

# RefScheduler



# What Is RefScheduler

- Revolution FC's Referee Management System (RMS)
- It is used for:
  - Game Assignments
  - Referee Availability
  - Email Communications
    - Group email blasts
    - Game assignment notifications
    - Game cancellation notifications
- RefScheduler can be accessed from most mobile devices.
  - There is no RefScheduler app.

# How to Request an Account

- [www.refscheduler.net](http://www.refscheduler.net)
- Select “USSF” and click “Continue”
- Select “CA-N” and click “Continue”
- Select District “4” and click “Continue”
- Select “ECR: East County Revolution” and click “Login”
- Click on the “New Referee Sign-Up” button.
- Enter all relevant information (see next page)
- 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 **strongly** recommend you include your parent's/guardian's email.
- Mobile Phone
  - The best number to reach you directly and immediately
  - We will occasionally send out text messages, especially when we need referees or when there are referee no-shows.
- Home Phone
  - This is imperative for youth referees
  - It can be Mom's, Dad's, Guardian's cell phone, as well

# How to Log In

- [www.refscheduler.net](http://www.refscheduler.net)
- Select “USSF” and click “Continue”
- Select “CA-N” and click “Continue”
- Select District 4 and click “Continue”
- Select “ECR: East County Revolution” and click “Login”
- Select your name from the dropdown
- Enter password
- Click “Login”

# Submit Availability

- Log into RefScheduler
- Click on the “Browse Upcoming Games” link.
  - This link is visible when you first log in.
- Click on any “Submit Availability!” button
- Select all AM and PM checkboxes for days you are available.
  - If a day that has at least 1 game, that date/day will appear in the ‘Date’ column.
- Use the “Comments” field to further refine your availability.
- Click the ‘Submit Update’ button after you have added/updated your availability.

# Submit Availability Hints

- Use the “Comments” field when the AM/PM checkboxes don’t reflect your true availability.
  - The comments field is limited to 50 characters.
  - Sample comment: “Sat til 1p. All day Sun except 11a - 2p.”
- Comments **get deleted** every time you update your availability. Make sure to re-enter your comments, if necessary.
- Complete the “Team Conflicts” field (above ‘Comments’).
  - NorCal does not allow referees to officiate family-member ‘Competition/Comp’ games.
    - Should this happen, Revolution FC could get in trouble with NorCal.
    - Family members include: siblings, children, cousins, etc.
  - If you are a player, list the team you play on in the ‘Team Conflicts’ field.

**Keep Availability Current and Accurate!**

# Self-Assign Option

In 2022, we will allow referees to self-assign.  
The process will work as follows:

1. Review all available games.
2. If you want to do certain games, email/text Bob the games you want to do.
  - **Always include the RefScheduler Game ID (number).**
3. Bob will do his best to assign you the games you requested.

# 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.
  - You can also text your accept/decline responses to Bob.
- Sometimes your game assignments will change even after you have accepted your games.
  - You should get an email anytime your game changes.
  - You should get an email if you were removed from a game.
  - Make sure re-accept or decline any changed or new game(s) in the same manner as described above.

# 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 a week to see if you were assigned a game.
- If you are assigned a Comp game that you have a 'Team Conflict' with, contact Bob or Alex immediately.
- If a change occurs to your game within 24 hours of game time, Bob or Alex will call or text you.
  - Make sure to acknowledge any text we send you.

# Accept/Decline Assigned Games Hints (II)

- Make sure you get a reputation for:
  - Submitting timely, clear, and accurate availability.
  - Accepting/declining games promptly.
- Don't get a reputation for being 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.

**If the 2<sup>nd</sup> bullet describes you, Bob and Alex will stop assigning your games!**

# General RefScheduler Tips (I)

- After selecting “East County Revolution” during the log-in process, a “View Schedule as Guest” button appears. Click this button to see all games/assignments, without having to log in.
  - Get into the habit of checking RefScheduler every Friday night to make sure you know the time and location of your weekend games.
- It is critical that you keep your contact information accurate and up-to-date.
  - To change your contact info, log into RefScheduler, click the ‘Edit Referee Info’ link, and make the changes.

# General RefScheduler Tips (II)

- If you ref for another Club that uses RefScheduler, we strongly recommend you use the same RefScheduler password for all Clubs.
  - RefScheduler has been known to ‘get confused’ if a referee has multiple RefScheduler accounts, each with a different password.
- Assuming you have refereed for our Club for more than 2 years, if you have accepted a game that you can no longer do, you can try to find a replacement.
  - Make sure your replacement is comfortable and is experienced enough to do your match.
  - Once you have found a replacement, make sure to contact Bob or Alex for approval and so we can update RefScheduler.
  - Immediately call or text Bob or Alex if you can’t get a replacement.

***Don't wait until the last minute!***

# RefScheduler Email Tips

- To be an effective referee, you must receive and read all your RefScheduler emails.
  - Rescheduler emails will come from CA-N4ISC@refscheduler.net
  - Make sure that your email app is not blocking these emails or putting them in the spam folder.
  - If you reply to [CA-N4ISC@refscheduler.net](mailto:CA-N4ISC@refscheduler.net), the email will go to Bob's email.
- Do not rely solely on RefScheduler emails to manage your reffing schedule
  - We have heard from some refs that, on occasion, RefScheduler emails may not get delivered
    - If this happens to you, let us know.

# Validating Monthly Revolution FC Checks

- A monthly spreadsheet of all refereed games is sent to the Revolution FC accountant for processing.
- Unfortunately, the spreadsheet is put together manually. Therefore, mistakes are sometimes made. It's always a good idea to compare your paycheck with the games you refereed the previous month.
- To check:
  - Click on the “All My Games Report” link.
  - Get a list of all the games you refereed.
  - Go back to the calendar view and check each of the games you refereed. Don't count cancelled games. Cancelled games are crossed out in red.
  - Total your pay for the previous month.
- If your total does not match the total of your check, contact Bob or Alex.