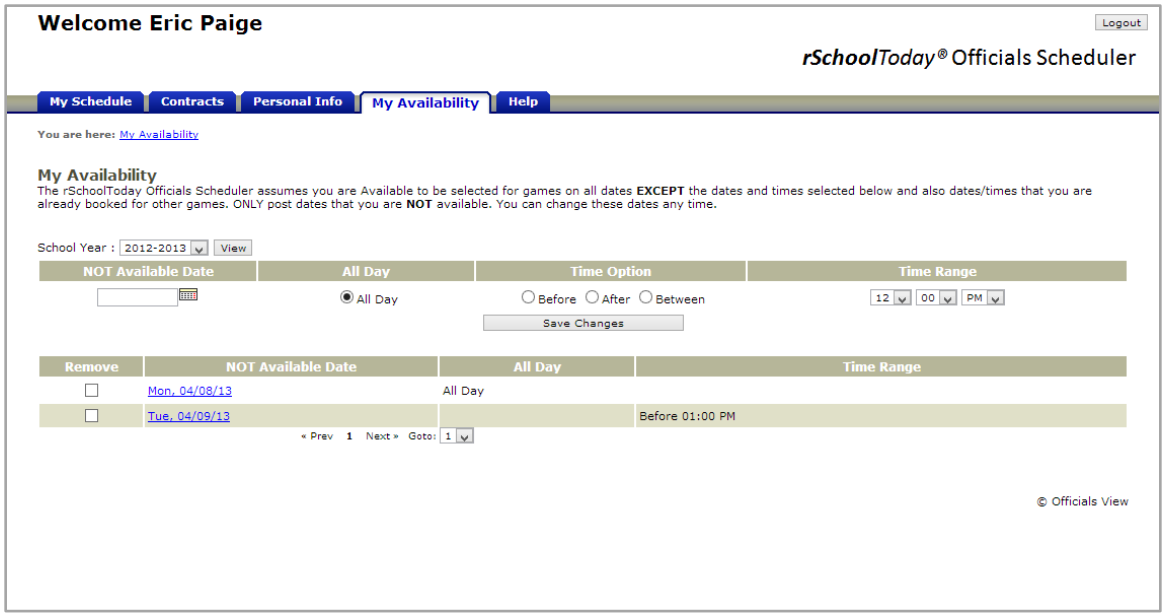


Important Note about duplicate records: Some officials may have multiple listings in the rSchoolToday database. This is due to users adding them again (and again) rather than subscribing to the existing official's record. We had to be careful not to delete any records as some assigners have subscribed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

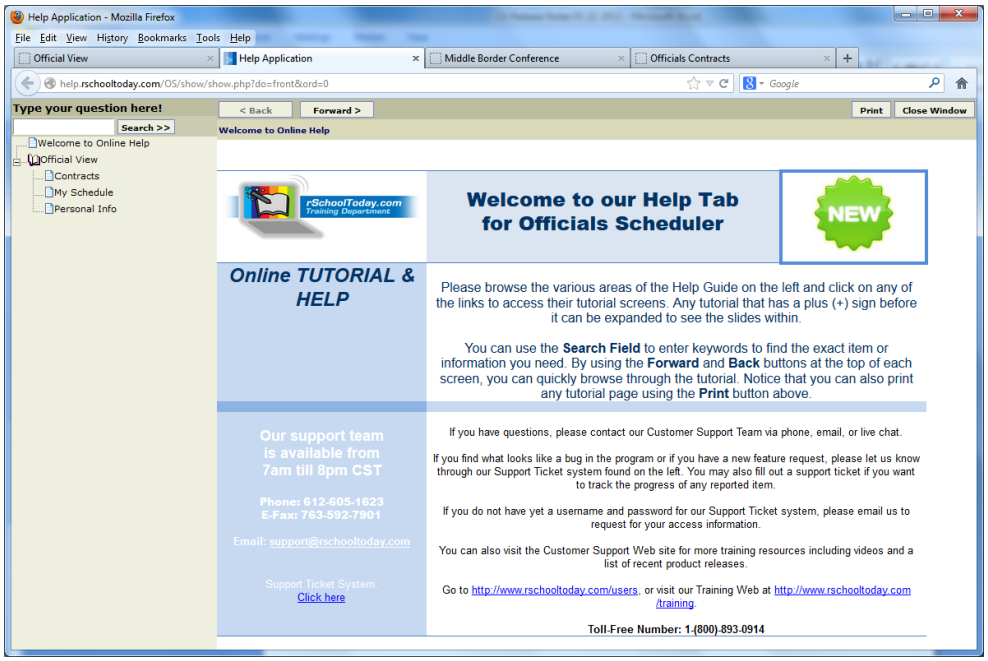
So, in Ref View, we created a merge so that when John Smith logs in with his email and PIN, he will see all the games from BOTH John Smith accounts, even if they have a different PIN #'s.

If there are multiple John Smith accounts but with <u>different</u> 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! ☺

4) My Availability – Other than not being available during the games you already have confirmed, rSchoolToday assumes that you are available to officiate games. Here, you can set other dates or times that you would **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.



5) Help – This is the manual for the program but also gives you all the methods, and support hours you can use to access the rSchoolToday Support team if you have questions.



Please email us at: support@rschooltoday.com with any feedback, questions, or other features you would like to see us add to Ref View.