CENTRAL LAKES HOCKEY REFEREE ASSOCIATION

Refr Sports Sign Up

How to create your account, join CLHRA, and get on the schedule.

THE 4 STEPS

1. Create your account
2. Apply to CLHRA
3. Finish your profile
4. Set your availability

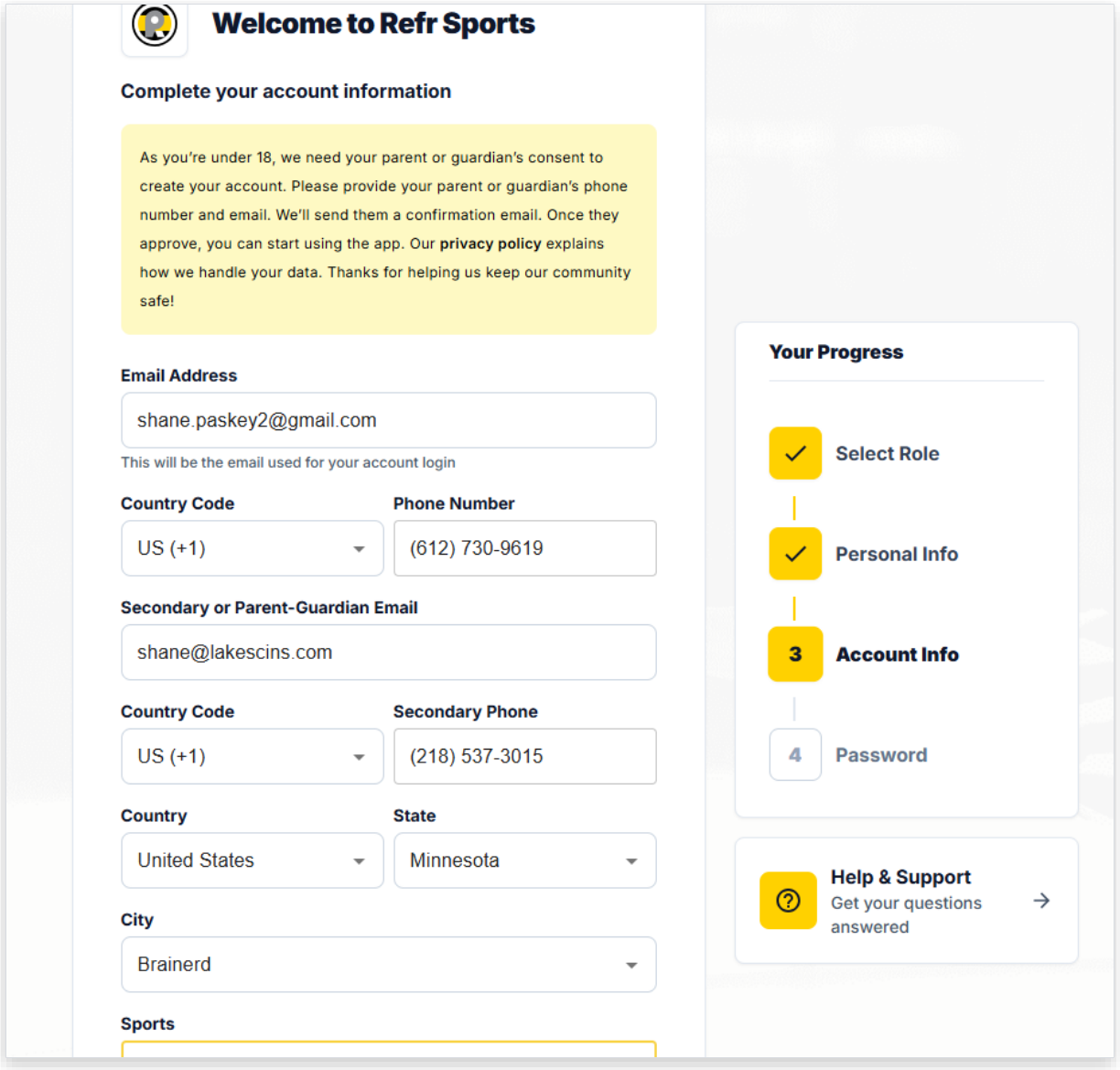
STEP 1

Create Your Account

Please note

