



Demosphere Referee Management System

System Guide for Referees

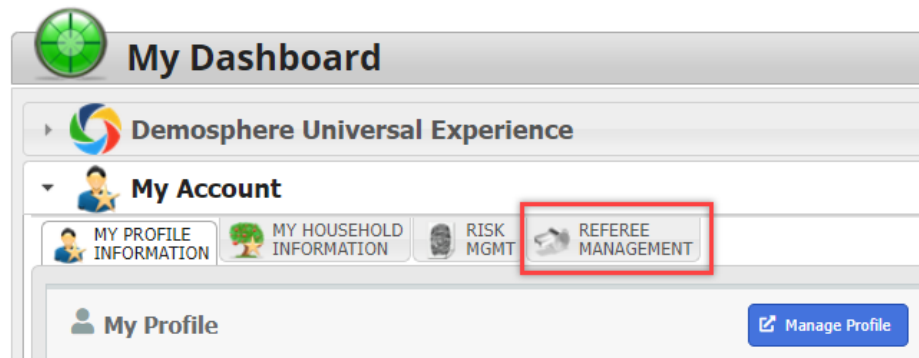
May 2022

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Login and Access

To begin, access your URL (https://<yourdomain>.demosphere-secure.com/_login) and use your associated login credentials to access your Demosphere Dashboard. You may wish to bookmark this URL as this will be the link for accessing all assignments moving forward.

If you have not set up a password, or you have forgotten your password, use the “Forgot Password” link on the login screen to generate a password reset email. Be sure to enter the email address associated with your referee registration. Once logged in, click on the **Referee Management tab** and then the **Access your Profile button** to access the Referee Management System.



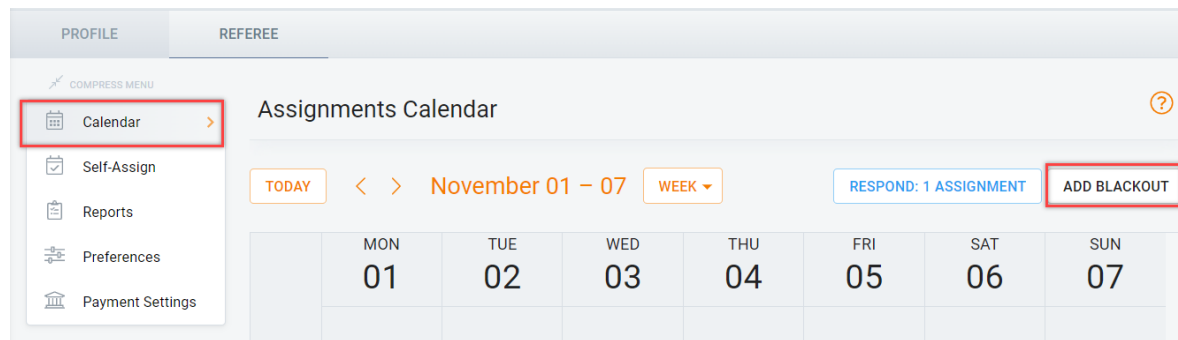
Setting Preferences and Availability

Click on the **Referee tab** at the top of the Referee Management System to view your Assignments Calendar and update your preferences and settings.

Setting Your Availability

Setting your availability is done by indicating blackout dates and times you are NOT available to referee games. By setting your blackout dates, assignors will not see your name in the list of potential referees to send game assignment invitations to if the game is scheduled during your blackout date/time.

1. To set your date, click on the **Add Blackout button** in the upper right corner of the page. Indicate all days and times you will be unavailable to accept game assignments either by entering individual dates and times or by setting up recurring dates and times.



2. Once you have completed your blackout date/time indications, click **Save** and the dates and times will be added to your Assignments Calendar.

Add New Assignments Blackout

All day

Beginning Date: 01/01/2022 through End Date: 04/30/2022

Type: One-time Recurring

Recurring Settings: SAT SUN MON TUE WED THU FRI

3. To modify an existing blackout date already added to your Assignments Calendar, click on the **mini menu** on the blackout date.

- *To modify an existing blackout date/time:* Click the **edit icon** and update the dates/times. Click **Save** when finished.
- *To clone a blackout date/time:* Click the **clone icon** to clone the blackout date and time settings to another day or set of dates. Click **Save** when finished.
- *To remove a blackout date/time:* Click the **delete icon** to remove the blackout date/time event from your calendar. You must verify that you want to remove the event before it will be removed from your Assignments Calendar.

Assignments Calendar

TODAY < > November 08 – 14

	MON 08	TUE 09
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		

Setting Your Assignment Preference

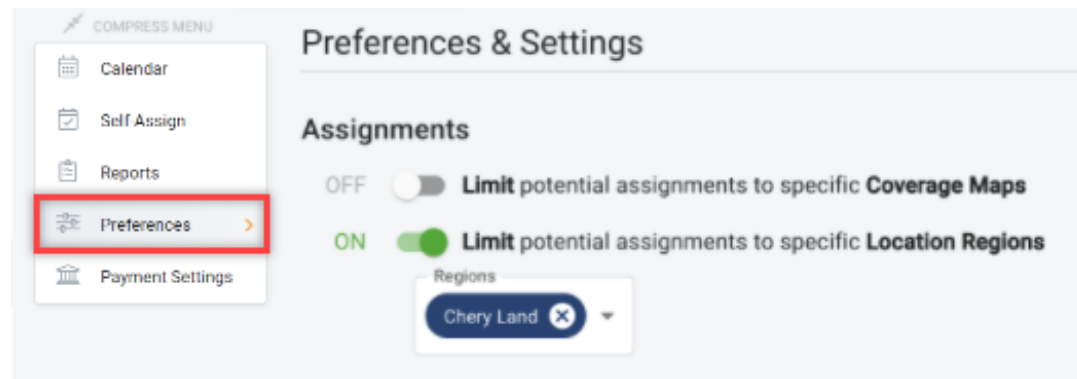
There are currently two options that can be used to indicate your preference to be invited to referee games: within a specific region(s) or location(s) on a map. Depending on your organization's settings, regional assignment may not be available and the option to set preference via coverage map will be present instead.

