HOW TO UPDATE YOURE REFEREE AVAILABILITY

To CPYSL Referees,

In order for the Referee Assignor to assign you league games, you must first provide your availability to CPYSL. The CPYSL provides the web pages to make it easy to send your availability to CPYSL, and it will be used by the Referee Assignor to assign games based on your preferences.

The Referee Assignor is employed by CPYSL, who does their best to be fair and balanced in assigning games closest to your preferences, matching your ability with level of the game, and considers your travel distance to the venue. However when situations arise with the limited availability of referees, and game level of competition, you may be assigned games outside your preferences.

Please download and read the CPYSL Referee Guidelines posted in the CPYSL website, or click the “Guideline link” in the page when you provide your availability. The CPYSL Referee Guideline are frequently updated, it contains important information to assist you in officiating games.

If you have any questions, suggestions please forward them to the CPYSL office.

Good Luck with your games. Your efforts on the fields are vital to the success of the new season and our league.

Thank you again in advance for your cooperation.

James Conners

President, CPYSL

If you are using **Internet Explorer (IE)**, ensure that you add CPYSL in the compatibility List view. **Go to Page 13 D. – IE Compatibility Setting.**

You must login to the CPYSL website to provide your availability. There are two ways to initiate your login process.

1. Login directly to CPYSL website
2. Login via the Email you received from the Referee Assignor

Below are the Screen-by-Screen steps that you follow to provide your availability:

A. LOGIN DIRECTLY TO CPYSL WEBSITE

Calendar Schedule Standings Report Score Team Count

List of Referees

Bulletin Referees Board To Do List Master Schedule

Last Name that begins w/: A B C D E F G H II J K L M N O P Q R S T U V W X Y Z All Referees

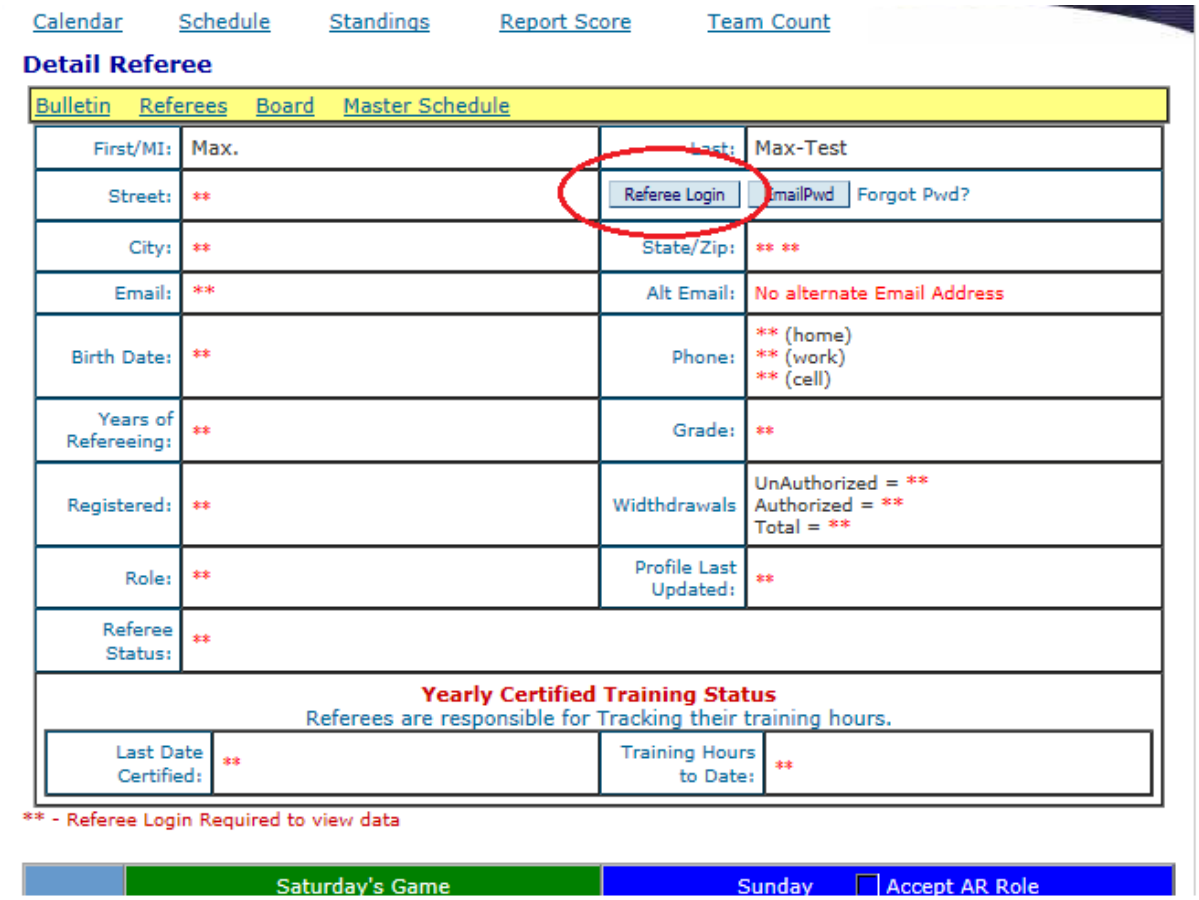
Select Referee Status: All

Note: Only registered referees with updated profile will be used to officiate any CPYSL games. Prior to the start of a league season all referees must update their profile and provide the dates a referee cannot officiate a game. Please email the **Referee Assignor** for more information.

