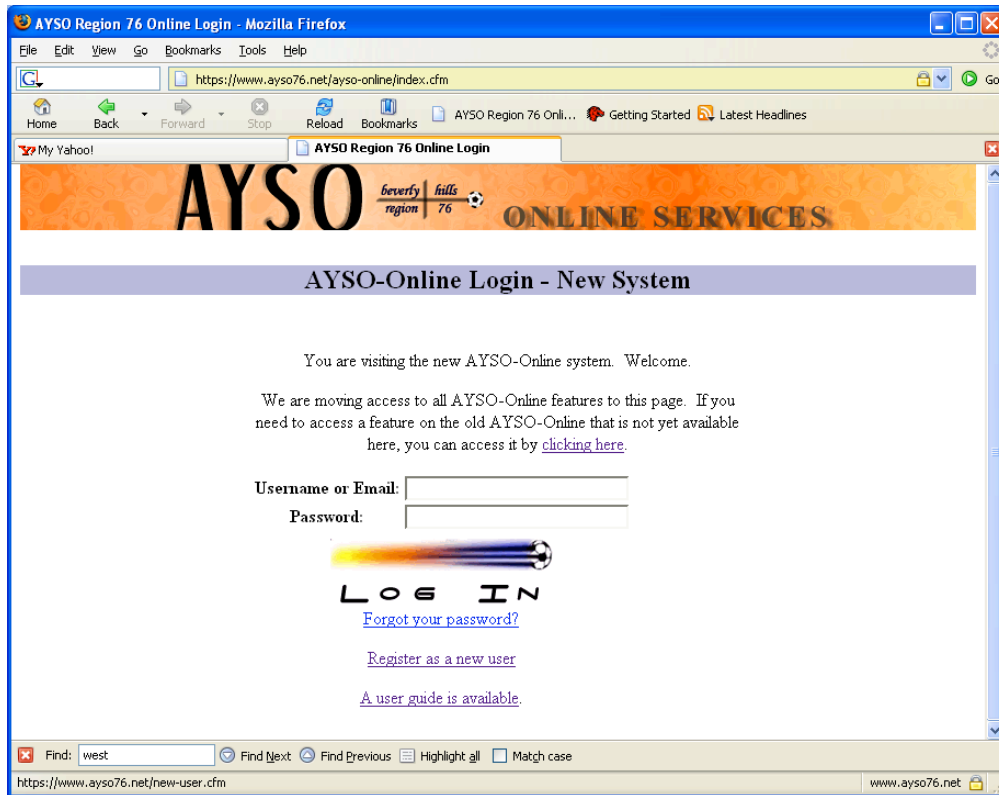


Beverly Hills AYSO, Region 76

REFEREE SELF SCHEDULING – GETTING STARTED

CREATE AYSO-ONLINE ACCOUNT

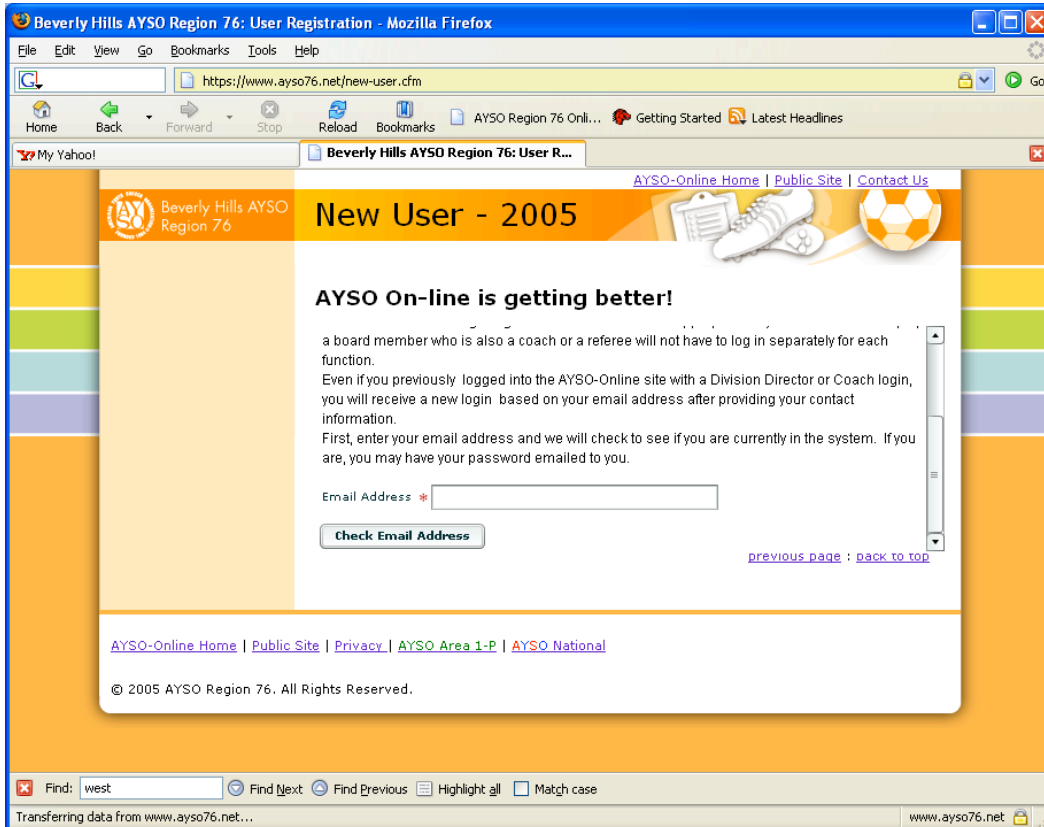
1. To get a user name and password, visit our region's website at www.ayso76.org and click on the "Authorized Users" link in the top right hand corner of the page. Or go directly to this link <https://www.ayso76.net/ayso-online/index.cfm>, Once you see the main login page, click on "Register as New User" and scroll down to get to the email entry field.



