

SCHEDULER SCHEDULER

MANAGEMENT SYSTEMS
FOR OFFICIALS:

Kamloops Soccer Referees Association



You can start to use "Scheduler" by logging in to the Scheduler Website:

www.Scheduler.ca

- Click on "Referee Scheduling System"

Home **Features** **Register** **Contact** **User Guide** **Testimonial**

RABO

Welcome to Scheduler the premier assigning software for all major sports organizations. Our management team and technical staff offer the best technology and web designed assigning system to meet and satisfy your every need. We pride ourselves in offering the most complete web based assigning software and user friendly interface the market has seen.

Scheduler is dedicated to providing the best assigning software to all sports associations. Our systems are fully secure and backed up daily. Our management and technical team are available to ensure you are up and running daily without interruption.

Thousands of users can't all be wrong for choosing Scheduler. [Sign up](#) for a demo and see the difference Scheduler will make for you the assigner, your officials and executive.

Existing User Login:

▶ Client ID

▶ User ID


▶ Password

Login

[Forget Password ?](#)

Scheduler offers:

- Intuitive and easy navigation
- Suitable for every sport association assigning officials to games
- Over 100 reports available for users, officials and assignors
- Game details can be downloaded direct to Microsoft Excel
- Payroll - 7 different methods of calculating payments
- Customized invoice options
- Activate or hide screens to suit your association requirements
- Completely customizable to meet your every need
- Used by thousands of officials and associations globally



• Key in your Client ID # _____

• Key in your User ID # _____

• Key in your Password: _____

Double Click on: "Login"

- You will see the following menu or something similar:

Scheduler Scheduler Test System Official Scheduler Hello, bruceh Help Log Out

- Hot Box
 - Change Password
 - Contact Assigner
 - Message from Assigner
 - Official Phone Book
 - Location Map
 - User Guide
 - Official Information
 - Game Report
- Referee Availability
 - Block Full Day/Set Starting Time
 - Block Interval Time
 - Monthly Time Confirmation
 - Game Confirmation
 - Game Incident Report
- Reports
 - Official Schedule Calendar
 - Games By Official
 - Official # of Games Per Week
 - Official Basic Information

New Broadcasting:
Thank you for using Scheduler. We hope that you are as pleased with using it as we are in producing it. In an effort to bring the best possible scheduling to you, we would like to hear your comments on this. Thanks from your Allocator. sdfdsf

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**** NOTE:** Your password is the key to your game Schedule. We advise you to create and change your password as soon as you log into the Scheduler: (your Client ID, and User ID will not change)

HOT BOX

Click on - Change Password

- Key in Current Password (on front page)
- Key in your new password that you "created" (don't forget to write it down in a SAFE place...)
- Retype your new password
- Click SUBMIT (You will see "successfully" update the user information)
- Exit Screen

BACK TO MAIN MENU

HOT BOX

Click on - Contact Assigner

- This is where you send the Game Scheduler(Assigner) a note if you have any questions/concerns... type in a "Hello"
- Click **SEND** (**Note -This is for Internal messaging only - it does not go through your E-mail
- Exit Screen

HOT BOX

Click on - Message from Assigner

- This will flag/display in RED if you have a message - Click, and read the message from the Assigner. Save the message, or Delete it.
**Note - this is an INTERNAL message only.. You will not be E-mailed this message at home.

HOT BOX

Click on - Official Phone Book

- You will see all the Officials that are registered within (your association) - their E-Mail address, and their phone number.

HOT BOX

Click On - User Guide

- User Guide has step by step procedures on how to use the Scheduler. For a more detailed description see the User Guide or contact the Assigner.

HOT BOX

Click on - Official Information

- Click "Select" under the info column (just before your name)

- Here you will be able to change any of your contact information that we have on file for you. IE: Address/Phone number/E-mail (Scheduler can hold 2 e-mail addresses in the system if you want to enter a second e-mail address, please use the semi colon ";" in between the two addresses.)
- Click **SAVE**
- Exit Screen.

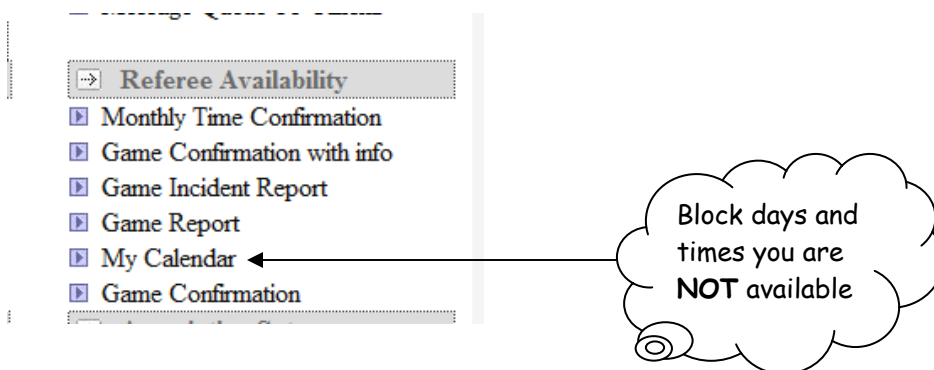
**** PLEASE MAKE SURE THAT YOU HAVE UPDATED YOUR OFFICIAL INFORMATION !!**

Double check that we have the correct information and E-Mail address in the system !