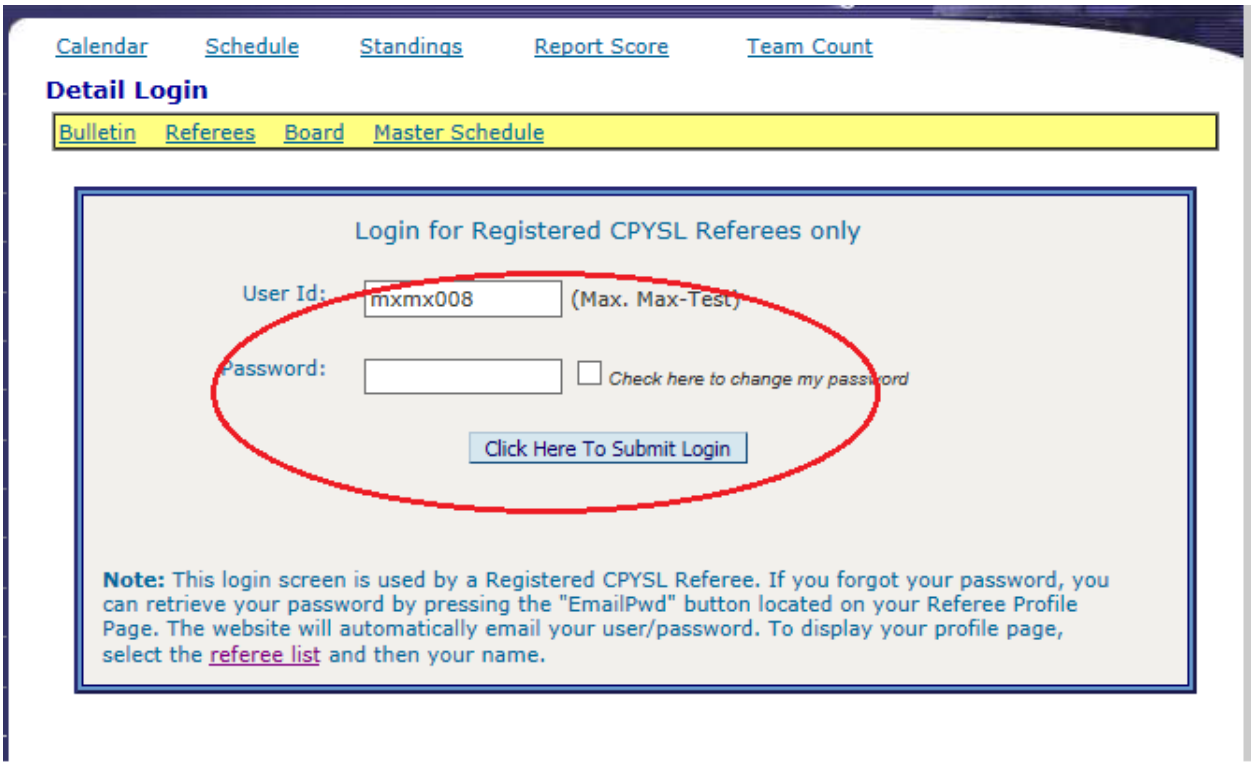
**If you are not on the list and would like to be assigned games, please email your name, and best email address to the Referee Assignor. The Referee Assignor will review your application to add your name on the list. Once you are added to the list, you must login to update your profile. Click the Instructions for more details.

Name / Address	Phone	Game Widthdrawals	Registered	Click below To Email
MacLean, Bra. Boiling Springs, PA	(h)(717) 258-6482	**	Yes	s_bkmaclean@clarion.edu
MacLean, Ron. Boiling Springs, PA	(h)() -	**	Yes	rmaclean319@aol.com
Maher, Mat. Hanover, Pa	(h)(717) 632-0743	**	Yes	mmaher6@comcast.net
Mahoney, Mat. Northumberland, PA	(h)(570) 850-5430	**	No	sacramentopia@gmail.com
MAROLF, SHA. HARRISBURG, PA	(h)(717) 657-1360	**	Yes	samarolf@comcast.net
Marter, Fra. Camp Hill, Pa	(h)(717) 802-1657	**	Yes	fjm117@comcast.net
Martin, Bri. Mt. Holly Springs, Pa	(h)(717) 323-0387	**	Yes	penntar@comcast.net
Martin, Ty. Mt Holly Springs, Pa	(h)(717) 323-0387	**	Yes	penntar@comcast.net
Mason, Ric. Red Lion, Pa	(h)(717) 424-2556	**	Yes	rlsoccerrick@aol.com
Matlock, Mic. Harrisburg, Pa	(h)(717) 418-9223	**	Yes	Micromachine01@aol.com
Mattern, Dan. Gettysburg, PA	(h)(717) 334-1964 (w)(717) 545-4207	**	Yes	matt46@embarqmail.com

Find you name in the list of referees and click your name. This will take you to your Referee Profile page.