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REFEREE SELF SCHEDULING – GETTING STARTED

2. Enter your email address and press “[Check Email address](#)” to see if you are already in the system. For example, if you are a coach, you may already have an AYSO-Online account. If you do not have an account, follow the steps to create one.



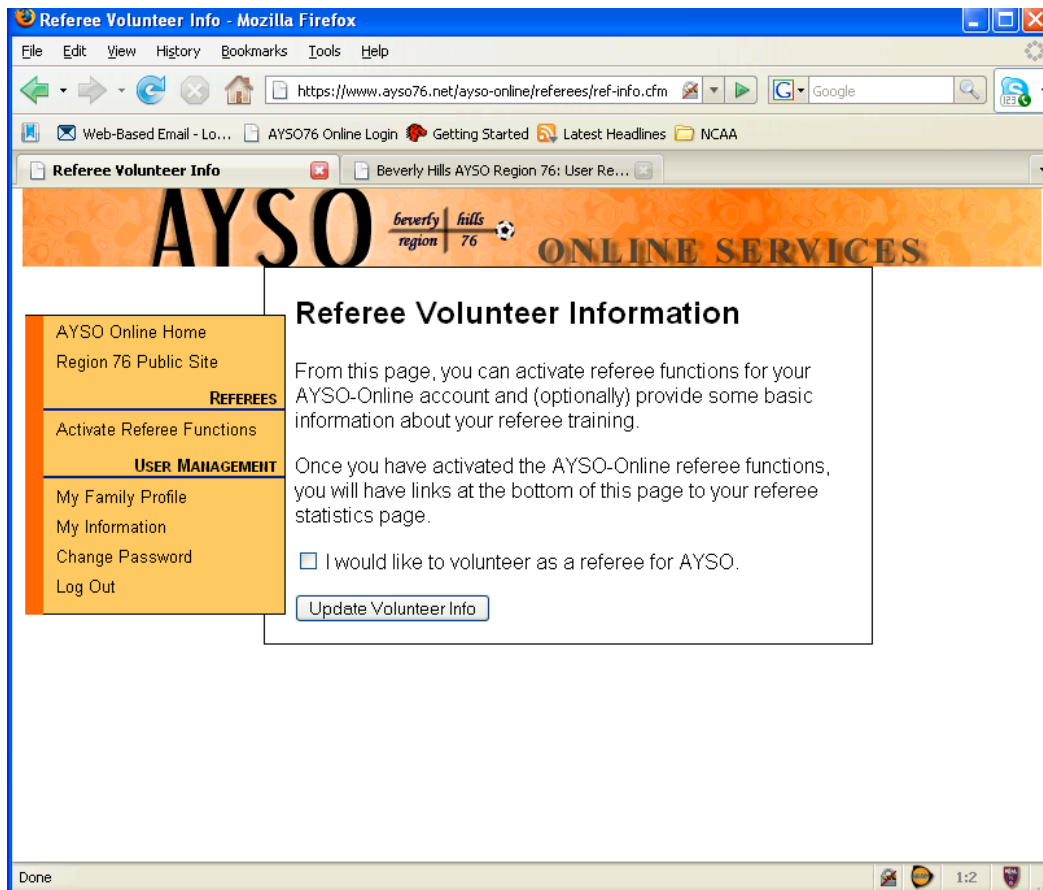
3. Once you have your password and username, return to the main login screen at <https://www.ayso76.net/ayso-online/index.cfm> by following the link on the screen or by clicking on the “[Authorized User](#)” link on the region’s website. Login to the AYSO-Online system by entering your email address and password. Your email address will always be your username.

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REFEREE SELF SCHEDULING – GETTING STARTED

- Once logged in, click on the “[Activate Referee Functions](#)” link in left hand navigation bar under the heading of REFEREES. (If you already see the [Self-Schedule](#) and [Allocate Points](#) links, you are already activated and you can skip to step 5).

On the Referee Volunteer Information page, check the box that says “[I would like to volunteer as a referee for AYSO](#)” and then press “[Update Volunteer Info](#)”. This is CRITICAL as you will not appear in the referee mailing list and you will not have the ability to schedule referee assignments unless you are in the system as a referee volunteer.



