

## Referees

PowerUp provides Referees with tools and features to support and manage their game assignments, review schedules and view payment history.


Major features include:

- 1) Game assignment confirmation
- 2) Calendar Overview
- 3) Game Sheets
- 4) Game Results

## Access

Access to Referee features is only available to approved users at the club.

Referees sign up within the PowerUp Convenor system for their club.

 Demoville Youth Soccer Club

Welcome to the Demoville Youth Soccer  
Club Management System

## Sign In

Login:

Password:

[What is my password?](#)

**POWERUP**  
secured by  

Demoville Youth Soccer Club

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Once you sign up, you must await administrative approval of your application before you can gain access to the system.

## Web Link

Once the Club has notified you that your access has been approved and that the site is open, use your preferred web browser to navigate to your club's Club Management (Convenor) system.

You should receive a link in your application approval email, or ask your club or referee administrator for the link to your club's PowerUp Club Management (Convenor) system.

## Browsers & Devices

PowerUp is available on many devices and works with all current browsers.

**Devices:** Desktop and laptop computers, tablets and iPads. Note: the system is not yet optimized for use on smart phones and small screen devices.

**Browsers:** PowerUp works with all current browsers, including:

- 1) MS Internet Explorer, versions 9 and above
- 2) Current versions of Chrome, Firefox, Opera and other modern browsers
- 3) Works on PCs and Macs

If you are using an older browser, especially Internet Explorer versions 6 through 8, you will have to upgrade in order to make full use of PowerUp.

**PowerUp relies on the use of Cookies and JavaScript.** These should be enabled in your browser settings in order to make full use of the system

## Logging In

You will be presented with the login page.



Welcome to the Demoville Soccer Club  
Management System

## Sign In

Login:

Password:

[What is my password?](#)



Demoville Soccer Club

To login to your account enter the email address you used to sign up and your password. If you are using the temporary password assigned with your system approval, you will be prompted to change your password and review your profile once logged in. We recommend that you type the password rather than copying and pasting.

If at any point you forget your password use the “What is my password?” feature.

NOTE: The password reminder will send a temporary password to your email address. Though passwords are sent immediately, it is recommended that you wait at least 5 minutes to receive the email before taking any other action. If you have not received your password, first check your SPAM and/or JUNK folders in your email program.

Once you have successfully entered your email and password you may be asked to select which season is to be accessed.

Demoville Youth Soccer Club 2014 Outdoor

Home Schedule Referees Club Tools Joey Referee

# Welcome

## Referees

If you have not already done so, please select the game days that you are Unavailable

Set Your Active Season

- 2014 Tournament
- 2014 Outdoor

**POWER** ⚡ **UP**

To access the desired season, click the required season in the *Set Your Active Season* list (highlighted above).

**NOTE: If there are no seasons available to you**

1. The club may not have opened the season for general access
2. You have not applied and/or been approved for access to a particular season.

Contact your administrator to verify you access.

## Seasons

You may be working on games or events that span multiple active seasons at the club. It is VERY important to ensure you are working within the correct season in order to retrieve or work with relevant information by setting your active season for the desired assignment(s). Your **Current Active Season** is always displayed onscreen in the upper right hand corner about your name.

## Account Settings

Your account and profile information is managed under Account Settings, the ‘gear’ at the end of the menu.



Here you can:

- 1) Manage your profile information
- 2) Reset your password
- 3) Apply for access to future seasons
- 4) Sign out of the system

## Using the system

The various features available to you are all accessible via the main menu:



The features that are available to you will depend on your role and your club’s policies but here are some of the most frequently used:

### HOME

Returns you to the home page, which includes the following features:

- 1) Season Selection
- 2) Assignment, event and other notifications

### Schedule → Event Calendar

This is where you set your availability. Depending on your club’s policies, your default schedule may be set to

- 1) **Unavailable.** You will then need to set the dates you are available to take assignments. Or,
- 2) Be set to always **available**, and you will have to set the days you are NOT available for assignments.

In either case, the management of your schedule is the same. First, navigate to the desired date:

## Referee Calendar - May 2014

Your availability is set as **Available** by default, and you must indicate which days you cannot work. You are required to log into your account every 30 days to ensure availability.

2013 Previous Month May 2014 Next Month 2015
7

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Available	10 Available
11 Available	12 Available	13 Available	14 Available	15 Available	16 Available	17 Available
18 Available Set Unavailability	19 Available Set Unavailability	20 Available Set Unavailability	21 Available Set Unavailability	22 Available Set Unavailability	23 Available Set Unavailability	24 Available Set Unavailability
25 Available Set Unavailability	26 Available Set Unavailability	27 Available Set Unavailability	28 Available Set Unavailability	29 Available Set Unavailability	30 Available Set Unavailability	31

Next, click the Availability link on the desired date (sample highlighted). This takes you to the availability settings.

## Referee Unavailability

\* Date:

\* Start Time:

\* End Time:

Recurrence:  None  
 Every  Days

Save

Back




You can set your availability for the entire day, or a partial day. The system also lets you set recurring days to save time when managing your schedule.

