



GameOfficials

How-To Guide for:

NISL Assignors

Important NISL / GameOfficials Info:

- NISL owns the information related to **Northern Illinois Soccer League [Group 1444]** in GameOfficials. NISL manages the access and permissions for its users.
- NISL oversees which clubs participate with game assignments in GameOfficials. NISL also manages which assignors are responsible for each club. Please contact NISL if you have any questions on clubs their assignors.
- This “**GameOfficials How-To Guide for NISL Assignors**” is geared towards brand new users of the GameOfficials software. Current users familiar with GameOfficials can also benefit in reviewing this guide for info on where to find key information related to NISL’s setup in GameOfficials.
- For NISL-related inquires, and GameOfficials setup, access, etc., please contact **Eliu Orozco** at eliu@chicagosoccer.com.
- For GameOfficials software information and technical support, please contact **Marissa White** at gosupport@gameofficials.net.

How-To Guide Sections:

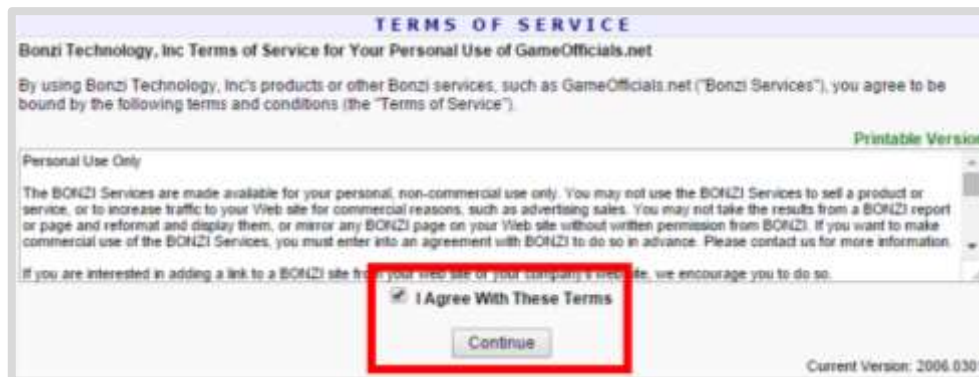
Click on the links in **blue** below to jump to their respective page. Each section will have a (↑) icon in the upper right hand corner that you can click on in order to return here, the “How-To Guide Sections” page.

- How to Login: [as a New User](#) or [as a Current User](#)
- [Update your Personal Info](#)
- [Update Your Club’s List of Officials](#)
- Assign Games: [by Batch Assign](#) and [by Individual Game](#)
- Check Availability of Officials: [by Date](#) or [by Official](#)
- [Download an Assignment Schedule](#)
- “Custom” Filters for Assigning: [Create Your Custom Filter](#) and [Apply Your Custom Filter](#)

How to Login: New User

A **New User** means you do not have an account anywhere with www.gameofficials.net. Please follow these instructions to setup a username and password so you can get setup with GameOfficials.

- 1) Go to www.gameofficials.net
- 2) Under **Username / Password**, type in your username and password that you received in your “**GameOfficials.net Username**” email from GameOfficials.
- 3) Click **Log In**



- 4) On the **Terms of Service** page, read through the terms.
- 5) Check the box: “**I Agree With These Terms**”
- 6) Click **Continue**

(Cont...) How to Login: New User

- 7) On the **Security Questions (Password Reset)** page, you can fill in your security questions, or check the box: **I Do Not Want to Complete the Security Questions**.
- 8) Click **Continue**
- 9) On the **Change Password** page, type in your new password in both the **New Password** and **Confirm Password** boxes.
- 10) Click **Save (Change Password)**
- 11) You will get a popup that says that you have successfully changed your password, click **OK**, and you're done!

SECURITY QUESTIONS (Password Reset)

By selecting 3 security questions below, you will be able to reset your password if you forget your password and are unable to reset it using the Reset Password function. To participate, you must select 3 questions from the list below and provide an answer in the box next to each question.

If you choose not to participate, you will need to contact your assignor or group administrator if you are unable to reset your password in the future. You can change/answer these questions and answers at any time from the Change Identity link.

Question	Answer
#1 What is/was the name of your favorite pet	Fluffy
#2 What is your favorite color of M&M	Green
#3 In what city were you born	Chicago

I Do Not Want to Complete the Security Questions
I will contact My Assignor or Group Admin for assistance if I am unable to reset my password in the future

Continue

CHANGE PASSWORD

Required Password Change Username: jane.jones

In order to log in to GameOfficials.net, you must select a new password.

