RefView
Quick Start Guide

rSchoolToday
Sports Management Platform

Officials View

January 2022

Officials must be added to the Officials directory by the Assigners, Commissioners, or School Administrators to get their credentials. To log in to RefView as an Official, please visit www.refview.com. You will be prompted to type in your **Email Address** and **PIN**.

RefView
from rSchoolToday

Welcome to RefView!

If you are an official who has received contracts from any school, assigner, or commissioner using rSchoolToday, you can use your email ad_____ ___ your RefView. This view will let you update your personal information, get your sched_____ _____ vailability.

If you have questions, emai__ _____ _____ _____ / phone: 952-960-4999.

1. Enter your email address and PIN

OFFICIALS LOGIN

EMAIL ADDRESS
grayffor@gmail.com

PIN NUMBER
••••••

Forgot your PIN?   LOGIN

2. Click here to Log in
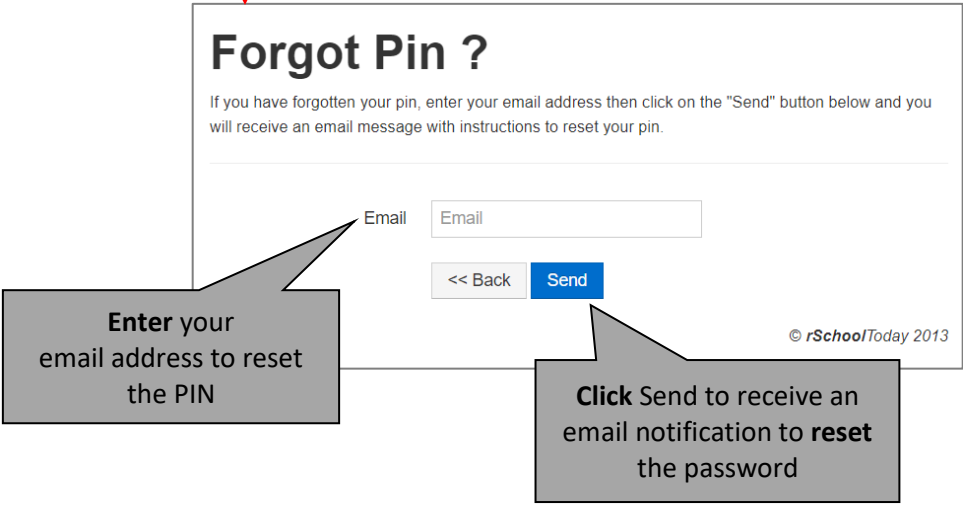
ASSIGNERS LOGIN

USERNAME

PASSWORD

Forgot your Password?   LOGIN

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Forgot Pin ?

If you have forgotten your pin, enter your email address then click on the "Send" button below and you will receive an email message with instructions to reset your pin.

Email   [Email]

<< Back   Send

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Enter your email address to reset the PIN

Click Send to receive an email notification to **reset** the password

My Personal Info tab

This is the landing page for the Officials View in RefView. Here, you can update your address, phone numbers, change your PIN or email address, add the necessary information to get paid electronically, etc.Any changes made will immediately update your information for all AD's, Commissioners, and Assigners.

Note: The Social Security Number (SSN) is no longer a required field in the Official's Personal/Payment Information. We have included a text tip explaining the benefits of adding the SSN to the system.

| My Personal Info | Sports, Certifications & Preferences |

Click Here to upload picture

First Name : * Carrie

Last Name : * Gray

Gender : ○ Male ● Female

Email Address : * grayffor@gmail.com

Home Phone :

Work Phone :

Mobile Phone : (651) 487-5457

☐ Share this to other officials

Mobile Provider : - Choose Mobile Provider -

PIN # : * [ ] Cancel

Social Security : Why Input Your SSN ? Edit

FEIN :

Employee ID :

Status : Active

☐ I would like to get paid electronically(it's faster) Learn More

Note: This data *ONLY* shows to you. No Assigner or School can see your private banking information. It is stored securely on encrypted servers.

Bank Name : *

Bank City/State : * [ ] AB

Bank Routing # : * [ ] show

Account Number # : * [ ] show

Bank Account Type : * ● Checking Account ○ Saving Account

Name on the Account : * First Name Last Name

Date of Birth : * Year Month Day

Address : *

City : *

State : * AB

Zip : *

Where do I find this information?

