How to Navigate spokaneref.org: Getting games & filing match reports

Logon to spokaneref.org. NOTE: Important information is always listed in the "What's New?" section on the right of this screen. Check it frequently!

Searching for open games you can ref:

Once you have logged on, open the Referee tab on the far left. Click on Inquiry under this opened tab.

This is the screen you will use to search for available games. The green box titled "Matches Critieria" is where you will be designing your search according to what games you want and where you want to referee.

By checking the small square next to each label, you are telling the system to show that information in the search. By using the drop down menus you can narrow your search. When you are finished, click "Show" and matches fitting your criteria appear. An example of a search is below.

 This search tells me there is only one open spot on 4/7 at Plantes Ferry Park.

The symbols you will see in game searches are:

 This means this position is open

 This means this position is only available to you through "manual assign". By clicking the envelope you can send a message to the assignor requesting the match. You may also e-mail or call the assignor to request the game. ALL premier games are manual. Games also appear with an envelope if they are above your ranking or if the assignor has set the game to manual assign for a specific reason (holding it for mentoring, the game is a long ways away, schedule changes are pending, etc)

 This means you can "self assign" the match. By clicking on this symbol you automatically assign yourself this game.

This symbol gives you the chance to "turn back" a match the assignor has assigned you or you accidently assigned yourself and are not able to do the match. If it is too close to the day of the game, the system will not let you turn back the game and you would have to contact the assignor.

Once you are assigned a match:

When you are assigned a match (based on request or the assignor manually assigning you games) you must accept or decline the game so the assignor knows if you are able to do the match. When you logon to the website and the Referee tab is open, you are given a message letting you know if you have unconfirmed matches, upcoming matches or match reports that need to be filed.

By clicking on the match number, you are taken to a screen that allows you to accept/decline the match. Your screen should look something like the screen below.

⊘ This means you are accepting the match

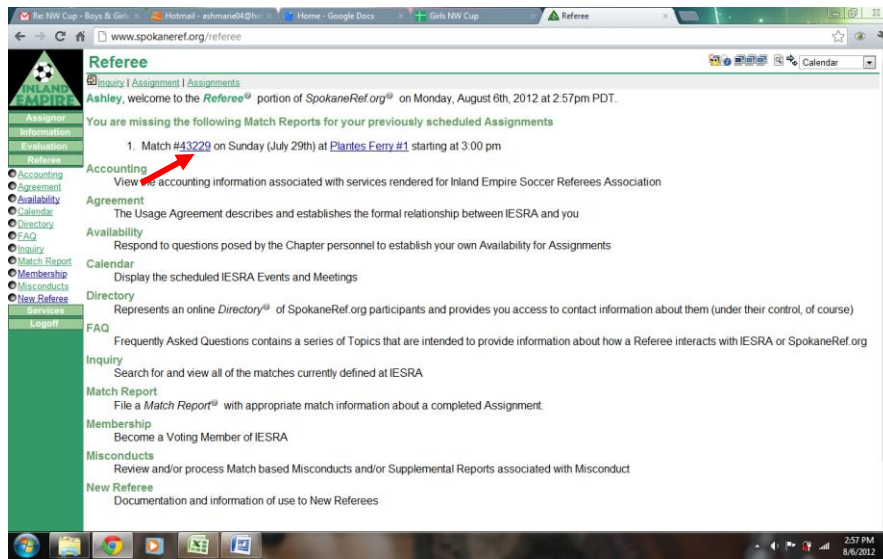⊘ This means you are declining the match

🔲 This means you have not confirmed whether you will do the match or not.
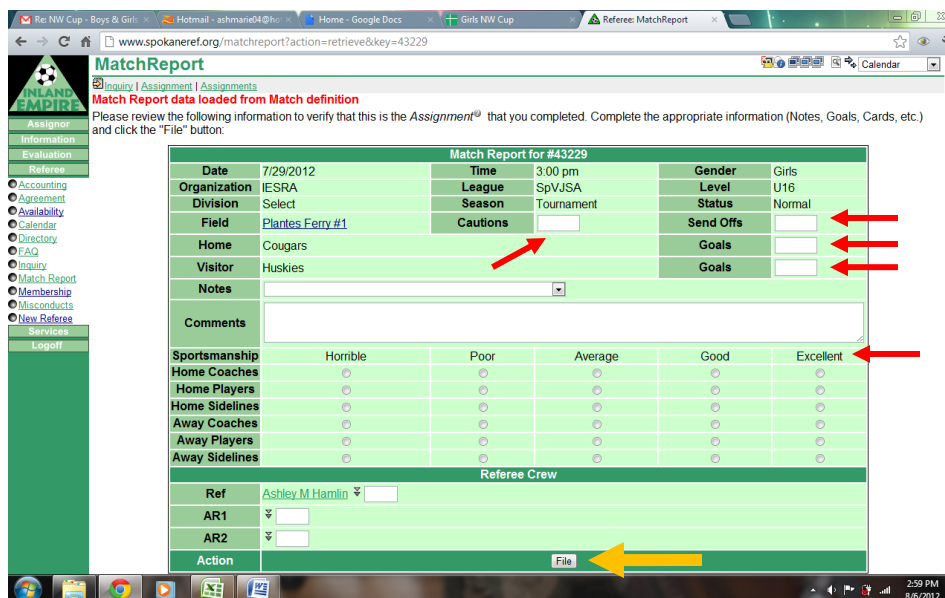
🆗 This means you have accepted the match

⊖ This means you have declined/turned back the match because you are unable to do it

Filing a Match Report

In order to get paid for a match you do, you must file a match report. Once you are logged on, click on the green Referee tab on the left. A message will appear for each game you have completed informing you that you are missing a Match report. Click on the Match number to file a report.

From this screen (pictured below) you need to file an accurate report. Only include or comments if necessary. When you are finished click "File." If you were the center referee and there were cautions or send offs, you need to file a misconduct report(s) after you file your match report.