REFEREE AVAILABILITY

Click on - My Calendar

- This is where you can block off days that you are **not** available to work a game. You can block off Full Days, or Partial Days: (this will really help with the scheduling!!)
- Your screen section will look like this:



Block Unavailable Date Brown, Jim(brown)

January 2010 Confirm: February 2010 Confirm:

| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | | | | | 01 <input type="checkbox"/> | 02 <input type="checkbox"/> | | 01 <input type="checkbox"/> | 02 <input type="checkbox"/> | 03 <input type="checkbox"/> | 04 <input type="checkbox"/> | 05 <input type="checkbox"/> | 06 <input type="checkbox"/> |
| 03 <input type="checkbox"/> | 04 <input type="checkbox"/> | 05 <input type="checkbox"/> | 06 <input type="checkbox"/> | 07 <input type="checkbox"/> | 08 <input type="checkbox"/> | 09 <input type="checkbox"/> | 07 <input type="checkbox"/> | 08 <input type="checkbox"/> | 09 <input type="checkbox"/> | 10 <input type="checkbox"/> | 11 <input type="checkbox"/> | 12 <input type="checkbox"/> | 13 <input type="checkbox"/> |
| 10 <input type="checkbox"/> | 11 <input type="checkbox"/> | 12 <input type="checkbox"/> | 13 <input type="checkbox"/> | 14 <input type="checkbox"/> | 15 <input type="checkbox"/> | 16 <input type="checkbox"/> | 14 <input type="checkbox"/> | 15 <input type="checkbox"/> | 16 <input type="checkbox"/> | 17 <input type="checkbox"/> | 18 <input type="checkbox"/> | 19 <input type="checkbox"/> | 20 <input type="checkbox"/> |
| 17 <input type="checkbox"/> | 18 <input type="checkbox"/> | 19 <input type="checkbox"/> | 20 <input type="checkbox"/> | 21 <input type="checkbox"/> | 22 <input type="checkbox"/> | 23 <input type="checkbox"/> | 21 <input type="checkbox"/> | 22 <input type="checkbox"/> | 23 <input type="checkbox"/> | 24 <input type="checkbox"/> | 25 <input type="checkbox"/> | 26 <input type="checkbox"/> | 27 <input type="checkbox"/> |
| 24 <input type="checkbox"/> | 25 <input type="checkbox"/> | 26 <input type="checkbox"/> | 27 <input type="checkbox"/> | 28 <input type="checkbox"/> | 29 <input type="checkbox"/> | 30 <input type="checkbox"/> | 28 <input type="checkbox"/> | | | | | | |
| 31 <input type="checkbox"/> | | | | | | | | | | | | | |

Set Available Starting Time Setup Interval Date of Week

| Available Starting Time | SUN | MON | TUE | WED | THU | FRI | SAT |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|
| | 8:00AM | 8:00AM | 8:00AM | 8:00AM | 8:00AM | 8:00AM | 8:00AM |

Legend: Available Full Day Blocked Partial Day Blocked Game Assigned

Partial day blocking

TO BLOCK A FULL DAY THAT YOU ARE NOT AVAILABLE:

Click on the Date you are NOT available (little square) you will see a green check mark.

Click SAVE

(you will notice that the date square is now grey. - Full Day Blocked - color code.

TO DELETE A FULL DAY THAT YOU HAVE BLOCKED:

Click on "My Calendar"

Click on the date you have blocked off - little square - this removes the green check mark.

Click SAVE - The block is now removed.

TO BLOCK A PARTIAL DAY THAT YOU ARE NOT AVAILABLE:

Click on "My Calendar"

Click the "INTERVAL" square near the bottom right hand side of the screen. I've put a black circle around it - see above.

Click on the day you want to partially block (It will turn Orange).

Click on "ADD BLOCK TIME" near the bottom left hand side of the screen.

Click on the down arrow key to select your START TIME you are unavailable.

Click END TIME down arrow key to select the time that you are finished being unavailable. Include approximate travel time as part of your unavailable time.

Click SAVE

Exit Screen

Scheduler now knows that you can **NOT** be scheduled during this selected time. (if you go back into "My Calendar" the day you partially blocked is now shaded a light yellow. If you click on the INTERVAL square, then click on your light yellow date, you will see your blocked time(s).

TO DELETE YOUR PARTIAL DAY BLOCKED:

Click on "My Calendar"

Click on the "INTERVAL" square

Click on the date you have the partial block Click the "DELETE" square (a check mark will show up in the "DELETE" box) Click SAVE Exit the screen.

The "SET AVAILABLE START TIME" that you see at the bottom of the screen when you enter into "MY CALENDAR" is the first available time you are available each day of the week. By setting this time on each day it applies to each week. You only need to set it once here.

