

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.

The screenshot shows the ProCup admin interface. At the top, there is a navigation bar with the following items: Design and settings, Referee management (highlighted), Register phase, Planning phase, During tournament days, and MyTeam. Below the navigation bar, the main content area displays '30012: ProCupen 2016 (Cup)'. A grid of six task cards is shown, each with a title, description, and a button:

- 1: Referee categories and fees**: This enables Referee management in ProCup. Design of various categories and fees for referees. How many referees per match -1,2 or 3? Should fees be paid? Pay per match or per hour?. Button: 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. Button: Create/design referee registration form.
- 3: Show /register referees to the cup**: Here can you check and approve the registered 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. Button: Show /register referees to the cup.
- 4: allocation of referee**: Allocation of referees can be completed in two different ways. Partly automatic, partly manual. You can also combine the two different ways. Finally, you can validate that everything is ok with referee allocations. Button: allocation of referee.
- 5: Finish referee allocations**: before you can print out referee reports etc, you must complete referee allocations/settings. Button: Finish referee.
- 6: Referee printout**: Note, various tasks related to the referee can be printed. Eg. referee information, payroll lists and match protocols. Button: Print Referees.

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 screenshot shows the 'Referee categories and fees' configuration page. It includes the following elements:

- Enable Referee management:
- Enter the maximum number of referees or officials that can be used per match. Fees (without decimals) are used as the basis for referee reports where number of referees matches are multiplied with this fee and summarized.
- Select the number of referees/officials per game: 1 (indicated by a blue arrow and the annotation 'Set number of referees to add on a single game')
- Fees to be calculated: per match Per hour (indicated by a blue arrow and the annotation 'Set if referee gets paid per hour or per game')
- Fees to be specified per refereeing category. Example of refereeing categories are '7-man', 'elite referee', 'playoffs' etc.
- A table with columns: Active, Referee category, and Fee per match or hour.

Active	Referee category	Fee per match or hour
<input checked="" type="checkbox"/>	Beginner	100
<input checked="" type="checkbox"/>	Youth	150
<input checked="" type="checkbox"/>	FA-Elite	200
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

At the bottom of the page, there are 'Return' and 'Save' buttons.

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)

1: Referee categories and fees

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[Referee categories and fees](#)

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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 registered 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: allocation of referee

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

Finally, you can validate that everything is ok with referee allocations

[allocation of referee](#)

5: Finish referee allocations

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

[Finish referee](#)

6: Referee printout

Note, various tasks related to the referee can be printed.
Eg. referee information, payroll lists and match protocols

[Print Referees](#)

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]	*address* *postnr* *ort*	test_312@cumap.se			Qualified	Beginner	
1002	1	Freja Writzkymsieszy [M]	*address* *postnr* *ort*	test_416@cumap.se			Qualified	Youth	
1003	1	Vesna Anolic [M]	*address* *postnr* *ort*	test_258@cumap.se			Qualified	FA-Elite	
1004	1	Peter Svensson [M]	*address* *postnr* *ort*	test_267@cumap.se			Qualified	Beginner	
1005	1	Kalle Pettersson [M]	*address* *postnr* *ort*	test_389@cumap.se			Qualified	Youth	
1006	1	Cari Momad [M]	*address* *postnr* *ort*	test_457@cumap.se			Qualified	Youth	
1007	1	Sara Piglund [M]	*address* *postnr* *ort*	test_26@cumap.se			Reserve	Beginner	
1008	1	Göte Björk [M]	*address* *postnr* *ort*	test_44@cumap.se			Qualified	Youth	
1009	1	Pia Andersson [M]	*address* *postnr* *ort*	test_496@cumap.se			Qualified	Beginner	
1010	1	Niklas Alm [M]	*address* *postnr* *ort*	test_364@cumap.se			Qualified	Youth	

[Return](#) [Save](#) [New referee](#) [10 random referees](#)

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

Registration of Referee

New Registration

Referee ID:

Name:

Address:

Post code and town:

Clearing code and bank account:

Status:

Referee category:

Highest licence:

T-Shirt:

Accommodation:

Own Comments:

Active?

Personal number:

Email:

Mobile number:

Bank name:

[Close without saving](#) [Save](#)

Then, click on the Registration of referee.

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[Create/design referee registration form](#)

3: Show /register referees to the cup

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You can even see available referees and export the referee list to Excel.
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You can also combine the two different ways.

