

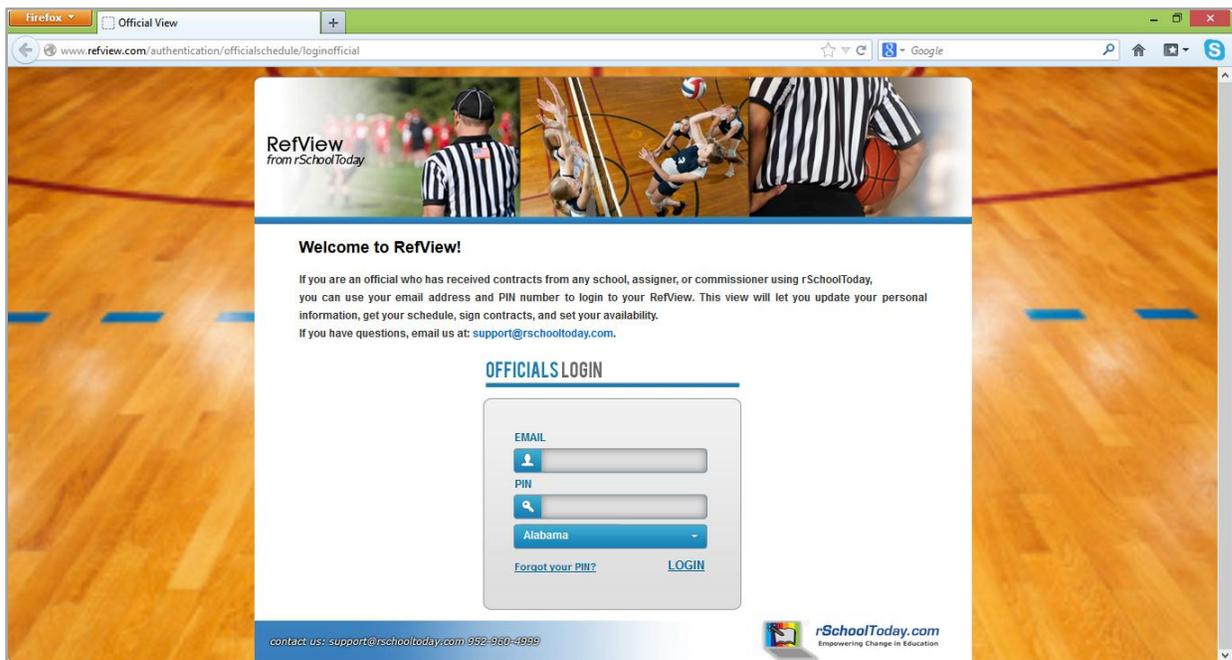
“Ref View” from rSchoolToday

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.

Welcome Eric Paige
Logout

rSchoolToday® Officials Scheduler

My Schedule
Contracts
Personal Info
My Availability
Help

You are here: [My Schedule](#)

My Schedule

Select Your Viewing Parameters then click "View Schedule"

Choose a Period: By Month: [«Prev](#) [Next»](#)

By Season:

Day-Date-Time	Activity-Level	Home vs. Opponent	Location	Crew/Job
Wed 05/15/13 11:00AM	Basketball-Boys Varsity Game	Lewis & Clark Middle vs. Southern Collegiate Academy	Andover High School	I am: Referee
Mon 05/27/13 1:00PM	Basketball-Boys Varsity Game	Southern Collegiate Academy vs. Lewis & Clark Middle	Andover High School	I am: -

© Officials View

2) Contracts – Officials can view, approve or deny contracts from 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.

Logout

rSchoolToday® Officials Scheduler

My Schedule | **Contracts** | Personal Info | My Availability | Help

You are here: [My Contracts](#)

My Contracts

View by Assigner:

View Period: By Month: [<Prev](#) [Next>](#) By Season:

[View Schedule](#)

Choose Activity:

Show All Show Pending
 Show Accepted Show Declined

Day-Date-Time	Activity-Level	Home vs. Opponent	Job/Crew/Notes	Fee/Mileage	Contract Sent	Confirmed or Denied	Select/Status
Wed 05/15/13 11:00 AM	Basketball: Boys Varsity Game	Lewis & Clark Middle vs. Southern Collegiate Academy @ Andover High School	Referee	\$27.00	03/08/13 View	03/08/13	
Mon 05/27/13 01:00 PM	Basketball: Boys Varsity Game	Southern Collegiate Academy vs. Lewis & Clark Middle @ Andover High School	None	\$27.00	03/08/13 View	03/08/13	

© Officials View



Southern Collegiate Academy
CONTRACT FOR ATHLETIC OFFICIALS
Eric Paige

The undersigned herewith agree to the following assignment and terms for officiating, and that the same may be canceled by either party giving one (1) week / seven (7) days notice. It shall be cause for suspension for an official to accept more than one contract for the same date / time then secure a replacement without agreement by the school and / or cancel one of the two contracts. The official acts as an independent contractor. Both parties agree that an official's failure to provide worker's compensation insurance for the official, spouse, parents, or children constitutes a rejection of worker's compensation for those individuals.