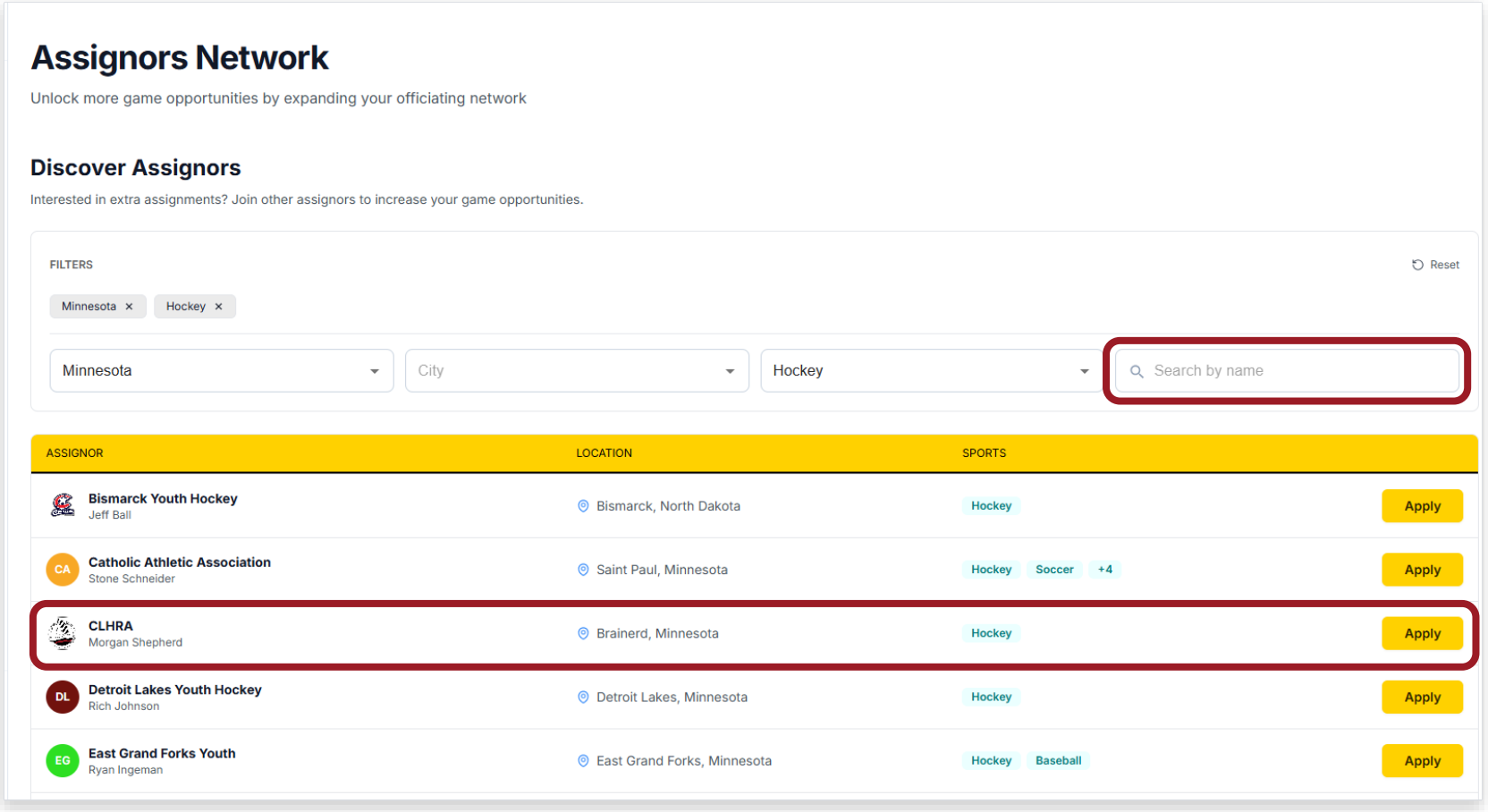
Personal Information should be the referee's name.

Contact Information can be the parent's email and phone.



STEP 2

Find an Assignor and Apply



1

Search for CLHRA

Type “CLHRA” in the Search by name box.

2

Click Apply

Hit Apply on the CLHRA row (Morgan Shepherd, Brainerd).

