

PRE-OFFER PROCEDURES

1. Log onto Ref Centre using your email and password.
2. Select the **Preferences** tab; select **Districts**; select **Niagara**. **Please note that only Grade 5 and higher Match Officials can cross Districts for game offers.** **Click SUBMIT to save**
3. Select the **Preferences** tab; select **Leagues**; select the Leagues you wish to officiate in:

1st/2nd year Small Sided Game Match Officials - please ensure you select "West Niagara Interlock Soccer League" as your choice to get game offers in Grimsby. **Click SUBMIT to save**

1st year Entry Level Match Officials - please ensure you select "West Niagara Interlock Soccer League" as your choice to get game offers in Grimsby. **Click SUBMIT to save**

2nd year + Entry Level Match Officials - please ensure you select "Niagara SL" for travel games AND/OR "West Niagara Interlock Soccer League" for house league games as your choice(s) to get game offers in Grimsby. **Click SUBMIT to save**

4. Select the **Preferences** tab; select **Clubs**; select the Clubs you wish to officiate in. **Please ensure you select "Grimsby Town" as one of your choices to get game offers in Grimsby.** **Click SUBMIT to save**

5. Select the **Preferences** tab; select **Day**:

1st/2nd year Small Sided Game Match Officials - please ensure you select "West Niagara Interlock Soccer League" as your choice from Monday to Friday to get game offers in Grimsby. **Click SUBMIT to save**

1st year Entry Level Match Officials - please ensure you select "West Niagara Interlock Soccer League" as your choice from Monday to Friday to get game offers in Grimsby. **Click SUBMIT to save**

2nd year + Entry Level Match Officials - please ensure you select "Niagara SL" for travel games OR "West Niagara Interlock Soccer League" for house league games as your choice(s) from Monday to Friday to get game offers in Grimsby. **Click SUBMIT to save**

6. Select the **Preferences** tab; select **Fields**:

1st/2nd year Small Sided Game Match Officials - please select "Grimsby" as your preferred field to get game offers in Grimsby; other fields may also be chosen. **Click SUBMIT to save**

1st year Entry Level Match Officials - please select "Grimsby" as your preferred field to get game offers in Grimsby; other fields may also be chosen. **Click SUBMIT to save**

2nd year + Entry Level Match Officials - please select "Grimsby" as your preferred field to get game offers in Grimsby; other fields may also be chosen. **Click SUBMIT to save**

7. Select the **Preferences** tab; select **Divisions**; from the Leagues you have selected (above), select the divisions (age groups) you would like to officiate as well as your preference to be the “Referee” or the Assistant Referee (AR). **Please note you must select these options in order to receive game offers. Click SUBMIT to save**
8. Select the **Games** Tab; select **Availability**; select the month from the drop-down and then check off the days that you are available to officiate games. **Please remember to select the UPDATE button after you make ANY changes or move on to the next month.**

POST-OFFER AND ACCEPTANCE PROCEDURES

1. Once you are set up you will receive game offers via your login email will follow-up reminders from Ref Centre. To check on your offers, select the **Games** tab; select **Offers**. You will now have the choice to either accept or decline the offer. **Please note that if you decline the offer for a particular day, you will not be re-offered another game for that day of availability.**
2. Once you accept an offer, the game will move to your schedule where you can keep track of your assignment’s time and location; select the **Games** tab; select **Schedule**. You will also have the option of viewing your next game by selecting **Next Game** and/or available games by selecting **Available Games**, both found under the **Games** tab.

POST-GAME PROCEDURE

1. Once you have completed a game assignment, you must return to Ref Centre within 24 hours and record the results/score of the game in order to qualify for payment. Under the **Games** tab, select the assignment you have just completed and record the results for each team and then select the SUBMIT button. **Please note, as a “Referee” you may also be asked to confirm the AR attendance where applicable if AR’s were also assigned to your game.**