Date	Contending Schools	Type of Contest	Location				
Monday 05-27-13	Southern Collegiate Academy, Lewis & Clark Middle	Basketball: Boys Varsity	Andover High School				
Financial Agreement:		Level(s): Varsity	Time: 1:00pm	Job:	Fees: \$27	Mileage: \$	Total: \$27
Other Conditions:							
Other Scheduled Officials:							

The official agrees that this sum shall cover all claims arising from this contract. **The contract is valid only if the contest is played on the date specified.** It is also agreed that unless, through an unavoidable emergency, either party hereto fails to fulfill the obligation of any part of this contract, that party shall pay to the other party the sum of \$ _____ as damages for violation of the contract. The remainder of the contract shall not be binding on the offended party, and the breach of contract shall be reported to the Association.

<p>FOR SCHOOL PERSONNEL</p> <p>I herewith certify that I have been authorized to enter into this contract:</p> <p>Name: James Davidson Athletic Director</p> <p>School: Southern Collegiate Academy 123 St. Peter Avenue, Vallejo, CA 94591</p> <p>Date: 03-08-13 Signature: <i>davidsonjames</i></p>	<p>* FOR GAME OFFICIAL (Void if not returned in 10 days)</p> <p>I herewith certify that I am a registered official with the Southern Collegiate Academy for the current year:</p> <p>Name: Paige, Eric SSN: _____</p> <p>Address: 123 St. Patrick Avenue, Vallejo, CA 94951</p> <p>Work Phone: _____ Home Phone: 214-325-3243</p> <p>Date: 03-08-13</p> <p style="border: 2px solid red; padding: 2px;">Type Your PIN # _____ I forgot my PIN #</p>
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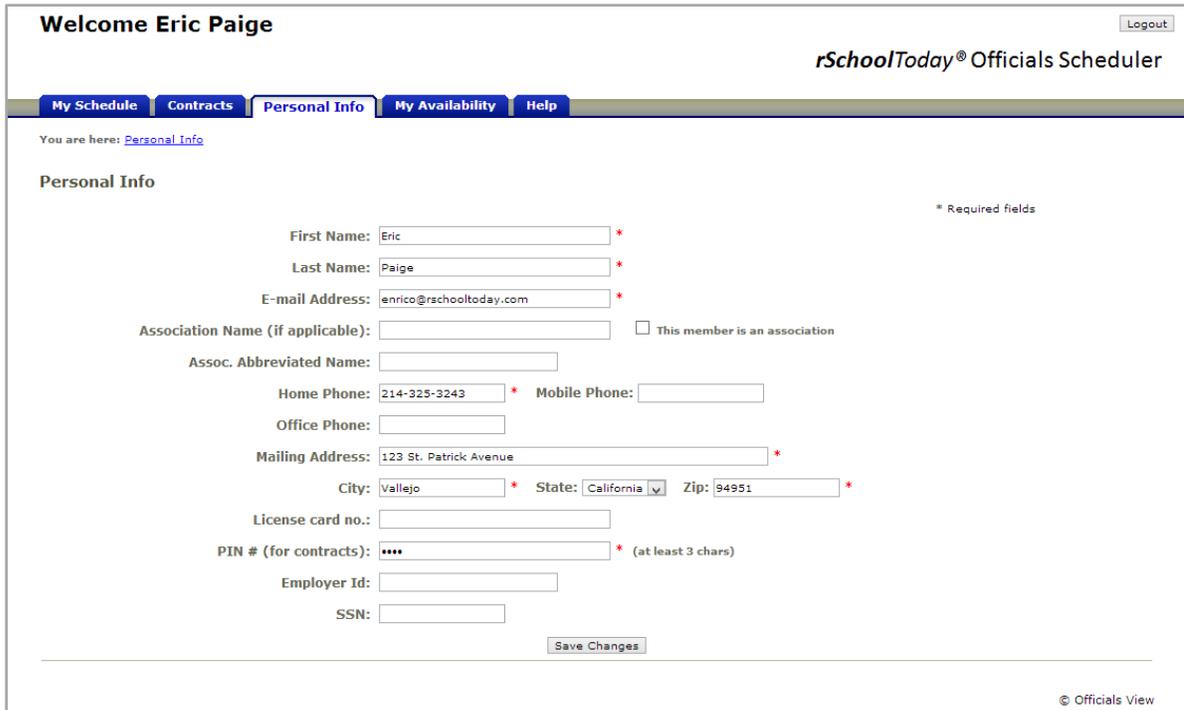
* If this contract requests you to furnish a crew of officials, list names, addresses, and Social Security numbers of all crew members by [Clicking HERE](#). It is mutually agreed that all officials in this crew must be registered with the Southern Collegiate Academy.