****Important notes regarding eligibility and location preferences****

- It is recommended to use either region based preferences *OR* map location preferences to assist in determining your game location assignment preference.
- If you elect to use both: If the *coverage map encompasses multiple regions*, **ALL regions within the coverage map must be selected** in the Region Preferences dropdown in order to be eligible for assignments.

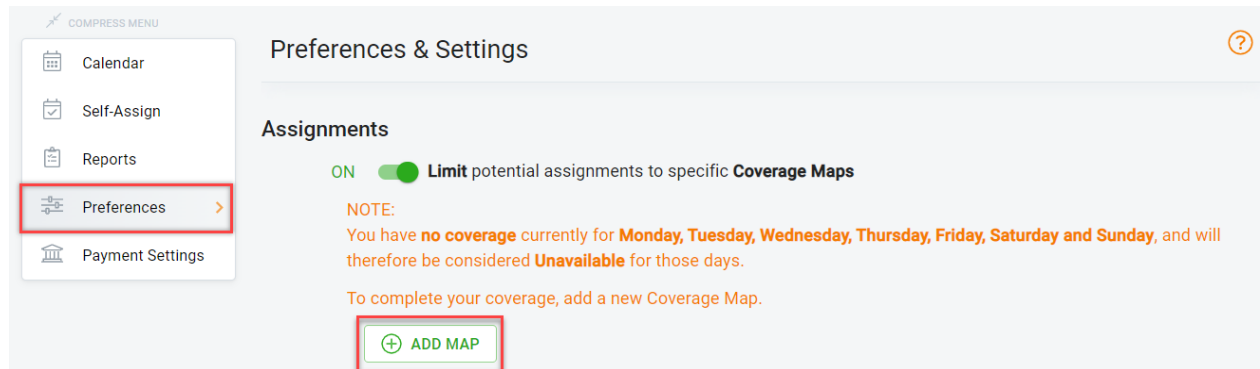
Region Preference Setup

1. Click on the **Preferences** menu option on the left side of your referee page.
2. Set your '**Limit potential assignments to specific Location Regions**' to **ON**.
3. Using the Regions dropdown, **indicate the Region(s)** you would like to be marked as eligible for when assignors are making potential assignments. You must indicate at least one region if this setting is ON to be marked as eligible for assignment invitations.

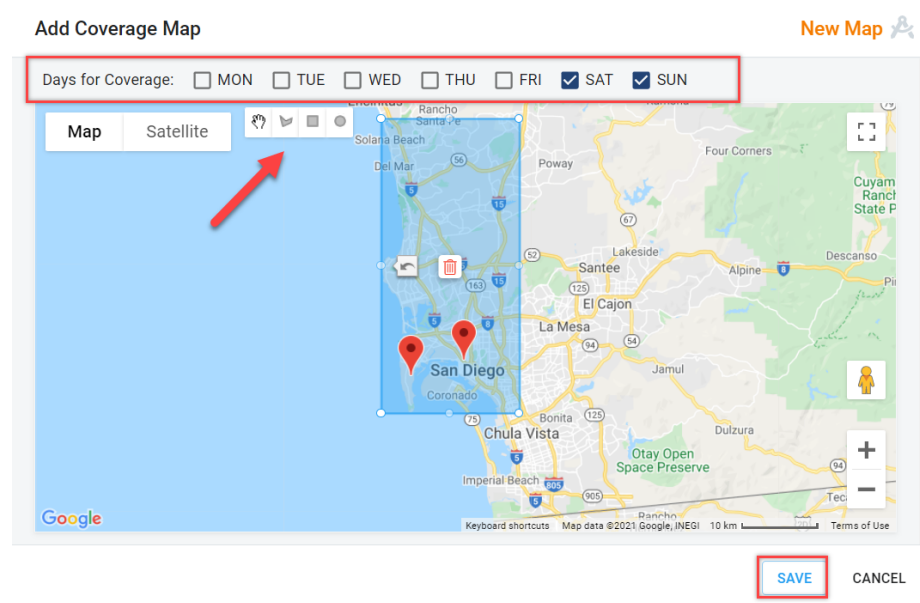


Map-Based Preference Setup

1. Click on the **Preferences** menu option on the left side of your Referee page.
2. Set your **'Limit potential assignments to specific Coverage Maps' to ON.**
 - a. If the Coverage Map setting is turned on with no coverage added to your map, you will not be considered eligible for any games.
 - b. If the Coverage Map setting is turned off, eligibility will be based on preferred Regions (if on) and blackout dates/game conflicts.
3. Click the **Add Map button.**



4. The map will automatically locate your location based on your household address if it is available.
5. **Select the days of the week** that you want your coverage map preference to apply to.
6. Using the Google Maps drawing tools, **select the type of outline** you wish to use in your drawing of coverage areas. **Placing your cursor on the map, start to outline the area(s) of the map you want to limit your game assignment to.** Click **Save** when complete. Continue to **add coverage maps for all applicable days of the week that you wish to be eligible for assignments.**



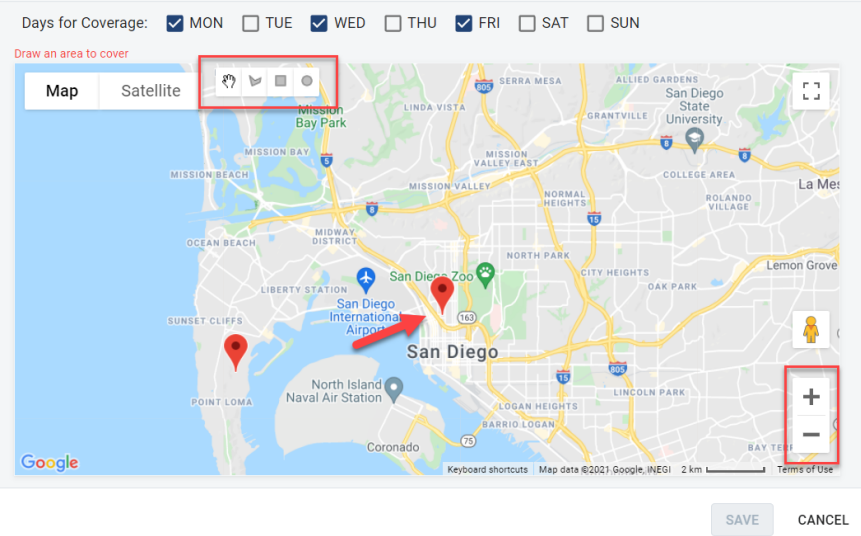
7. To set assignment preferences based on field locations, use the **plus sign (+) on the map view to zoom in closer to a specific area where fields are located**. Exact field locations will be displayed as red pins on the map. Hover your mouse over a red pin to see the name of the location. Once you have located a field that you want to set your assignment preferences to respect, use the drawing tool to cover the entire pin location.