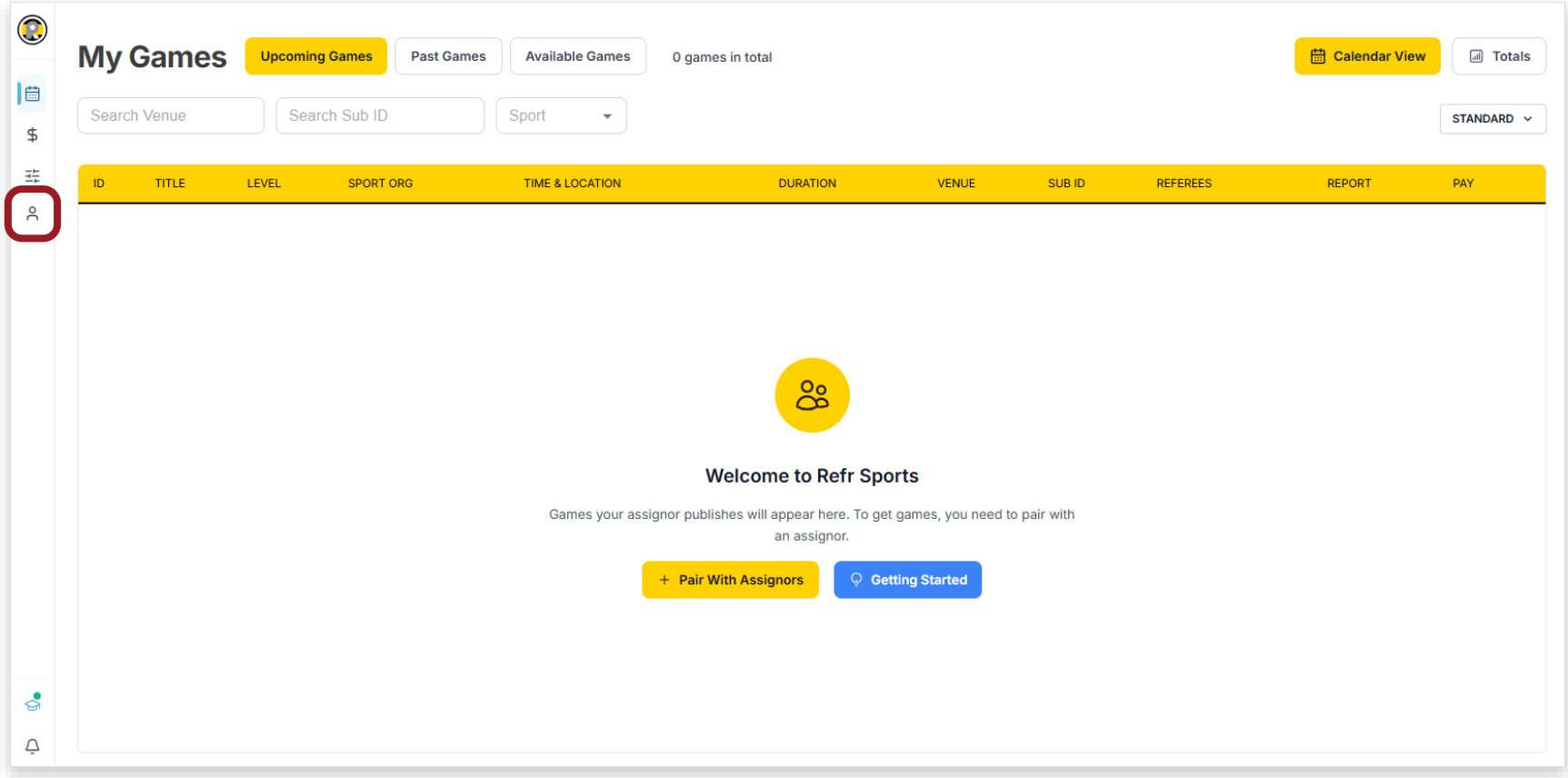
3

Wait for approval

Our assignor will accept your request.

STEP 3

Once You're Accepted, Finish Your Profile



1

Open your profile

Click the person icon in the left-hand menu.

2

Fill in every section

Details for each section are on the next two slides.

