

Referee, as you know, we are assigning games through Game Officials now. There is a self-assign feature available on Game Officials. Below are directions on how you can sign up for games via self-assign. It is **strongly suggested** to print out the directions to use as a reference.

1. Log into game officials (<https://wisref.gameofficials.net/public/default.cfm>)
2. On the left side of the screen, click 'Change Identity'.
3. In the 'Assignment System Identities' box, click 'Switch' next to 1233 WisRefAssigning Official account.
4. On the left side of the screen under the 'Personal Info' heading, click 'Self-Assign'. You are now in the Self-assign mode of Game Officials.

To filter the list of games:

- Click the "+" (plus sign) next to 'Game Filters' this will expand the window and display various options. To display everything in the state, do not use any filters. Multiple filters can be used at once.
- **To filter by location;** click on the 'Location Area' and select the appropriate location area. Only one location can be selected at a time.
- **To filter by complex;** click on the 'Complex' link and select the appropriate complex. Only one complex may be selected at a time.
- **To filter by date;**
 - To look at a week at a time, click 'Date Range' and select the appropriate week.
 - To enter a custom date range, put a check mark in the 'Custom Dates' box. Enter the desired dates in the start and end date boxes.
- After applying filters, click the 'Reload' button.

The games displayed will reflect what fits your availability and your grade level. If you are a level 9 referee, you will not see any games for the fall; all games are classic and level 9 referees can only referee recreational games.

To Request a Game

- Under the game, click 'Request Game'. Only 5 games may be selected in a 24-hour period. When 'Request Game' is selected an automatic request is sent to the assignor of the game. This does not mean you are assigned to the game; the assignor will see your request for the game and will decide whether or not to schedule you. If you are assigned to the game, you will be notified via text or email that you have a new game(s) to accept. You will then need to log into Game Officials and accept the game.

To Cancel a Request for a Game

- Log into Game Official.
- Go into the self-assign area and find the game you made the request for.
- Click on the 'Cancel Request' link. Your name will be removed from the request.