New Password* Confirm Password*

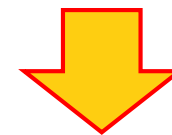
* Change a password that is easy for you to remember, but hard for other people to guess. The password must be a minimum of 8 characters long and contain a combination of letters, numbers, and these symbols: ~ ! @ # \$ % ^ & * () _ - + = { } [] | : ; ' " < > , . ?

SAVE (Change Password)

How to Login: Current Users

A **Current User** means you already have an account with www.gameofficials.net. Please follow these instructions to get logged in with **NISL [Group 1444]** in GameOfficials.

- 1) Go to www.gameofficials.net
- 2) Under **Username / Password**, type in your username and password.
- 3) Click **Log In**
- 4) If you have an existing username account which NISL was able to locate in the GameOfficials system, you have already been added to **NISL [Group 1444]**.
- 5) Now, to get logged in to the NISL group, click **Change Identity**.
- 6) On the **Change Identity** page, click **Switch** as an **Assignor** next to **NISL: Northern Illinois Soccer League [Group 1444]**, and you're done!



Assignment System Identities				
	Num	Group	Type	Full Name
Switch	1444	NISL	Assignor	Northern Illinois Soccer League
Switch	1089	SS Assigning	Official	Steve Siomos Assigning



Update your Personal Info:

- 1) Login at www.gameofficials.net
- 2) Go to **Personal Info > My Info**
- 3) Under **User Information** and **Contact Information**, you can update your personal details, address, phone numbers and email addresses.
- 4) Check the box for **Private** if you do not want to not share with **officials**.
- 5) Check the box for **Auto Emails** if you want to receive automated email notifications from GameOfficials to this email address (game cancelled, etc.)
- 6) Click **Save (Modify User)**, and you're done!



• USERS MAINTENANCE •

User Information Name, DOB, SSN

Full Name JANE JONES (If Full Name is not correct, [contact an admin](#) for assistance)

Display First JANE Last JONES

Date Of Birth 1/1/1980 (Contact your Group Admin if incorrect)
(Why is Date of Birth required?)

Gender Male Female Organization, Team, etc.

Personal Photo

No Photo Available

(Hint: Move your cursor over the photo on the right to view full size)

Contact Information Address, Phone, Email

Address 1 12345 SW MAIN ST Private * (All Address Info)

Address 2

City PORTLAND

State OR Zip 12345

Phone 1 (555) 555-5555 Cell * Private *

Phone 2 - Select - Private *

Phone 3 - Select - Private *

Phone 4 - Select - Private *

Email 1 email@email.com Auto emails ** Private *

Email 2 momanddad@email.com Auto emails ** Private *

Email 3 Auto emails ** Private *

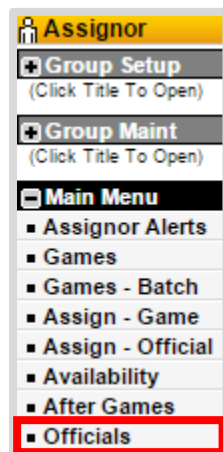
Home Association OR (If Applicable)

USSF ID Num 2014-1111-1111-1111 (16-digit USSF ID Number)

Update Your Club's List of Officials:

GameOfficials has a feature where officials can decide if they would like to work at a specific location based on which club and assignor is affiliated with said location. If they choose to work a specific location, club and assignor, then they will appear on your official list when assigning games. Assignors can also manage which officials can work at these locations as well.

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Officials**
- 3) On the **Official Information** page, click on **Click to Show Additional Options**.
- 4) Click on **Loc Pref** (aka **Location Preferences**)



The screenshot shows the 'OFFICIALS INFORMATION' page. At the top, it says 'Currently Browsing "ALL"' with a 'Browse' button and a search field. Below that is a navigation bar with letters A-Z and 'ALL', and a 'Hide Disabled Officials' checkbox. A table lists officials with columns for Name, Primary Contact, and City / Home Assoc. The first row is for 'OROZCO, ELIU' with contact 'eliu@chicagosoccer.com' and location 'PALATINE, IL'. Below the table is a link for 'Conflicts / Preferences'. A message states 'Disabled Officials Are Hidden (Uncheck box above to show)'. At the bottom, a section titled 'Click to (Hide) Additional Options' contains a 'Manage:' box with 'Loc Pref' highlighted in a red box, and other options like 'Status', 'Mentors', 'Difficulty Ratings', 'View Open Games', 'Position Lists', 'Assign Mentors', 'USSF Grades', 'Certifications', 'Hotel Assignments', and 'Custom Fields'.

