Officials-for-sport.com Ltd

User Introduction

R3.02 – 9 Jul 2014

Bennett House, Norwich Street, Dereham, Norfolk NR19 1BX

Registered in England no 07646852

Data Protection Act 1998: Registration Number Z3021830
Setting Your Password

Go to:  www.whostheref.com and click the login icon

This will give you the following screen. Your first job is to set your password. So:

1) Input your email address (Must be the email address to which your introduction email was sent)
2) Where it says "Please choose your sport" choose the relevant database.
3) Click "Forgot or need a password"
You will then see this screen:

If this is the first time you have set your password, click the radio button "Set my password"

Then click the Proceed button

You will be sent an email that looks similar to:

Reset password at whostheref.com
no-reply@whostheref.com
Sent: Fri, 01/05/2012 14:11
To: markbrown@whostheref.com

From: DO NOT REPLY

Either copy the code below and paste it into the last webpage:
71af18764aa20c8e5f930f305e045779a
Or, to go back to the website and reset your password, click here.

You can either copy and paste the code from that email into the last webpage (that looks like this below) and click Send:

If your details are on our system, then instructions to reset your password have been emailed to you. If you do not receive this email, please check that you have entered your email address correctly.

You should now access the program that you normally use to read emails at markbrown@whostheref.com, and click the link within that email. This will take you to a new page where you can input your password.

Or,

Copy and paste the code from the email and click Send:
71af18764aa20c8e5f930f305e045779a

Or you can click the link in the email where it says "click here"
Either action will take you to the following screen....... 

Type in your desired password. It must be at least 6 characters, but does not need to be too complicated.

You should also type in a reminder and then click save password. Note – the reminder must not contain your password.

You can then continue to your Log In screen, complete the details, and successfully log into the system. Some browsers will take you into the system as soon as you have entered it, without the need to return to the input screen.

Our staff at Officials-for-sport.com Ltd never get to see your password. It is encrypted (twice!) before it leaves your PC and sent to us.

Therefore, we are never able to tell you what your password is. The reminder that you specify should be something that is relevant only to you, to enable you to recall your password should you need to.

You can however reset your password as often as you wish.

On the log in screen, you may want to click the "Remember Me" box, but do not do this if you use a public computer such as in a library or at work.
Checking and Updating your Details

All user records (administrators, referees, club contacts etc) are stored in the Contacts file. You can see limited information for other users, but unless you are an administrator you can only edit your own record.

The navigation menu that you see on the left varies according to what permissions have been assigned to you.

After selecting Contacts from the menu, you will be presented with a filter section that allows you to select the records you want to view. Some kind of filter appears at the top of most screens that you can select.

Put the relevant data in the filter, here I have just put in "rown" as I want to search for a partial name. Then click Find.

The records that are found are then listed in the grid below the filter. You can click the Spy-glass to view more detail on the highlighted record. For example, you will see this:
Now as this is my own record, I have the option to click the "Edit" icon at the top of this record which will allow me to amend the details.

These are some of the fields that you might be able to amend:

The actual fields that you are allowed to update will depend upon your organisation's configuration.

Other "Normal" users – that is, not your organisation's administrators, can normally only see your contact information.

However you should note the tick boxes that allow you to hide contact information from other "normal" users – you cannot hide this from administrators, otherwise you would never get any information about games!

The website is encrypted using SSL, to ensure that your data cannot be intercepted during transmission over the internet.

After making any changes to data, you must always click the save button. This is the floppy disc with the green tick:
Amending/Entering Availability

Select the Availability option from the menu.

Then choose the month that you wish to view or amend. You can either choose a specific month, or choose all months ahead including the current month. At present the calendar runs 18 months ahead of the current time.

Once you find the month you want, click the Edit icon.

There is no strict definition of what time "Eve" starts, but it gives an indication to your appointer.

Have a fiddle with the various settings, and then remember to click Save after making changes.

Some organisations will default your calendar to be available until you declare yourself unavailable, whilst others will default your calendar to be unavailable until you declare yourself available.
The confirmation screen will show your new calendar for the month you just edited.

Once you have been appointed to some fixtures, an * will appear beside the day. Moving your mouse over this will show the detail of the appointment.
Your Appointments

The first you will usually know about an appointment is via an email generated by the website.