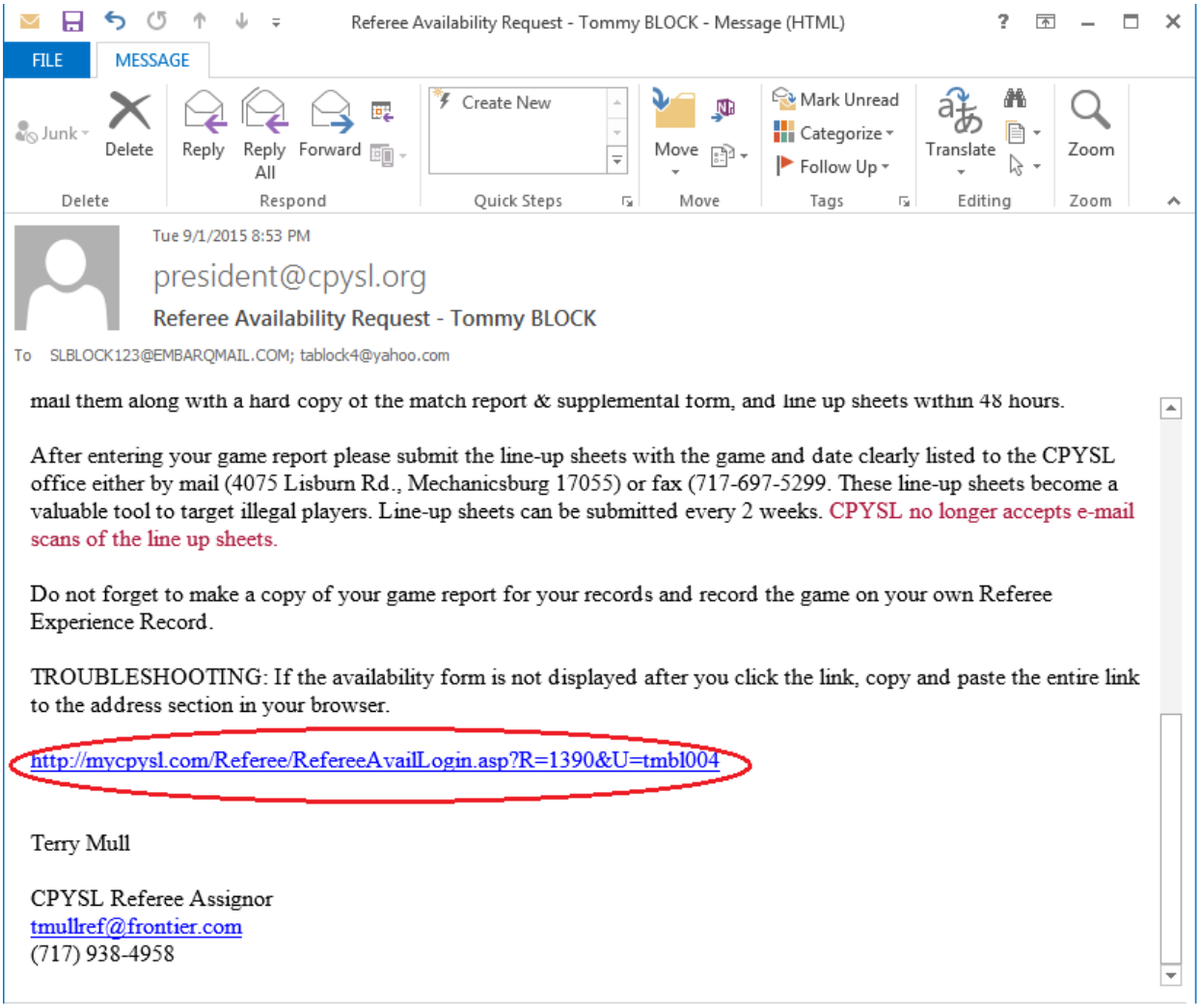


When this profile page is displayed, click the “Referee Login” button. The buttons will only show if you have not yet logged in. If you forgot your password, click “EmailPwd” button. Your password will be sent to the email address stored in your profile.

