

Guidelines for adding and declaring officials

Open your portal and click on the Officials tab, this will open up 2 options:

- a) **Add Official** – this is where you will add ALL the officials who are likely to be officiating for you at any of the matches during the season. Once they're on your portal it's a simple matter of declaring them as you would the athletes.

SHREWSBURY AC
MIDLAND 3 North & East Division D

OPTION A - Search by URN for an Official to Add to your teams Officials Squad

name	urn	Tr	F	Tk
No records returned				

OPTION B - Add Official's Details Manually

First Name
Surname
URN
Track Level
Field Level
Timekeeper Level
Add Official

OFFICIALS YOU HAVE ADDED TO YOUR SQUAD

name	urn	Tr	F	Tk	Pf	Si	SIA
No Officials in Your Squad							

There are 2 options when you click on 'Add Official'

1. First enter the URN of the official in OPTION A, click return and, If they have been pre-checked, their details and details should be displayed – just click on 'Add This Official' and they will be added onto the list under 'OFFICIALS YOU HAVE ADDED TO YOUR SQUAD'
2. If nothing is showing when you've entered the URN, it's just because we haven't had time to check all the officials' details. However, the URN should automatically appear under Option B – all you then need to do is add the First name and surname and the level in the correct discipline. We strongly recommend that you add a '9' to any of the other disciplines just in case they are needed to help out.

Then just click on 'Add Official' and they will be added to the list underneath.

If you have any unqualified officials – parents or other volunteers, you can still add them to the system without a URN, just put in their name and add level 9 to all the disciplines.

The more officials or volunteers you are able to enter onto the portal the easier it is for you to declare them at future matches, it also saves a lot of time for us if we can check them all at once rather than on a match-by-match basis, and we are always very grateful if we are able to cut down on the workload.

- b) **Declare Officials** – About a week before each match confirm with all your officials who have volunteered that they are still available, and if they are you can declare

them for the match. This means that the host club can easily see whether there are any shortfalls that need to be addressed – and it will be much appreciated if you do this, rather than have to rush round on the day of the match trying to swap people around to cover.

When you click on ‘Declare Officials’, first select which match you are declaring officials for ie 1, 2, 3, etc and this page will come up:



All you then need to do is select your officials for each discipline from the names in the dropdown list. It will only show those who are pertinent for that discipline eg only track judges will be listed for that area etc, it should also show any unqualified officials at level 9. The Field Judge Level 2+ field will only give you the options of those Field judges who are at level 2 or above, similarly Field Judge Level 1+.

When you’ve finished selecting all the officials for your match click ‘Submit’.

You can go in and amend the lists at any point eg if a declared official is unable to attend the match you must remove them, or if you have any last-minute ones to add, but don’t forget to click ‘Submit’ each time.

This information will transfer to the host club’s portal. Any level 2+ officials will also show on their portal when they are nominating their Chief Officials just in case they have to find a replacement for someone who drops out. (Track Referees and Chief Timekeepers can still score points for their team, it’s just Field Referees who don’t because their duties are very different from those who officiate at the events).

This is a new system so there are likely to be some teething problems. If your official is showing the wrong level, it’s crucial that you still declare them and then we can update our information where needed.

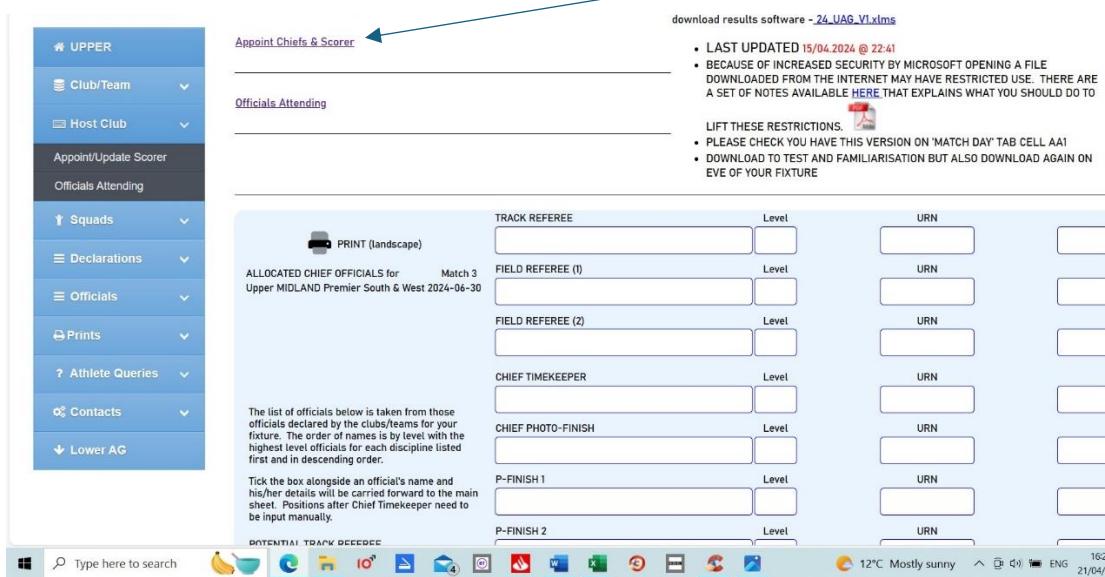
NB Everyone working at a match still needs to sign in when they arrive, for Health and Safety reasons, and also to verify that they were in attendance.

HOST CLUBS

In addition to a team of officials to cover the team duties, host clubs need to source Chief Officials and a Results Scorer.

This process should be started in January, or as soon as the match is confirmed.

There is a page on the portal designated for host clubs, if you click on that tab it brings up 2 options, clicking on either will bring you to the page that allows you to declare your chiefs:



If you've already declared any suitably qualified officials on your portal their names will show on the bottom left allowing you to add their names as chief official for that discipline – you are able to use your track judge and timekeeper to also act as the Chief provided they are a level 2 or above, the Field referee cannot be one of your designated team but you are able to declare a potential Field Referee in a separate field.

If you're using an official from another club outside your division, to work as a chief official on the day you will need to add them onto your portal with their URN and level so that their details can be pulled through.

The other teams in your division should have declared their officials a week before each match, so if you find at the last minute you have to replace any of your chiefs, the names of potential chiefs will also appear on your portal so you can approach them to help out. It's worth reminding all the clubs in the division that their officials should be declared so that your referees can see if there are any potential problems.

As usual if you do have any queries, please **WhatsApp Simon on 07507 853112**
(or contact the Administrator if needed – 07973 469180)