This email will look similar to this:

Dear Mark,

You have 1 notification.

Sat 12-05-2012 (15:00)

Norfolk Friendly (15): Dereham vs Dereham II Referee: Accept or Decline

VENUE: Dereham, Moorgate Road, Dereham, Norfolk, NR19 1NT - Google Map

DIRECTIONS:
Under the bypass bridge, south green gardens, turn into moorgate road right to the end, park car we will welcome you

Club website

HOME CONTACT: Richard Darlake Email: r.dumire44@googlemail.com

HOME CONTACT: Mark Brown. Tel (W) 01362 692948 markbrown@mrbs.com

HOME COLOURS: purple

INFORMATION FOR THIS FIXTURE:
President’s game

For every notification, you must either accept or decline it by clicking the relevant link within the email. Your email may contain multiple appointments. If you have for example three notifications, the first line will read “You have three appointments” and then each individual appointment will start with “Appointment 1 of 3” then “Appointment 2 of 3” etc. You MUST accept or decline each individual appointment. If you only accept or decline the first notification attached to the email the others will remain unactioned and outstanding.

You can also view your appointments online by choosing Appointments from the menu:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Match Description</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-09-2011</td>
<td>15:00</td>
<td>Wymondham vs Reading</td>
<td>Wymondham</td>
</tr>
<tr>
<td>29-09-2011</td>
<td>15:00</td>
<td>Eastern Counties Cup</td>
<td>Eastern Counties</td>
</tr>
<tr>
<td>30-09-2011</td>
<td>14:30</td>
<td>Norfolk U15 Fixtures</td>
<td>Norfolk U15 Fixtures</td>
</tr>
<tr>
<td>02-10-2011</td>
<td>14:30</td>
<td>Norfolk U15 Fixtures</td>
<td>Norfolk U15 Fixtures</td>
</tr>
<tr>
<td>03-10-2011</td>
<td>14:30</td>
<td>Norfolk U15 Fixtures</td>
<td>Norfolk U15 Fixtures</td>
</tr>
</tbody>
</table>
The games with a red cross are those that I have declined.

By viewing any future appointment online, you can either accept or decline it.

If you choose to decline the appointment, then you will be expected to input a reason why you are declining it. This information will be emailed back to the person who appointed you. You also have the option to make yourself unavailable on the date of the appointment that you are declining. You cannot decline an appointment within two days of it taking place – in this situation, you would need to manually contact your appointer and he would decline it on your behalf.
The following pages are subject to your organisation subscribing to these features.

Reports

Assessment/Coaching reports can be managed using WTR.

If you are an observer, then after a game to which you have been appointed, an icon will appear next to your name, which you should click in order to start the observers report:

At the bottom of every form is an option to finalise the form. If you wish to save a draft version, then do not tick this box, instead just click save.

The icon to access the draft form will then change to an editing icon:

You can re-edit the form as many times as you wish (although please access the form via the icon rather than clicking the Back button on your browser).

When you are ready to save the final version, click the "Final version" tickbox – you will be prompted "are you sure", then click Save.

(A phone app will soon be available for some reports, making it even easier to complete your report straight after the game.)

An email will then be sent to the match official and any nominated users (for example the Performance Manager) to notify them that the report has been submitted.

Only users with the relevant permissions can view reports.

Once the final version is saved, Officials will see the "finished report icon" against their name on the fixture:

The match official just needs to click this icon to view the report online.
Match Officials Own Reports

Some organisations will have reports that the match official himself needs to complete. When you view such fixtures, an appropriate icon(s) will appear in the far column that represents the type of form you can complete. Moving the mouse over the icon will give a description of the report, which might be for example, red card, match official abuse form, self assessment etc.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Competition</th>
<th>Time</th>
<th>Level</th>
<th>Home</th>
<th>Away</th>
<th>Score/Aup Req</th>
<th>Appointments</th>
</tr>
</thead>
</table>

Here we see that Neil has completed a Self Assessment (SA), the coach has completed a PA form, and Neil can click the icon to create a feedback report on the coach.

In addition, further reports are available by clicking the + symbol next to the PA icon, this would produce:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Competition</th>
<th>Time</th>
<th>Level</th>
<th>Home</th>
<th>Away</th>
<th>Score/Aup Req</th>
<th>Appointments</th>
</tr>
</thead>
</table>

Important note: The actual forms available to you depend upon your organisation’s preferences.