(Cont...) Update Your List of Officials:

- 5) On the **Select Certification** page, under **Select Officials**, for the drop down of **All Officials**, please **do not** change **All Officials** selected as your default option.
- 6) For the drop down that says **All Location Areas**, click on this to select the club whose officials list you would like to manage (e.g. "AAC Eagles").
- 7) Click **Continue**
- 8) On the **Official Location Preference Maintenance** page, you will see the names of all NISL officials, and a check box next to their name under the **Club's Name** (e.g. "AAC Eagles). If the box is checked, this means the official said **YES** to working with the club. If it is not checked, it means they **did not** say YES, but you can still check the box on behalf of the official to say YES to working with your club.
- 9) Click **Save (Modify Location Preferences)**, and that's it!

• SELECT CERTIFICATION •

Select Officials

- All Officials - Continue

AAC EAGLES (O2)

• OFFICIAL LOCATION PREFERENCE MAINTENANCE •

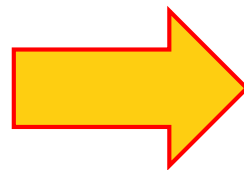
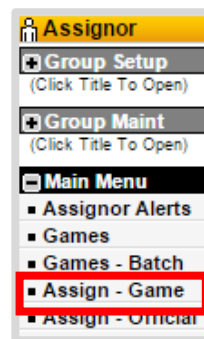
Check the box for each location the official will work and uncheck the others.
When finished, click "SAVE" below to save your changes.

Officials for [All Seasons] - [All Leagues]

Official	Grade	Association	All / None
ABAD, CAROLA			<input checked="" type="checkbox"/> AAC EAGLES (O2)
ABRAHAM, TODD			<input checked="" type="checkbox"/> AAC EAGLES (O2)
ACOSTA, JOSE	08		<input type="checkbox"/> AAC EAGLES (O2)
AFRA, ESSY	08	IL	<input checked="" type="checkbox"/> AAC EAGLES (O2)

Assign Games: Batch Assign

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Assign-Game**
- 3) On the **Assign by Game** page, expand the view for **Game Filters**. For **Location Area**, you will need to select the Club name associated with the location area. You can also select what games you would like to work on assignments for, based on **League, Complex, Age, Date Range**, etc.
- 4) Click **Reload**
- 5) Click on **Batch Assign All Approved Games Below**



• ASSIGN BY GAME •

Game Filters Change the Games in the List Below

This is the new version of Game Filters (Please report issues in the Ticket System or Forums)

Click a Category or the Date Range link to select Filter options
* Create Custom Filters to select more than one League, Complex, etc at a time. [More Info](#)

* League: CLUB DIVISION *** Location Area: AAC EAGLES (02)** * Age: [All]
* Team: [All] Complex: [All] * Level: [All]
Sport: [All] * Location: [All] Gender: [All]

Date Range: 1/1/15 - 12/31/15 Custom Dates

Unassigned Unaccepted Declined **Reload**

Batch Assign All Approved Games Below (v2) • UNPUBLISH All (Set all Assignments below to Tentative)
Export Games Below For External Assigning
Export Games Below For External Assessor Assigning

(Cont-1...) Assign Games: Batch Assign

- 6) On the **Assign by Game Maint** page, you will see your games available for assigning.
- 7) Under **Batch Assign by Game**, you will see the game details and your official crew positions listed to the right. To assign a game, click on **TBD** for the crew position under **Officials**.

The screenshot shows the 'ASSIGN BY GAME MAINT' interface. At the top, there is a header with the text '• ASSIGN BY GAME MAINT •'. Below this, there is a navigation bar with a tab labeled 'Assigning Window Sort / Display Options' highlighted with a red box. To the right of this tab is a link that says 'Change Display of Assignment Popup'. Below the navigation bar, there are two dropdown menus: 'Sort Officials By:' set to 'Name Only *' and 'Sort Requests By:' set to 'Date / Time (First Come, First Serve) *'. At the bottom, there are two checkboxes: 'Show Assignment Counts for Each Official' (with subtext 'Number of Assignments between 1/10/15 and 1/31/15 [Existing Assignments / In-Progress Assignments (If Applicable)]') and 'Show Difficulty Ranking for Each Official'.

- 8) After clicking on the crew position, you will get a popup window that lists all filtered officials based on your league's **Assignor Filter Options** (e.g. which officials are certified with your club/league).

(Cont-2...) Assign Games: Batch Assign

9) Click on the **name** of the official you wish to assign to the game for that crew position.