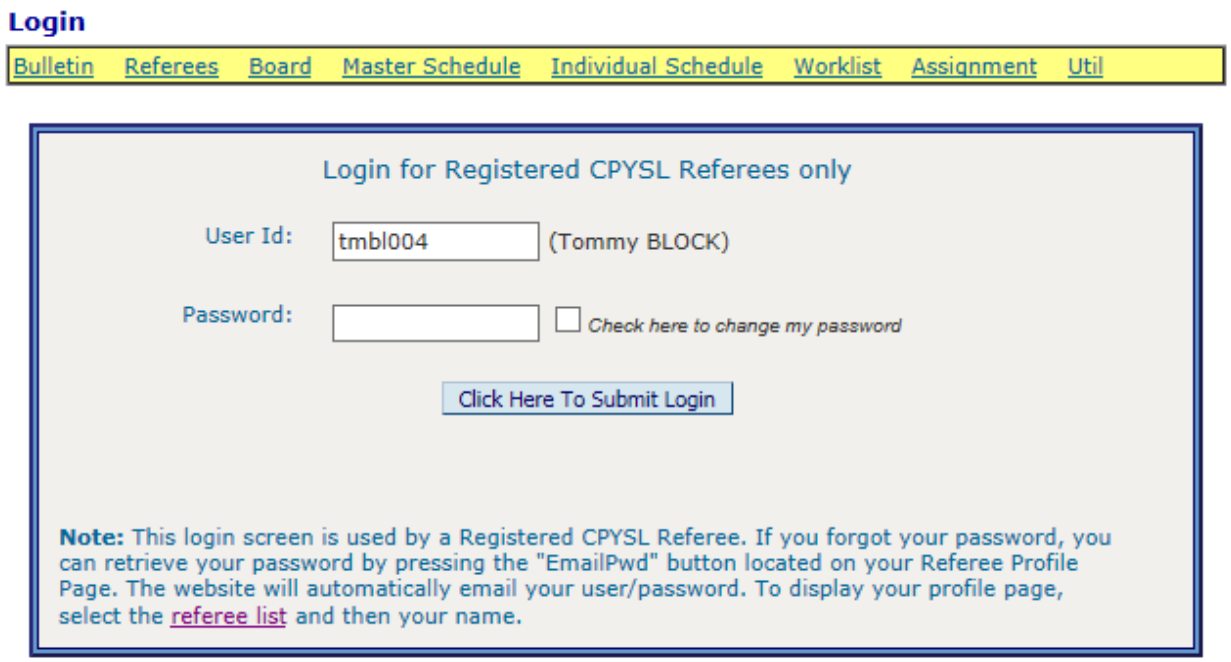


Login using your userid and password. Your password and userid were emailed to you when you were added as a registered referee to CPYSL. After you successfully log in, go to "**C. Update My Availability Section**" **in page 7.**

B. LOGIN VIA THE EMAIL YOU RECEIVED FROM REFEREE ASSIGNOR



Click the link inside the email you received from the Referee Assignor. After you click the link, a browser will be launch containing the login page.



Login to your referee profile page. Go to "**C. Update My Availability section**" to illustrate the next steps starting **in page 7.**

C. UPDATE MY AVAILABILITY SECTION

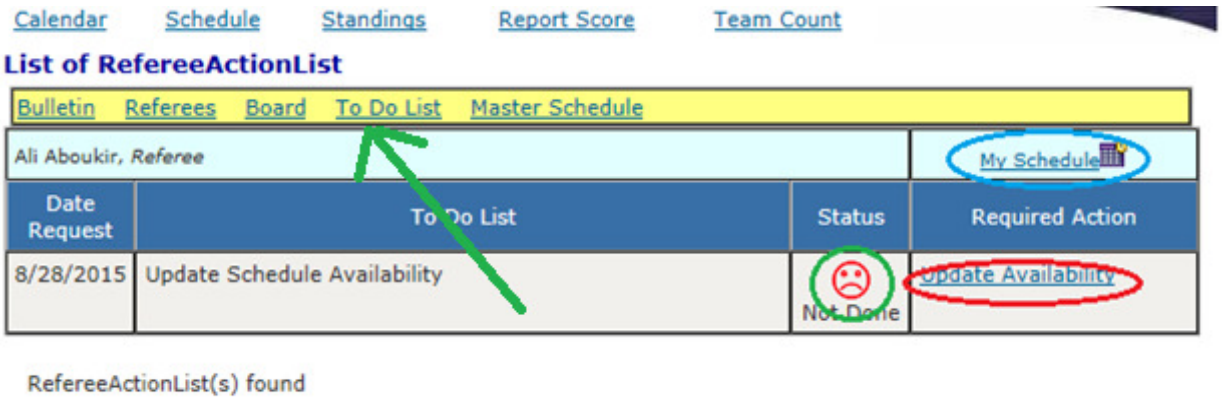
After you successfully login to your profile page, the following "TO DO LIST" page is displayed. The "TO DO LIST" page contains all your action items reminding you of the task that you must perform. The following are the list of action items that will be displayed in your to-do list:

1. ***Update Schedule availability*** – always on the list
2. ***Submit game report that are due*** – after you officiated a game
3. ***Confirm assignment*** – you get this request after you are assigned a game.