STEP 3 · YOUR PROFILE

Finish Creating Your Profile

A Personal Information

Primary: referee's name, phone number, and email

Secondary: parent's name, phone number, and email

B About Referee

Let the assignor know what level and team your child plays on

List parent names and emergency contact numbers

STEP 3 · YOUR PROFILE

Finish Creating Your Profile

C Payout Information

At this time, we do not use RefPay

Checks are written out by BAHA and printed off at the rink

D Certification

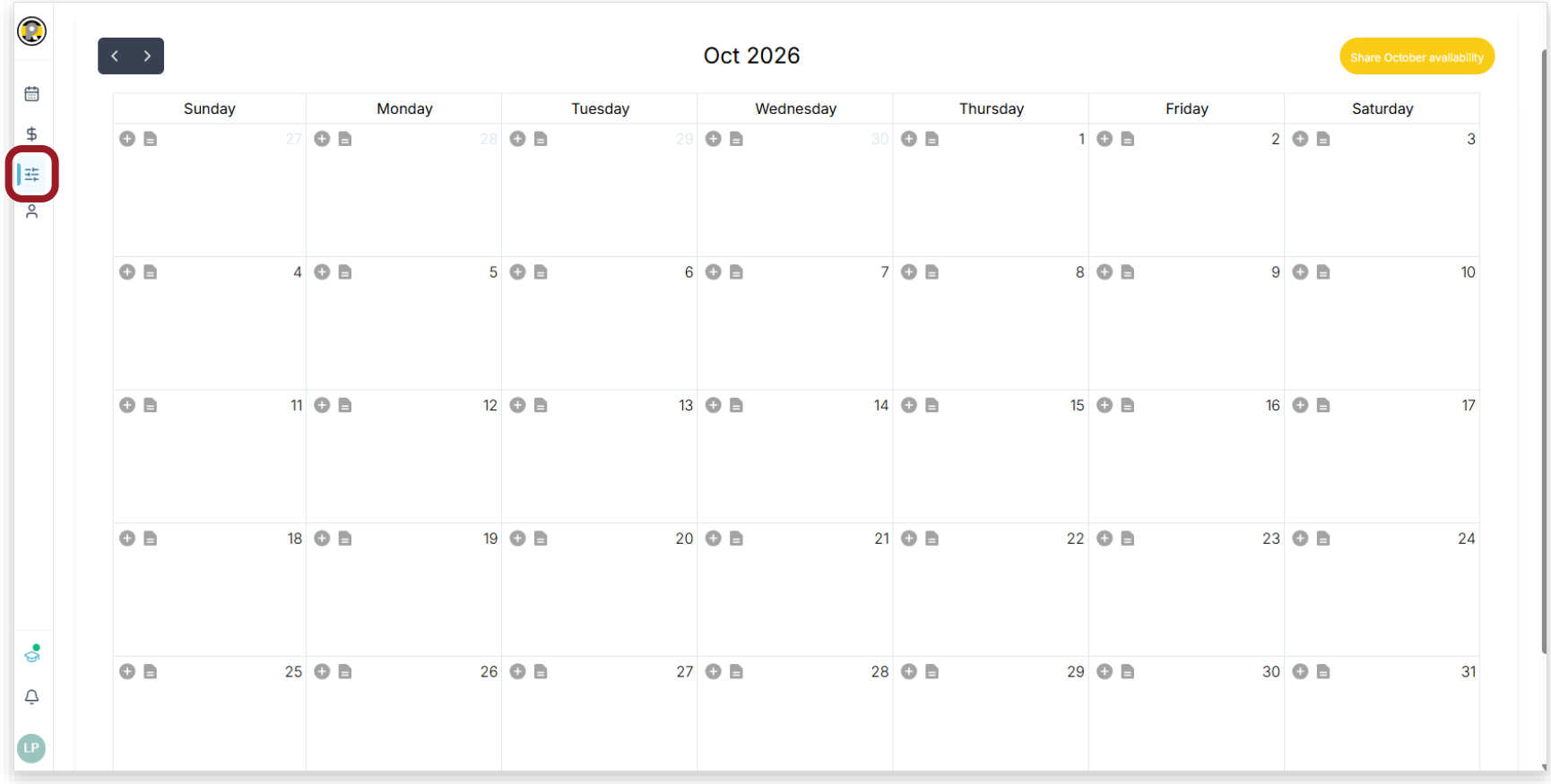
Once you are fully USA Hockey certified, store it here