Finally, you can validate that everything is ok with referee allocations

[allocation of referee](#)

5: Finish referee allocations

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

[Finish referee](#)

6: Referee printout

Note, various tasks related to the referee can be printed.
Eg. referee information, payroll lists and match protocols

[Print Referees](#)

7: Send email to the referee

Reminder to referees on schedule/commitment? Send referee 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 minutes.

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 separate the different referees. Need more pools - click on **+** below to the left.

Pool 1 Referee	Time	Match type	Classes
<input checked="" type="checkbox"/> Referee category: -- all categories -- All referees: <input type="radio"/> All referees: <input type="radio"/> According to the list: <input type="radio"/> (Ctrl + click for many options)	all match dates: <input type="radio"/> According to the list: <input type="radio"/> (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: <input checked="" type="checkbox"/> Playoffs: <input checked="" type="checkbox"/>	All classes: <input type="radio"/> According to the list: <input type="radio"/> (Ctrl + click for many options) P09 Allstar F10 P10 P14
<input checked="" type="checkbox"/> Referee category: -- all categories -- All referees: <input type="radio"/> All referees: <input type="radio"/> According to the list: <input type="radio"/> (Ctrl + click for many options)	all match dates: <input type="radio"/> According to the list: <input type="radio"/> (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: <input checked="" type="checkbox"/> Playoffs: <input checked="" type="checkbox"/>	All classes: <input type="radio"/> According to the list: <input type="radio"/> (Ctrl + click for many options) 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.

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 this manually.

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 separate the different referees. Need more pools - click on below to the left

222 matches calculated. 10 matches have not been assigned to a referee. Show matches

Tip! you can also finetune the deployment on the tab *Manual deployment*.

Pool 1 Referee

Referee category: -- all categories --

All referees:

According to the list: (Ctrl + click for many options)

Marie Mohagen
 Freja Writzkymszy
 Vesna Anolic
 Peter Svensson
 Kalle Pettersson

Time

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/Vend time: 23:59

Match type

Group stage:

Playoffs:

Classes

All classes:

According to the list: (Ctrl + click for many options)

P09
 Allstar
 F10
 P10
 P14

Pitches

all pitches:

According to the list: (Ctrl + click for many options)

A-hallen
 B-hallen
 Arena A
 Bane 1
 Bane 2

Return **Automatic deployment/placement**

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.

Total

Match nr	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	pij4951
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 - Röggle	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	P14	Grupp 4	2016-03-03 09:00	A-hallen	H43 - Lugli	pij4951
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 - Röggle	tv7392
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10	U12 P	Grupp 1	2016-03-03 10:00	B-hallen	Team 1-4 - Team 1-2	pij4951
5087	P14	Grupp 3	2016-03-03 10:00	B-hallen	Stattena IF - AFF	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	pij4951

Filtering

No filtering
 No referee allocated per Referee

[Click on a referee below](#)

Marie Mohagen
 Freja Writzkymszy
 Vesna Anolic
 Peter Svensson
 Kalle Pettersson
 Carl Momad
 Göte Björk
 Pia Andersson
 Niklas Alm

Compressed list

If you are satisfied with the changes, click return.

You will then receive an indication:

7: Send email to th

Reminder to referees on :
 schedule??

In this module you can co
 possibility to attach docu

[mail to referee](#)

Warning
 New deployment of referees not completed yet!

The next step will be to complete the addition:

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

30012: ProCupen 2016 (Cup)

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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 registered 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: allocation of referee

Allocation of referees can be completed in two different ways.
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You can also combine the two different ways.

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[alloaction of referee](#)

5: Finish referee allocations

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

! New referee appointment not yet finalized! **X**

[Finish referee](#)

6: Referee printout

Note, various tasks related to the referee can be printed.
Eg. referee information, payroll lists and match protocols

[Print Referees](#)

7: Send email to the referee

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In this module you can compose emails as needed and also the possibility to attach documents

[mail to referee](#)

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
<input type="checkbox"/>	P09 : 2016-03-07to 2016-03-09, 6 groups, 9+8matches. 11-manna 1 X 13	<p>! 6 teams are not deployed in the grouping! ?</p> <p>! 2 matches remain in match list! ?</p>
<input checked="" type="checkbox"/>	Allstar : 2016-09-01, 3 groups, 18+7matches. 9-manna 2 X 13	
<input checked="" type="checkbox"/>	P14 : 2016-03-03to 2016-03-05, 4 groups, 28+7matches. 11-manna 2 X 13	
<input checked="" type="checkbox"/>	P10 : 2016-10-26to 2016-10-28, 6 groups, 90+12matches. 11-manna 2 X 13	
<input checked="" type="checkbox"/>	F10 : 2016-12-20, 2 groups, 16+4matches. 11-manna 1 X 12	
<input type="checkbox"/>	U12 P : 2016-03-03to 2016-03-04, 6 groups, 36+2matches. 11-manna 2 X 13	

[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.

