

# Design referee application form



Activating a Referee application form means that referees are given the opportunity to report their interest in participating your tournament. The registration is similar to what the team does to participate, but there are more other types of settings.

Start by logging in to ProCup admin and further into Design Application Form referee.

**30012: Peugeot Cup 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 **Peugeot Cup 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) **12 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](#)

**Design referee registration form**

You have the opportunity to design and opt out of certain parts of the registration form. When you activate the registration form, a button 'Referee registration' appears, which can be activated on the cup site. Confirmation of referee registration is sent via email to the following email addresses. From the menu option 'View / Register referees to the cup', approve register referees. Afterwards, the referees can be used directly in referee appointments.

Select language as entry to the start info for:

**Heading for the Registration form and required fields:**  
 Svenska  
 Enable registration of Referees on the cup page:  Active  
 Text for the registration button on the cup page:

**Information text to referees: Use <b> for bold style, </b> to end the bold style. <ns> </i> = italics style**

Info text:  ⓘ

```
<cup> tar emot intresseanmälan från domare som vill vara med och döma i cupen. Vi ser gärna att intresserade är lägst distriktsdomare men välkomnar alla att anmäla intresse. Ni domare är en mycket viktig resurs och del i arrangemanget för cupen. Anmälan som domare till <cup> vill vi ha <b>senast XX mars</b>. Fyll i uppgifterna nedan och klicka på "Skicka anmälan". <font color=blue>Du kommer att få ett email sänt med inloggningkoder till <i>MyRef</i>.</pre>

```

Type of information	Visible?	mandatory?	Alternative ⓘ
Enter your personal number in the contact information:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Enter bank information for payments:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Possibility to choose partners to judge with:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Select your highest license level:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elit;Förbund;Region;Distrikt;Förening
Select shirt size:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	XXL;XL;Large;Medium;Small
Choose accommodation during the tournament:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nej;Ordnar själv;Kontakta mig
Comments and suggestions:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Choose the information you want to show**

**Visible = found on the form**  
**Required = must be filled in**

**Appearance: TIP: Click the button to the right to view the appearance** [Preview](#)

Note that the preview is in a separate window. If it doesn't show, it may be because you need to allow pop-ups for this domain. see example below:

**Preview your form (remember to allow popup windows)**



**Registration/Notification emails sent to:**

English:

Get confirmation email with the sender's email address:  Yes  No

Email receiver 1 (compulsory):

Email receiver 2:

Email info:

We thank you for your interest as a referee to <cup>!

Below are the details you registered in the application. These can be changed by logging into MyRef.

Login codes to MyRef will be sent in a separate email.

Response text with reference number (NOTE, <refnr> will be changed):

Do you want an email when a referee signed up? Fill in up to two options.

TIPS! All the signs gives you more information

DONT FORGET TO SAVE YOUR SETTINGS!

Now you have a sign-up feature on the web page:



When a referee signed up, log on to ProCup and continue to Menu 3, Show / Register referee to cup

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

30012: Peugeot Cup 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?.

**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

**3: Show /register referees to the cup**

Here can you check and approve the registered referees for **Peugeot Cup 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)*  
**12 total active enrollments**

**4: allocation of referee**

Allocation of referees can be completed in two different ways.

**5: Finish referee allocations**

**6: Referee printout**

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

You can now find all the information here with different tabs for the information the referee shared, including the ability to get it as an Excel-file.

**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 **12** Referee allocated

Ref.nbr	Active	Name	Address	Email	Personal numb	Mobile	Status	Referee category	Own Comments:
1001	1	Marie Mohagen (M)	*adress* *postnr* *ort*	info@cumap.se			Qualified	Beginner	
1002	1	Freja Wirtzkynieszy (M)	Tågagatan 25439 Helsingborg	info@procup.se		701443332	Qualified	Youth	
1003	1	Verens Anolic (M)	*adress*	ref_158@primance			Qualified	FA Player	

The referees now also received an email with login information so that they can log in and complete the information you wish to receive:

## Referee Application Peugeot Cup 2016

Peugeot Cup 2016 receives application from referees who wants to participate in our tournament. We encourage interested lowest district referee but welcomes all of interest. Your participation is a very important resource and part of the arrangement for this tournament. We want your registration as referee **latest March XX**.

Fill in the details below and click 'Send Application':

You will get an email sent with login codes to *MyRef*.

After login, you can e.g. complete with banking details and choose referee partners.

### Contact Information

Enter your contact information below.

When you click 'Send Application' a confirmation will be sent to your specified emailaddress.

You will also receive login information to *MyRef* in a separately mail.

First and Surname *	<input type="text"/>		
Postaddress *	<input type="text"/>		
Email *	<input type="text"/>		
Email (repeat) *	<input type="text"/>		
Zip code *	<input type="text"/>	City *	<input type="text"/>
Cell phone *	<input type="text"/>		
Personal Identity Number	<input type="text"/>		

### Bank Information

Enter your bank account details for fast payout after the tournament has finished.

If you don't have the information available, you can also enter it later on thru login to *MyRef*

Name of the Bank	<input type="text"/>
Clearing nbr	<input type="text"/>
Account number	<input type="text"/>

### Choose referee partner

Use CTRL + Click to select several partners

Choose referee partner	<input type="text" value="Cari Momad"/>
------------------------	-----------------------------------------

- Cari Momad
- Dennis Pålsson
- Dennis TEsting
- Freja Writzkyieszy
- Göte Björk
- Kalle Pettersson
- Marie Mohagen
- Niklas Alm
- Peter Svensson
- Pia Andersson

### Licenses

Choose the license you are most qualified to

- Elite
- Federal Regions
- District
- Association

**Referee shirt**

Choose your T-shirt size

XXL  
 XL  
 Large  
 Medium  
 Small

**Living during tournament**

Choose living during tournament

No  
 Organizes itself  
 Contact me


**Comments and feedback**

**Periods I can participate**

Choose the timeslots and dates that suits you.  
 Please notice you can confirm this later on thru login via **MyRef**

Date	Whole day	Morning	Afternoon	Not at all
Your IP-address: 83.233.155.250				

Please confirm you are human by answering the question:

 Enter the answer

The referees are now in ProCup's referee register and may be chosen when it is time to place referees to games.

**Good luck!**