Edit Coverage Map

Map 1 

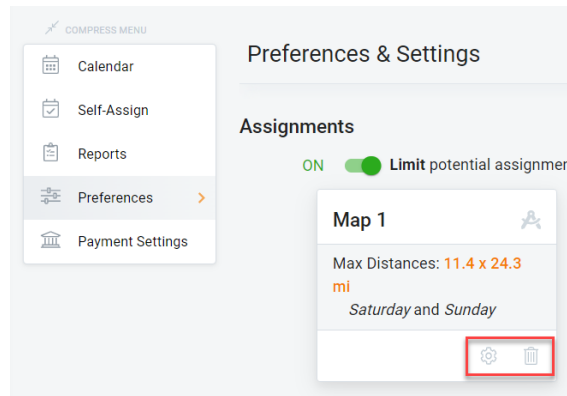
Days for Coverage: MON TUE WED THU FRI SAT SUN

Draw an area to cover



SAVE CANCEL

8. Once created, click on the **edit icon** to modify an existing coverage map or use the **delete icon** to remove a coverage map.




COMPRESS MENU

- Calendar
- Self-Assign
- Reports
- Preferences >
- Payment Settings

Preferences & Settings



Assignments

ON Limit potential assignment

Map 1 

Max Distances: 11.4 x 24.3 mi

Saturday and Sunday

Receiving and Responding to Game Assignment Invitations

When an Assignor invites you to referee a game, you will receive an email notification and a notice of the pending invitation on your Assignments Calendar. There will also be a link in the email to manage your response directly on your Assignment Calendar.

Responding via Email

To respond to a game assignment invitation via email, open the email with the subject <Organization Name>: Game Date, Game Time. The sender will be from no-reply@demosphere.com.

The game assignment invitation will include all relevant details for the game assignment including position, pay, date/time, location, competition, division, game number, home/away teams. (See example)

- *To Accept:* **Click the Accept button** on the email to accept the game assignment and your Assignment Calendar will be updated.
- *To Decline:* **Click the Decline button** on the email and enter a reason for declining before the decline will process for the assignment.

Please provide a reason for DECLINING:

Decline



Hello [redacted]

You have been selected to officiate the following game:

Position: Center Ref
Pay: \$25.00
Date/Time: February 5, 2022, 8:30 AM PST
Location: [Liberty Station - Field A](#)
Competition: Training Recreational (Reg) - Fall 2021 Rec
Division: Female > GU7 (2015)
Game #: 209
Home: GU7 Parrots
Away: GU7 (2015) Superstars

Positions in your crew are as follows:

- Center Ref: [redacted] (Not yet accepted)
- Assistant Ref: [redacted] (Accepted)

Finalize your response now by clicking one of these options:

ACCEPT

DECLINE

Alternatively, you may [log in](#) to access your assignments calendar, and update availability and preferences.

Please be sure to respond in a timely manner!

Responding via the Assignment Calendar

To respond to a game assignment invitation directly on your Assignments Calendar, navigate to your Assignment Calendar in the Referee Management System.

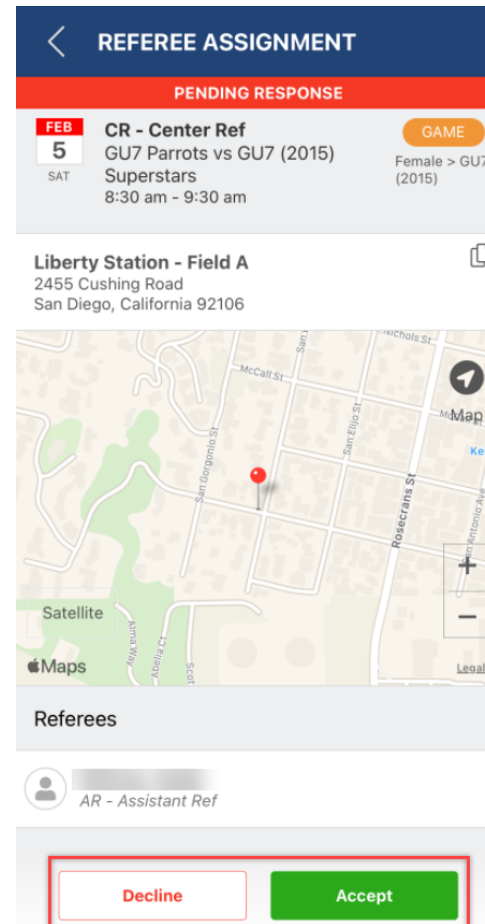
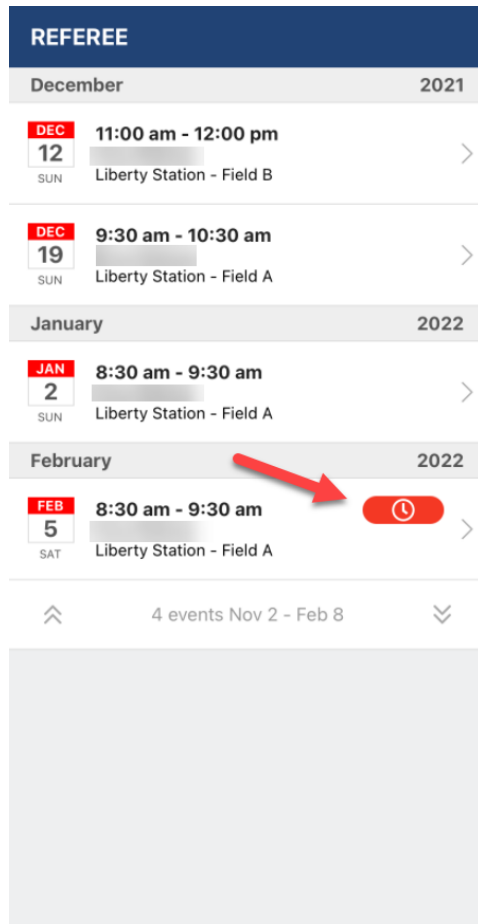
1. **Toggle the Display Setting** located directly above the calendar to display either a single day, the entire week or month.
2. Pending assignments will display on the date and also directly above the calendar within the 'Respond: # Assignment(s)' button. Click either option, **single assignment** or **list of all assignments** at the top of the calendar, to Accept or Decline the invitation(s).

