2009 Instructions for Using the D4 System-AYSO Region 58

How to Log into the System

http://ayso58.d4sportsclub.com

- Click on "Referee's Corner" at the bottom center of the page. This will take you to the Region 58 Referee Web Site. Next, click on "Referee Login".
- Under "Existing Members" enter your email address and password.
- If you do not remember your password, click on "lost password" and the system will automatically forward it to you.

Assigning Points to Your Team

- On the "Member Account" screen, click on "to enter your team numbers/names for Referee Game Card Labels, click here".
- Follow the instructions on the Referee Team Affiliation Form.
- You only need to do this once for the entire season.

How to Assign Yourself to Games

- Once logged in, the referee can edit and/or update their profile, password, etc.
- Then, click on the My Ref/Ump tab (approximately top/right of screen).
- On the next screen, there are two buttons. Click on the button that says ***Referee Volunteer for Games*** on the right. This will show you a list of all games for all divisions.
- Find the game(s) for which you are qualified that you want to referee.
- Do not sign up for a game in the same division your child plays in without the approval of the referee staff.
- Do not sign up for games in any divisions other than U10 through U14.
- Do not sign up for a game which you are not qualified to referee based on your badge level and/or refereeing experience.
- You can filter the screen results (by division, date, etc.) by using the filtering options at the top of the screen.
- Click on the appropriate button next to the slot you want to fill. Confirm in the pop up box that you are volunteering for the game.
- Sign up for more games or log out.

What if You Are Unable to Sign Yourself Up for Games?

- If for some reason you are unable to schedule yourself for a game, the Director of Referee Scheduling is available to help you. He can be reached at refassignor58@gmail.com.
- If you are signed up by the Director of Referee Scheduling, you will receive an email asking if you "accept" or "decline." Please respond upon receiving the email.

Am I Able to Sign Up for Any Games I Want?

- Currently the system does not allow us to restrict sign-ups. **Only sign up for those games that are appropriate for your badge level and/or experience level. As a general rule, you should not sign up to referee a game in a division in which your child is playing, unless you have received advanced permission from the Director of Referee Scheduling.**

Can I be Switched from One Game to Another?

- Yes. From time to time, you may be switched from one game to another, just to make sure the games are covered.
- Please check your email often, especially during the first couple of weeks of the season.
- Game schedules may also change slightly.

Can I Sign Up for Games at the Field?

- No. The D4 system is specifically designed to allow you to sign up from a computer only. It is convenient and user friendly. However, if there are same day slots available on game days, you will be able to sign up at the park for those slots.

FREQUENTLY ASKED QUESTIONS ("FAQ")

FAQ 1: What happens if I signed up for the wrong game or change my mind?

Answer: Go to the My Ref/Ump page and click on the button for Referee Schedule on the left. Find the game you wish to back out of. Click on the decline button (on the left of the line of the game you are backing out of).

FAQ 2: How do I change my password?

Answer: Click on the Passwords Tab on the Home Page (or the My Ref/Ump page). Type in your new password.

FAQ 3: How do I change my email address?

Answer: Go to the Home Page and click on your name (it appears in blue). Click on the profile button on the left and type in your new email address in the appropriate text box. (9th box from top). Click Save and then Return to Home button. Or you can send the Director of Referee Scheduling an e-mail (refassignor58@gmail.com) telling him the new address.

FAQ 4: How do I check my referee game schedule?

Answer: Go to the My Ref/Ump page and click on the button for Referee Schedule on the left. Your game schedule will appear.

If you have any questions, please contact the Director of Referee Scheduling at refassignor58@gmail.com.