Assigning Window Sort / Display Options Change Display of Assignment Popop

Batch Assign By Game Click Name / Position Below to Assign

Current View: 1/10/15 - 1/31/15 Enable Area Sort

Game #	Date & Time	Level & League	Location	Officials
14545	1/10/15 9:00am (Saturday)	U13 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	[TBD] [TBD] [TBD]

Game #14549: Referee Position

Active Filters (League Options)

- Availability: Assume Available
- Game Conflicts (Team / League)

Codes / Colors Legend

NAME (Age - Grade - Difficulty)

NAME Official

NAME Already a game on this Info Bubble to

NAME Assigned game. Click t Info Bubble for list of games.

Officials listed are based on the league's Assigner Filter Options

Click the Official's name you would like to assign to the game

Click the desired official below

- [** NOT ASSIGNED **]
- [TBD]
- [RAINOUT]
- [UNKNOWN - N/A]
- ABBAZADEH, FARZIN (27 - 08 - TXS) aprx 181 mi
- ABEL, DIANNE (26 - 06 - FL) aprx 591 mi
- ABOUZAR, BABAK (28 - 8 - TXN) aprx 614 mi
- ABRAMS, RYAN (20 - 08 - IN) aprx 695 mi
- ABT, KAREN (31 - 06 - CO) aprx 644 mi
- ABULU, CHARLES (52 - 07 - TXS) aprx 226 mi
- ABUSALAH, KHAIRY A (55 - 06 - MS) aprx 393 mi
- ACHOLONU, BART (52 - 06 - WA) aprx 1673 mi
- ACKMAN, RICHARD (58 - 08 - TXS) aprx 215 mi

Assigning Window Sort / Display Options Change Display of Assignment Popop

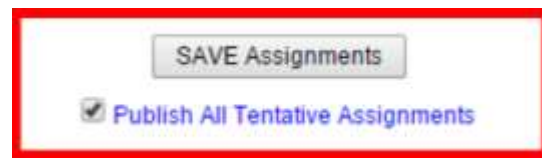
Batch Assign By Game Click Name / Position Below to Assign

Current View: 1/10/15 - 1/31/15 Enable Area Sort

Game #	Date & Time	Level & League	Location	Teams	Officials
14545	1/10/15 9:00am (Saturday)	U13 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	DAVID TOKERUD ELIE AGUILAR 10 mi JODY PINKERTON 24 mi ** NOT ASSIGNED **
14549	1/10/15 10:30am (Saturday)	U14 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	JOHN PATTERSON 194 mi LONNIE WELCH 250 mi HAI NGUYEN 271 mi ** NOT ASSIGNED **
14553	1/10/15 12:00pm (Saturday)	U15 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	NEFTALI GUZMAN 18 mi JAMES CARLSEN 23 mi KYLE METVIER 37 mi ** NOT ASSIGNED **

(Cont-3...) Assign Games: Batch Assign

10) Before saving your assignments, you can choose to **Save Assignments**, and you're done! This will save the assignments as **Tentative (by default)** or check the box for **Publish All Attentive Assignments** and click **Save Assignments**.



• ASSIGN BY GAME •

Game Filters Change the Games in the List Below

Batch Assign All *Approved* Games Below (v2) UNPUBLISH All (Set all Assignments below to *Tentative*)
 Export Games Below For External Assigning ACCEPT All *Unaccepted* Assignments Below
 Export Games Below For External Assessor Assigning

4 game(s) found: League: NPL Date: 1/10/2015

Week #2: 1/10/2015 Enable Area Sort

Game #	Date & Time	Level & League	Location	Teams	Officials
14545 Apprv	1/10/15 10:30am (Saturday)	U13 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	- DAVID TOKERUD (05 - TXN) - ELIE AGUILAR (04 - TXN) - JODY PINKERTON (04)
14549 Apprv	1/10/15 12:00pm (Saturday)	U14 - M (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #1 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	- STEPHAN ZMUGG (08 - CO) - MARK MARTINSON (08 - TXS) - MICHAEL SAENZ (08 - TXS)
14547 Apprv	1/10/15 10:30am (Saturday)	U13 - F (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #2 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	- ASA ADAIR (06 - TXS) - ANTON ATANASOV - JOSE VILLASENOR (15)
14551 Apprv	1/10/15 12:00pm (Saturday)	U14 - F (NPL)	DALLAS CHRISTIAN COLLEGE - FIELD #2 (DALLAS, TX)	LIVERPOOL FC AMERICA vs. CITY FC	- SAMANTHA MARTINEZ (07 - CAS) - ROSEMARY CRUZ (07 - TXS) - ANDRES LAVIN (07 - TXS)



