



## Tutorial I:

### *refcoord.com registration & organization access*

Thank you for your interest in *refcoord.com*! This tutorial will explain the basics of how *refcoord.com* is structured. It will also walk you through the registration process and show you how to obtain access to different sports organizations. This tutorial looks long, but don't worry – you'll quickly realize most of it is just common sense.

#### The Different *refcoord.com* Users

*refcoord.com* recognizes two primary groups of people. Each user type signs in to a different section of *refcoord.com* and has different privileges:

- a) *Referees*
- b) *Coordinators*

A **coordinator** controls his/her own "database" of information. This information includes such things as job listings, venue listings, salary info, etc. Coordinators also control which referees are given access to their organization.

A **referee** can only do what they are allowed to by the coordinator. After a referee is given access to an organization's database, he/she may interact within it based upon rules set up by the coordinator. In some cases, referees are allowed to sign themselves up for jobs. Referees can belong to multiple organizations.

Now you should have a basic understanding of *refcoord.com*'s user structure. Let's move on.

The first thing you must do is REGISTER on *refcoord.com*'s main database. Registration does not give you access to any organization (we'll talk about that later). Registration only verifies required account information such as your name, email address and phone number.

Go to <http://www.refcoord.com> and click on "**Referee Registration.**"



#### Step 1

The **New Referee Registration** page overviews what the registration process will be like. Once you have read it, click the "**Next >**" button.



### Step 7

If you did everything correctly, the following message should appear after you press enter in your browser:



Click on **Referee Sign-In**.

### Step 8

Enter in the username and password you created earlier and click **"Sign In >>"**

### Step 9

**You've Signed In Successfully!**

You will then go to a page that says **"You've Signed In Successfully!"** At this point, REGISTRATION is complete, but you still do not have ACCESS to an organization. Follow the instructions on this page and click on **"Add Organization."** You can also click on the bright orange tab in the upper-right corner entitled **"My Info."**

### Step 10

On this page you may REQUEST ACCESS to any available organizations. Follow the instructions on the page and click where it says **"Click Here to Request Access."** Do this only for organizations you wish to work for. The respective coordinator will then get a message and decide to accept or deny your ACCESS request.



[Click Here to Request Access](#)

### Step 11

Now, all you can do is **wait** for the coordinator to accept or deny your request! You'll get an email notification at the address you registered with.