

# RefScheduler



# What Is RefScheduler

- Impact Referee Management System
  - Game Assignments
  - Referee Availability
  - Email Communications

# Log In

- [www.refscheduler.net](http://www.refscheduler.net)
- Select “USSF” and hit “Continue”
- Select “CA-N” and hit “Continue”
- Select District 4  
and hit “Continue”
- Select “ISC: Impact Soccer Club”  
and hit “Login”
- Select you name from dropdown;  
Enter password

# Request a RefScheduler Account

- [www.refscheduler.net](http://www.refscheduler.net)
- Select “USSF” and hit “Continue”
- Select “CA-N” and hit “Continue”
- Select District 4 and hit “Continue”
- Select “ISC: Impact Soccer Club” and hit “Login”
- Click on the “New Referee Sign-Up” button
- Enter all relevant information
- Upon completion, click the “Submit New Referee Request” button.

# Relevant Information

- Name
- Password
- City
- E-mail Address
- Alt E-mail Address
  - For youth refs, we recommend a parent's email
- Mobile Phone
  - The best number to reach you directly
  - So we can text you
- Home Phone
  - This is imperative for youth referees
  - It can be Mom's or Dad's cell phone

# Submit Availability

- Click on the “Browse Upcoming Games” link.
  - This link is visible when you first log in.
- Click on any “Submit Availability” button
- Select all the AM and PM checkboxes for the days you are available.
- Use the “Comments” field to further refine your availability.

# Submit Availability Hints

- **Keep Availability Current and Accurate!**
- Games are typically assigned Mon or Tues of each week.
- Have your availability up-to-date by Mon morning of each week .
- The “Comments” field is limited to 50 characters
  - Sample comment: “From Sat til 1p. All day Sun except 11a - 2p.”
- Comments **are deleted** every time you update your availability.  
Make sure to re-enter, if necessary
- Of all the field listed above “Comments”, make sure to complete the “Team Conflicts” field.
  - Per NorCal, referees are not permitted to officiate family-member ‘competition’ games.
    - Should it happen, that game could be forfeited.
    - Family members include siblings, children, cousins, etc.

# Accept/Decline Assigned Games

- You should receive an email from RefScheduler when a game is assigned to you.
- You should accept/decline that same day.
- Reply to the email with a simple “Accept” or “Decline” response.
- Sometimes your game assignments will change even after you have accepted the previous games.
  - You should get an email for any new game
  - You should get an email if you were removed from a game
  - Make sure re-accept or decline the new game(s) in the same manner



# Accept/Decline Assigned Games Hints (I)

- There have been instances when referees have not received game-assignment emails
- If you made yourself available for a given week, get in the habit of checking RefScheduler once or twice that week
  - Make sure you know your schedule
  - Make sure there were no last-minute changes
  - If a change occurs within 24 hours of game time, you will receive a call or text from Bob or Alex.

# Accept/Decline Assigned Games Hints (II)

- Make sure you have a reputation for:
  - Submitting timely, clear, and accurate availability
  - Accepting/declining games promptly
- Don't be the referee that:
  - Declines more games than they accept
  - Needs to be constantly reminded to accept/decline games
  - Has something “come up” last minute on a regular basis

# RefScheduler Tips

- After selecting “Impact Soccer Club” during the log-in process, the “View Schedule as Guest” button appear.
- Click this button to see all games/assignments (without having to log-in).
  - Get into the habit of doing this every Sat morning just to make sure you know when and where your games are
- You ***must*** call/text Bob or Alex if you are unable to do your game and it is 24 hours before start time
  - If you text, make sure you get a confirmation text
- If you have reffed for Impact for more than 2 years, if you have accepted a game but can no longer do it, you can try find a replacement
  - Make sure your replacement is comfortable and is experienced enough to do your match
  - Once you have a replacement, make sure to contact Bob or Alex with this information so we can update RefScheduler
  - Call or text Bob or Alex if you can’t get a replacement. Don’t wait until the last minute!