## Availability Notes

- 1) Club policies will impact the dates you can access. Generally Referee Administrators require that referees update their availability no later than 7-10 days in advance (may vary by club) in order to be fully prepared for scheduling assignments. During this period, referees are not able to update their availability.
- 2) The system requires that referees regularly update their availability. Failure to log in regularly may result in your name not being available for game and event assignments.

## Referees → Referee Confirm Schedule




This is where you accept or decline your assignments. You will have received a notification via email that games have been assigned to you. You will also receive notifications on the home page when you log in.

 <p>CB: Field 2 199 Unwin Ave Toronto <a href="#">TEEN-B-A-006 - Teen-B - Division A Regular Season</a> Lead Ref for: Netherlands vs England Thursday, May 15, 2014 - 7:00 pm - 8:30 pm</p>	<input checked="" type="radio"/> Accept <input type="radio"/> Decline
 <p>CP: Field 1 256 Centennial Park Road Toronto <a href="#">TEEN-G-A-007 - Teen-G - Division A Regular Season</a> Lead Ref for: Brazil vs USA Friday, May 16, 2014 - 6:00 pm - 7:30 pm</p>	<input checked="" type="radio"/> Accept <input type="radio"/> Decline
 <p>CB: Field 1 199 Unwin Ave Toronto <a href="#">ADULT-RECREATIONAL-009 - Adult - Recreational Regular Season</a> Asst. Ref for: Team A vs Team B Friday, May 16, 2014 - 7:30 pm - 9:00 pm</p>	<input checked="" type="radio"/> Accept <input type="radio"/> Decline

Submit

Simply Accept or Decline the game, and click Submit. If you make an error, you can use the **Back** button to make corrections.

Please review your selection(s) and click Confirm or click Back to make any changes

 <p>CB: Field 2 199 Unwin Ave Toronto <a href="#">TEEN-B-A-006 - Teen-B - Division A Regular Season</a> Lead Ref for: Netherlands vs England Thursday, May 15, 2014 - 7:00 pm - 8:30 pm</p>	Accept
 <p>CP: Field 1 256 Centennial Park Road Toronto <a href="#">TEEN-G-A-007 - Teen-G - Division A Regular Season</a> Lead Ref for: Brazil vs USA Friday, May 16, 2014 - 6:00 pm - 7:30 pm</p>	Accept
 <p>CB: Field 1 199 Unwin Ave Toronto <a href="#">ADULT-RECREATIONAL-009 - Adult - Recreational Regular Season</a> Asst. Ref for: Team A vs Team B Friday, May 16, 2014 - 7:30 pm - 9:00 pm</p>	Decline

Back

Confirm

If you accidentally accept or decline a game, you will need to contact your Referee Administrator to make changes.

**Referees → Referee History**

Here you can review your completed games, including pending and past payroll.

**Club Tools → Game Sheets**

Referees have access to game sheets for games they have been assigned AND accepted. These sheets automatically include the following details:

- 1) Team officials assigned to each team
- 2) Game details: Location, time and date
- 3) Roster details for both teams
- 4) Space for notes, signatures and discipline

Depending on your clubs policies, this is for your review, or the sheet(s) can be printed for game days and submission to the club on completion.



## Club Tools → Game Results

Depending on your club's policies, referees may be required to enter game results and/or player discipline. Where more than one game official has been assigned to the game, only the Lead Referee assigned will have access to complete the game results.

## Record or Edit Game Results

Select Game

Category Teen-G	Gameset Teen-G Division A Regular Season
Games 2014/05/09 - Teen-G - TEEN-G-A-003 - Mexico vs USA	

Reset All
Go

Friday, May 09, 2014 @ CP: Field 1

**Mexico vs USA**

Game Results

Home Team Score: <input style="width: 50px;" type="text"/> <i>Mexico</i>	<div style="border-bottom: 1px solid #ccc; padding: 5px;"> <b>Officials</b>                      Lead Ref: Joey Referee                      Asst. Ref: Barbara Planteen                      Asst. Ref: Bobby Charleton                 </div> <div style="text-align: right; padding: 5px;"> </div>
Away Team Score: <input style="width: 50px;" type="text"/> <i>USA</i>	
Went into Overtime? <input checked="" type="radio"/> No <input type="radio"/> Yes	
Game Status: <span style="border: 1px solid #ccc; padding: 2px 5px;">- Select -</span>	
Game Results Notes: <input style="width: 90%;" type="text"/>	

Complete the required elements and Save.

### Game Results Notes:

- 1) Payroll: Game officials payroll is based on the completion of the Game Results.
- 2) Multiple Officials: where there is more than one game official assigned to a game, the Lead Referee will be responsible for:
  - a. Completing the Game Results (and discipline where required)
  - b. Completing the attendance of other game officials assigned to the event.
  - c. Changing the assigned game officials where circumstances warrant

All other assigned game officials assigned to the event will NOT have access to the Game Results.

- 3) Notifications: The system will remind you to complete game results if they are not entered in a timely fashion.