☐ I have read and accept the terms and conditions

Forms:

Submit my W9 to all my schools

ADDRESS

I drive from this address on these days :

All	Mo	Tu	We	Th	Fr	Sa	Su
☑	☑	☑	☑	☑	☑	☑	☑

Main Address : 1570 B Street

City : Saint Paul

State : MN Zip : 55117

Miles willing to travel :

I drive from this address on these days : **(optional)**

All	Mo	Tu	We	Th	Fr	Sa	Su
☐	☐	☐	☐	☐	☐	☐	☐

2nd Address :

City :

State : MN Zip :

Miles willing to travel :

💾 Save Changes Print Card

Note: Fields marked with asterisks are required. For WI Officials that need their information changed but have grayed out fields, please get in touch with WIAA.

Sports, Certifications & Preferences

This is part of the **My Personal Info** tab and shows the Official's Background check (if there is one), the Games where the Official was not omitted, and their Sport Certification Status.

Home screen

The Home tab displays Unpaid Contracts, Contracts Pending, and ePayments for the week. Here, you can also verify your Certification Expiration Dates, find News and Announcements posted by the Schools, News & Announcements from Assigners that have added you to their Officials list, and Upcoming Events.

RefView now adds a robust Communications Center to each game. Independent Assigners, ADs, Commissioners, and you as an Official can also:

• Add Contest Notes to any game – viewable to all involved with the game.
• View Notes on that game from others. All notes are tagged, dated, and show who added each note.
• Send Emails to the Home or Away ADs involved, the Officiating Crew, the Assigner, or the Commissioner (if different).
• View past emails sent about this game.
• View the phone numbers of the officiating crew.
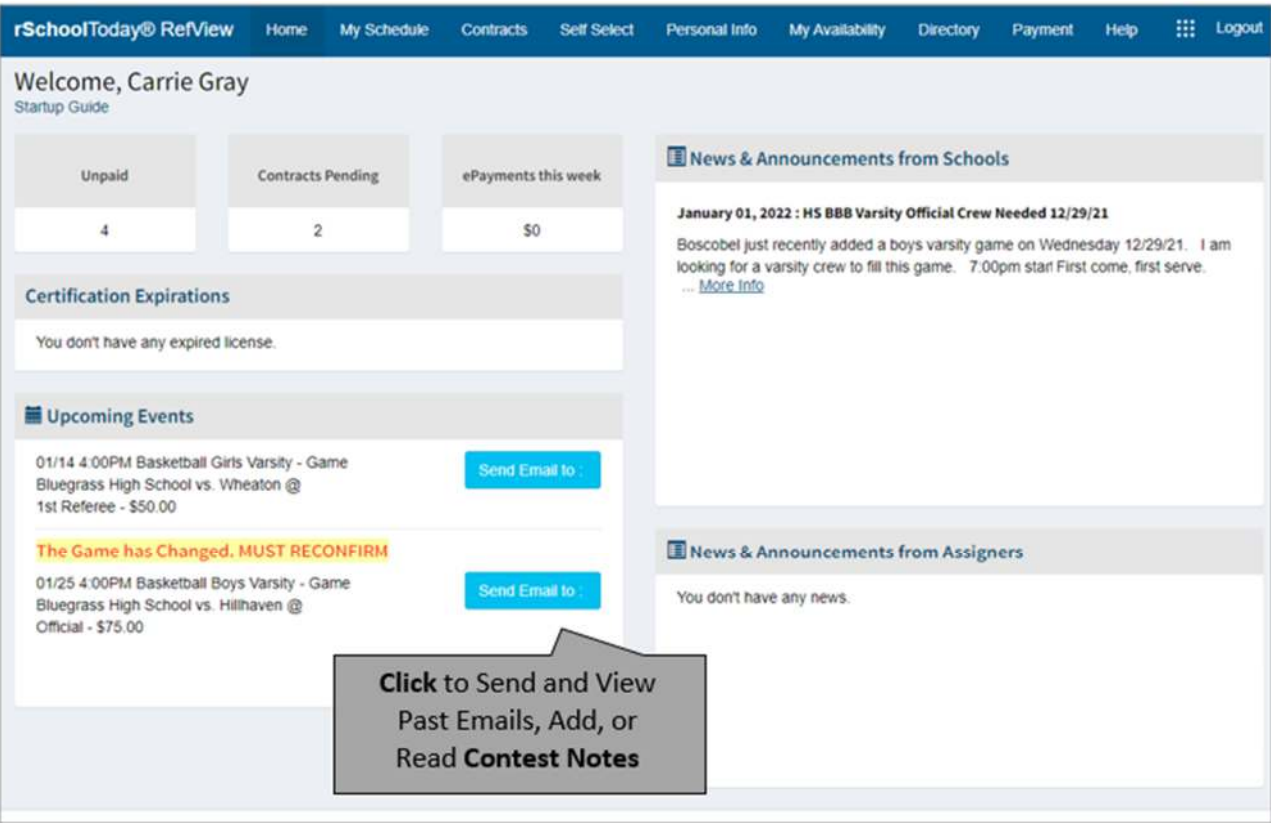
Content Notes Screen

This pop up screen displays when you click "Send Email to" in the **Home** tab.