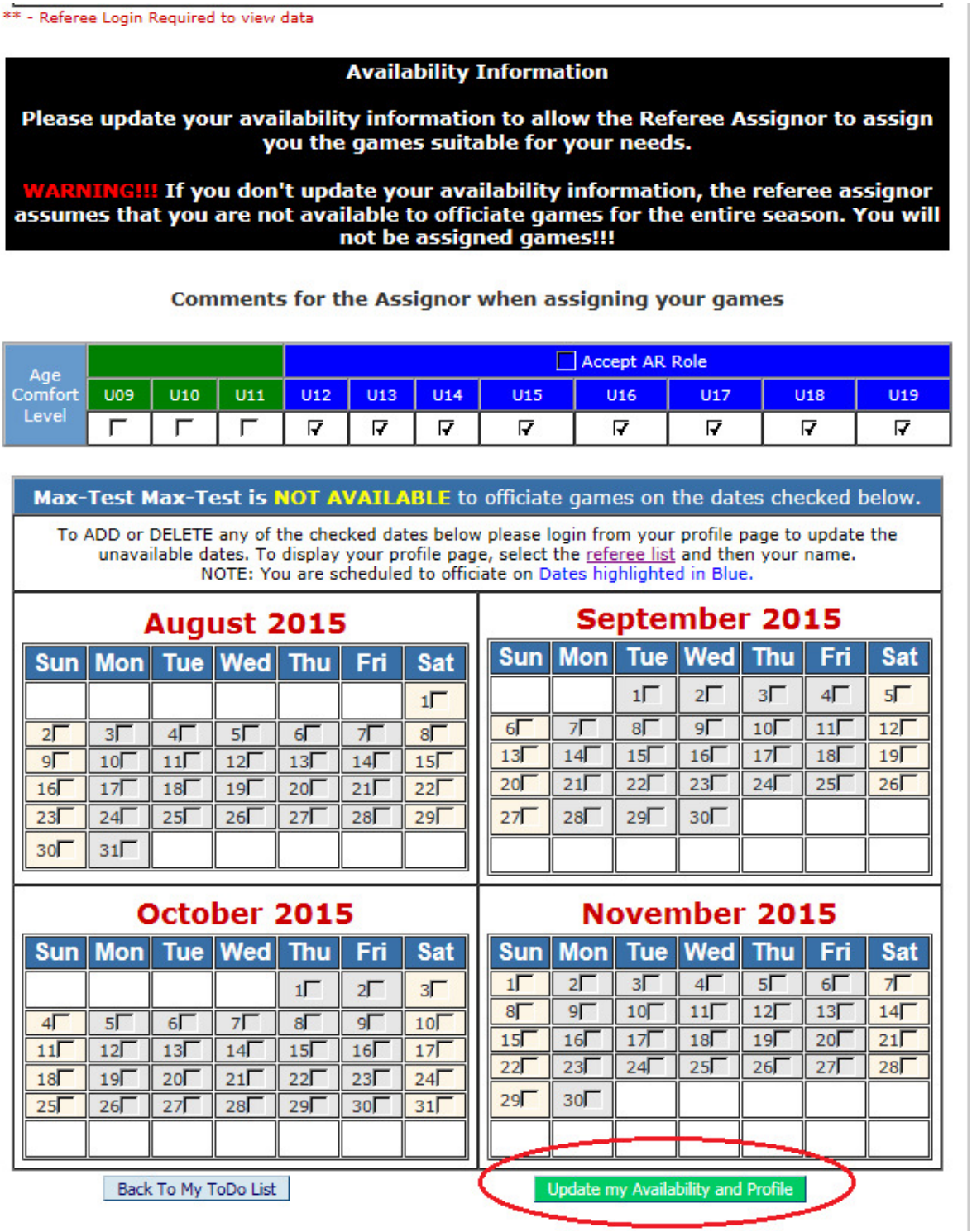
The status will contain an "Unhappy Face" or a "Happy Face". The image will change to a happy face when you are done with your action or disappears from your to-do list. The required action contains the link that will take you to the page to perform your action.

The "Update Schedule Availability" task item will always appear in your to-do list. You can update your availability anytime. However if you are assigned a game, updating your availability indicating that you are not available for the game date will not remove you from your assigned game. You MUST WITHDRAW your assigned game to remove you from that game, and the Referee Assignor can take action to replace your spot.