**YOU ARE NOW READY TO ACCEPT (Confirm), OR
DECLINE (Not Available) GAMES THAT HAVE BEEN
ASSIGNED TO YOU.....**

HAVING GAME(S) ASSIGNED TO YOU:

- You will receive an E-Mail (to the address that you have supplied)
- The E-Mail "Subject" will read: From: Info@scheduler.ca The Subject will read: New Scheduled Games. Click on the E-mail.
- You will be notified of the games that have been assigned to you: (see example below)
- There may be times an email has been generated for a game assignment but if the assignor pulls you from the game the email will not be retrieved if it has already been sent to you. So, be sure to use Scheduler as your official guide to assignments. Email is only a notification of assignments and they can change. Check Scheduler every day to ensure you have not been moved, removed or assigned new games. Email is not always full proof.

****DO NOT REPLY TO THESE EMAILS AS THEY ARE INFORMATION NOTICES ONLY AND GENERATED BY THE SYSTEM.**

When you are viewing your email message regarding your assignment:

- Click on Scheduler.ca - (bottom left) this will take you directly to the web site.
- Log In (using your Client ID/User ID/Password)

You will see the following section on the MAIN MENU screen or one similar:

REFEREE AVAILABILITY

Click on - [Game Confirmation](#)

- ➔ Referee Availability
- ▶ Monthly Time Confirmation
- ▶ Game Confirmation
- ▶ Game Incident Report
- ▶ Game Report
- ▶ My Calendar

TEST GAMES TO GET YOU FAMILIAR WITH THE SYSTEM

**** NOTE: FOR THIS EXERCISE - THE ASSIGNOR HAS SCHEDULED TEST GAMES FOR ALL THE OFFICIALS IN ORDER TO GET EVERYONE FAMILIAR WITH USING THE SYSTEM.**

- You have now been **Assigned** the game(s) that are listed. - Review the dates, and decide if you want to accept the 1st game listed, or decline the 1st game listed. Your games will appear similar to these test ones.

| Confirm | Detail | Game Name | Referee | AR1 | AR2 | Game Date | StartTime | EndTime | City | Location | Owner |
|---------|--------|-------------|---------|-----------|-----|---------------|-----------|---------|-----------|-----------------------------------|------------------------|
| Pending | Detail | don vs gord | Bob.J. | Glenabcde | | Dec 30,09 Wed | 8:30AM | 10:15AM | Cold Lake | Assumption Site | Assumption senior boys |
| Pending | Detail | bob vs don | Bob.J. | Glenabcde | | Dec 31,09 Thu | 8:00AM | 9:30AM | Cold Lake | Cold Lake HS Site | Cold Lake HS SB |

From DEC 1, 2009 To Jan 1, 2011 Go Game Confirmation Jackson, Bob-101 All Games

Confirm All Close Legend: Not Assigned Pending Current Confirmed Not Available Red Name: Conflict

- Click on the **"Pending"** box (picture above)
- You will be able to click on "Confirm" or "Not Available" then click OK. (For this exercise... please click on "Confirm") (The game box will turn green to indicate CONFIRMED).
- Exit Screen

REPORTS

Click on - Official Schedule Calendar

- Use the top arrow keys < > to scroll to the month desired.
- You will now see your game listed (This is your official Game schedule!) Print it as a backup of your games.

REPORTS

Click on - Games by Officials

- You will see your schedule of games, and the Officials that are Assigned to the game with you. (If there is a star beside one of the names, it means that they are "not available" for that game... The Game Scheduler will re-assign the game to someone else, and the system will be updated accordingly.)
- **Please Note**** If you click "Not Available" for a game - it will still show up under your "**Official Schedule Calendar**", and your "**Games by Official**" until it has been re-assigned to someone else....It will disappear when another Official confirms the game.

If you have a game that you have clicked "Not Available" for, and your plans change: Click "**Game Confirmation**" - on the top line, you will see the words "Game Confirmation" shaded in blue... next to it, you will see your name, and then "Pending" status (# 2 on the picture). Click the down arrow key under "Pending", and choose "Not Available". Your game(s) will show up, and your name will be shaded in grey. Click on the far left grey shaded box that says "Not Avail". You will now have the chance to "Confirm" that you are available for the game....

You can use the same steps as above if you have "Confirmed" a game, and are no longer available to do it. (Just reverse the Pending Status to Confirmed instead of Not Available).

The Scheduler will automatically lock you out XX days prior to your scheduled game time - xx is set by the assigner..... If you have not responded to your Assignment, you will not be able to make any changes. You would receive a message indicating the game is locked and now need to contact the assigner either by

phone or using Scheduler's message system - "Contact Assigner" under the HOT BOX.

LASTLY - If something comes up, and you can not show up for a game (last minute) and can not contact the assigner please use the "Officials Phone Book", and replace yourself , and be sure to notify the Allocator/scheduler!!.

**PLEASE USE THE LAST PAGE AS A
"QUICK REFERENCE GUIDE"**

Have fun and great soccer season!!

Danny Nikolic
Allocator/Scheduler
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