The purpose of this document is to provide referees with enough information to successfully logon to the site and manage their matches. If you find problems, report them to the webmaster (Rick Cook). If you get stuck, send an e-mail (cookjrl@aol.com) or leave a voice message (360-485-2602).

Logon Procedure:
1.   Enter your Site Name (first and last name) and password, and click on Logon. Initially use the Site Name and password provided to you from the Administrator. You can change your Site Name and reset your password once in the system.
2.   The first time you log in:
   a. You will automatically go to the Agreement page. You should read the agreement and if you agree, click on I agree. If you do not agree, you will not be able to use the private parts of the site including assigning yourself games.
   b. You will the get a profile page that asks you questions only you will know the answer to. These are used in the reset password process in case you forget your password.

Referee Tab

Accounting: This page provides you a list of games you performed and the amount that you are owed. You should use this only as a guideline. Due to timing issues, the system may show you matches as "unpaid" but you have already received payment. Dollar amounts may also be adjusted from time-to-time.

Availability: This function is not in use.

Calendar: This page shows you a calendar of events including your game assignments.

Evaluations:
1.   The system provides you access to any evaluations submitted on your game performance. Anyone can submit an evaluation on your game performance. You should review all evaluations. You can provide comments or rebuttals if you feel the need. The Assignor will also review the evaluations.
2.   Click on Evaluations. If there are any evaluations, they will show up on your list.

FAQs: Frequently Asked Questions.

Inquiry: This function includes the request, self-assign and turn-back functions. ==The Inquiry page is the primary page for managing your matches.==   It gives you selection options (match criteria) to filter matches for selection. Matches are retrieved based on the filters you set.

Note the icons at the bottom right hand corner of the Match Criteria box. Hold the mouse over each icon and a description of the icon will appear. These icons are standard across the site.

Once you have the list of Matches you want. You can take the following actions.

1.   To self-assign a match:
   a. Click on the ⊕ (plus) sign under the REF column on the game you want to self-assign. Or you can click on the SelfAssign option under the Inquiry menu list.

       b. This will bring up the match details and the criteria applied to verify that the referee qualifies for the match. If there is a "Fail" in the right hand Status column, then you do not qualify for the match. Notify the webmaster if you feel there is an error in the criteria. Or you can Request the match through the Request function under Inquiry.

       c. If all Status items are "OK", you can click on the "Assign" button on the bottom right under the Status column. When you click this, it will take you back to the Inquiry list and show your name in the Ref column and the game is assigned to you.

2. To request a match, click on the mail icon (). This will take you to the Request Assignment page.

3. To Turn-back a match, find it on the list. If your match is not on the list, you will need to adjust the filters and press the Show button to refresh the list.

       a. Once you find your match on the list, click on the (dash or minus sign) under the REF column on the game you want to turn-back.

       b. This will bring up the match details and the rules that will allow you to turn back the assignment. The rules include the amount of lead-time prior to the match. You cannot turn back a match two days before match time. In this scenario, you must contact the assignor as soon as you can to provide lead time to find another referee. If within 24 hours, you must call the assignor. Even if something happens one hour before match time, call the assignor.

       c. If all Status items are "OK", you can click on the "Confirm" button on the bottom right under the Status column. When you click this, it will take you back to the Inquiry list and show it open or still assigned to you depending on the amount of lead-time.

Request: This page allows you to request any match. Just enter the match number, position and a description of what you are requesting. Click on Request and this will send an internal system e-mail to the assignor.

Self-Assign: This function allows you to self assign games. Just enter the Match number and position and click on Request. This will show you if you failed any of the requirements. If not, you can click on Assign to get the game. This function is the same as done under "Inquiry".

Turn-back: This function is used for games assigned to the referee but for some reason cannot do the assignment.

1. Enter the Match number and click Turn-back.
2. This will bring up the match details and the rules that will allow you to turn back the assignment. The rules include the amount of lead-time prior to the match. You cannot turn back a match within two days of the match time. In this scenario, you must contact the assignor as soon as you can to provide lead time to find another referee. If within 24 hours, you must call the assignor. Even if something happens one hour before match time, call the assignor.
3. If all Status items are "OK", you can click on the "Confirm" button on the bottom right under the Status column. When you click this, it will take you back to the Inquiry list and show it open or still assigned to you depending on the amount of lead-time.

Wallet: This function allows you to print a wallet size list of each game. Enter the game number and click on Show. This will show you the wallet size document. Print is as you want.

Match Reports:

1.   You must submit game reports for every game you work. No game report, no pay. Also, if you have any outstanding game reports, you will not be able to self-assign any games until you have submitted all outstanding game reports.
2.   Click on Match Report, enter the match number of the game you are reporting and click Retrieve. This will bring up the match report. Fill in the required information and click on File. The system will tell you if you have missed any required fields.

Misconducts: This function is used to report yellow and red cards. Also report Red cards to your assignor within 24 hours and follow any Send-Off procedures associated with the league you are working (if different than FIFA).

Services Tab

Agreement: This tab shows you the agreement you have signed to use the website.

Directory: This shows you a directory of referees known to the website. Adjust the filters at the top of the list to select the desired resulting list. Note that it only shows referees that have log onto the system at least once.

FAQs: Frequently Asked Questions.

Fee Schedule: This shows you the payment schedule for games (i.e. how much you will make for the game).

Mail: This allows you to send and receive e-mail within the site (only for users known to the site). When you logon, the system will notify you if you have any outstanding e-mail.

Officers: This shows Quadco's officers.

Profile: This shows your user profile. You must maintain your personal information on this page. Be sure your address, phone and e-mail address are all up-to-date.
-       Password: This page allows you to change your password. Just follow the instructions.
-       Photo: This page allows you to upload a photo of yourself. Just follow the instructions.
-       Questions: This page allows you to update the questions associated with changing your password in case you forget it. Just follow the instructions.

Rankings: This shows the base rankings for each league. These are used as guidelines for assignors to rank matches.

Subscription: This function is not being implemented at this time.