## <u>Scheduler for Dummies (Or for Jamie Clegg & Tom Aerts ;-))</u>

Scheduler Instructions:

1.  To get to main Log In screen, go to  www.scheduler.ca - Your client ID is 305.  Enter your username and password.   If you don't know these or are having trouble logging in, please contact Mike Lee, Tim Lampard, or Jamie Clegg via e-mail

2.  Once logged in, the main screen has various links, which all pop up in another Window.
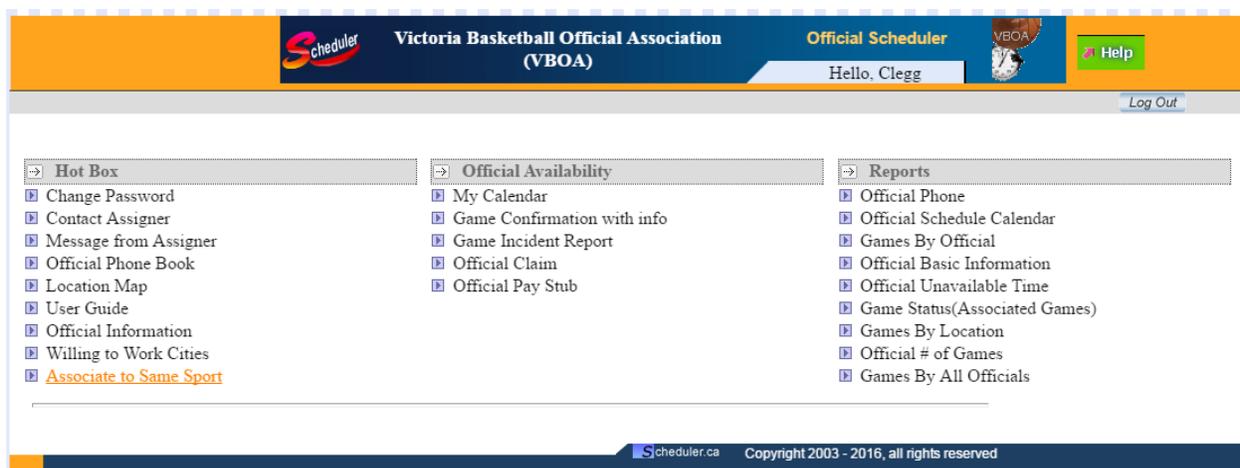


3.  The <u>Middle Column Features</u> ("Official Availability" Heading) are probably the most important ones:

4.  Very Important Link - **"My Calendar" -** You must click on the corner where it says "Confirm" for each month of the basketball season for Tim to be able to assign you games.  You can also block dates out, block certain date's times out, and have a weekly availability schedule set in your calendar.  Tim would say get on this ASAP!!  Make sure you click "Save" at bottom when you are done.

5.  **Still in "My Calendar" - Setting a weekly availability schedule:**  This will be helpful to those who work the same schedule every week.  Below the calendars, there are pull down menus for each day of the week.  Enter your available starting time and ending time.  When you do this, be sure to click "Save" at bottom afterwards and this will confirm your availability for the entire basketball refereeing season.

If you want to **block out a certain day of the week** (For the entire day and for the entire season) in each week, click on the "Date of Week" button, then click the blank space above the day you want to block out (Which will turn into a checkmark). If you click "Save", you will no longer be shown as available for that day of the week for the season.

6. **Still in My Calendar - Blocking Full Days / Interval Times Within Certain Days**. To block out an entire calendar day, simply place a checkmark underneath the number of the date in question. Again, be sure to click "Save" when finished. Full day blocks will show as the colour grey when saved and completed.

7. If you want to only **block out a time interval within a certain day** (This will have to be done for shift work people, unlike instructions for #5), click on the "Interval" button, then click on the date box you want to block and interval time for. Then, click on the "Add Block Time" button. Then using the "Start Time" and "End Time" pull down menus, enter your ranges of times you would like to block as unavailable on the day you have selected - as always when you are completed you must click the "Save" button for the changes to take effect. (That date will show as a pinky colour now) If you have blocked something out, saved it, and want to undo that block, click on that date, check the box that reads "Delete", and then click "Save". It should show as white now when looking at calendar as a whole. (Note, if you select a certain date to do anything, it will turn orange)

8. Most important link! **" Game Confirmation with info ".** This is how you accept you games. Make sure you have adjusted your date range at the top of the page. Click on the "Confirm all" button to accept all of your games or the "Confirm" button next to the game to accept your games individually. When you confirm the game(s) it will turn your name Green on the assignment(s). (FYI: if you hover over your partner you should see their contact information should you want to get a hold of them before the game to confirm information, carpool, etc..

I would suggest that you should never have to reject a game if you have set up your availability correctly. However, if you do have to reject a game, you will be marked as unavailable for that entire day of refereeing.

9. Please check your e-mail and / or Scheduler every 48 hours at least to check for new games, changes, etc.. This helps Tim out immensely.

Other useful links in middle column:

10.  **Game Incident Report** - Be sure you have adjusted date range and that you have selected "All Games" on the pull down menu in the top right hand corner selected.  If you have a technical foul, unsportsmanlike foul involving excessive contact, or an ejection, the crew must submit an incident report (1 per crew).  Typically the calling official or the R on the game will submit the report.  Clicking on the grey button underneath the Incident Heading next to the game in question, please fill in all of the pertinent information by filling in all of the boxes.  Make sure to only include facts when writing out the mike report.  As well, you must copy and paste this report into an e-mail and send to Mike Lee.

11.  **Official Pay Stub** - To see your pay near the end of the year.  Make sure you use arrows to acquire the proper pay date period.  Not active currently (Except for PacWest officials), but will be soon.

First Column Features: ("Hot Box" Heading)

12.  **Change Password** - Do this ASAP if you are still using 1234 or 12345 as a password.  Click on the "Change Password" button, enter your current password and your new password twice - click "submit" button when finished.

13.  **Official Phone book** - Click on the "Official Phone Book" button.  Here, you can see 4 pages of your local associations'  members' contact information.

14.  **Official Information** -Please make sure all of this information is updated, current and correct, especially your e-mail address.  Click on the "Official Information", click "Select", then change or update any information necessary.  Be sure to hit the "Save" button when completed.

15.  **User Guide** - Click on the "User Guide" button if my instructions do not make any sense to you, and you need further clarification on how to use the Scheduler program.

Third Colum ("Reports" Heading) Features :

16.  All 8 links print reports - some are better than others - check these out and use them at your own discretion.