

To enter your ASW assigning system, go to <http://www.assignbyweb.com/alra>

**Note:** This site best viewed with **Internet Explorer**. It is recommended that **Internet Explorer** be used for this site. All functions of this site are compatible in **Internet Explorer**. To download a free version of **Internet Explorer**, go to:

<http://www.microsoft.com/windows/ie/downloads/ie6/default.asp>

To use **Internet Explorer** as your browser:

- Log on to your Internet provider service.
- Once your service has connected to the Internet, minimize your current browser.
- You should now see your desktop. Click on the Internet Explorer icon on your Desktop.
- Once Internet Explorer loads, you should have an address window.
- On the address bar, type the site you wish to visit [www.assignbyweb.com/alra](http://www.assignbyweb.com/alra)
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## Home Page

<a href="#">User Registration</a>	<a href="#">Contact</a>
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[Forgot User Name or Password? click here](#)

User Logon	
User Name:	<input type="text" value="abyland"/>
Password:	<input type="password" value="****"/>
<input type="button" value="Logon"/>	

The Home Page offers three options:

- **Logon**
- **User Registration**
- **Contact**
- **Forgot User Name or Password**

The Home Page also includes a link to AssignByWeb technical support.

1. To **Logon** to the site:
  - Click **Logon**

## AssignByWeb Instructions

## Officials and Observers

- Enter User Name: **User Name** is the first letter of your first name and your full last name. (i.e. John Smith = jsmith)
- Enter Password: For all users, the default **Password** is the site URL (i.e. xxx) in lower case.

**Note:** When the Assignor approves a new user, the system automatically creates a username and password. Username is the first initial of first name and full last name (i.e. John Smith Username = "jsmith"). Password will be the same default for all new users

### 2. User Registration:

**Note:** This is for new members only.

- Click **User Registration** link
- Enter the number of new User Registrations to be added and click **Input New Registrations**
- An input screen for the total number of new registrations to be added will be displayed.
- After completing the registration form, go to the bottom of the page and click **Update User Information**.

**Note:** It is important to enter the user name correctly and to keep this name throughout the season. Use simple first and last names with no middle names or hyphens.

A Thank You page will be displayed with a note that states the user will be notified of approval by the Assignor or Coordinator.

### 3. Contact: Enables site visitors to send a message to the Assignor/Coordinator.

- Click **Contact** – this will launch your email system to create a new message to the Assignor/Coordinator's email address.

### 4. Forgot User Name or Password: If you lost your user name or password just click here and it will be sent to you via e-mail.

## Welcome Page

Once logged into the site, you will be on the Welcome Page and will have access to the functionality available to you as an Official or an Observer. Other areas of the site are accessible using the links shown below. The menu is located at the top of all pages.

<a href="#">Welcome</a>	<a href="#">Update User Information</a>	<a href="#">Master Schedule</a>
<a href="#">Availability Calendar</a>	<a href="#">Change Password</a>	<a href="#">Travel Information</a>
<a href="#">Forms</a>	<a href="#">Contacts</a>	<a href="#">Links</a>
<a href="#">Reports</a>	<a href="#">Total Game Fees</a>	<a href="#">E-Board Notes</a>
<a href="#">Help Instructions</a>	<a href="#">Mileage</a>	<a href="#">LOG OFF</a>

1. **Welcome** – Displays the menu shown above and the Welcome message.
2. **Update User Information** – Access the function to update your contact information.

- Click **Update User Information**
- Enter or update your information.
- Click **Update Information** at the bottom of page.

**Note:** *This data will be used throughout the system, and it can be updated at any time.*

### 3. **Master Schedule** – Display the full game schedule and your master schedule assignments.

The Master Schedule is the listing of all the games, dates, times, locations, officials and observers. Symbols on the Master Schedule will help you monitor game changes and cancellations.