(Cont-4...) Assign Games: Batch Assign

- There are several colored icons that show the status of the crew member on a game. Based on assignment activity, you will see the following assignment statuses:

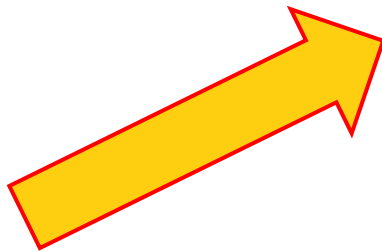
- Position is filled, but not accepted	- Position is filled and accepted
- Position is vacant, needs to be filled	- Position is filled, but declined
- Tentative position in crew (not visible)	

Status Type	Description
Tentative ()	The crew position is tentative. By default, any assignment made is saved as Tentative. Tentative assignments are only visible to admins and assignors. Officials cannot see a tentative assignment until it is published. Tentative is great for "place holding" an assignment, and publishing at a later date.
Published ()	The crew position has been published. Published assignments can be seen by officials, and officials can choose to accept or decline the assignment.
Vacant or TBD ()	The crew position has not been assigned an official yet and is still open.
Accepted ()	The crew position has been assigned and published. The Official has received the game information from their assignor, and has accepted their assignment.
Declined ()	The crew position has been assigned and published. The Official has received the game information from their assignor, and has declined their assignment.

Assign Games: Individual Game

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Games**
- 3) On the **Game Information** page, click on the **game number** you wish to make assignments for.
- 4) On the (next) **Game Information** page, click **Edit** next to **Officials**.

- Assignor
- Group Setup (Click Title To Open)
- Group Maint (Click Title To Open)
- Main Menu
 - Assignor Alerts
 - Games**
 - Games - Batch
 - Assign - Game
 - Assign - Official



Game #	Date & Time	Level & League	Location	Teams	Officials
14298 Apprv	1/18/15 8:00am (Sunday)	U14 - F (NPL)	BIXBY - 1 (BIXBY, OK)	TULSA UNITED BLITZ vs. CITY FC	- [TBD] - [TBD] - [TBD]



• GAME INFORMATION •

Game Details (Edit) (Copy)

NPL (Reg Season)

Game #	Date & Time	Level & League	Location	Teams	Officials	(Edit)
14298 (Approved)	1/18/15 8:00am (Sunday)	U14 - F (NPL)	MOHAWK PARK - FIELD #1 (TULSA, OK)	TULSA UNITED BLITZ vs. CITY FC	- [TBD] - [TBD] - [TBD]	



(Cont...) Assign Games: Individual Game

- 6) On the **Game Maintenance - Officials** page, you will see the **Game Details** section at the top. Under **Officials Information** you can choose an official to assign for each crew position available.
- 7) Under **Status**, you can manually set the assignment status of each official if you would like. To do this, check the box for **Manually Set Status**.
- 8) Select the status of the official, such as **Assigned** to assign the official, and publish their assignment. You can set their status to: **Tentative**, **Accepted** or **Declined** as needed.
- 9) Click **Save (Modify Officials)**, and you're done!

• GAME MAINTENANCE - OFFICIALS •

Game Details

Game #	Date & Time	Level & League	Location	Teams	Officials
14298 <small>(Approved)</small>	1/18/15 8:00am <small>(Sunday)</small>	U14 - F <small>(NPL)</small>	MOHAWK PARK - FIELD #1 <small>(TULSA, OK)</small>	TULSA UNITED BLITZ VK, CITY FC	<div style="display: flex; flex-direction: column; gap: 5px;"> <div><small>01</small> - [TBD]</div> <div><small>02</small> - [TBD]</div> <div><small>03</small> - [TBD]</div> </div>
Assignor of Record BRANDON WARD		Billing League	Difficulty 5 out of 10	Assessors <small>04</small> - Not Assigned	

NPL (Reg Season)

Officials Information

NOTE: The following lists of Officials are not filtered in any way. There are no Difficulty, Game Conflict, or other Filters applied to the lists below. To view a filtered list of Officials, go to "Assign - Game" and click "Batch Assign" or go to "Assign - Official". This screen allows you to override the filters and assign any active official below.

