

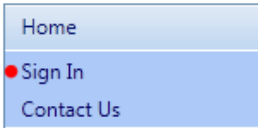


# How To Use TeamSideline Officials Assignments

## Welcome

This is a one page Sheet to tell you how to confirm and review your Officials Assignments online.

## STEP ONE Sign In











<b>1</b>	The Process starts with you receiving an email from your League Assigner.
<b>2</b>	<p>Go to your League Site and click the Sign in link on the top of the left Side Bar.</p> 
<b>3</b>	<p>From the Sign In page,...</p> <ul style="list-style-type: none"> <li>• If you have a TeamSideline password, use the email address that your Official Coordinator used to send you the email and type in your password to sign in. (If you forgot your password, then click the "Forgot your password" link.)</li> <li>• If you do not have a TeamSideline password, then use the email address that your Official Coordinator used to send you the email, click I am a new TeamSideline user and click the sign in button.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Sign In</b></p> <p>Just type in your Email address and click the Sign In button. <a href="#">Forgot your password?</a></p> <hr/> <p>Email Address <input type="text"/></p> <p> <input type="checkbox"/> Password <input type="checkbox"/> I am a new TeamSideline user.              or  <input checked="" type="radio"/> My password is: <input type="text"/> </p> </div>

*Process continued on next page*



## How To Use TeamSideline Officials Assignments

### STEP TWO View Your Assignments

<b>1</b>	<p>After you are signed in, click the Assignments link.</p> 												
<b>2</b>	<p>Use the "Pending Assignments" table to view Assignments. <b><i>You can accept assignments by clicking the Green Flag icon, or reject assignments by clicking the Red X icon.</i></b></p> <p><b>Pending Assignments</b> Pending Assignments require you to confirm or reject.</p> <table border="1" data-bbox="483 934 1307 1045"> <thead> <tr> <th>Date</th> <th>Role/LOP</th> <th>Game</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No assignment records.</td> </tr> <tr> <td colspan="2" style="text-align: center;">  </td> <td style="text-align: center;">Page size: 10</td> <td style="text-align: right;">0 items in 1 pages</td> </tr> </tbody> </table>	Date	Role/LOP	Game		No assignment records.						Page size: 10	0 items in 1 pages
Date	Role/LOP	Game											
No assignment records.													
		Page size: 10	0 items in 1 pages										
<b>3</b>	<p>Ignore the "Requested Assignments" table. You will not be using this process.</p> <p><b>Requested Assignments</b> Requested Assignments are pending confirmation from the Officials Coordinator.</p> <table border="1" data-bbox="483 1197 1331 1308"> <thead> <tr> <th>Date</th> <th>Role/LOP</th> <th>Game</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No assignment records.</td> </tr> <tr> <td colspan="2" style="text-align: center;">  </td> <td style="text-align: center;">Page size: 10</td> <td style="text-align: right;">0 items in 1 pages</td> </tr> </tbody> </table>	Date	Role/LOP	Game		No assignment records.						Page size: 10	0 items in 1 pages
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<b>4</b>	<p>Use the "Confirmed Assignments" table to view Assignments which both you and your Official Coordinator have accepted.</p> <p><b>Confirmed Assignments</b> Confirmed Assignments are final. If changes are required, please contact your Officials Coordinator.</p> <table border="1" data-bbox="483 1491 1339 1654"> <thead> <tr> <th>Date</th> <th>Role/LOP</th> <th>Game</th> </tr> </thead> <tbody> <tr> <td>9/10/2011 10:30:00 AM</td> <td>CR Recreation</td> <td>U8 Girls, U8 G Linc-Rock Lincoln Attack vs Rocklin All Stars Lincoln Park - Field 1</td> </tr> <tr> <td colspan="2" style="text-align: center;">  </td> <td style="text-align: right;">Page size: 10 1 items in 1 pages</td> </tr> </tbody> </table>	Date	Role/LOP	Game	9/10/2011 10:30:00 AM	CR Recreation	U8 Girls, U8 G Linc-Rock Lincoln Attack vs Rocklin All Stars Lincoln Park - Field 1			Page size: 10 1 items in 1 pages			
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## How To Use TeamSideline Officials Assignments

### STEP THREE Post Game Reports

-	Only use this Process if your Organization requires Post Game Reports.
<b>1</b>	<p>After a Game, sign in and click the Post Game Reports link.</p> <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 5px; margin: 10px 0;"> <p>Home</p> <p>Sign Out</p> <p>Contact Us</p> <p>My Account</p> <p>My Profile</p> <p>Officials Management</p> <p>Officials Profile</p> <p>Assignments</p> <p>Request Assignments</p> <p>● Post Game Reports</p> </div>
<b>2</b>	From the Post Game Reports page, Select Edit next to the Game to complete the Post Game Report form.

*End of Document*