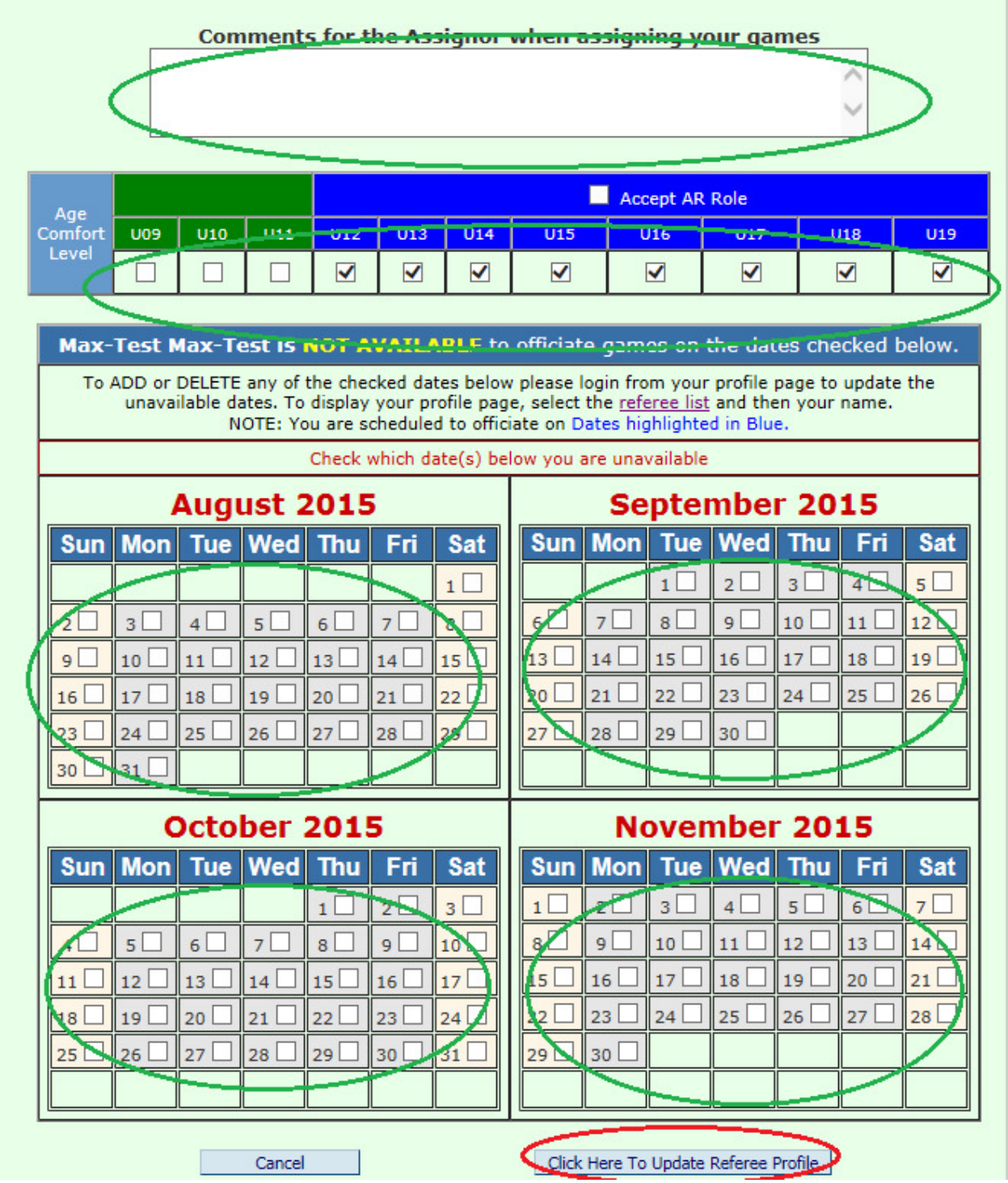
Click the "Update Availability" link to send you to your availability page. You can always come back to this page by clicking the "To Do List" link on any referee pages as shown below.



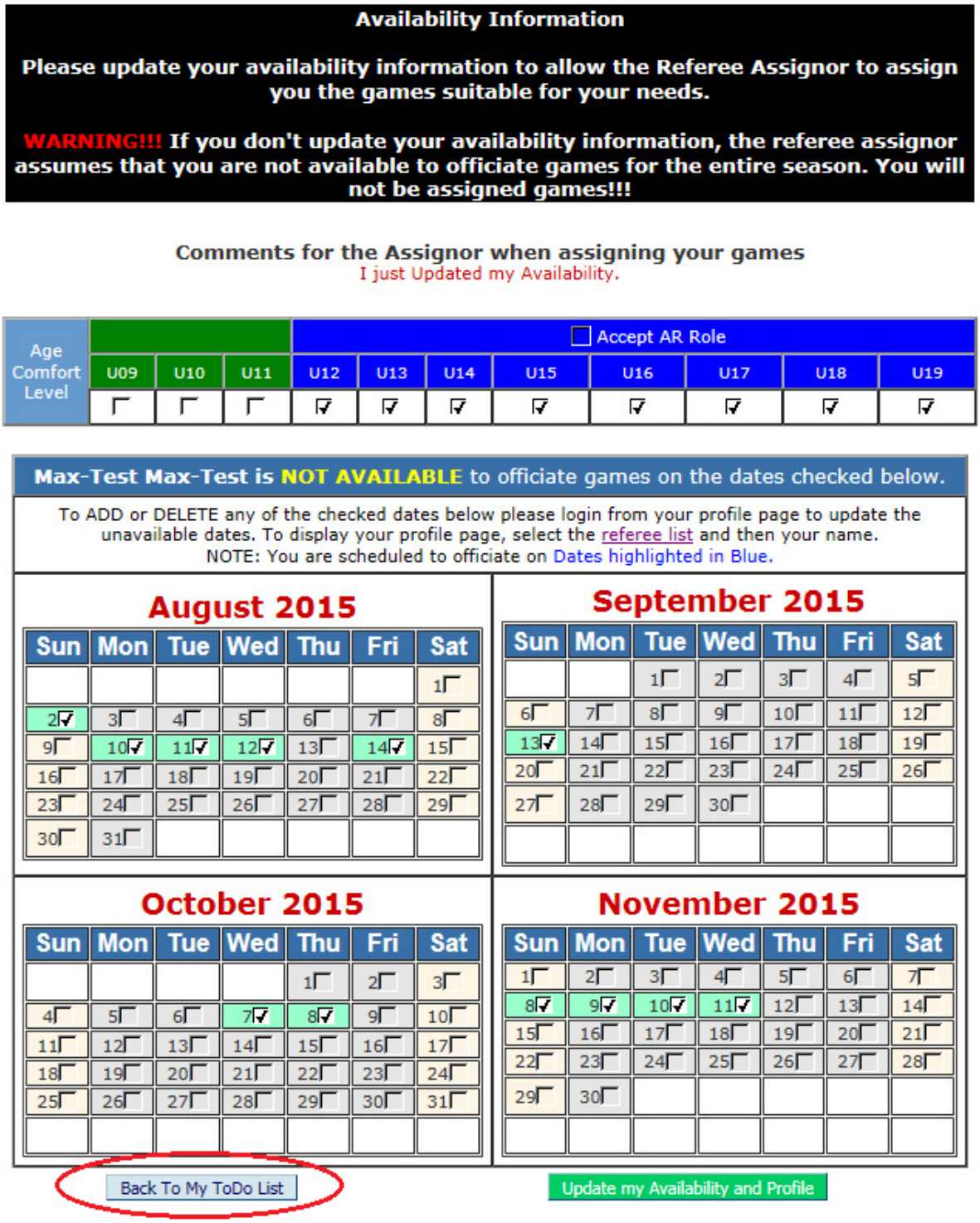
Click one of the choices presented above. You must attest and read the referee guidelines before you can proceed.