Position	Official (Age - Grade - Assoc)	Status	Time / Reason	Mileage
Referee	GUZMAN, NEFTALI (311 - 011 - TXN)	Assigned		246
AR1	[TBD]	Open *		
AR2	[TBD]	Open *		
Official #4	** NOT ASSIGNED ** <small>NAME - USSF Grade 9 NAME - No USSF Grade listed</small>	Open *		

* Games: XX - Number of other Assignments on same day as this game (1/18/15)
 ** Available - Official has indicated that they are Available for this game in their Availability calendar
 *** Not Available - Official has indicated that they are Not Available for this game in their Availability calendar

Position, Status, Mileage, Status Notes

Status

Assigned ▼

Open * ▼

Open * ▼

Open * ▼

Manually Set Status

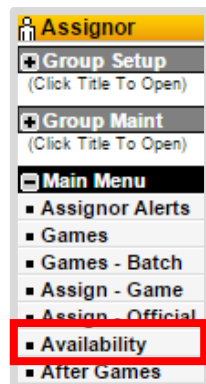
Remember to check the box for Manually Set Status to update the Official's Status.

SAVE (Modify Officials)



Check Availability of Officials: by Date

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Availability**
- 3) On the **Availability Information** page, click to expand the view for **Availability Filters**
- 4) Under **Availability Filters**, you can choose to display available based on dates ranges and whether they have indicated being **Not Available** or **Available**.
- 5) Click **Reload**, and you're done!



• AVAILABILITY INFORMATION •

Availability Filters Change the Dates and Options in the List Below

Display Dates User Types

Day * Week * Weekend * Month * * Auto fill dates below

Start End Not Available Available

Availability - Officials View Availability Report

Saturday (6/13)	11 FOR 16 †	Type	Time	Notes	Last Updated
DILL, DAVID	<input checked="" type="checkbox"/>	✓	8:00am to 9:00 pm		6/8/15 4:23pm
DIRIENZO, NINO	<input checked="" type="checkbox"/>	✓	All Day		5/27/15 3:12am
HOLMES, CHRISTINE	<input checked="" type="checkbox"/>	✓	All Day		6/7/15 9:17pm
JANEKA, TOMMY	<input checked="" type="checkbox"/>	✓	All Day		5/30/15 10:01am
RAMLOCHAN, FRANK	<input checked="" type="checkbox"/>	✓	8:00am to 9:00 pm		6/7/15 9:30pm
ROBERTSON, RICHARD	<input checked="" type="checkbox"/>	✓	8:00am to 9:00 pm		6/7/15 9:09pm

Check Availability of Officials: By Official

- 1) Go to **Main Menu > Availability**
- 2) On the **Availability Information** page, click to expand the view for **Availability Filters**.
- 3) At the bottom of the page, there is a drop down for **Select Official to add/edit Availability**. Click on the drop down to select the name of the official you wish to see their availability for.
- 4) You will then see their **Availability Calendar**, which you can select availability given by the official for each month, and you're done!

- Assignor
- Group Setup (Click Title To Open)
- Group Maint (Click Title To Open)
- Main Menu
 - Assignor Alerts
 - Games
 - Games - Batch
 - Assign - Game
 - Assign - Official
 - Availability**
 - After Games

• AVAILABILITY INFORMATION •

Availability Filters [Change the Dates and Options in the List Below](#)

Display Dates: User Types:

No active game dates in the selected range *

Start: End: Not Available Available

Availability - Officials [View Availability Report](#)

No existing availability entries in this range

Availability is only shown for days with games
Dates prior to 6/16/15 are not displayed
OF AVAILABLE OFFICIALS for # OF GAMES (Only includes Users that are explicitly listed as Available)

Select Official to add/edit Availability - SELECT -

Official Availability: ELIU OROZCO [Switch to Multiple-Month](#)

June 2015

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Calendar Color Legend

- 00 - Available
- 00 - Not Available
- 00 - Multiple Entries (Possible conflicts)
- 00 - Game Dates
- [00] - Existing Assignment

[Need Help or Instructions?](#)

