

REFTOWN MEMBER INSTRUCTIONS

Reftown is a simple software to operate/navigate. The **mouse-over** feature will provide info for most items. You may also use select Reftown/Help then Knowledge Base on top right corner for assistance.

New members to the chapter: Use REFTOWN link below. Select REGISTER. Answer **NO** to do you already have an active account...unless you already have a football or softball account then select YES. Select **OFFICIAL**. Select TOT-TASO located in the right bottom corner. Next answer all information requested. Next accept TERMS and CONDITIONS.

Logging into RefTown: Go to www.reftown.com. Link is located on TIPOFTEXAS.ORG. Book mark this location.

1. In the login box on the right side of the home page, enter your username and password
2. Click the "Login" Button just below the username and password boxes

You will now be logged into RefTown. Note the red box at the top and near the right that lists your name and the currently active account(s).

3. NEXT, look on the left side of page, "**registration reminder, your registration is not current – REGISTER NOW.**" You must register and confirm / update account information. Then read and check mark TERMS and CONDITIONS then SUBMIT.

UPDATE PROFILE: You may change your contact information (address, email address, phone, etc.) at any time.

1. Log In. Locate and click on your name in the menu bar at the top of the page (in a red box).
2. Click "Edit Profile" (in a red box).Click the desired category.
3. Make any necessary changes and click update.
4. Select the organizations that your wish to save these changes to...this allows you to make the same change to all of your accounts at one time. **Click "Update This Item"**

Note: If you change your email address, it may cause a new username and password to be generated and emailed to you depending on various security criteria. An existing username will remain with the old email address as long as some account still lists that username.

VIEWING THE CHAPTER ROSTER: Under DIRECTORIES select OFFICIALS.

VIEWING SCHOOLS/TEAMS: Under DIRECTORIES select SCHOOLS/TEAM.

VIEWING GAMES/MATCHES ASSIGNED: After logging in, your assignments are displayed in the middle of the page.

1. From the home page, your future assignments are listed in the middle of the page – **UPCOMING GAMES**.
 - o Click "**See full future schedule**" in blue under visitor column for full description of your assignments.
 - o Click "**Unaccepted Games**" left side to see future games that you've not previously confirmed (or that have been recently changed)
2. Click the menu "Schedules" -> "Games" ... this will show a list of future assignments with a full description.

You can optionally use the "Search for Games" filter on the games page to refine the listing of games to only show one subset of games (V, JV, etc) at a time.

Confirming your games (ACCEPT OR DECLINE FEATURE): Look on left side in box for "unaccepted games." If a number is showing, select "... games" in blue to reach the accept or decline page.

1. On left, under accept check either "Yes," or "No," by each game as is appropriate.
 - o If "No", enter a reason why.
2. Once you've responded to all games, click the "**Submit Responses**" button at the bottom right

How do I enter information in my availability calendar? Go to Schedules" -> "Availability"

You have two ways that availability information to enter AVAILABILITY. (1) By day of the week (for every Monday thru Sunday for the season). (2) By specific dates (day by day per month). **If both are entered, the specific date information is used. If the calendar is left blank, the system and assigner assumes you are available to assign on that day of the week or date.**

To enter availability information for specific dates. CAUTION: Set the time you can arrive at the contest location, NOT the time you get out of school or work. Be sure to set "personal mileage limit" or the old miles Zebra Ware miles willing to travel before ending your session.

1. Click on "Schedules" -> "Availability" Select the desired month in drop down calendar in middle of page.
2. Click the "Edit **TOT-TASO Date Specific Availability**" button in right corner.
3. No check mark on "available" assumes you are available All day.
4. Check mark N/A if you are NOT available for the entire day.
5. A check mark on "available" opens the option of being available or unavailable at specific times of the day.
6. Be sure to "**Save Changes**" on bottom right of page.

Set availability for each day of the week (Monday – Sunday). CAUTION: This will set availability / unavailability for each day of the week for the entire season. If there is a conflict, the date specific calendar will over ride this feature.

1. Click on "Schedules" -> "Availability"
2. Click the "**Edit TOT-TASO_Day of Week Availability**" button.
3. Mark yourself as available or not available for entire days or specific times on specific days.
4. Click "**Save Changes**" on bottom right of page.

MILEAGE ("PERSONAL DISTANCE LIMIT") located at the very bottom middle of the MAIN AVAILABILITY page: Select "edit" to continue. If you organization use the driving distance feature, each time slot will have a zip code box that you can use to specify where you will be starting from at that time. If you do not enter a zip code in these boxes, your general early/late zip codes will be used or, if those are not entered, your home zip code will be used.

For example, you could put a zip code for the east side of your city for a time slot from 8am to 4pm and then a zip code on the west side of town from 5pm to 9pm to indicate you start in the east side of your town but move to the west side later in the evening. You can have up to 3 different locations each day.

There are a 4 buttons at the top of the calendar that may assist you in filling out your availability. You can use them to make all days/dates as available, not available, or clear all information, or replicate the first 7 days of the month to the rest of the month. Use this if most of your availability is the same and then fill in the boxes that are different.

Each date/date box has a button to delete that **box** information....it is a small **RED X** at the top of each date's box on the calendar.

Updates to your availability calendar take effect immediately. However, it is possible that assignments that are made but not yet published might be in conflict with availability data entered after the assignment was initially entered. The assignor also has the option, to override the availability and assign you in conflict with your availability.

SCRATCHING TEAMS / LOCATIONS / ETC: An official can enter a restriction that insures they will NOT work for particular school, team, level, league, etc. or any combination of these items. Official can scratch locations or even locations by zip code. You may be as specific or as general as you wish. To do so:

1. Go to "**Schedules**" -> "**Scratches**"
2. Enter the desired restriction...



1. Click 
2. In the window that opens, select the type of game to be scratched.
 - Example: enter XYZ High School and Boys Varsity to exclude yourself from working that level of game at that school.
 - Any or almost all of the available fields (drop down menus) can be left blank as long as at least one field has an entered value.
 - You may scratch a SCHOOL/TEAM, ZIP CODE, LOCATION, SCHOOL/TEAM TYPE (HS, MS, or PAROCHIAL), SCHOOL/TEAM LEVEL (1A-6A), GAME LEVEL (V-JV-F-MS), CREW TYPE or any combination. You may add a reason. **Be sure to select "add scratch" then "close and reload"** before leaving the page.