Drag and drop your certificate into this field

The system then tells us you are certified and ready to officiate games

STEP 4

Set Your Availability



1 **Open Availability**

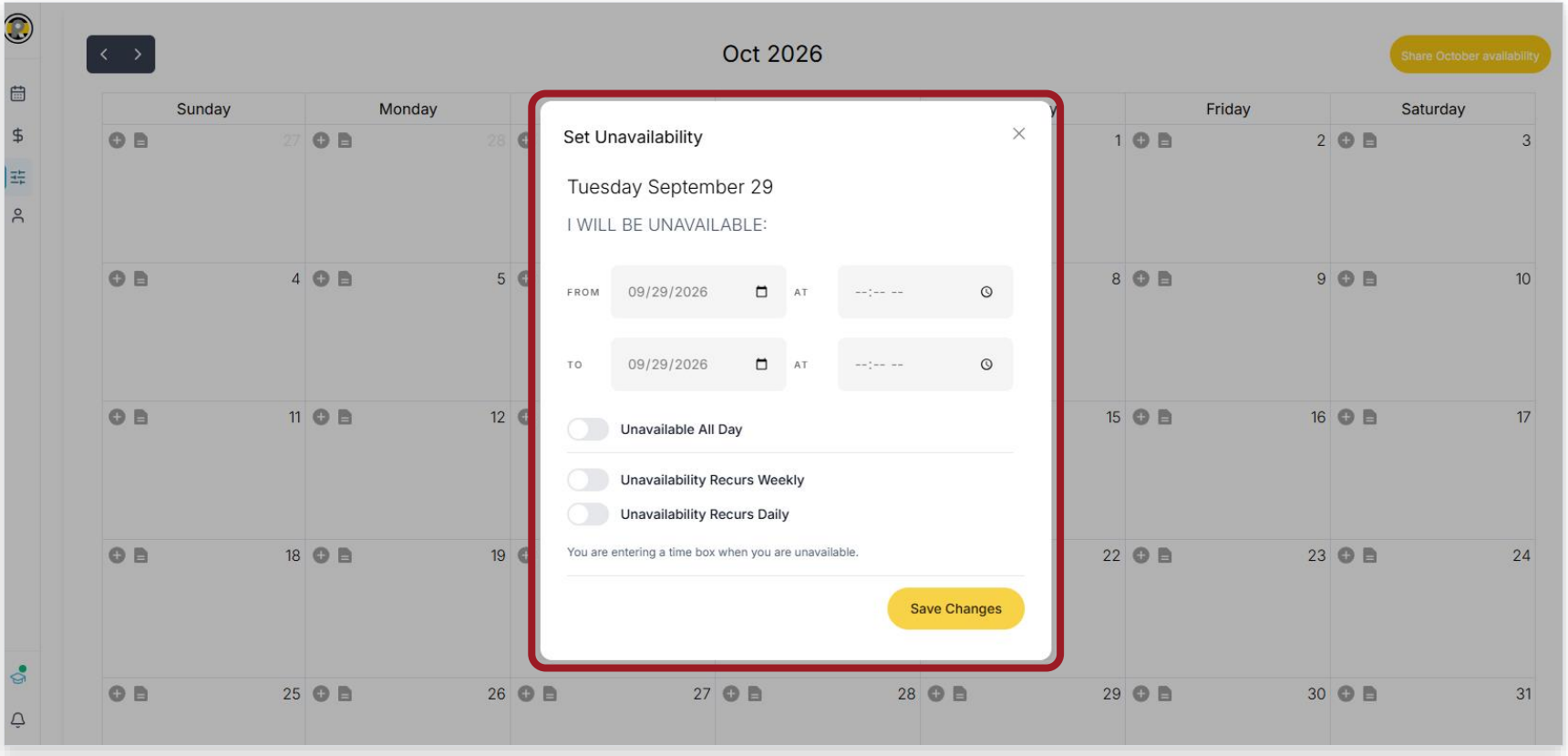
Click the sliders icon in the left-hand menu.

2 **Pick a day**

Click the + on any day to block it off.

STEP 4

This Is Where You Block Your Dates



We expect you to keep these blocks updated every week.

