How To Use TeamSideline Officials Assignments

Welcome   This is a one page Sheet to tell you how to manage your Officials Assignments online.

STEP ONE Sign In		
1	The Process starts with you receiving an email from your Officials Coordinator.
2	Go to your League Site and click the Sign in link on the top of the left Side Bar.
3	From the Sign In page,… • If you have a TeamSideline password, use the email address that your Official Coordinator used to send you the email and type in your password to sign in. (If you forgot your password, then click the "Forgot your password" link.) • If you do not have a TeamSideline password, then use the email address that your Official Coordinator used to send you the email, click I am a new TeamSideline user and click the sign in button.

STEP TWO View Your Assignments		
1	After you are signed in, click the Assignments link.
2	• Use the "Pending Assignments" table to view Assignments which you can accept by clicking the Green Flag icon, or reject by clicking the Red X icon. • Use the "Requested Assignments" table to see a list of Assignments which you have requested by have not yet been accepted or rejected by your Official Coordinator. • Use the "Confirmed Assignments" table to view Assignments which both you and your Official Coordinator have accepted.

STEP THREE Request Assignments		
-	Only use this Process if your organization is using the Self Assignment Process which enables Officials to sign-up for their Assignments themselves.
1	After you are signed in, click the Request Assignments link.
2	Use the Availability Blocks section to define dates when you do not want to Official so your Official Coordinator will not assign games to you on those days.
3	Use the "Available Assignments" section to sign-up for Assignments. You can accept by clicking the Green Flag icon, or reject by clicking the Red X icon.

STEP Four Post Game Reports		
-	Only use this Process if your Organization requires Post Game Reports.
1	After you are signed in, click the Post Game Reports link.
2	From the Post Game Reports page, Select Edit next to the Game to complete the Post Game Report form.

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