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.



The screenshot shows the 'Personal Info' page in the rSchoolToday Officials Scheduler. The page title is 'Welcome Eric Paige' and the user is logged out. The navigation menu includes 'My Schedule', 'Contracts', 'Personal Info', 'My Availability', and 'Help'. The 'Personal Info' section contains the following fields:

- First Name: Eric *
- Last Name: Paige *
- E-mail Address: enrico@rschooltoday.com *
- Association Name (if applicable): [] This member is an association
- Assoc. Abbreviated Name: []
- Home Phone: 214-325-3243 * Mobile Phone: []
- Office Phone: []
- Mailing Address: 123 St. Patrick Avenue *
- City: Vallejo * State: California [v] Zip: 94951 *
- License card no.: []
- PIN # (for contracts): *** * (at least 3 chars)
- Employer Id: []
- SSN: []

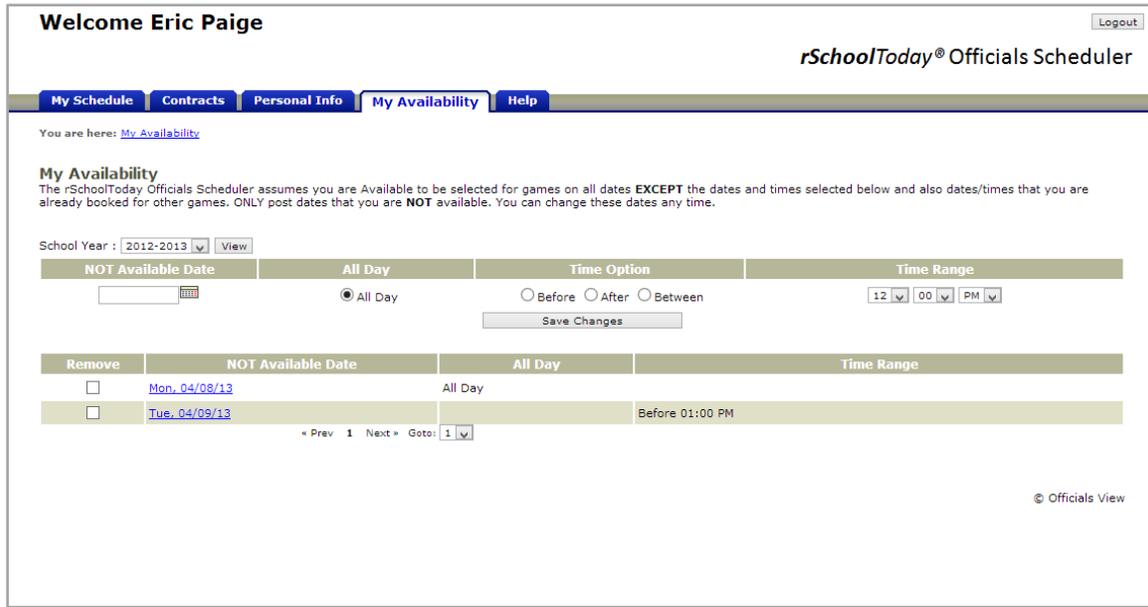
A 'Save Changes' button is located at the bottom of the form. The footer of the page reads '© Officials View'.

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 different 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.



Welcome Eric Paige Logout

rSchoolToday® Officials Scheduler

My Schedule **Contracts** **Personal Info** **My Availability** **Help**

You are here: [My Availability](#)

My Availability
The rSchoolToday Officials Scheduler assumes you are Available to be selected for games on all dates **EXCEPT** the dates and times selected below and also dates/times that you are already booked for other games. ONLY post dates that you are **NOT** available. You can change these dates any time.

