Creating a list of Ohio certified Officials

These instructions are to help assigners determine those users that are certified in a sport, and/or at a particular class level, for use in assigning games. This will assure the assigner that anyone selected is eligible to work that game by using the OHSAA super group information.

The steps involved are to create a filtered user list, saving that list, then locking it.

Go to the Users/Officials area and click on "Create"



The user filter list will appear

Filter Identification			
Name			Filter's Name
Filters			
Last Name			Example: *son (returns anything that ends with an 'son')
First Name			
Email Existence	All		T
Email			Example: *hotmail.com (returns only email that end with 'hotmail.com')
Sport	All Sports Baseball Basketball/ Basketball/ Bowling - B	B B Dys	~ ~
City			Example: Perry (returns only sites located in the city of Perry)
State	All States		T
Postal Code			Example: 84070 (returns only sites with the postal code of 84070)
Ready for Assigning	All	¥	
Active	All	Ŧ	
RefPay	All	۳	
Joined	All	۳	
Date of Birth	On	•	
Last Signed In	On	•	
Rank	Equal To	•	
Test		•	Equal To 🔻 %
Eligibility Period	All	•	All Eliphiny Periods OHSAA 2015-16 Baseball Class 3 OHSAA 2015-16 Baseball Class 2 OHSAA 2015-16 Baseball Class 2 OHSAA 2015-16 Baseball Class 2 OHSAA 2015-16 Baseball Class 3
Background Check Status	(Select)		T
Game	All	•	Future Games
Custom Field	Add		Ŧ
			Save Cancel Get Results

Give the list a name – This name should specifically identify the purpose of the list. For example, if you are creating a list to identify officials in a specific sport that are certified in Ohio (versus another state) I suggest using Sport State Certified (Volleyball Ohio Certified). If you're creating a list that is specific to a sport/level, but you're not concerned about another state's game assigning the list name may be as simple as Sport Level (Volleyball Class 1). For this example we are using all 3 for the name "Volleyball Ohio 1 and 2".

Filter Identification		
Name	Volleyball Ohio 1 and 2	Filter's Name

We won't be using the name or email filter so we are skipping down to the sport area. Keep in mind this area allows you to designate users that you have ranked in a specific sport. There may be officials on your list certified in, in this case, volleyball that you don't use for that sport. So by selecting the sport from the list you eliminate those officials from the list you are creating.

Sport	MOAC Tennis - Girls MOAC Track MOAC Wrestling Soccer Sontoall Volleyball	

Skip to the Ready for Assigning and Active options. I would recommend the below as it limits your list to only those that are active in your group and have checked the "Ready to be Assigned" box.

Ready for Assigning	Ready V
Active	Active
RofPav	

Now skip down to the Eligibility Period area. Change the drop down to "Eligible" then left click to highlight the year, sport and class from the list of OHSAA certified sports. You can select multiple years, sports and class items by holding the Ctrl key down and left clicking on additional items.

Note: check the "Hide Inactive EPs" box shortens the list to only those sports that are currently active and removes options from years past.

	×				OTION IS EVEN TO CONSUL ONDO E	
	Eligible	OHSAA, 2017-18 Football Class 1			OHSAA, 2017-18 Softball Class 3	-1
Eligibility Period		OHSAA, 2017-18 Softball Class 1 OHSAA, 2017-18 Baseball Class 1 OHSAA, 2017-18 Volleyball Class 1		Hide inactive EPs	OHSAA, 2017-18 Volleyball Class 2 OHSAA, 2017-18 Volleyball Class 3	
		OHSAA, 2017-18 Soccer Class 1 OHSAA, 2017-18 Field Hockey Class 1	Ŧ		OHSAA, 2017-18 Wrestling Class 2	•

Then click the Save button to save this filter and produce the list of officials that fit all these criteria.

Filter Options-					
Volleyball Ohio 1 and 2 V	View Save Delete	Show All	Dynan	nic 🕜	
-					
🔽 🕂 Full Name	Email	Signed In	Notes	Games	
	-!	7/00/0040	r in the second s	0.0.0.0(0)	

In order to use this list for assignments you must "lock" it. This process must be done before you can use this list of officials in conjunction with game assigning in the Assigning/Games area. To lock the list simply click on Save and you will see "Dynamic" change to "Locked".

_ ^{Fi}	lter Optio	ons							
	Volleyba	II Ohio 1 and 2 🔻	Create	View	Save	Delete	Show All	Locked	d 🕐
					_				
		Full Na	ime		Email		Signed In	Notes	

NOTE: This locked list will not change or update. For example if an official hasn't renewed his/her permit at the time you locked the list, but does so the next day, their name will not appear on the list while it's locked. In order to update the list simply click View, review all the filter selections, then save the filter. "Locked" will change back to "Dynamic" and the list will have updated. Click "Save" to lock the list again.

Using the certifed officials list to assign

To use this list of officials in conjunction with a list of games, go to the Assigning/Games area and click the "New" button

MY GROUP	ASSIGNING	USERS	PAYROLL	TESTING	REPORTS	SETTI	
GAMES	SITES		TEAMS	SPORTS/LEVE	ELS LEA	AGUES	DISTANCE
Publish AutoAssign	Games	& Assignm	ents				
Mass Update	Future Gam	es With Issues		Vi Vi	ew Results	New	Vi
Recalc Travel	🕂 Link	Game Date	e Time		Site	Sport & Level	Home

Make the appropriate choices for the various filter option and create a name that will let you easily identify this list in the future. Then in the Official Filter area (last drop down on the list) select the name of the user list you just created, in this example it's "Volleyball Ohio 1 and 2". I also recommend checking the "Lock Filter" box. This will lock the user list in case you forgot to lock it previously.

verifiea:	All
BillTo:	All BillTos
Game Status:	All
Linked Game:	All
Game Report:	All
Official filter	Volleyball Ohio 1 and 2
Sort	

Once this custom list is created you can be assured that any official showing as available is certified as an official in the sport and level you used from the "Eligibility" periods list.