

REFTOWN COACHES' INSTRUCTIONS 2023-24

NEW VARSITY ASSIGNER 2023-24

MARIO REYNA AT 956-342-0547 OR COACHMARIOREYNA@GMAIL.COM

The **TIP OF TEXAS CHAPTER** welcomes you back to another season of volleyball. The chapter will again use REFTOWN as the assigning and communications software. Follow the instructions below to enter your account and list your **HOME volleyball schedules** – scrimmages, match, and tournament matches. For the **HIGH SCHOOL**, that means **all HOME varsity and sub varsity matches including tournament matches** you may host IN YOUR high school account. For the **MIDDLE SCHOOLS**, that means all HOME middle school matches and tournaments you host in your middle school account.

ENTERING SCRIMMAGES -- NEW: I created a scrimmage designation found under **"Details – League,"** that will show the entry is a scrimmage. Fill out the entry as you normally do. Add details under the "comments" section." It is wise to follow up a scrimmage entry communicating with the varsity assigner, MARIO REYNA

FIRST TIME USERS: Provide Carl Contrata with your name, team/school, position, personal email address and cell number. He will create your account and link it to your school. He will send you a login link. Email carlcontrata@yahoo.com; cell is 956-373-0751.

FIRST TIME (NEW COACHES) ENTERING REFTOWN: After Carl receives your information and establishes your account, a link will be sent to you to create your own password. Please follow the instructions. If you forget your password, access Reftown. Enter your email address. Select "reset password."

Once you enter your account, please **UPDATE** your contact information. Only coaches and assigners can access your contact information.

IMPORTANT NOTE: REFTOWN is very user-friendly. **Most symbols and buttons in REFTOWN are mouse-over**. The name or function will be displayed. For help or assistance, select **REFTOWN/HELP** (top right corner), select **KNOWLEDGE BASE** then select the help topic you desire.

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ENTERING GAMES/MATCHES: Select **SCHEDULE** (on blue bar), select **GAME REQUEST**, select **GREEN CROSS**. You are now on the **Add New Request** page. Use the drop down menus to enter games/matches. **(PLEASE MAKE SURE YOU ENTER ALL DROP DOWN ITEMS)**. **DATE** is a drop down calendar. The **TIME** is entered manually as you wish. **LEAGUE** is HS, MS, Tournament, or Scrimmage. **TYPE** is W for women. If men, type M for men. **LEVEL** is the match type. Select accordingly. **BILL TO is the home school. LOCATION is the home school. SUB-LOCATION is the actual match**

location. If the sub-location or an opponent's location does not appear, email me the information. **CONTRATA the REFTOWN administrator** (carlcontrata@yahoo.com or 956-373-0751) to create what is needed. **HOME** is the home team; **VISITOR** is the opponent. **CREW TYPE** is 2 officials. **IF LINESMEN** are desired select 2 officials, 2 linesmen. **To SAVE, select "UPDATE THIS ITEM."** This saves what you have entered. The form will remain open with the entered game's information pre-filled. Continue entering your schedule as done previously. **VERY IMPORTANT: When you finish entering your schedule, first select "UPDATE THIS ITEM" then select "CLOSE AND RELOAD."** This action saves your entry and sends it to the Reftown administrator. **If not performed, the match information is lost.** You may enter specific directions under "COMMENTS"

ENTERING TOURNAMENTS: You may use TBA for home and visiting teams. The location will be the same for all matches unless multiple locations are needed. If more than one court is used, enter the appropriate court. **JHS COACHES:** Enter each tournament match individually. The assigner will take care of the rest.

HOW TO CHECK YOUR GAME SCHEDULE: After I approve your entry, your matches will be viewable to you. Select "**SCHEDULE**" then select "**GAMES.**" Your schedule of home and away matches will appear. The officials assigned, if assigned, will appear. Assigned does not mean the official has accepted the assignment, only that they have been assigned. **NOTE:** We do NOT list the matches you will play at a **SouthMost Chapter** locations since those teams are not members of the Tip of Texas Chapter and consequently do not use our chapter's assigning software, REFTOWN.

OFFICIAL'S ROSTER: Select "**DIRECTORIES**" then select "**OFFICIALS.**" The roster will appear with contact information. To export or print select QUICK LINKS (top left corner).

COACHES ROSTER: Select "**DIRECTORIES**" then select "**SCHOOL/TEAM CONTACTS.**" The coaches' roster will appear.

SCHOOL/TEAM LISTING: Select "**DIRECTORIES**" then select "**SCHOOLS/TEAMS.**" The schools and teams will appear. **NOTE:** We do not list contact information for Southmost Chapter schools/teams.

CARL CONTRATA
TOT CHAPTER RECORDING SECRETARY
CARLCONTRATA@YAHOO.COM
956-373-0751