The information entered into these forms is only available to those users who are granted specific permission to do so.
Expense Claims (if a subscriber)

After attendance at each appointment, you should use WTR to record your expenses information. Go to Appointments, and view your games. In the last column, there is an "Edit" link:

This will take you to the Appointment record where you can record your claim:

If you are not going to make a claim, you should still record the mileage and other details, but also click "Not Claiming".

Some versions have an automatic distance calculator for validation.

Enter your actual distance, and the fuel claim will be calculated according to your allowed mileage rate.

You can enter other allowed expenses incurred, but you must describe these to assist the treasurer.
Periodically, at a time specified by your Treasurer, you can submit an expense claim by clicking the Expenses option on the menu:

All unclaimed appointments for Norfolk up to 12-05-2012 are shown below. Please check carefully to ensure they are accurate as changes cannot be made after submission. If you only wish to claim up to a specific date, then you may do so using the date below.

Restrict claim up to date:
12-05-2012 [ ] [ ] [ ]

<table>
<thead>
<tr>
<th>Date</th>
<th>Home</th>
<th>Away</th>
<th>Distance</th>
<th>Chair</th>
<th>Ave</th>
<th>Conf</th>
<th>Other</th>
<th>Total</th>
<th>Net claiming</th>
<th>Claiming</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Apr</td>
<td>Southwold</td>
<td>Southwold II</td>
<td>0.0</td>
<td>59.4</td>
<td>0.40</td>
<td>£6.00</td>
<td>£0.00</td>
<td>£6.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>21-May</td>
<td>Dereham</td>
<td>Norwich I</td>
<td>10.0</td>
<td>2.8</td>
<td>0.40</td>
<td>£4.00</td>
<td>£25.00</td>
<td>£29.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>10-Jun</td>
<td>Wymondham I</td>
<td>Beccles II</td>
<td>24.0</td>
<td>24.0</td>
<td>0.40</td>
<td>£23.00</td>
<td>£0.00</td>
<td>£23.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>29-Jun</td>
<td>Swaffham</td>
<td>Dereham</td>
<td>22.0</td>
<td>22.0</td>
<td>0.40</td>
<td>£8.00</td>
<td>£0.00</td>
<td>£8.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>19-Jul</td>
<td>Southwold</td>
<td>Mersa Island</td>
<td>99.4</td>
<td>99.4</td>
<td>0.40</td>
<td>£79.76</td>
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<tr>
<td>13-Aug</td>
<td>Dereham</td>
<td>Norwich Medics</td>
<td>2.6</td>
<td>2.6</td>
<td>0.40</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>26-Oct</td>
<td>Swaffham U16</td>
<td>Nunwick</td>
<td>22.4</td>
<td>22.4</td>
<td>0.40</td>
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<td>£0.00</td>
<td>£8.96</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>22-Oct</td>
<td>West Norfolk</td>
<td>Woodbridge</td>
<td>0.0</td>
<td>65.2</td>
<td>0.40</td>
<td>£0.00</td>
<td>£0.00</td>
<td>£0.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>29-Oct</td>
<td>Dereham</td>
<td>Fakenham</td>
<td>2.8</td>
<td>2.8</td>
<td>0.40</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>10-Oct</td>
<td>Wymondham Ladies</td>
<td>Wellesbourne Ladies</td>
<td>24.0</td>
<td>24.0</td>
<td>0.40</td>
<td>£9.60</td>
<td>£0.00</td>
<td>£9.60</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>23-Oct</td>
<td>Wymondham U17</td>
<td>Diss U17</td>
<td>24.0</td>
<td>24.0</td>
<td>0.40</td>
<td>£9.60</td>
<td>£0.00</td>
<td>£9.60</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>12-Nov</td>
<td>Wisbech II</td>
<td>Wisbech II</td>
<td>65.2</td>
<td>65.2</td>
<td>0.40</td>
<td>£26.08</td>
<td>£0.00</td>
<td>£26.08</td>
<td>£0.00</td>
<td>£0.00</td>
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<tr>
<td>24-Nov</td>
<td>Norwich U17</td>
<td>Ipswich U17</td>
<td>39.4</td>
<td>39.4</td>
<td>0.40</td>
<td>£15.76</td>
<td>£0.00</td>
<td>£15.76</td>
<td>£0.00</td>
<td>£0.00</td>
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<tr>
<td>24-Nov</td>
<td>Wymondham College II</td>
<td>Framlingham College U15</td>
<td>30.0</td>
<td>24.0</td>
<td>0.40</td>
<td>£12.00</td>
<td>£0.00</td>
<td>£12.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>25-Nov</td>
<td>Dereham</td>
<td>Swaffham U17</td>
<td>5.0</td>
<td>2.8</td>
<td>0.40</td>
<td>£2.00</td>
<td>£0.00</td>
<td>£2.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>6-Dec</td>
<td>Diss IV</td>
<td>Lowestoft &amp; Yarmouth III</td>
<td>50.0</td>
<td>50.0</td>
<td>0.40</td>
<td>£23.20</td>
<td>£0.00</td>
<td>£23.20</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>13-Dec</td>
<td>Lakenham Youth</td>
<td>Holt II</td>
<td>42.0</td>
<td>42.0</td>
<td>0.40</td>
<td>£16.00</td>
<td>£0.00</td>
<td>£16.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>21-Dec</td>
<td>Holt II</td>
<td>Dereham</td>
<td>52.6</td>
<td>52.6</td>
<td>0.40</td>
<td>£22.54</td>
<td>£0.00</td>
<td>£22.54</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>22-Dec</td>
<td>Eton Manor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-Dec</td>
<td>Dereham</td>
<td>Holt II</td>
<td>0.0</td>
<td>2.8</td>
<td>0.40</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£1.12</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>5-Mar</td>
<td>Norwich II</td>
<td>Wotton</td>
<td>45.0</td>
<td>39.4</td>
<td>0.40</td>
<td>£15.00</td>
<td>£0.00</td>
<td>£15.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>26-Mar</td>
<td>Wisbech Norwich II</td>
<td>Stowford</td>
<td>65.2</td>
<td>65.2</td>
<td>0.40</td>
<td>£26.08</td>
<td>£0.00</td>
<td>£26.08</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
<tr>
<td>26-Apr</td>
<td>Crusaders</td>
<td>Ely</td>
<td>30.8</td>
<td>30.8</td>
<td>0.40</td>
<td>£12.32</td>
<td>£0.00</td>
<td>£12.32</td>
<td>£0.00</td>
<td>£0.00</td>
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<tr>
<td>29-Apr</td>
<td>Diss</td>
<td>North Walsham</td>
<td>170.0</td>
<td>56.0</td>
<td>0.40</td>
<td>£68.00</td>
<td>£0.00</td>
<td>£68.00</td>
<td>£0.00</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