The screenshot shows the 'Assignments Calendar' interface. At the top, there is a navigation bar with 'TODAY', navigation arrows, the date range 'January 31 - February 06', and a 'WEEK' dropdown menu. To the right of the navigation bar is a button labeled 'RESPOND: 1 ASSIGNMENT' and another labeled 'ADD BLACKOUT'. Below this is a calendar grid with columns for days of the week (MON 31, TUE 01, WED 02, THU 03, FRI 04, SAT 05, SUN 06) and rows for time slots (8:00 AM, 9:00 AM, 10:00 AM). A blue box highlights an assignment on Saturday, February 05, from 8:30 AM to 9:30 AM, with a 'CR' icon and a question mark.

3. If you are declining an invitation, **you must indicate your reason** and click the **Save** button before the decline will process for the assignment.

Responding via the Demosphere Mobile App

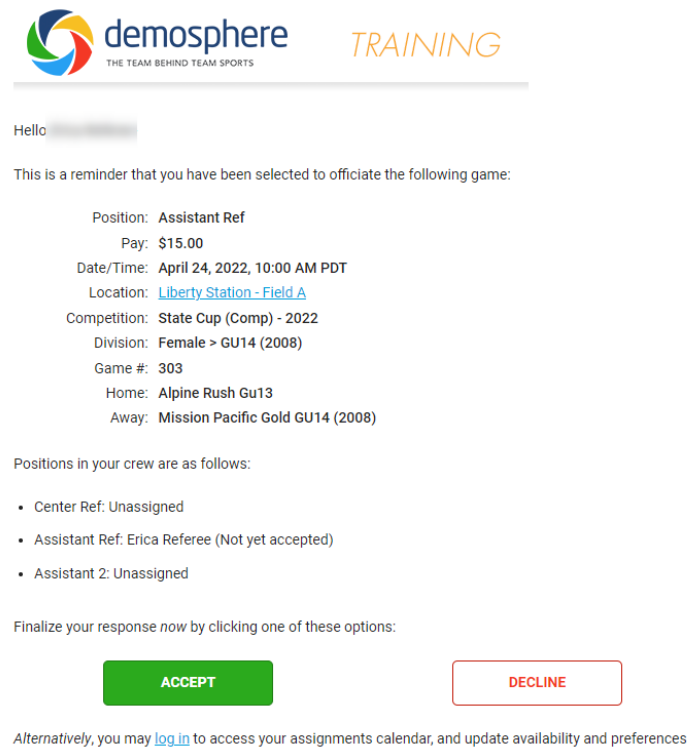
1. Once logged into the app, on the home screen tap the calendar icon or the whistle icon (for referees)
2. Tap the up and down arrows to open the calendar range. Game assignments that are awaiting response will appear with a red clock icon. Tap the game listing to view details and respond to the invitation.



- Review the game details and **tap Accept or Decline** at the bottom to respond to the invitation. If you are declining the invitation, you must indicate your reason for declining before the decline will process for the assignment.

Game Assignment Reminders

Once an assignment invitation has been sent to a referee, reminder emails are sent approx. every 24 hours to their inbox prompting them to accept or decline the assignment. The email reminders will continue to be sent until the assignment status of the game is changed by the referee (or admin).



The screenshot shows an email header with the Demosphere logo (a colorful swirl) and the text "demosphere THE TEAM BEHIND TEAM SPORTS" and "TRAINING". Below the header, it says "Hello [redacted]". The main body of the email states: "This is a reminder that you have been selected to officiate the following game:" followed by game details: Position: Assistant Ref, Pay: \$15.00, Date/Time: April 24, 2022, 10:00 AM PDT, Location: Liberty Station - Field A, Competition: State Cup (Comp) - 2022, Division: Female > GU14 (2008), Game #: 303, Home: Alpine Rush Gu13, and Away: Mission Pacific Gold GU14 (2008). It then lists "Positions in your crew are as follows:" with a bulleted list: Center Ref: Unassigned, Assistant Ref: Erica Referee (Not yet accepted), and Assistant 2: Unassigned. Below this, it says "Finalize your response now by clicking one of these options:" and shows two buttons: a green "ACCEPT" button and a red "DECLINE" button. At the bottom, it says "Alternatively, you may [log in](#) to access your assignments calendar, and update availability and preferences."

If the assignment is accepted, an assignment reminder email and push notifications will be sent via the Demosphere mobile app 24 hours in advance of the game start time.



Hello [REDACTED]

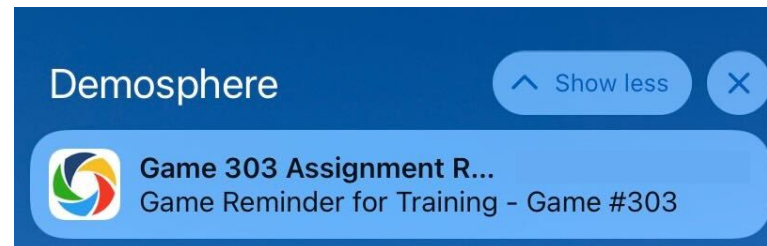
This is an automated reminder that you have an upcoming assignment for the game listed below.