This page is displayed to show you current availability. **You cannot update your availability on this page.** To update your availability you must go to the bottom of the page and click the green button "**Update my Availability and Profile**".



You can now provide your availability as show above. Click the "Click Here to Update Referee Profile" button to update your availability. NOTE: your availability is not updated until you click this button.



Availability Information

Please update your availability information to allow the Referee Assignor to assign you the games suitable for your needs.

WARNING!!! **If you don't update your availability information, the referee assignor assumes that you are not available to officiate games for the entire season. You will not be assigned games!!!**

Comments for the Assignor when assigning your games

I just Updated my Availability.

Age Comfort Level				Accept AR Role							
	U09	U10	U11	U12	U13	U14	U15	U16	U17	U18	U19
	☐	☐	☐	☑	☑	☑	☑	☑	☑	☑	☑

Max-Test Max-Test is NOT AVAILABLE to officiate games on the dates checked below.

To ADD or DELETE any of the checked dates below please login from your profile page to update the unavailable dates. To display your profile page, select the referee list and then your name.
NOTE: You are scheduled to officiate on Dates highlighted in Blue.

August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

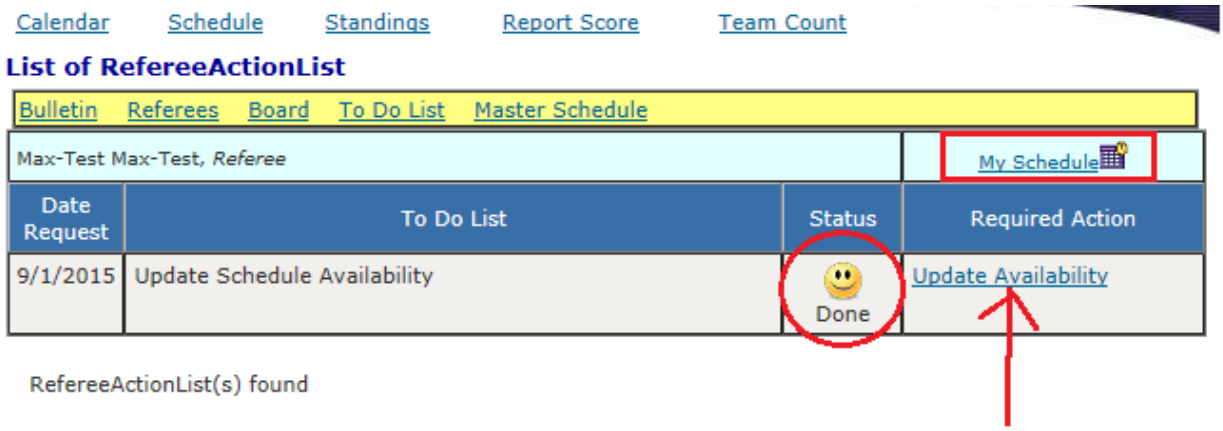
November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Back To My ToDo List

Update my Availability and Profile

Your updated availability is displayed. You can update your availability again using the green button. Or Go back to your “My TO DO List” by pressing the circled button above.

