Add referee to games in ProCup

Appointing referees can be done either automatically or manually. Here we will show you how to solve this.

Start by logging in to ProCup admin and further into Referee Categories and Fees.

Here you have the opportunity to enter different types of categories and also amount, if you pay referees per match or time. Do not forget to save the bottom!

The next step is to register the referee in the system manually. If you have used MyRef (see separate manual) where referees can register via forms on the web, the referees are already in the system.

30012: ProCupen 2016 (Cup)

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Design of various categories and fees for referees.
How many referees per match -1,2 or 3?
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Pay per match or per hour?.

Referee categories and fees

2: Create/Design referee registration form

If you want the referees to be able to register their interest via the web, this menu item is used.

You can customize the registration form and make it available in other languages too

Create/design referee registration form

3: Show /register referees to the cup

Here can you check and approve the registerd referees for **ProCupen 2016**. Furthermore, you can do manual registration of referee

You can even see available referees and export the referee list to Excel.
 (no new registered referees)
 10 total active enrollments

Show /register referees to the cup

4: alloaction of referee

Allocation of referees can be completed in two different ways.
Partly automatic, partly manuel
You can also combine the two different ways.

Finally, you can vailiate that everything s ok with referee allocations

alloaction of referee

5: Finish referee allocations

before you can print out referee reports etc, you must complete referee allocations/settings.

Finish referee

6: Refeeree printout

Note, various tasks related to the referee can be printed.

Eg. referee information, payroll lists and match protocols

Print Referees

Design and settings | Referee management | Register phase | Planning phase | During tournament days | MyTeam

Referee information | Availability | Login MyRef

Sortings order: Ref.nbr ▼

Filtering: -- No filtering on highest license -- ▼ -- No filtering on T-shirt -- ▼ -- No filtering on living -- ▼ Show   Return   New referee

☐ Do not include active referees   **10** Referee allocated

Ref.nbr	Active	Name	Address	Email	Personal numb	Mobile	Status ⓘ	Referee category	Own Comments:
1001	1	Marie Mohagen [M]	*adress* *postnr* *ort*	test_312@cumap.se			Qualified ▼	Beginner ▼	
1002	1	Freja Writzkynieszy [M]	*adress* *postnr* *ort*	test_416@cumap.se			Qualified ▼	Youth ▼	
1003	1	Vesna Anolic [M]	*adress* *postnr* *ort*	test_258@cumap.se			Qualified ▼	FA-Elite ▼	
1004	1	Peter Svensson [M]	*adress* *postnr* *ort*	test_267@cumap.se			Qualified ▼	Beginner ▼	
1005	1	Kalle Pettersson [M]	*adress* *postnr* *ort*	test_389@cumap.se			Qualified ▼	Youth ▼	
1006	1	Cari Momad [M]	*adress* *postnr* *ort*	test_457@cumap.se			Qualified ▼	Youth ▼	
1007	1	Sara Piglund [M]	*adress* *postnr* *ort*	test_26@cumap.se			Reserve ▼	Beginner ▼	
1008	1	Göte Björk [M]	*adress* *postnr* *ort*	test_44@cumap.se			Qualified ▼	Youth ▼	
1009	1	Pia Andersson [M]	*adress* *postnr* *ort*	test_496@cumap.se			Qualified ▼	Beginner ▼	
1010	1	Niklas Alm [M]	*adress* *postnr* *ort*	test_364@cumap.se			Qualified ▼	Youth ▼	

Here you register a new referee. don't forget to save

Return | Save | New referee | 10 random referees

Registration of Referee

New Registration

Referee ID:	Active? ☑
Name:	Personal number:
Address:	Email:
Post code and town:	Mobile number:
Clearing code and bank account:	Bank name:
Status: Qualified ▼	
Referee category: --- Select category --- ▼	
Highest licence: Elite ▼	
T-Shirt: XXL ▼	
Accommodation: No ▼	
Own Comments:	

Close without saving | Save

Then, click on the Registration of referee.

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Finish referee

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Eg. referee information, payroll lists and match protocols
Print Referees

7: Send email to the referee
Reminder to referees on schedule/commitment? Send refereee schedule??
In this module you can compose emails as needed and also the possibility to attach documents
mail to referee

Here you now have the option to choose automatic or manual deployment via the tabs at the top.