Position: **Center Ref**
Pay: **\$25.00**
Date/Time: **April 26, 2022, 3:30 PM PDT**
Location: [Liberty Station - Field A](#)
Competition: **State Cup (Comp) - 2022**
Division: **Female > GU14 (2008)**
Game #: **303**
Home: **Alpine Rush Gu13**
Away: **Mission Pacific Gold GU14 (2008)**

If you feel you have received this email in error or cannot complete the assignment, contact your game assignor.

Thank you,

Training



Viewing Your Accepted Assignments

To view the schedule of your upcoming game assignments, navigate to your **Assignment Calendar** in the Referee Management System.

1. **Toggle the display** setting located directly above the calendar to display either a single day, the entire week or month.
2. Accepted assignments will display on the calendar in green. Click on the assignment to review the details of the event. Clicking on the event detail view will display:

- The game assignment date/time, location and game number
- The role and any available role pay information
- The competition, season, division, and team information
- The assignor's name
- A list of all referees that have accepted the same game assignment

The screenshot shows a modal window for an event. At the top left, it displays 'OCT 31' in a calendar format. The event title is 'Liberty Station - Field A' with a time of '10:15 AM' and 'Game 2'. Below this, there is a 'Role' field with the value 'Center Ref - \$25.00'. To the right, it lists 'Training Recreational (Reg)' with 'Fall 2022 Spring' and 'MALE > U7'. Further right, it shows 'H: Raptors' and 'A: Pirates'. Underneath, there are three columns: 'Assigned by:' (blurred), 'Role: CR - Center Ref' with 'Erica' (blurred), and 'Role: AR - Assistant Ref' with 'Eddie' (blurred). At the bottom left is a 'VIEW MAP' button and at the bottom right is an 'OK' button.

Changing a Response on Accepted Assignments

If you need to change your response from Accepted to Declined, contact the assignor directly. The assignor's name will be listed on both the email invitation and on the assignment detail view available when clicking the event on the Assignment Calendar.

Searching and Self-Assigning Game Assignments

Based on your assigning organization's policy, you may be able to search for and claim your own game assignments.

1. Click on the **Self-Assign** menu option on the left side of your referee page. A list of all self-assign enabled games will appear. This view will display all Self-Assign enabled games that you are eligible and available for (grade level, status, blackout dates, and region/map preferences are all taken into account to determine eligibility).
2. To narrow down the list of self-assign eligible games, you can **use the Search box or click on any column header to sort or filter the list**. Once you have located a game you would like to accept, **click the Accept button**.

The screenshot shows the 'REFeree' profile page with the 'Self Assignments' section active. A sidebar on the left contains a 'COMPRESSION MENU' with options: Calendar, Self-Assign (highlighted with a red box), Reports, Preferences, and Payment Settings. The main area displays a table of self-assignments. Above the table is a search bar and a 'FILTERS' section with the instruction 'Add filters by clicking the icon within column headers'. The table has columns for #, GAME, DATE/TIME, LOCATION, ROLE, SEASONAL INFO, TEAMS, PAY, and ACCEPT. Three rows of assignments are visible, each with a green 'ACCEPT' button in the 'ACCEPT' column, which is highlighted with a red box.

#	GAME	DATE/TIME	LOCATION	ROLE	SEASONAL INFO	TEAMS	PAY	ACCEPT
1	210	2/12/2022 9:00 AM	Liberty Station FIELD B	CR CENTER REF	Training Recreational (Reg) / Fall 2021 Rec FEMALE > GU7 (2015)	H: GU7 (2015) Superstars A: GU7 Parrots	\$25.00	ACCEPT
2	210	2/12/2022 9:00 AM	Liberty Station FIELD B	AR ASSISTANT REF	Training Recreational (Reg) / Fall 2021 Rec FEMALE > GU7 (2015)	H: GU7 (2015) Superstars A: GU7 Parrots	\$15.00	ACCEPT
3	1	2/12/2022 11:30 AM	Liberty Station FIELD B	CR CENTER REF	Training Recreational (Reg) / Fall 2021 Rec FEMALE > GU7 (2015)	H: GU7 (2015) Rockstars A: GU7 Seahorses	\$25.00	ACCEPT

3. The game will appear on the Calendar view just as games that were sent directly by assignors appear. The 'Assigned By:' section will indicate if a game was Self-Assigned.

DEC 12 Liberty Station - Field B 11:00 AM
 Sunday - December 12, 2021 Game 202

Role
 Center Ref - \$25.00

Assigned by:
 Self Assigned

Role:
 AR - Assistant Ref
 NOT YET ACCEPTED

Role:
 CR - Center Ref

State Cup (Comp)
 2022
 Male > BU11 (2011)

H: Mission Pacific Soccer -
 Mission Pacific Silver BU11
 (2011)
 A: Mission Pacific Soccer - BU11
 (2011) Honeybadgers

VIEW MAP

OK

- To correct a self-assignment mistake, contact your assignor or admin contact who can set the status of the game role back to empty. Game roles that are Self-Assigned will trigger an email to all assignors who have assignment rights for the season.

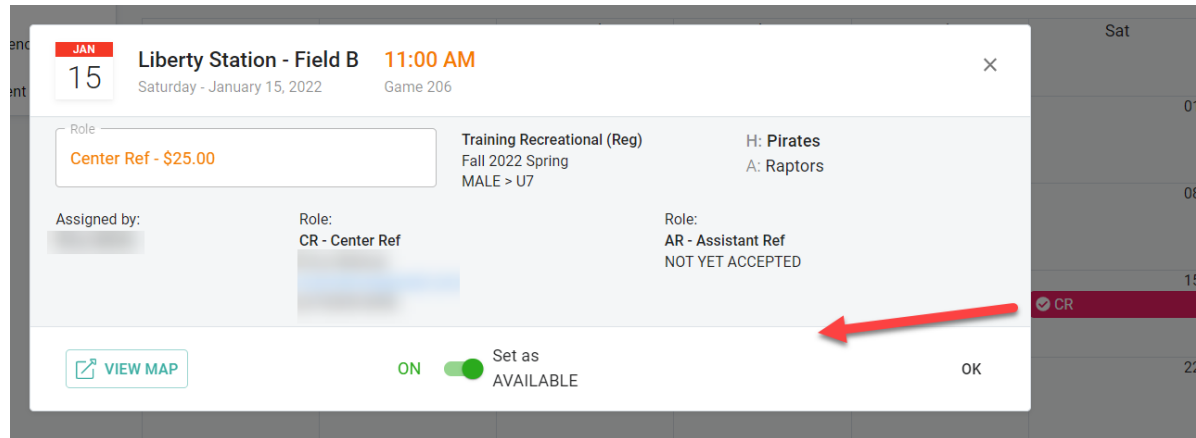
Changing the Status on Accepted Assignments

There are two potential ways to change the status of an accepted game assignment in the case that you can no longer referee the game assigned to you.

