



Tutorial II:

How to assign yourself to a job

You must be a registered *refcoord.com* user and have been granted access to an organization to continue with this tutorial. If not, please see “*Tutorial I: Registration and Access Request.*”

The following steps will walk you through the process of signing yourself up for a job on *refcoord.com*.

Step 1

Go to <http://www.refcoord.com> and click on “**Referee Sign In.**”

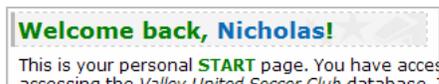


Step 2

Enter in your **username** and **password**. Remember, both are case sensitive! (That is, “myusername” is not the same as “Myusername.”) Click “Sign In >>”

Step 3

You will be taken to your *refcoord.com* personal **START** page. Here, you will find an overview of important information including any matches you have scheduled for today, as well as the top news stories from the organizations you have access to.



Step 4

You would like to sign up for a job, right? So, now click on the “**My Jobs**” tab on the main navigation bar.



Step 5

The "My Jobs" page lists (1) all the jobs that are assigned to you (My Assigned Jobs) and (2) all the jobs that are available to you (My Available Jobs). Scroll down to the gray "My Available Jobs" panel.

My Available Jobs							
The following are all jobs available to you. Click a date to view detailed information. Sign yourself up for matches by reviewing the dates below and clicking on a red job abbreviation.							
AVAILABLE JOBS							
Date	Type	Time	Venue	Age	Sex	Division	Available Jobs
Aug 30 Sat	MYSA League	12:30am	Apple Valley H.S. #1	U19	M	Premiere	CNT AR1 AR2
Aug 30 Sat	MYSA League	12:15pm	Wood Park	U19	M	Premiere	CNT AR1 AR2
Sep 11 Thu	MYSA League	7:00pm	Hayes #3	U19	M	Premiere	CNT AR1 AR2

Any jobs listed in this panel are ready for the taking! However, if the panel says "no available jobs," this means you can't sign up for anything right now and you won't be able to go on to Step 6.

Step 6

If a job is available, you can click on the **blue date link** on the left hand side to get a full description of the match. Also, take a look at the column on the very right. The Available Jobs column lists all the jobs that you can sign up for.

OK, say you would like to be Assistant Referee I on Saturday, August 30 at 12:15pm. Simply click on the correct bright **red** job abbreviation...

Available Jobs	
e	CNT AR1 AR2
e	CNT AR1 AR2
e	CNT AR1 AR2

Step 7

You'll then be taken to the "Job Application" page. Double-check all the information about the job you've selected. Remember, at this point you've not yet signed yourself up for this job!

JOB CONFIRM	
Name	Nicholas F. Singh
Duty	Assistant Referee I
Date	Sat, Aug 30 2003
Time	12:15pm
Venue	#37 - Wood Park
Sex	Male
Age	U19
Division	Premiere
Notes	-

Step 8

Now you must read the “**Job Request Agreement.**” Understand that you are scheduling yourself for a real job. It is your responsibility to show up for this job and perform your duties well. *Take this agreement very seriously.*

Job Request Agreement

This soccer officiating job is available under the authority of *Paul Kramer* of *Valley United Soccer Club.*

I will conduct myself as per the rules and regulations of this organization and this sport. I cannot cancel this job without directly contacting *Paul Kramer.*

I agree

Cancel Accept Job >>

Step 9

When you are ready to sign up for this job, check the “**I agree**” checkbox and then click the “**Accept Job >>**” button. Click this button only once.

WARNING!! THIS IS JUST A TUTORIAL. NEVER SIGN UP FOR A JOB YOU DO NOT INTEND TO WORK.

job without direc
Kramer.

I agree

Cancel

Step 10

If the job request is successful, you will see the following message. You should also receive a confirmation email.

Job Request Confirmed!

You have been assigned this job! A notification email sent to nf_singh@ieee.org. Please go to [My Assigned Jobs](#) to

Step 11

You should now go to “**My Assigned Jobs.**” The job you just signed yourself up for should be listed there!

My Assigned Jobs

Listed below are confirmed jobs you are scheduled to officiate. Contact [Paul Kramer](#) directly to reschedule. If you are in need of an emergency replacement, contact [other referees](#).

ASSIGNED JOBS							
Date	Type	Time	Venue	Age	Sex	Division	My Job
Aug 30 Sat	MYSA League	12:15pm	Wood Park	U19	M	Premiere	Assistant Referee I

You have now successfully signed yourself up for a job! You can click on the **blue date link** to get maps, driving directions and even satellite photos of your job’s venue!