Automatic deployment/placement | manual deployment | Validation

You can let the system automatically to deploy referees by setting up parameters below. Or you can click on tab *Manual deployment* and do
Basic settings
Maximum nbr referees/functionaries per match: **1** ⓘ Include reserve referee: ☐
Minimum time between matches: 10 minuts.
Nbr of matches in row before rest (maximum): 5 matches. ⓘ
Minimum rest time (pause): 60 minutes.

division are divided into 'pools' where you have the opportunity to seperate the different referees. Need more pools - click on ⊞ below to the left ⓘ

Pool 1 Referee	Time	Match type	Classes
☑ Referee category: -- all categories -- ▼ All referees: ◉ According to the list: ○ *(Ctrl + click for many options)* Marie Mohagen / Freja Writzkynieszy / Vesna Anolic / Peter Svensson / Kalle Pettersson	all match dates: ◉ According to the list: ○ *(Ctrl + click for many options)* 2016-03-03 / 2016-03-04 / 2016-03-05 ▼ Starting time: 08:00 Finish/end time 23:59	Group stage: ☑ Playoffs: ☑	All classes: ◉ According to the list: ○ *(Ctrl options)* P09 / Allstar / F10 / P10 / P14
⊞ ☑ Pool 2 Referee	Time	Match type	Classes
Referee category: -- all categories -- ▼ All referees: ◉ According to the list: ○ Marie Mohagen / Freja Writzkynieszy / Vesna Anolic / Peter Svensson / Kalle Pettersson	all match dates: ◉ According to the list: ○ 2016-03-03 / 2016-03-04 / 2016-03-05 ▼ Starting time: 08:00 Finish/end time 23:59	Group stage: ☑ Playoffs: ☑	All classes: ◉ According to the list: ○ P09 / Allstar / F10 / P10 / P14

Return | Automatic deployment/placement

Number of referees per Match - This value is taken from the menu 'referee Categories and Fees'.

Examples of subdivision in pools
_____

You have two categories of referees - experienced as well as youth referees.

Pool 1

* referee Category 'Experienced'.

* Selection of older age classes

Pool 2

* referee category 'youth judge'.

* Selection of younger age classes

If some referees only are available at certain times, you can separately choose these referees to a new pool and limit the time.

If for example some of the referees should be limited to the group stage or limited to certain pitches it can be arranged in the menu.

If we focus on automatic deployment now:

The system is always set to allow all referees to all games.

You then have the option to correct / settings

so that they are optimized for you. If you click Auto deployment,

the system will generate referees to the matches directly

Test yourself and then see the outcome on the SHOW MATCHES button.

If you click View Matches, you'll see how referees per match are placed and a referee ID will appear. Here you can also print out or send it in excel.

If you are satisfied with the changes, click return.

You will then receive an indication:

The next step will be to complete the addition:

You will get one more indication that there is more to do:

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⚠️New referee appointment not yet finalized! ✖
Finish referee

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Last step is to confirm:

Finish referee allocations
Latest publication on the web: **2017-02-13 11:38**
Note that only the addition referees will be transferred to the web. No changes on the matches or teams.
Select classes from the list, that are to be updated on the Web.

Select	Class	Info
☐	**P09** : 2016-03-07to 2016-03-09, 6 groups. 9+8matches. 11-manna 1 X 13	⚠️ 6 teams are not deployed in the grouping! ⓘ
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☐	**U12 P** : 2016-03-03to 2016-03-04, 6 groups. 36+2matches. 11-manna 2 X 13	⚠️ 2 matches remain in match list! ⓘ

Return	approve / finish referee

You can click here if you want to present the allocation on the cup website as well!

Finish referee allocations
Updating finsihed.
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Check class **Allstar:**
* Referees exported.
Check class **P14:**
* Referees exported.
Check class **F10:**
* Referees exported.
* **9** Referees exported.

Return	approve / finish referee

NOW YOU ARE DONE!

If you want to place referees manually, follow these steps:

Select the allocation of referee tab.

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Automatic deployment/placement | **manual deployment** | Validation

select filter below and click on **Filter**.