- [Contact your assignor.](#) The assignor's name is available on your game event detail card accessed on your calendar view.
- Based on eligibility settings set by system admins and assignors, some games can be set back to 'Available' status by the referee themselves. This can be done by clicking on the game event detail card accessed on your calendar view. Set the 'Set as AVAILABLE' setting to On. Games that have been set back to available will display on the assignment calendar in pink.

Setting an accepted assignment back to available will place the game back into the Self-Assign list for another referee to accept. When the game is picked up by another referee, an email notification will be sent to the original referee updating them about the assignment.

If the game assignment is not accepted by another referee in advance of the game start time, the original referee is still responsible for completing the assignment.

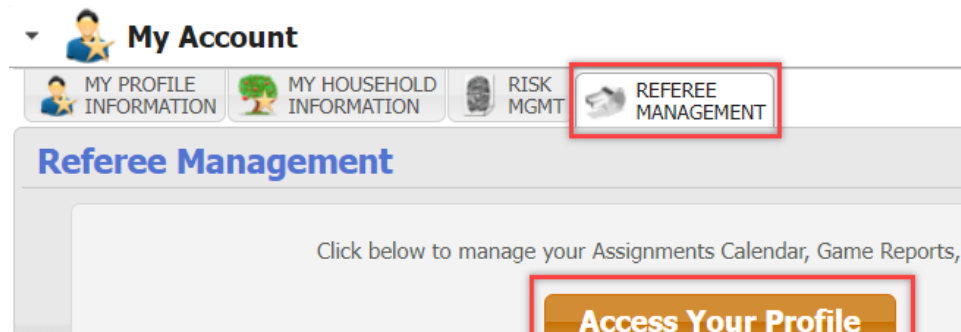


Submitting Referee Game Reports

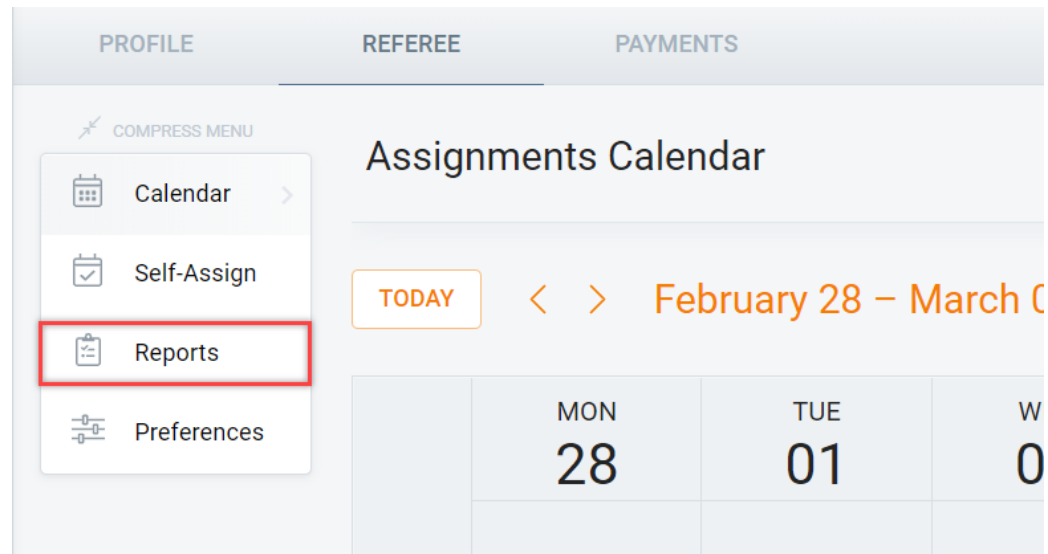
Referees with game reporter permissions will be responsible for submitting the game reports at the conclusion of play. A referee can submit game reports by logging in to their Demosphere account and entering match details in a few simple steps from two different areas in their profile.

To submit Referee Game Reports:

1. Login to your referee account from the My Account section click Referee Management then select Access Your Profile.



2. On your Referee tab select **Reports**.



3. Select the Assignments History report from the drop-down menu and click on the game number for any past games you have reporting permissions for to view the referee game report.

Note: If you do not have game reporting capabilities, there will be no editing options and simply a view-only display for game information.

4. The game detail view will open. Input scores, attendance records for referees, any incident memo text, and if necessary, flag the game for review. An overview of the fields on the referee game report can be found below.
 - **Home/Away Team Game Scores:** Number of goals scored by the home team/away team during the game. Depending on form settings, goal scorers can either be identified with a drop-down menu that will pull in the player name's from the roster or identified by writing in their name. Note: When entering scores for each team, the goal scorer fields will dynamically change to match the number of goals scored by the respective team.
 - **Home/Away Player Infractions:** Using the drop-down menus include any infractions and reasons for home/ away players. Depending on form settings, individuals can either be identified with a drop-down menu that will pull in their name's from the roster or identified by writing in their name
 - **Home/Away Staff Infractions:** Using the drop-down menus include any infractions and reasons for home/ away staff members. Depending on form settings, individuals can either be identified with a drop-down menu that will pull in their name's from the roster or identified by writing in their name
 - **Flag for Review:** Option to flag a game report for organizational admins to take further looks at its contents. Games marked as 'Flag for Review' are automatically added to a Game Incidents Report available for full admins.
 - **Incident Report:** Option to provide more context about any infractions or incidents that took place during the game.
 - **Referees in Attendance:** Check off which referees were in attendance for the match. Referees who are assigned to the game will appear with a checkbox next to their name.