Latest publication on the web: **2017-02-16 14:35**

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
<input type="checkbox"/>	P09 : 2016-03-07to 2016-03-09, 6 groups, 9+8matches. 11-manna 1 X 13	<p>! 6 teams are not deployed in the grouping! ?</p> <p>! 2 matches remain in match list! ?</p>
<input checked="" type="checkbox"/>	Allstar : 2016-09-01, 3 groups, 18+7matches. 9-manna 2 X 13	
<input checked="" type="checkbox"/>	P14 : 2016-03-03to 2016-03-05, 4 groups, 28+7matches. 11-manna 2 X 13	
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<input checked="" type="checkbox"/>	F10 : 2016-12-20, 2 groups, 16+4matches. 11-manna 1 X 12	
<input type="checkbox"/>	U12 P : 2016-03-03to 2016-03-04, 6 groups, 36+2matches. 11-manna 2 X 13	

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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[Print Referees](#)

7: Send email to the referee

Reminder to referees on schedule/commitment? Send referee schedule??
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[mail to referee](#)

Automatic deployment/placement **manual deployment** Validation

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

Class: Pitch: Date:

Match nbr	Class	Group / Playoffs	Time	Pitch	Match	Referee 1
5179	U12 P	A-semifinal:02		0:???	Zan 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
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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

[Return](#) [Filter](#) [Save](#)

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

Referee category:

Include reserve referee:

Select Referee:

- (no referee selected)
- bri4390 : Marie Mohagen
- pipj4951 : Freja Wntzkynieszy
- axr6267 : Vesna Anolic
- bri_3336 : Peter Svensson
- briu1169 : Kalle Pettersson
- joz182 : Carl Mornad
- selv2435 : Göte Björk
- tv7392 : Pia Andersson
- tv2339 : 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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[Create/design referee registration form](#)

3: Show /register referees to the cup

Here can you check and approve the registered 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: allocation 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 vallate 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: Referee printout

Note, various tasks related to the referee can be printed.
Eg. referee information, payroll lists and match protocols

[Print Referees](#)

7: Send email to the referee

Reminder to referees on schedule/commitment? Send referee schedule??

In this module you can compose emails as needed and also the possibility to attach documents

[mail to referee](#)

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
<input type="checkbox"/>	P09 : 2016-03-07to 2016-03-09, 6 groups, 9+8matches. 11-manna 1 X 13	<p>Info</p> <p>⚠ 6 teams are not deployed in the grouping! ⓘ</p> <p>⚠ 2 matches remain in match list! ⓘ</p>
<input checked="" type="checkbox"/>	Allstar : 2016-09-01, 3 groups, 18+7matches. 9-manna 2 X 13	
<input checked="" type="checkbox"/>	P14 : 2016-03-03to 2016-03-05, 4 groups, 28+7matches. 11-manna 2 X 13	
<input checked="" type="checkbox"/>	P10 : 2016-10-26to 2016-10-28, 6 groups, 90+12matches. 11-manna 2 X 13	
<input checked="" type="checkbox"/>	F10 : 2016-12-20, 2 groups, 16+4matches. 11-manna 1 X 12	
<input type="checkbox"/>	U12 P : 2016-03-03to 2016-03-04, 6 groups, 36+2matches. 11-manna 2 X 13	

[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.

