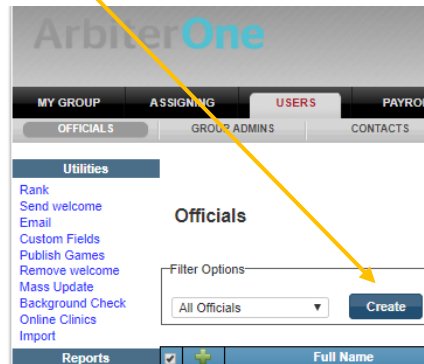


Creating a list of Ohio certified Officials

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.

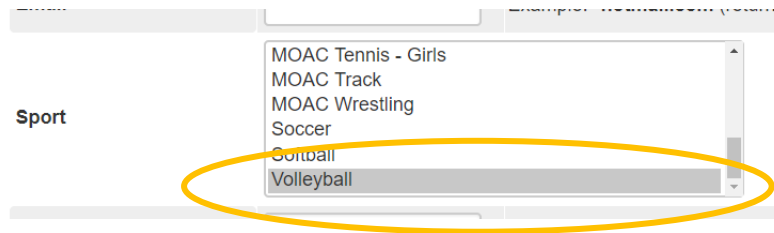
Go to the Users/Officials area and click on “Create”



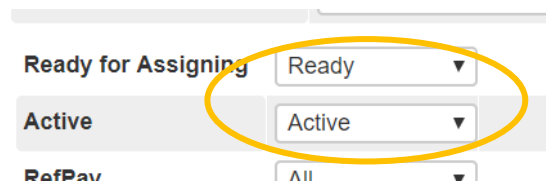
The user filter list will appear

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”.

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.

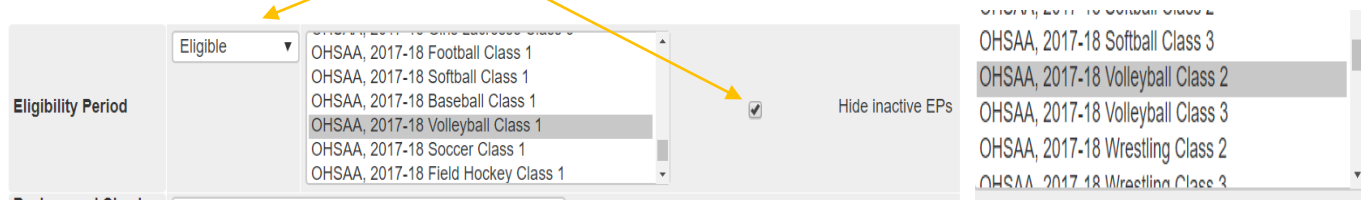


Skip to the Ready for Assigning and Active options. I would recommend the below as it limits your list to only those that are active in your group and have checked the "Ready to be Assigned" box.



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 OHSA 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.

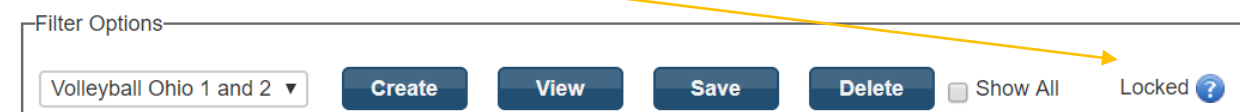


Then click the Save button to save this filter and produce the list of officials that fit all these criteria.



		Full Name	Email	Signed In	Notes	Games
<input checked="" type="checkbox"/>		ALVAREZ, MARY	alvarez.mary489@gmail.com	7/20/2016		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".



		Full Name	Email	Signed In	Notes	Games
<input checked="" type="checkbox"/>		ALVAREZ, MARY	alvarez.mary489@gmail.com	7/20/2016		0

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 certified 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

Link	Game	Date	Time	Site	Sport & Level	Home
					Volleyball	Marion

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.

verified:	All
BillTo:	All BillTos
Game Status:	All
Linked Game:	All
Game Report:	All
Official filter	Volleyball Ohio 1 and 2
<input checked="" type="checkbox"/> Lock Filter ?	

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.