Who's the Ref - TRRA User Guide

Welcome to our new referee scheduling software! This user guide will introduce you to the software and walk you through a few common steps. Your account has already been created at http://whostheref.com/ but you will need to request a password.

Activate Account and Set Password

1. Go to http://whostheref.com/.
2. Click Login on the top right.
3. Input your TRU email address in the username field and ignore the password field for now.
4. Choose 'Forgot or need a password' underneath the password field.
5. A new box will pop up, choose 'Set my password' and change the database (pull down) to 'Rugby - ENG/UAE/CAN/USA/NZ/ARFU'. Then simply click proceed.

6. The system will then send you an email to your TRU email address in a few moments. Follow the instructions in the email to complete setting up your account. You will copy/paste a code into the website and then set your password.

   If you don't get an email, please send admin@texasrugbyunion.com a note.

7. Once you've set your password the system will ask you to login again.
8. The first page you see is a quick dashboard that shows any recent appointments or notices from the administrators.

Set Availability

By default we have set the calendar to show you are UNAVAILABLE until set to available. This may encourage those of you that never set your availability...

1. Once logged in, choose 'click HERE to continue to your database.'
2. Then click on Contact Availability.
3. 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.
4. Once you find the month you want, click the Edit icon.

Contact Available - View

Month: (all)

[September 2014 onwards ▼] [Find] [Reset]

Month	Action	Contact	Grade							Availability	Last changed
2014 09	🔍 ✏️ (Edit button)	TX - C1	**Sep 2014**								

Sep 2014

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 ✗				

| 2014 10 | 🔍 ✏️ | TX - C1 | **Oct 2014** |

Oct 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ✗	2 ✗	3 ✗	4 ✗
5 ✗	6 ✗	7 ✗	8 ✗	9 ✗	10 ✗	11 ✗

5. Once you hit edit you can change days or weeks at a time, take some time to play with the settings. Don't forget to choose save at the bottom when ready.

Record successfully updated.
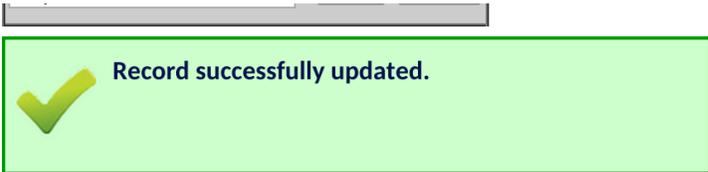
Sep 2014

Contact: Schmidtke, Traci

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

6. 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.

Appointments

You will receive an email notice when you've been given an appintment, you can either click Accept or Decline right from the email or logon to whostheref.com to review.

1. An email notification will be sent when you are given an appointment to center referee, AR or provide a coaching report.
2. Click Accept or Decline from the email OR logon to the software to review the appointment.

You have 1 notification.

Sat 06-09-2014 (02:00)

Texas Collegiate Men Division 1A University of Texas vsTexas Tech University Referee Accept or Decline

VENUE: University of Texas , 51st and Guadalupe, Austin, TX - Google Map

3. To review within the software, click on 'Appointments' on the left. Change the search variables or simply click on Find.
4. Then click the magnifying glass icon to review the appointment.

Appointments - View

Date	Action	Time	Level	Competition/Event	Home	Away	Official / Role	Status	Reports	Expenses
06-09-2014	🔍	03:30	0	Texas Collegiate Men Division 1A	University of Texas 2	Texas Tech University 2	Schmidtke, Traci (Referee)	?		

From date: (clear) 25-08-2014
Team: All teams
Month: All months
Show others: ☐

To date: (clear) 07-02-2015
Competition: All competitions
Type: All contact types
Find   Reset

5. Review the appointment details and then choose Accept or Decline.

Contact Information

You can manage your own contact details from within the software.

1. Go to 'Contacts' on the left side menu.
2. You can either search or just hit find and it will show all current referees.
3. Click on your name to verify your contact settings.
4. To edit, click the edit icon and change as needed.

Contact:	Ms Traci Schmidtke
Address:	2604 Cottonwood Shores Dr Austin TX 78725 Directions
Phone:	512-968-4888 (Preferred)
Email:	tschmidtke@texasrugbyunion.com

Coaching Reports

Teams will now use this software to submit their coaching reports. Also any TRRA Coaching Reports will be accessed through this portal. As always your reports will be private by default.

1. Click 'Reports' on the left menu.
2. Click Find or search by date.
3. Any received reports will be reviewable below.