

TBA PROCESS

This document describes the TBA process in Horizon. This is a 4-part process.

1. You would put the game up for trade using the TBA system.
2. Officials would apply to take the game off your hands.
3. You would assign the game to an official from all of those that applied to officiate the game.
4. The official that you assign the game to would have to confirm their acceptance of the game.

A test game was created for demonstration purposes.

If you want to put a game up for TBA, you click the little upward pointing finger to initiate the process and click "Proceed".

Official Game Schedule

Home Away Report Add All Available

Schedule Search & Filter

Date	Time	Type	Home	Away	Location	Paid	Officials	Action
Wednesday 04/01/2020	12:00pm	IFB) Main A - Test	TSA	TSA CD	Alameda Community Centre	\$ 1.00	M. Laroche	

Total Games: 1

Currently displaying 1 page.

In attempt to cut down on the number of emails that people are getting for TBA's, in the "Who should receive this TBA" select "A Contact Group". Then select the group that belongs to the level, for this demonstration it is Atom A – Test. For our games, there will be no contract group for ' - cash' games. If you are attempting to trade a cash game, i.e. "Atom A – Cash", just select "Atom A". All House League Games say "HL/House" in the descriptions, so if you are trading a Peewee House game, select "Peewee HL/House Referee". Please do not change the "Email Notification Max Distance". As you can see, for the three-official games, there is a choice between Referee and Linesman. Please choose the appropriate position.

Who should receive this TBA Request?

Select the group:

Email Notification Max Distance:

Submit TBA Request

A Contact Group

Atom A - Test

Search:

Enter contact group name

☒ Check all ☐ Uncheck all

- ☒ Atom A - Test
- ☐ Atom A - Referee
- ☐ Atom A1 - Referee
- ☐ Atom B - Referee
- ☐ Atom B1 - Referee
- ☐ Atom C - Referee
- ☐ Atom House/HL - Referee
- ☐ Battalion A - Lineupperson
- ☐ Battalion B - Referee

A new game has been posted to HorizonWebRef.com and is available for you to request.




This game is for your association: **Ottawa District Women's Referees**

A fellow official, **Megan Lamont**, has posted a game that needs to be taken and is available for you to request.

Please login and view the assignment to request them. To view, click TBA REQUESTS on the right hand grey navigation menu. If the link 'TBA REQUESTS' or the assignments do not display after adjusting the schedule filters, then another user may have already received the assignment and it may no longer be available. You can also access this by going to your Game Schedule and clicking the 'show available games' link at the top of the page. There is no guarantee that this game will be available for any certain length of time. Once Megan Lamont fills the assignments, it will no longer be displayed to you.

DETAILS FOR THE AVAILABLE GAMES

DATE	TIME	LEAGUE	HOME	AWAY	LOCATION	GAME LEVEL
04/01/2020	12:00pm	Exhibition	TBA	TBA (2)	Almonte Community Centre	Atom A - Test

	Date	Time	Type	Home	Away	Location	Fee	Officials	Action
 	Wednesday 04/01/2020	12:30pm	(EX) Alex A - Test	TBA	TBA (2)	Alexia Community Centre	\$ 1.00	M. Lennard	 
Total: \$ 1.00									

To request a game from the TBA Board, you click on the white icon on the right:

Fellow Official Requests									
Date	Time	Type	Home	Away	Location	Fee		Officials	Action
Wednesday 5/11/2025	12:00pm	(EX) Alarm A - Test	TBA	TBA (2)	Alameda Community Centre	\$ 1.00		M. Lambert	

Total earned

When someone requests your game, you will receive an email notification like this one:

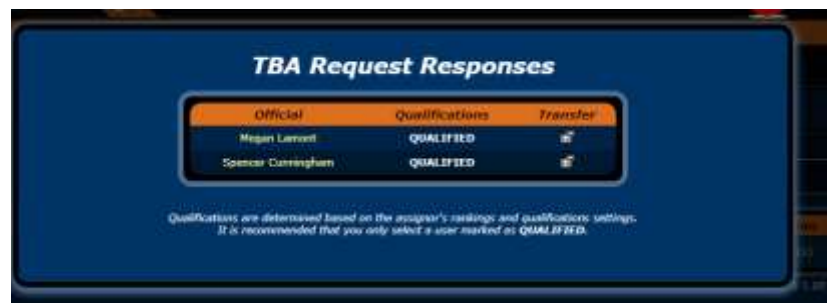


The person is applying to take the game from you. At the end of the process they will have to confirm that they are still willing to take the game.

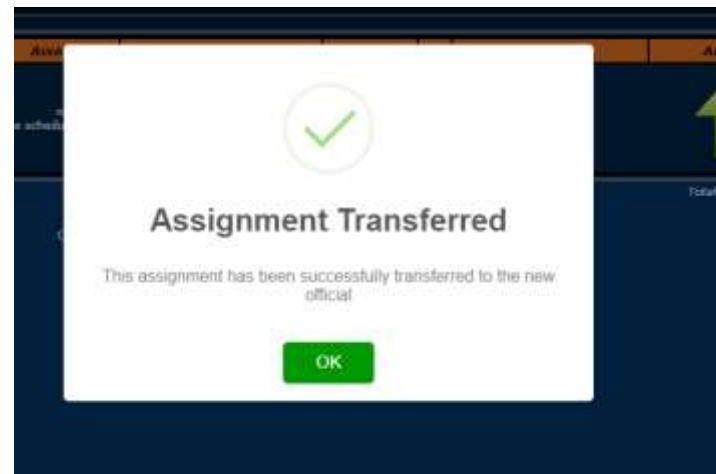
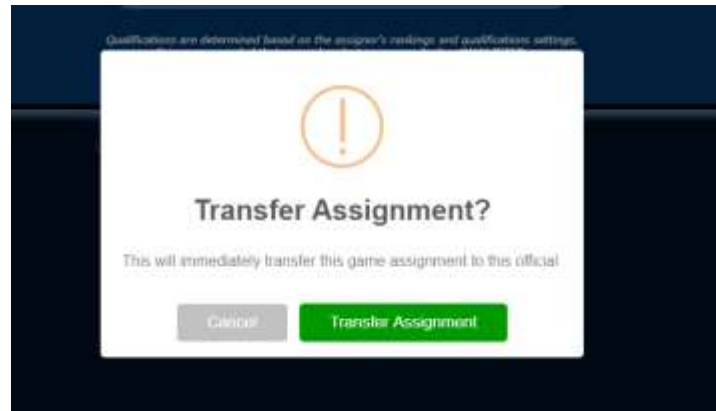
Once you have received requests to take your game, you will see a number like below:



Click on the number. You will see your name and the names of the people requesting the game.



Click the white icon beside the official to whom you wish to give the game then click "Transfer Assignment".



Please note that the official still has to confirm the game before the transfer is complete. An email is sent to that official to confirm the assignment.



Once they confirm, the process is complete.