5. Once complete, click **Save**.

Referee Game Report

Game Information	GAME # 7		
State Cup (Comp) - 2022	Sat, Feb 26, 2022 - 9:00 AM		
Male > BU12 (2010)	Robb Field > Field B		
Home Team	Club Demosphere Rapids Premier BU12	Away Team	Mission Pacific Soccer Mission Pacific Sterling BU12
Home Team Game Score		Away Team Game Score	
<input type="text" value="Score *"/>		<input type="text" value="Score *"/>	
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>			

Referees with game reporter permissions can create game reports directly from your Assignment Calendar. This is the same view and functionality that referees use when accessing their Assignment History Report to enter a game report. To submit a game report directly on your Assignments Calendar:

1. **Navigate to your Assignment Calendar** in the Referee Management System.
2. **Click on any past games** you have game reporting permissions for to view the game view detail.

The screenshot displays the 'Assignments Calendar' interface. On the left, a 'COMPRESS MENU' is visible with options: 'Calendar' (highlighted with a red box), 'Self-Assign', 'Reports', and 'Preferences'. The main calendar area shows a weekly view for 'February 21 - 27'. The days of the week are listed as MON 21, TUE 22, WED 23, THU 24, FRI 25, SAT 26, and SUN 27. The time slots on the left are 9:00 AM, 10:00 AM, and 11:00 AM. A green event block is shown on Friday, February 25, from 9:00 AM to 10:00 AM, labeled 'CR' with a checkmark icon. A red arrow points to this event block. In the top right corner, there is an 'ADD BLACKOUT' button and a help icon (?).

Note: If you do not have game reporting capabilities, there will be no editing capabilities and simply a view-only display for game information.

3. The game detail view will open. Input scores, attendance records for referees, any incident memo text, and if necessary, flag the game for review. An overview of the fields on the referee game report can be found below.
 - **Home/Away Team Game Scores:** Number of goals scored by the home team/away team during the game. Depending on form settings, goal scorers either be identified with a drop-down menu that will pull in the player name's from the roster or identified by writing in their name.
 - **Home/Away Player Infractions:** Using the drop-down menus include any infractions and reasons for home/ away players. Depending on form settings, individuals either be identified with a drop-down menu that will pull in their name's from the roster or identified by writing in their name
 - **Home/Away Staff Infractions:** Using the drop-down menus include any infractions and reasons for home/ away staff members. Depending on form settings, individuals either be identified with a drop-down menu that will pull in their name's from the roster or identified by writing in their name

- **Flag for Review:** Option to flag a game report for organizational admins to take further looks at its contents. Games marked as 'Flag for Review' are automatically added to a Game Incidents Report available for full admins.
- **Incident Report:** Option to provide more context about any infractions or incidents that took place during the game.
- **Referees in Attendance:** Check off which referees were in attendance for the match. Referees who are assigned to the game will appear with a checkbox next to their name.

4. Once complete, click Save.

Referee Game Report

Game Information

State Cup (Comp) - 2022

Male > BU12 (2010)

GAME # 7

Sat, Feb 26, 2022 - 9:00 AM

Robb Field > Field B

Home Team Club Demosphere Rapids Premier BU12

Home Team Game Score

Score *

Away Team Mission Pacific Soccer Mission Pacific Sterling BU12

Away Team Game Score

Score *

Submitting Referee Assessment Reports

Referees with the "**Game Crew Assessor**" permission on their Game Crew Role can submit assessments in two locations:

1. Via the **Assignment Calendar** View:
 - a. To submit an assessment report directly on your Assignments Calendar, **navigate to your Assignment Calendar** in the Referee Management System.
 - b. **Click on any past games** where you have game crew assessor permissions.

- c. The referee assessment report will open. **Input Grades and any additional information for all Referees that participated and Save.**

The screenshot shows a 'Referee Assessment Report' modal window overlaid on an 'Assignments Calendar'. The calendar header shows the date range 'March 07 - 13'. The calendar grid has columns for days of the week (MON, TUE, WED, THU, FRI, SAT) and rows for times (3:00 PM, 4:00 PM, 5:00 PM). A green event bar is visible in the 3:16 PM - 4:16 PM slot on Wednesday, labeled 'CR'. The 'Referee Assessment Report' form contains a table with the following data:

Referee Assessment Grade	
Erica Referee	CR Center Ref
Doug Franklin	AR Assistant Ref
Isabella Vaca	AR2 Assistant 2

Below the table, there are three 'Grade' input fields. The first field contains '4A', the second contains '5B', and the third is empty. At the bottom right of the form, there are 'SAVE' and 'CANCEL' buttons. A red arrow points to the bottom of the form, and a red box highlights the 'CR' event in the calendar.

2. Via the **Reports View**:
- To submit an assessment report from your assignments history view, **navigate to your Reports view in the Referee Management System and select the Assignments History Report.**
 - Click on the game number for any past games** you have game crew assessor permissions for.
 - The referee assessment report will open. **Input Grades and any additional information for all Referees that participated and Save.**

#	GAME	DATE/TIME	ROLE	LOCATION	SEASONAL INFO	TEAMS	SCORE	ROLE PAY	AMOUNT DUE	AMOUNT PAID
1	9	3/10/2022 12:16 PM	CR CENTER REF	Robb Field FIELD A	State Cup (Comp) / 2022 MALE > BU11 (2011)	H: Mission Pacific Soccer Mission Pacific Select BU11 (2011) A: Mission Pacific Soccer Mission Pacific Silver BU11 (2011)	— —	\$25.00	\$25.00	\$0.00
2	8	3/5/2022 10:00 AM	CR CENTER REF	Robb Field FIELD B	State Cup (Comp) / 2022 FEMALE > GU14 (2008)	H: Mission Pacific Soccer Mission Pacific Gold GU14 (2008) A: COS Ohana GU14	1 0	\$25.00	\$25.00	\$0.00

Note: When Assessors are determining the referee assessment grade values for each referee per game, they do not grade themselves.

Available Reports

Assignment History Report

The Assignment History report will display all game assignments that you accepted for games in the past. Game assignment details include the game number, date/time, role, location and surface, program/competition, teams, score, and role pay.