Click any day above to add or edit Availability

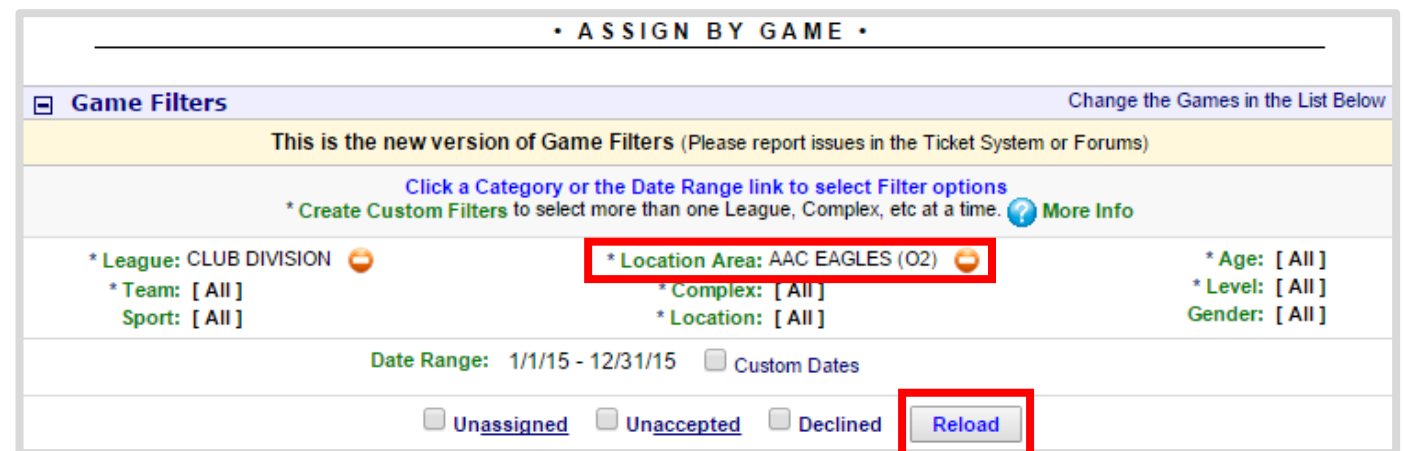
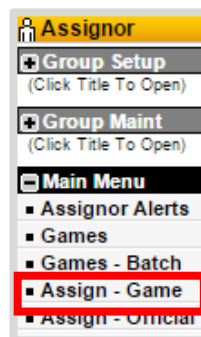
June 2015

Existing Availability May 31, 2015 - Jul 4

Type	Date	Time	Groups	Notes
Del • Copy • Edit	6/20/15 (Sat)	All Day	* ALL *	
Del • Copy • Edit	6/21/15 (Sun)	All Day	* ALL *	
Del • Copy • Edit	6/22/15 (Mon)	All Day	* ALL *	
Del • Copy • Edit	6/27/15 (Sat)	All Day	* ALL *	

Download an Assignment Schedule:

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Assign-Game**
- 3) On the **Assign by Game** page, expand the view for **Game Filters**. For **Location Area**, you will need to select the Club name associated with the location area. You can also select what games you would like to work on assignments for, based on **League, Complex, Age, Date Range**, etc.
- 4) Click **Reload**





(Cont...) Download an Assignment Schedule:

- 4) Once you load your games based on your Game Filters, click on **Export Games Below for External Assigning**, and you're done! The report will download to your computer as an **Excel** file. You can modify/print as needed.

• ASSIGN BY GAME •

[Game Filters](#)
[Change the Games in the List Below](#)

- [Batch Assign All Approved Games Below \(v2\)](#)
- **[Export Games Below For External Assigning](#)**
- [Export Games Below For External Assessor Assigning](#)

- [PUBLISH All Tentative Assignments Below](#)
- [UNASSIGN All Tentative Assignments Below](#)
- [UNPUBLISH All \(Set all Assignments below to Tentative\)](#)
- [ACCEPT All Unaccepted Assignments Below](#)
- [UNASSIGN All Declined Assignments Below](#)
- [RE-PUBLISH All Declined Assignments Below](#)

166 game(s) found: Dates: 9/1/15 to 9/30/15

Week #36: 9/1/2015 - 9/6/15 [Enable Area Sort](#)

Game #	Date & Time	Level & League	Location	Teams	Officials
DTEST55466 <small>Apprv</small>	9/1/15 12:00pm (Tuesday)	U11-U12 - M (TEST LEAGUE)	[TBD] (TBD)	[TBD] vs. [TBD]	NONE
DTEST55467 <small>Apprv</small>	9/1/15 2:00pm (Tuesday)	U10 - M (TEST LEAGUE)	[TBD] (TBD)	[TBD] vs. [TBD]	👤 - SAMPLE REF 1 (08 - TXN)
C34217 <small>Apprv</small>	9/1/15 7:00pm (Tuesday)	COLLEGE - F - REG SEASON (COLLEGE)	[TBD] (TBD)	[TBD] vs. [TBD]	👤 - [TBD] 👤 - [TBD] 👤 - [TBD]



Game	Date	Time	Level	Location	Home	Away	Official1	Official2	Official3	League	Notes	CrewNotes	LocationArea
DTEST55466	9/1/15	12:00pm	U11-U12	[TBD]	[TBD]	[TBD]				TEST LEAGUE			ASC
DTEST55467	9/1/15	2:00pm	U10 - M	[TBD]	[TBD]	[TBD]	SAMPLE REF 1			TEST LEAGUE			ASC
C34217	9/1/15	7:00pm	COLLEGE	[TBD]	[TBD]	[TBD]	TBD	TBD	TBD	COLLEGE			ASC

Create Your Custom Filter:

Custom Filters allow you to use a customized list to use when assigning. Highly recommended if you are an assignor that works with multiple clubs / leagues at a time, as it allows for you to view more than one club's games at once for assigning. Custom filters help make this happen. You can apply custom filters to many filters, such as assigning-related pages (Game-Assign, etc.) and reports (Master Schedule, etc.).