School Year : 2012-2013 View

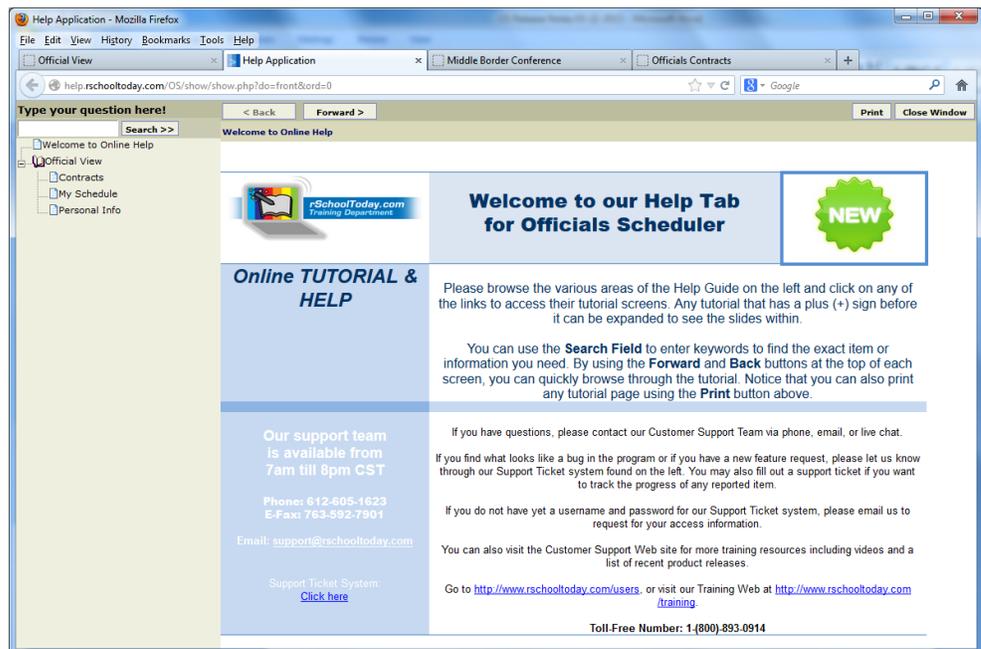
NOT Available Date	All Day	Time Option	Time Range
<input type="text"/>	<input checked="" type="radio"/> All Day	<input type="radio"/> Before <input type="radio"/> After <input type="radio"/> Between	12 00 PM
<input type="button" value="Save Changes"/>			

Remove	NOT Available Date	All Day	Time Range
<input type="checkbox"/>	Mon, 04/08/13	All Day	
<input type="checkbox"/>	Tue, 04/09/13		Before 01:00 PM

« Prev 1 Next » Goto: 1

© Officials View

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.



Help Application - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Official View Help Application Middle Border Conference Officials Contracts

help.rschoolday.com/OS/show/show.php?do=front&ord=0

Type your question here! Search >> < Back Forward > Print Close Window

Welcome to Online Help

Welcome to Online Help
 Official View
 Contracts
 My Schedule
 Personal Info



Online TUTORIAL & HELP

Our support team is available from 7am till 8pm CST

Phone: 612-605-1623
E-Fax: 763-592-7901
Email: support@rschoolday.com

Support Ticket System: [Click here](#)

Welcome to our Help Tab for Officials Scheduler

NEW

Please browse the various areas of the Help Guide on the left and click on any of the links to access their tutorial screens. Any tutorial that has a plus (+) sign before it can be expanded to see the slides within.

You can use the **Search Field** to enter keywords to find the exact item or information you need. By using the **Forward** and **Back** buttons at the top of each screen, you can quickly browse through the tutorial. Notice that you can also print any tutorial page using the **Print** button above.

If you have questions, please contact our Customer Support Team via phone, email, or live chat.

If you find what looks like a bug in the program or if you have a new feature request, please let us know through our Support Ticket system found on the left. You may also fill out a support ticket if you want to track the progress of any reported item.

If you do not have yet a username and password for our Support Ticket system, please email us to request for your access information.

You can also visit the Customer Support Web site for more training resources including videos and a list of recent product releases.

Go to <http://www.rschoolday.com/users>, or visit our Training Web at <http://www.rschoolday.com/training>

Toll-Free Number: 1(800)893-0914

Please email us at:

support@rschoolday.com with any feedback, questions, or other features you would like to see us add to Ref View.