Class: -- no filtering -- ▼   Pitch: -- no filtering -- ▼   Date: ▼

Return | Filter | Save

Match nbr	Class	Group / Playoffs	Time	Pitch	Match	Referee 1
5179	U12 P	A-semifinal:02		0:???	2:an från Pulje A-1 - 1:an från PO-grupp A 3	
5180	U12 P	PO-grupp A 3		0:???	Nr 1 från Grupp 2 - Nr 1 från Grupp 3	
5127	U12 P	Grupp 1	2016-03-03 08:00	A-hallen	Team 1-1 - Team 1-2	bri4390
2	U12 P	Grupp 1	2016-03-03 08:00	B-hallen	Team 1-3 - Team 1-4	pipj4951
5049	P14	Grupp 1	2016-03-03 08:00	B-hallen	IK Sund - HIF	axr6267
5121	P14	Grupp 2	2016-03-03 08:00	Arena A	Arsenal - Rögle	bri_3336
5020	P14	Grupp 2	2016-03-03 08:30	A-hallen	Skånela IF - Skara Fotboll	briu1169
5132	U12 P	Grupp 2	2016-03-03 08:30	A-hallen	Team 2-1 - Team 2-2	joz182
4	U12 P	Grupp 2	2016-03-03 08:30	B-hallen	Team 2-3 - Team 2-4	selv2435
5113	P14	Grupp 3	2016-03-03 08:30	B-hallen	OV Helsingborg - Stattena IF	tv7392
5	U12 P	Grupp 3	2016-03-03 09:00	A-hallen	Team 3-1 - Team 3-2	bri4390
65	U12 P	Grupp 4	2016-03-03 09:00	A-hallen	H43 - Lugi	pipj4951
5137	U12 P	Grupp 3	2016-03-03 09:00	B-hallen	Team 3-3 - Team 3-4	axr6267
5016	P14	Grupp 1	2016-03-03 09:30	A-hallen	Fortuna FF - IK Sund	bri_3336
5139	U12 P	Grupp 4	2016-03-03 09:30	A-hallen	Team 4-1 - Team 4-2	briu1169
5111	P14	Grupp 2	2016-03-03 09:30	B-hallen	Arsenal - Skånela IF	joz182
5141	U12 P	Grupp 4	2016-03-03 09:30	B-hallen	Team 4-3 - Team 4-4	selv2435
5123	P14	Grupp 2	2016-03-03 09:30	Arena A	Skara Fotboll - Rögle	tv7392
5143	U12 P	Grupp 1	2016-03-03 10:00	A-hallen	Team 1-1 - Team 1-3	bri4390
10	U12 P	Grupp 1	2016-03-03 10:00	B-hallen	Team 1-4 - Team 1-2	pipj4951
5087	P14	Grupp 3	2016-03-03 10:00	B-hallen	Stattena IF - ÄFF	axr6267
5147	U12 P	Grupp 2	2016-03-03 10:30	A-hallen	Team 2-1 - Team 2-3	bri_3336
12	U12 P	Grupp 2	2016-03-03 10:30	B-hallen	Team 2-4 - Team 2-2	briu1169
5151	U12 P	Grupp 3	2016-03-03 11:00	A-hallen	Team 3-1 - Team 3-3	bri4390
5153	U12 P	Grupp 3	2016-03-03 11:00	B-hallen	Team 3-4 - Team 3-2	pipj4951
5155	U12 P	Grupp 4	2016-03-03 11:30	A-hallen	Team 4-1 - Team 4-3	axr6267

Select Referee ⓘ

Mark a Referee in the list below, then click on the matches that the Referee will ref.

Referee category: -- all categories -- ▼
Include reserve referee: ☐

Select Referee:

(no referee selected)
bri4390 : Marie Mohagen
pipj4951 : Freja Writzkynieszy
axr6267 : Vesna Anolic
bri_3336 : Peter Svensson
briu1169 : Kalle Pettersson
joz182 : Cari Momad
selv2435 : Göte Björk
tv7392 : Pia Andersson
tvl2339 : Niklas Alm

Click on the referee you want to place on match and then click referee 1.

When the list is complete, click the VALIDATION tab at the top and check again so you didn't for example placed the same referee on two matches.

When done, return and complete the allocation.

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| Return | approve / finish referee |

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| Return | approve / finish referee |

NOW YOU ARE DONE!

It is also possible to communicate with the referees via email.

Choose from different templates at the top

GOOD LUCK!