- 1) Login at www.gameofficials.net
- 2) Go to **Main Menu > Assign-Game**
- 3) On the **Assign by Game** page, expand the view for **Game Filters**.
- 4) Click on **Create Custom Filters**
- 5) On the **Custom Filters** page, you can create multiple custom filters for: **Leagues, Teams, Location Areas, Complexes**, etc. We recommend adding a custom filter for **Location Area**, which you can include the names of multiple clubs you assign for.
- 6) Click on **Add New (Filter Category) Filter**.

• ASSIGN BY GAME •

Game Filters Change the Games in the List Below

This is the new version of Game Filters (Please report issues in the Ticket System or Forums)

[Click a Category or the Date Range link to select Filter options](#)
*** Create Custom Filters** to select more than one League, Complex, etc at a time. [More Info](#)

* League: [All] * Location Area: [All] * Age: [All]
* Team: [All] * Complex: [All] * Level: [All]
Sport: [All] * Location: [All] Gender: [All]

• CUSTOM FILTERS •

Custom Filters allow you to create a group of items into a single named list. Once you have created a named list, you will be able to select items in the corresponding dropdown menu in the Game Filters box.

For example, if you set up an item named "My Leagues" that contains "League A", "League B", and "League C". When you go to the League dropdown menu, you will see "@ My Leagues" in the dropdown. If you select this and Reload the page, the list of Games will include any applicable games from League A, B, and C.

[Click for more info about Custom Filters](#)

League Filters	Add New League Filter
There are currently no League filters	
Team Filters	Add New Team Filter
There are currently no Team filters	
Loc Area Filters	Add New Loc Area Filter
There are currently no Loc Area filters	

(Cont...) Create Your Custom Filter:

- 7) On the **Custom Filter Maintenance** page, you will see a list of options available for that filter category.
- 8) Give your custom filter a name in the **Name** text box.
- 9) Check the boxes next to the **name** of the options you would like to add to your custom filter.
- 10) Click **Save (Modify Filter)**. You will now see your new filter.

• CUSTOM FILTER MAINTENANCE •

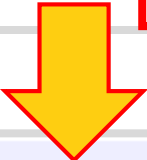
Filter Name Enter a Name for this Filter

Name

Loc Area Filter Select items to include in this Filter

Select All / Clear All

<input type="checkbox"/>	* Not Assigned **	<input type="checkbox"/>	KANELAND UNITED (A4)
<input checked="" type="checkbox"/>	AAC EAGLES (O2)	<input checked="" type="checkbox"/>	KICKERS S.C. (O2)




Loc Area Filters Add New Loc Area Filter

#	Name	Items
2	O2 CLUBS	• AAC EAGLES (O2) • KICKERS S.C. (O2)

Apply Your “Custom” Filters:

- 1) On the **Assign by Game** page, expand the view for **Game Filters**.
- 2) Click on the **filter category name** that you have created your custom filter for (i.e. **Loc Area**)
- 3) You will see a list of options for the filter. At the top of the list is your custom filter labeled with “@” in front of it. Click on your **custom filter name**.
- 4) Click **Reload** to apply your custom filter. You will now view all games based on your **custom filter** and your **Game Filters**, and you’re done!

 - You can click on the () icon to remove your custom filter.

The screenshot shows the NISL website interface. At the top, there's a navigation bar with 'Home', 'Change Ident...', and 'Game Search'. Below this, a 'Game Filters' dialog box is open, displaying a list of location areas. The option '@ O2 CLUBS' is highlighted with a red box. A yellow arrow points from this dialog box to the main 'ASSIGN BY GAME' page. On the main page, the 'Game Filters' section is expanded, showing a list of filter options. The 'Location Area: @ O2 CLUBS' option is highlighted with a red box. Below the filter options, there are buttons for 'Unassigned', 'Unaccepted', 'Declined', and 'Reload'. The 'Reload' button is also highlighted with a red box.



Thank You & Good Luck!

www.northernillinoisoccerleague.com

| www.gameofficials.net