

How to sign up to referee games for PHMSA

ALL REFEREES MUST RE-REGISTER ON OUR REF SCHEDULER BEFORE THEY CAN SIGN UP FOR MATCHES

Registering in Refscheduler

- 1) Go to the site at <http://refscheduler.net> and navigate to AYSO > Section 2 > Area C > Region 281, or click [here](#).
- 2) Click on "New Referee Signup"
- 3) DO NOT check the "Save Preferences?" or "Use Saved Preferences for Login" checkboxes.
- 4) Enter all fields. Those marked with an asterisk are mandatory, including mobile phone. This information is only available to the referee administrator, and if you check the appropriate box, it can be visible by the other referees on your scheduled matches.
- 5) If you are a USSF referee, add your current badge level, ignoring the recently announced changes in the USSF badging system.

Once you register, the referee administrator will verify your volunteer status then active you in the system. Once done, you "may" receive an email to that effect, or you may not, depending on whether our integrated messaging is working. For the first few weeks of the season, the ref admin will attempt to do this at least once a day. If your name is on the list of user names, you're ready to sign in.

Signing up for games in Refscheduler

Once you've successfully logged in, you should see a calendar on the left of the screen and a list of possible actions on the right.

- 1) Click the day you want to sign up for.
- 2) A page with all games that day will pop up. You'll see the names of any referees who have already signed up for games. If you want to referee that game, click "Ref It!".
- 3) A screen will come up that lists the details on the game and allows you to sign up for open spots. Note that you will not be allowed to sign up for games at a higher level than you are assigned. If you feel your level should be raised, contact the referee administrator.