

# 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.

[Click Here To View Profile Data](#)

[Add Referee](#)

Referee Administration							
<input type="checkbox"/> 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 <a href="#">Delete</a>
923	Arakawa, Cole	\$0	\$9	Breakers - Grade 1-2	High School - Grade 9-12	100	(310) 283-0533 <a href="#">Delete</a>
836	Berg, Alexander	\$9	\$9	Breakers - Grade 1-2	High School - Grade 9-12	170	(310) 265-3289 <a href="#">Delete</a>

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.

[Search By Player](#)

[Search By Parent](#)

☒ **Search by Name**

First Name

Last Name

- OR -

☐ **Search by ID**

Person ID

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

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**Referee Edit**  
Name: Alvarez, Alex  
Person Type: Player  
Player ID: 1506  
Primary Rate: 12  
Secondary Rate: 11  
☒ Use Division Range  
Min. Division: Breakers - Grade 1-2  
Max. Division: High School - Grade 9-12  
☐ Use Division List (CTRL-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 Experience: 133  
Position: None  
Password:  
Confirm Password:

Once you have completed this step, the official 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

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Last update: 2015-12-31 22:13