



Procedures and Q&A for the Online Referee Game Reporting System

Starting with this season the Thruway League has moved to an online referee game reporting system. All referees will be providing the “Official Thruway League Game Report” online, referred to at times in this memo as simply a “game report”. The Thruway League has automated this process for several reasons:

- ❖ To make it easier for referees to submit reports.
- ❖ To better track any discipline from resulting matches

You will still be filling out the Official Thruway League Game Report Form immediately after your games, as you have always done. However, instead of mailing them in to the league office, you will just log onto the Thruway League website and enter the results of the game later that day, online. You’ll then be able to keep the original Official Game Report on file as a record of the games you refereed, to match against your payments received.

The league retains the right to request that anyone who does not file reports in a timely manner not be assigned future matches.

USUALLY THERE IS NO NEED TO MAIL A REPORT. THERE ARE CERTAIN TIMES YOU MUST MAIL THE REPORT.

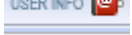
The following are exceptions where the game report **must** to be mailed to the league office:

1. If a red card was issued, you’ll complete **both** your referee game report online, **AND** mail in the referee game report along with the player/coach’s card of the person red-carded. In this situation, please make sure to keep a copy of the game report for your records.
2. If the field is pulled, incomplete due to weather, etc., this way, there is no online game report, but you will be paid if you showed up at the field.
3. If you cannot find the game number and cannot find the field where the game was played when you use the field alphabetical index. Likewise, what if someone has already mistakenly used the game number.
4. When mailing a report, always keep a copy for your records.
5. When in doubt, mail the report!

Here are the steps you’ll follow effective with the first games of the season in April:

- 1) Create an account by signing up as a referee, and get your PIN:
 - Go to the Thruway League website: <http://www.thruwayleaguecup.com>
 - On the left-hand side, click on “Referee Information” (or click: <http://tinyurl.com/4qf6xct>).
 - In the center of the page is the link to create your account and receive your pin #.

None of the referee data will be public. You will be able to change your password (“PIN#”) when entering

your referee game reports at any time by clicking on the “user information” tab (it looks like this: )

- 2) To enter a referee game report for a game you worked, go to <http://tinyurl.com/4qf6xct> and log in with your email address and PIN#. Your PIN# can be emailed to you if you forget it. You can also enter a referee game report by following the steps in #1 above (there will be a place to click on the same page where you set up your account).
- 3) Before a game, each coach or manager should have written the game number onto the Official Game Report form as a part of the other information they write on that form. Enter your game number and proceed to step 4) below.

DOUBLE CHECK TO MAKE SURE THE COACH/MANAGER GAVE YOU THE CORRECT GAME NUMBER!

In most areas, the THRUWAY game number and the ARBITER game number (at least in WNY) will be related . . . for example in Ithaca and Elmira, the Arbiter game number will be 1000+Thruway number. In Rochester - 30000+game number. Buffalo will be 8000+game number. You also might consider looking the game number up on the assignors' website: <http://www.wnyreferee.org/Thruway.html>.

However, if you still don't know your game number, then you can find the game number according the field on which the game took place. Find the game number by name of field as follows:

- a) To look up a game number by field name, click the first letter of the field. Note that some fields go by different names, so if you don't see it right away you may need to try different letters.
 - b) A list will appear of all complexes and fields that start with the same letter. Click on the name of the field on which your game was played.
 - c) All games that have been on that field will be listed by date. Click the number of the game you want to report.
- 4) This next screen shows all the information about the game, such as division, teams, date, time, and field. Confirm it is the right game (click "YES – Continue!"), or choose the link to try another game number (click "NO – Try another game number").
 - 5) This next screen lists the three referee positions - choose the right person for each job from the dropdown list, or use the "write-in" box below the drop-down menu. Note that the referee who has logged on will automatically show up in the "Center Referee" field. Once completed, click the "Save and Continue" button at the bottom of the page.
 - 6) This next screen is used to list yellow and/or red cards for players or coaches for the home team. If you click on the arrow, a "drop down" menu will appear with the code. Click on the appropriate code (the description of the codes will be at the bottom of the screen).
- As you start the season, the form will be blank. If you add a player/coach in any given week to this list, they will show up in the future (so we can keep track of yellow cards within a season). Therefore, check the list of players/coaches that automatically show up on the list (if any) before adding a new player/coach to the list. Once completed, click the "Save and Continue" button at the bottom of the page. If there are no yellow or red cards, leave the screen blank, and simply click the "Save and Continue" button at the bottom of the page.
- 7) This next screen is the same, for the away team. Once completed, click the "Save and Continue" button at the bottom of the page.
 - 8) In the next screen, you will complete the "game report"; fill in the half-time and final goals scored. The

