Admin Site How do I create/edit officials?

In order to add referees, they must first have a parent or player record in the system. You can add members by navigating to

members->players/parents->parent edit or player edit, enter in whatever information you require to identify the official, then click the save icon at the top.

Navigate to setup->officials->officials. If you have created any referees already, they will be listed here.

Referee Administration				Parent				
Ref #	Name	Primary Rate	Secondary Rate	Start Division	End Division	Exp (Yrs)	Phone #	
797	Alvarez, Alex	\$12	\$11	Breakers - Grade 1-2	High School - Grade 9- 12	133	(424) 354-6584	Delet
923	Arakawa, Cole	\$0	\$9	Breakers - Grade 1-2	High School - Grade 9- 12	100	(310) 283-0533	Delet
836	Berg, Alexander	\$9	\$9	Breakers - Grade 1-2	High School - Grade 9- 12	170	(310) 265-3289	Delet

Click the add referee button to add a new referee. You can search for player/parent records either by id or by first and last name.

S	earch By Pl	ayer	Search By Parent
	Search I	by Nan	ne
	First Name		
	Last Name		
		- 0	DR -
	⊖ Search I	by ID	
	Person ID		
	Search		

Once you have selected a player/parent, you will be taken to edit their official information.

Admin Site

Referee E Name: Person Type: Player ID:	dit	Alvarez, Alex Player 1506				
Primary Rate:		12				
Secondary Ra	ite:	11				
. Use Divisio	n Range					
Min. Division:	Breaker	s - Grade 1-2 🔹)			
Max. Division:	High School - Grade 9-1.					
Use Divisio	n List (CTI	C-click to select multiple)				
Divisions:	Breakers - Grade 1-2 * Wave - Grade 3-4 Pacific - Grade 5-6 Ocean - Grade 7-8 Clinic - Grade 3-4 American - Grade 5-6 *					
Years of Expe	rience:	133				
Position:		None •				
Password:						
Confirm Pass	word:					
Update Car	ncel					

Once you have completed this step, the offical record will be added to the official page where you can edit it at any time by clicking on their name. Unique solution ID: #1113 Author: MYL Last update: 2015-12-31 22:13