Blocked

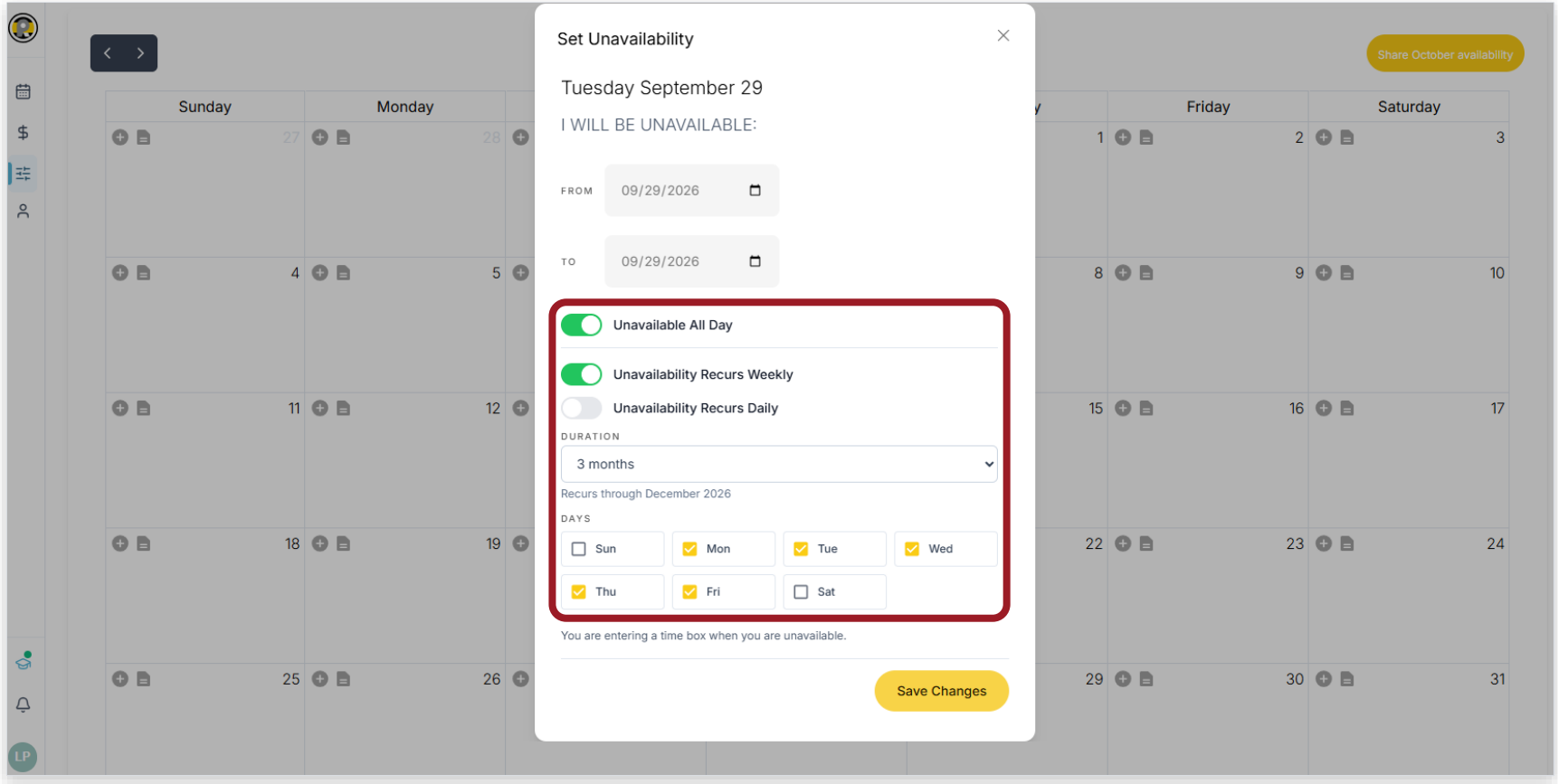
You will not show up to be scheduled that day.

Available

If you are assigned, you are expected to work.

STEP 4

Keep Your Availability Current



1 **Block the year first**

If you know you can't work during the week, block your entire schedule for the year.

2 **Add your own games**

Once you know your game schedule, enter those dates one by one.

3 **Check in every week**

Make sure each week is updated with every new event.

QUESTIONS?

Who to Contact

Helpful guide at www.clhra.com

BAHA GAMES

Morgan Shepherd

BAHA scheduler

shepherd.morganj@gmail.com

WARRIOR CUP

Shane Paskey

Warrior Cup scheduler

shane@lakescins.com



Links and Resources › Refr Sports Helpful Guide