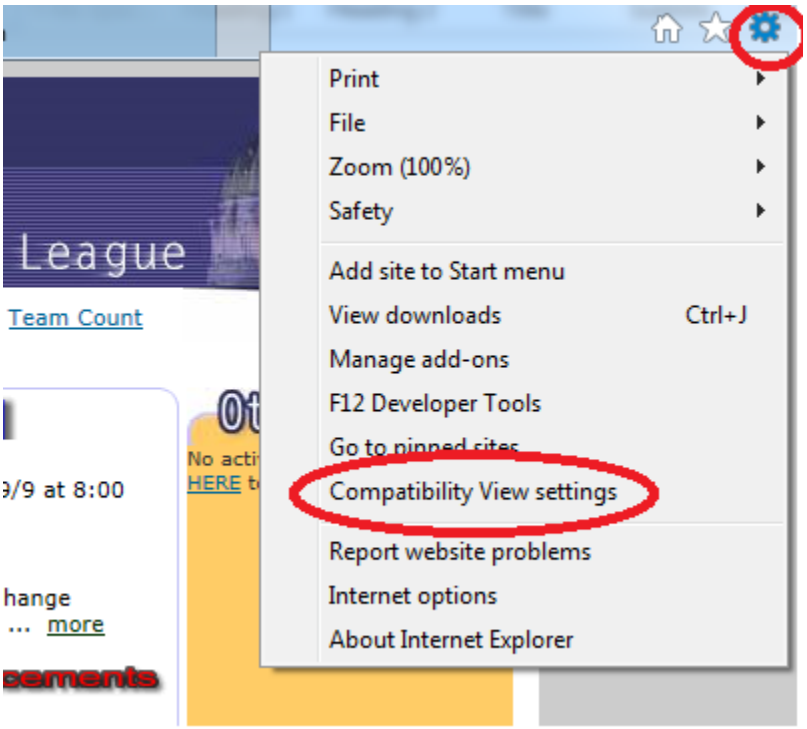


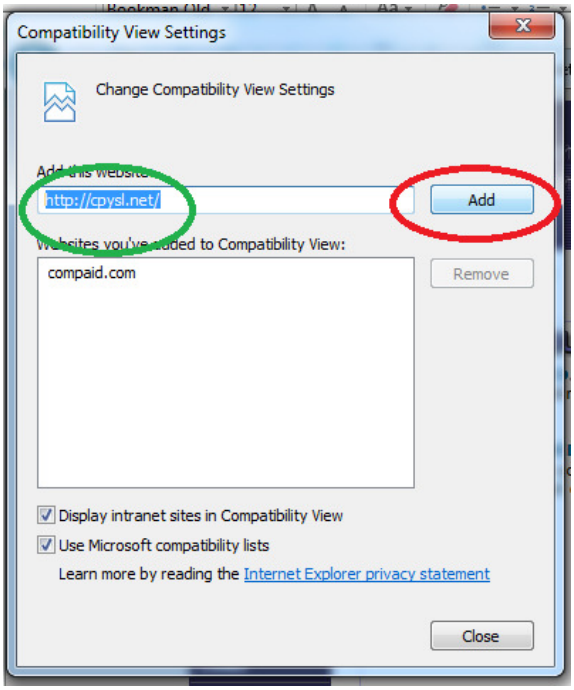
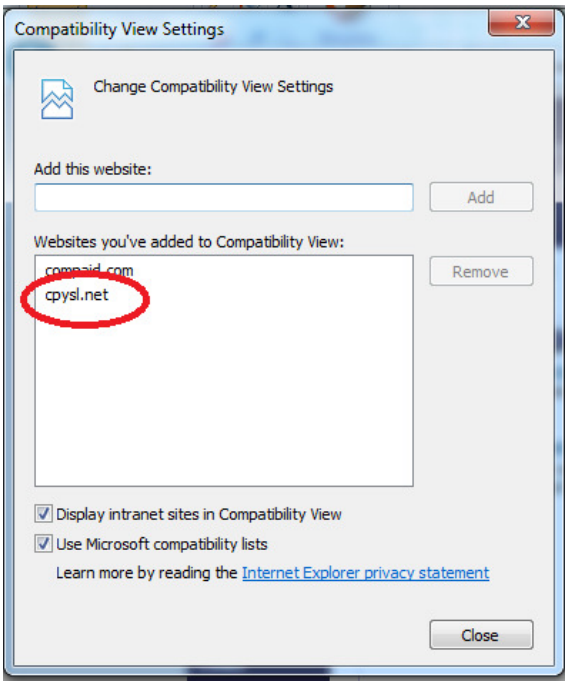
Your profile is now updated with a smiley face.

D. IE COMPATABILITY SETTING

Note: For Internet Explorer only

If you are having issues accessing the CPYSL website, for example: the dropdown menus does not display correctly follow the screens below to add CPYSL to Compatibility view.



Point your mouse to the wheel shown above, and select “Compatibility View Settings”

Once the following panel is displayed, enter http://cpysl.net or http://www.cpysl.net and then press the “Add” button. The CPYSL website is now added to the compatibility list.