PROFILE REFEREE

COMPRESS MENU

- Calendar
- Self-Assign
- Reports
- Preferences
- Payment Settings

Report Assignments History

Q Search

FILTERS: Add filters by clicking the  icon within column headers

6 ROWS - 100% LOADED ✓

#	GAME	DATE/TIME	ROLE	LOCATION	SEASONAL INFO	TEAMS	SCORE	ROLE PAY	AMOUNT DUE	AMOUNT PAID
1	2	10/31/2021 10:15 AM	CR CENTER REF	Liberty Station FIELD A	Training Recreational (Reg) / Fall 2022 Spring MALE > U7	H: Raptors A: Pirates	— —	\$25.00	\$25.00	\$0.00
2	200	10/31/2021 9:00 AM	AR2 AR2	Liberty Station FIELD A	State Cup (Comp) / 2022	H: Mission Pacific A: Ohana	— —	\$15.00	\$15.00	\$0.00

My Payouts Report

The My Payouts report will display payouts that are pending or have been processed for past game assignments. The payment status will read PAID when the amount has been paid to the referee either by method of batch pay or in person. Use the status filter to view all games or unpaid games. Hover over the game numbers to view the game details including season/ competition, grouping and team name information.

COMPRESS MENU

- Calendar
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My Payouts

Q Search

6 ROWS - 100% LOADED ✓

FILTERS: Status ALL

#	GAME	DATE/TIME	AMOUNT	ROLE	STATUS	PAID DATE	METHOD
1	200	10/31/2021 9:00 AM	\$15.00	AR2	UNPAID	-	Via Batch
2	215	10/29/2021 6:00 PM	\$25.00	Center Ref	UNPAID	-	Via Batch
3	100	10/24/2021 9:00 AM	\$25.00	Center Ref	UNPAID	-	Via Batch
4	212	10/22/2021 9:30 AM	\$20.00	Game Reporter	UNPAID	-	Via Batch

Report My Payouts

Upcoming Assignments Report

The Upcoming Assignments Report will display future game assignments and the game details. Hover over the game numbers to view the game details including season/ competition, grouping and team name information.

COMPRESS MENU


- Calendar
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Upcoming Assignments

Report Upcoming Assignments

Q Search

4 ROWS - 100% LOADED

FILTERS: Add filters by clicking the  icon within column headers


#	GAME	DATE/TIME	ROLE	LOCATION	ADDRESS	SEASONAL INFO	OTHER REFEREES
1	202	12/12/2021 11:00 AM	CR CENTER REF	Liberty Station FIELD B	2455 Cushing Road San Diego, California 92106	State Cup (Comp) / 2022 MALE > BU11 (2011)	
2	203	12/19/2021 9:30 AM	CR CENTER REF	Liberty Station FIELD A	2455 Cushing Road San Diego, California 92106	State Cup (Comp) / 2022 FEMALE > GU14 (2008)	
3	207	1/2/2022 8:30 AM	CR CENTER REF	Liberty Station FIELD A	2455 Cushing Road San Diego, California 92106	Training Recreational (Reg) / Fall 2022 Spring MALE > U7	Eddie Assistant Ref
4	206	1/15/2022 11:00 AM	CR CENTER REF	Liberty Station FIELD B	2455 Cushing Road San Diego, California 92106	Training Recreational (Reg) / Fall 2022 Spring MALE > U7	

Configuring Column and Exporting Data

Click on the mini menu next to the Reports drop down menu to edit the table configuration of the reports or to export the report for printing, save as a PDF or export to a CSV file.

Report

Upcoming Assignments



Payment Settings

Enter in a payout method to receive payouts when games you referee are completed and reported.

1. To add or modify payment and tax information click on the **Payment Settings section** from the Referee tab.
2. Click **Add Payout Method and enter in your general information**. This will include the account type (individual or business), your name, DOB, email address and address details. Click **Next** to advance.
3. **Enter in bank account information**. Please be sure information is accurate and is a match to the account information on your bank account. Failure to do so may result in failed or delayed payments.
4. Confirm account information and click **Next**. We are required to collect your tax information in order to send you payments. You can complete a tax form now, or you can choose to complete it later. To begin your tax form click **Submit a Tax Form** and fill out your form as required.

COMPRESS MENU

- Calendar
- Self-Assign
- Reports
- Preferences
- Payment Settings >**

Erica
Address:

Select Payout Method

Bank Transfer

Bank Account Currency
US Dollar (USD)

Bank Name

Routing Number (Branch ID) ⓘ
ACH/Direct Deposit Routing number has 9 digits

Address

Account Number
Account number has 5 to 17 digits

Name of Account Holder (as shown on bank statement) ⓘ




Need help? Find your bank details on a check

Important:


- You **MUST** provide the **ACH/Direct Deposit ABA Routing Number** and NOT the Bank Wire routing number. Although these are both 9 digits numbers, they are usually different and will result in a returned payment if the Wire routing number is provided.
- Please provide your **full name** (or business legal name for businesses), exactly as shown on your bank statement. Failure to do so may result in a returned or delayed payment.

5. To complete at a later date, when you log back in click on **Complete a Tax Form** on the Payment Settings page.

Payout Methods

 **Bank Transfer** ACTIVE  

[+ Add Payout Method](#)






You have not completed a tax form.

Complete a tax declaration to receive payouts.


[+ Complete a Tax Form](#)

6. If needed, click **Add Payout Method to add another account**. To edit your payout method click on the **pencil icon** and modify as needed. Use the **delete icon** to remove your payment method.

Payout Methods

 **Bank Transfer** ACTIVE  

[+ Add Payout Method](#)



Updating Profile Information

1. To edit your first/last name, date of birth, phone number, gender, or email address, click on the **My Profile Information tab** on your Demosphere Dashboard and then click on the **Manage Profile button**.
2. From here, click the **Manage My User Profile button** to be directed to your My Demosphere page.
3. Locate your **profile link** in the upper right corner of the screen and click the **Edit button** next to your profile detail to open up the edit view for your profile information. If you update your email address, you will be sent a confirmation email instructing you to verify the email change before you can login with the new email address.