Latest publication on the web: **2017-02-16 14:35**

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
<input type="checkbox"/>	P09 : 2016-03-07to 2016-03-09, 6 groups, 9+8matches. 11-manna 1 X 13	<p>Info</p> <p>⚠ 6 teams are not deployed in the grouping! ⓘ</p> <p>⚠ 2 matches remain in match list! ⓘ</p>
<input checked="" type="checkbox"/>	Allstar : 2016-09-01, 3 groups, 18+7matches. 9-manna 2 X 13	
<input checked="" type="checkbox"/>	P14 : 2016-03-03to 2016-03-05, 4 groups, 28+7matches. 11-manna 2 X 13	
<input type="checkbox"/>	P10 : 2016-10-26to 2016-10-28, 6 groups, 90+12matches. 11-manna 2 X 13	
<input checked="" type="checkbox"/>	F10 : 2016-12-20, 2 groups, 16+4matches. 11-manna 1 X 12	
<input type="checkbox"/>	U12 P : 2016-03-03to 2016-03-04, 6 groups, 36+2matches. 11-manna 2 X 13	

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!

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

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

30012: ProCupen 2016 (Cup)

1: Referee categories and fees

This enables Referee management in ProCup.
Design of various categories and fees for referees.
How many referees per match -1,2 or 3?
Should fees be paid?
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 registered 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: allocation of referee

Allocation of referees can be completed in two different ways. Partly automatic, partly manual
You can also combine the two different ways.
Finally, you can validate that everything is ok with referee allocations

[allocation of referee](#)

5: Finish referee allocations

before you can print out referee reports etc. you must complete referee allocations/settings.
New referee appointment not yet finalized!

[Finish referee](#)

6: Referee printout

Note, various tasks related to the referee can be printed.
Eg. referee information, payroll lists and match protocols

[Print Referees](#)

7: Send email to the referee

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

[mail to referee](#)

Choose from different templates at the top

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

Welcome meeting Referee appointment Free email #1 Free email #2 Free email #3

Sortings order: Id Filtering: Qualified No filtering on referee category No filtering on email status Show Return

Fill in the email header and text information. You can also download and save templates from the different language icons below. Remember to only check mark the clubs that corresponds to your chosen language.

Heading for email: Kallelse till uppstartsmöte ENG Selected language: Save template

Email text: Hej <referee>!
Inför vår turnering <cup> vill vi gärna träffa er innan för genomgång.
Motet hålls i vårt klubbhus Torsdag 23 Maj 18.30
<u>Bekräfta deltagande genom att svara på detta email!</u>
Om du har några frågor, kontakta Karl Svensson på telefonnr 0706-88 77 54, alternativt via email karl.svensson@klubben.se

Referee name=<referee>
Tournament name=<cup>

Sender email address: dennis.pettersson@cumap.se
attach document to email:

Select template:

Write your email text here

Attach document

9 Referee allocated (10 Total) Test mail Send email

Selected?	Id	Referee name	Email	Status	category	Email status
<input type="checkbox"/>	axr6267	Vesna Anolic	test_258@cumap.se	Qualified	FA-Elite	
<input type="checkbox"/>	bri4390	Marie Mohagen	test_312@cumap.se	Qualified	Beginner	
<input type="checkbox"/>	briu1169	Kalle Pettersson	test_389@cumap.se	Qualified	Youth	
<input type="checkbox"/>	bri_3336	Peter Svensson	test_267@cumap.se	Qualified	Beginner	
<input type="checkbox"/>	joz182	Carl Momad	test_457@cumap.se	Qualified	Youth	

Selected?	Id	Referee name	Email	Status	category	Email status
<input type="checkbox"/>	axr6267	Vesna Anolic	test_258@cumap.se	Qualified	FA-Elite	
<input type="checkbox"/>	bri4390	Marie Mohagen	test_312@cumap.se	Qualified	Beginner	
<input type="checkbox"/>	briu1169	Kalle Pettersson	test_389@cumap.se	Qualified	Youth	
<input type="checkbox"/>	bri_3336	Peter Svensson	test_267@cumap.se	Qualified	Beginner	
<input checked="" type="checkbox"/>	joz182	Carl Momad	test_457@cumap.se	Qualified	Youth	
<input type="checkbox"/>	pij4951	Freja Writzkyinszy	test_416@cumap.se	Qualified	Youth	
<input type="checkbox"/>	selv2435	Göte Björk	test_44@cumap.se	Qualified	Youth	
<input type="checkbox"/>	tv7392	Plia Andersson	test_496@cumap.se	Qualified	Beginner	
<input type="checkbox"/>	tv2339	Niklas Alm	test_364@cumap.se	Qualified	Youth	

Return Test mail Send email

Choose reciever

Send or test

GOOD LUCK!