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REFEREE SELF SCHEDULING – GETTING STARTED

You should now see the screen below with some optional information to enter. For example, if you are an upper division referee and want to sign up for U16 and U19 games, check that box. The rest of the information is purely descriptive and you can always come back to this screen at anytime to update the information by selecting “My Referee Record” once you have completed the referee activation process.

Press the “Update Volunteer Info” button one more time to complete the activation. At this point, the Activate Referee Functions link should be replaced with the following options, My Referee Record, Self-Schedule, Allocate Points, and Cup Signup (if they were not there already).

Referee Volunteer Information

Referee record updated!

From this page, you can activate referee functions for your AYSO-Online account and (optionally) provide some basic information about your referee training.

Once you have activated the AYSO-Online referee functions, you will have links at the bottom of this page to your referee statistics page.

I would like to volunteer as a referee for AYSO.

I have previously refereed for AYSO Region 76 or Area 1-P

I want to referee upper division (U16/U19) games.

Certification Level:

Highest Division as a CR:

Highest Division as an AR:

Comments:

Beverly Hills AYSO, Region 76

REFEREE SELF SCHEDULING – GETTING STARTED

SCHEDULE GAMES

1. To begin selecting games, login to the AYSO-Online system (if not already signed in) and click on the “Self-Schedule” link on the left side of your screen (under the heading “REFEREES”).
2. Select the date from the drop down box and click the “View Dates” button.
3. Sign up for as many games as you want by clicking on the radio buttons for each assignment you want. There won't be radio buttons for games that are already assigned.
4. When you are done, click the “Submit Assignment Requests” button. Your requests will show up as “Pending Confirmation”, until they are confirmed by a referee scheduler, usually the same day during the week prior to the scheduled game.
5. Review the status of the schedule anytime by visiting <http://www.ayso76.net/refschedule/>
6. After you have completed your assignments, be sure to ALLOCATE YOUR VOLUNTEER POINTS to the team of your choice. This function is accessed by clicking on the “Allocate Points” link
7. As always, if you get stuck, read the fine instructions below or email refschedulers@ayso76.org and we'll help you out.

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REFEREE SELF SCHEDULING – ADDITIONAL DETAIL

The following section describes, with additional detail, the Self Schedule function that you will use most often once you are registered in our online system):

1. Visit <https://www.ayso76.net/ayso-online/index.cfm>
2. Type your email address into the “Username or Email:” form field and your password into the “Password” form field on the log-in screen. Press the “Enter” key or click on the “Log In” icon. This will load the AYSO On-Line Welcome Page.
3. Click on the “Self-Schedule” link located in the orange rectangular navigation box on the left of your screen (it’s under the heading REFEREES).
4. The Referee Assignment Requests Page will display. The date will automatically show the current weekend’s games, but you may request assignments for future weeks by selecting another date from the drop down box and clicking on the “View Dates” button. We are now accepting assignment requests through the end of November.
5. For each game assignment on the schedule, you will see one of the following:
 - a. The word “**Open**” inside an assignment box. This means that the assignment is open and you may request it by clicking on the radio button.
 - b. An assignment column with a yellow background and person’s name followed by the word “**Confirmed**” in parentheses. This means that the assignment is filled and you may not request it
 - c. An assignment box with the word “**Unavailable**”. This means that the assignment is not available because someone has already requested that assignment. You will not see the name of the person until the assignment is confirmed by the referee scheduler.
6. Choose the assignment(s) you want by clicking on the radio button(s) underneath the assignment column heading for the game(s) you are interested in. When you are finished, click on the “Submit Assignment Requests” button near the top or bottom of the form. You will receive a message saying that your assignment requests were submitted. Please note that your name now appears on the schedule with a status of “Pending Confirmation” for the assignment requests you submitted. A referee scheduler will review your request (usually the same day during the week before the game). When your request is approved, you will notice the status change from “Pending Confirmation” to “Confirmed” and you will receive an email confirming your assignment.
7. If you need to delete your pending assignment request, click the radio button under the “Remove Request” column on the form (right most). You can only delete a request, not a confirmed assignment. If you need to change a confirmed assignment, please email refschedulers@ayso76.org with your request.
8. Please remember that assignment requests are submitted in real time so it is possible that someone else can select an assignment you’d like if you wait too long.

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REFEREE SELF SCHEDULING – ADDITIONAL DETAIL

9. Review the status of the schedule anytime by visiting <http://www.ayso76.net/refschedule/>
10. As always, if you get stuck, read the fine instructions again or email refschedulers@ayso76.org and we'll help you out.
11. Please remember that we like to share CR assignments, so please request at least an equal number of AR assignments also. Otherwise, the scheduler will make AR assignments for you.
12. After you have completed your assignments, be sure to ALLOCATE YOUR VOLUNTEER POINTS to the team of your choice. This function is accessed by clicking on the "Allocate Points" link.

Remember that in case of doubt, what's posted on the website is correct. If you have any questions, please email me at referee@ayso76.org.