1. Check off to select the email's recipients

Send Email To :

☐ All

Crew :
Assigner : ☐ Kari Meg - kmeg@yahoo.com
Schedule Creator : ☐ Dennis Prey - dprey@gmail.com
Home AD : ☐ Martha Hall - hmartha@gmail.com
Home Coach :
Away AD : ☐ Corey Spill - cspill@gmail.com

B *I* U ✎ S X² X₂ 14 ▾ **A** ▾ ☰ ☷ ☰▾
T𝐈▾ Helvetica ▾

2. Type your message here

01/14 4:00PM Basketball Girls Varsity - GameBluegrass High School vs. Wheaton @

Send

Past Emails:
01/04/22,

3. Click to Send

Click on the date to view past emails

Contest Notes

Notes :   Print
Add note

01/04 from Carrie Gray - 01/06/2022 - Hey Crew, please log into Refview and put your W9's on file. . Delete

All people involved can see the current and past notes

Close

My Schedule Tab

In the My Schedule Tab, you will find all the Game Contracts sent to you via email by Assigners or Administrators. You can view your Schedule by List, Week, or Month View. We also added a Color Coding system to help Officials identify, at a glance, the status of the Calendar Games.

This is the color key:

1. Gray – Events with no changes.
2. Green – Recently updated or rescheduled (labeled with an "R").
3. Red – Canceled events (labeled with a "C").
4. Yellow – Events that need the Official's confirmation due to some changes.

Month View

List View

Home | My Schedule | Contracts | Self Select | Personal Info | My Availability | Directory | Payment | Help | Logout

Welcome, Carrie Gray
Startup Guide

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📅 MY SCHEDULE

< | Today | >

2022

List View | Week | Month

● Normal Event ● Newly Updated Event ● Cancelled Event ● Change - PLEASE Reconfirm

January 14, 2022		**Friday**
4:00 PM - 5:00 PM	● Basketball Girls Varsity - Game	
	[Show Crew]	

January 20, 2022		**Thursday**
7:00 PM - 8:00 PM	● ~~Basketball Girls Varsity - Game~~	
	Cancelled	
	[Show Crew]	

January 25, 2022		**Tuesday**
4:00 PM - 6:00 PM	● Basketball Boys Varsity - Game	
	Reconfirm??	
	[Show Crew]	

January 27, 2022		**Thursday**
8:00 AM - 9:00 AM	● Basketball Boys Varsity - Game @Bluegrass High School	
	Postponed From 01/27/2022	
	[Show Crew]	

Week View

Home | My Schedule | Contracts | Self Select | Personal Info | My Availability | Directory | Payment | Help | Logout

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📅 MY SCHEDULE | 📅 SCOUT OTHER CREWS

< | Today | >

Jan 23 – 29, 2022

List View | Week | Month

● Normal Event ● Newly Updated Event ● Cancelled Event ● Change - PLEASE Reconfirm

	Sunday 23	Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28	Saturday 29
7am							
8am					8:00 AM (CST)		
9am							
10am							
11am							
12pm							
1pm							
2pm		4:00 PM (CST)			7:00 PM (CST)		
3pm							
4pm			Reconfirm?? 4:00 PM (CST) Basketball Boys Varsity - Game				
5pm							
6pm							
7pm							
8pm							

Contracts

In the Contracts Tab, you can view, approve, or deny contracts received from Assigners, Commissioners, or Administrators. You can view Contracts by State, Assigner, or Activity. You can choose to view them by Month or Season. Furthermore, you can also Show All, Pending, Accepted, and Declined Contracts.

This is how an Official's contract looks.

My Availability

In the My Availability Tab, you can set Dates or Times when you will NOT be available for certain Games.

Note: Games already assigned and accepted by you will also appear under the Current Unavailable Dates. Unavailable Dates will show in blue.

Directory

In the Directory Tab, you can filter and view all listed Officials from different States and assigned activities.

Payment

In the Payment Tab, you will see the Payments you have received by Period (Month or Season).