Total: £377.54 / £70.00 / £307.54 / £30.04

By submitting this claim I am confirming that this is a true record of my expenses incurred in attending the above games and that I am entitled to make such a claim.

You should check this information is accurate, as it will become your official claim form.

If there are appointments for which you choose not to claim, you can still un-tick the right-most column. Such games are showing as coloured.

When you click the Submit button, the information is emailed to your Treasurer, and a copy of the email is also sent to yourself.
Support

Officials-for-sport.com Ltd provide support to a single primary user with each customer. We are unable to provide support to individual end users, therefore if you require support then in the first instance you should notify your point of contact within your organisation.

Privacy & Security

Officials-for-sport.com Ltd (known as officialsforsport.com, whostheref.com, whostheumpire.com) provides online software and data storage for the purpose of managing sports officials and their appointment to fixtures. This Service is provided through our websites known as WhosTheRef.com and WhosTheUmpire.com. These websites are secured using 256-bit encryption provided by Thawte.

All employees of officials-for-sport.com Ltd, or contractors, or other third parties are contractually obliged to be familiar with and comply with the principals of the UK’s Data Protection Act 1998.

Physical Security

The websites and associated databases are hosted at secure and professional facilities within the UK.

Cookies

A cookie is a small file which stores data on your device. The public pages of the officials-for-sport.com Ltd websites use cookies to analyse user's behaviour for example which pages have been visited. Within the public pages of the websites, we do not use cookies to personally identify the user.

When using the Service, cookies are used to facilitate and enhance the user's experience of the Service. The Service will not operate successfully if cookies are disabled.

We do NOT use cookies for marketing purposes or for collecting personal information.