game report narrative is the large open “box” on the screen where you can type in field conditions, ejections, injuries, or whatever you feel is important to report (if anything). If the game is a forfeit, click the box noting that the game was a forfeit (for forfeits, there will be no sporting scores reported and you don’t need to enter score of 1–0). Once completed, click the “Save and Continue” button at the bottom of the page.

**** Note:** you will not be able to proceed to the next step unless all game scores (half-time and final) have been entered **OR** you click the forfeit box because the game was forfeited.

9) The report is now complete and a summary of what you entered will show up on the next screen. Please review your work, and if any edits are needed, use the appropriate link, **not the back button**, to revise your entry. The edit features will appear just under the red icons near the top of the form for the score and referee names, and at the bottom for the yellow and red cards for the home and away teams (these buttons are green in color).

10) After clicking “Done – Submit Report” (the grey button located at the bottom of the page), you will get a confirmation screen saying that you have successfully entered the game. You will then be given a choice to either enter another referee game report or log out.

Question/Answer section:

1. Question: What if the game is a forfeit?

Answer: You still fill out the form online, clicking the button noting that the game was a forfeit on the scoring page, and note that the game was a forfeit in the game report narrative section of the report.

2. Question: What if the field is pulled, incomplete due to weather, etc. where it will have to be replayed using the same game number?

Answer: The system has not been programmed for this yet. So, if this is the case, then mail in your report to Tim in the league office (Thruway Soccer League, PO Box 1247, Corning, NY 14830). This way, there is no online game report, but you will be paid if you showed up at the field.

3. Question: Who do I contact if I have any questions about this system?

Answer: Please contact Tim Mellander, via email, in the TSL office: registrar@nyswysa.org

4. Question: When are my online referee game reports due?

Answer: By 9:00 PM each Monday night, you are to enter your referee game reports.

5. Question: What do I do if I cannot find the game number and cannot find the field where the game was played when I use the field alphabetical index? Likewise, what if someone has already mistakenly used my game number?

Answer: Then there is a problem. In this case, email Tim: registrar@nyswysa.org If the problem is not resolved by Noon on Monday, mail the form into the Thruway League office.

6. Question: How will I know if I have been paid for all games?

Answer: Keep the hard copy of the Official Team Lineup/Referee Report until you are paid.

7. Question: Do I still mail in the report with the red carded player or coach?

Answer: Yes

8. Question: If I mail in the report for the red carded player or coach, do I still have to go online and submit my report online?

Answer: Yes.

9. Question I do not see that the system provides an area to indicate which individual players scored goals. Do I submit this information online?

Answer: No. You will keep track on your Official Thruway League Game Report of who scored goals, but you will not be sending us that information online.

10. Question: What if I enter a game, and realize days later that I entered something incorrectly. What should I do?

Answer: You can make any changes at any time to any report you submitted. The system is also designed to log all changes according to the name of the person who made the change(s) and when they made them.

11. Question: What do the tabs with white and red buttons mean?

Answer: We have already explained the button that can change your user information and PIN#. The others are explained below:



- Click this to log out at any time (all your work will be saved up until that point, but your report will not be considered complete).



- Click this to see this document (it will open in a new window, so you'll still be logged on).

12. Question: Should I use the “back” button on my computer to fix any errors or review what I have already input?

Answer: No. The system is designed to move forward through the report, inputting your information. At step 6, the “Review” step, you can change, edit or review any other part of the report by clicking on the green buttons. This is also where you can add more players or coaches who received yellow/red cards than could have fit on the page when you entered information on that screen (the original screen fits 5 players and 2 coaches).