- - Next to the Official/Observer's name indicates that the assignment has been accepted.
- \* - Next to the Official/Observer's name indicates that the assignment has been turned back.
-  - Indicates that the game has changed. The symbol will remain until all of the assigned Officials and Observers have viewed the changes.
- \*\*\* - In the Cancellation column indicates the game has been cancelled

- Click **Master Schedule** link.
  - To view the Full Schedule
    - Click **Schedule Only** – The schedule will be displayed without assignments
  - To view, accept or turn back assignments,
    - Click **Master Schedule Assignments** – the games assigned to you will be displayed. Scroll down to see all games.
    - Click the Game Number to the left of game
    - Click the Assign or Turn back button to the right of your name
    - You may also **email the officiating team** from this screen (highlighted in blue)
    - Click **Update Game Information** at the bottom

**Note:** If your assignor has not “published” the schedule, your assignments will not display.

### 4. **Availability Calendar** – Display calendar and access the function to mark days as unavailable.

- Click **Availability Calendar** link.

Your Availability is color coded. If you have been assigned to a game the calendar day block will be **yellow**. If you have accepted an assignment, the calendar day block will be **green**. If you have marked the day as unavailable for assignments, the calendar day block will be **red**.

- To mark a day as unavailable,
  - The arrows at the top right and top left corners of the Calendar will display the next or previous months calendar
  - Click on the **number** of the calendar day. The block for that day will turn **red**.
  - Click **Update Schedule** at the bottom
- To mark an unavailable day as available,
  - The arrows at the top right and top left corners of the Calendar will display the next or previous month calendar. Click on left arrow to move to previous month. Click on right arrow to move to next month.

## AssignByWeb Instructions

## Officials and Observers

- Click on the **number** of the calendar day, which if unavailable will be **red**. The block for that day will turn white.
- Click **Update Schedule** at the bottom

**Note:** *Do not move to another month until you have updated the month being displayed. Always click on the update button at the bottom of the page when making changes to your Availability Calendar*

5. **Change Passwords** – Access the function to change your password.

- Click **Change Passwords** link.
- Enter your Original Password.
- Enter your New Password.
- Confirm your New Password
- Click **Change Password**

6. **Travel Information** – Displays MapQuest link and other travel aids selected by the Assignor/Coordinator.

7. **Forms** – Access the function to fill out and submit Game reports and display previously submit Game reports.

There are 3 choices when completing a form.

- 1.) Complete the form.
- 2.) If you want to print a copy, click on the file menu and click print to retain a copy for your records.
- 3.) Go to the bottom of the form and you have 3 options:
  - A.) Complete and Send - Wait for response and continue to Step Three (E-Mail Report)
  - B.) Save and Complete Later - Will save the data to be completed later and will bring you back to list of games
  - C.) Save Data and Continue - Will save the data and allow you to continue to complete the form.

- Click **Forms** link.
  - To fill out and submit a Game report electronically
    - Click **Submit New Game Evaluation Report** link – your assigned games will display
    - Click the **Number** to the left of game to be evaluated – a form will be displayed with the game information already filled in.
    - Fill out the remainder of the form
    - Click **Update Report** at the bottom of the form – the filled in form will display.
    - Enter and verify your email address at the top of the screen
    - Click **Send E-Mail Report** – this will send a completed Game Report to your assignor/coordinator and to your entered email address.
  - To view submitted Game Evaluation Reports
    - Click **View all Game Evaluation Reports submitted** link
    - A list of the Game Evaluation reports with the submitted date will be displayed.

8. **Contacts** – Displays the Contact Directories for each role (i.e. Official, Coach, Conference Staff, etc.) including Name, Phone Numbers and Email addresses.

9. **Links** – Displays Links selected by the Assignor/Coordinator.

10. **Reports** – Displays the listing of available Reports. To view a report, simply click the Report title link. The reports are formatted to print in Landscape format.
  1. **E-Board Notes** – Display memos posted by your Assignor/Coordinator
    - Click **E-Board Notes** link
    - Click the number link to the left of the date of the Memo to view.
  2. **Master Schedule** – Display your Master Schedule assignments in printable format.
    - Click **Master Schedule Full – Game Detail** link
  3. **Coaching Staff Directory** – Display the Team, Name, Phone numbers, Email and Address for the Coaching Staff in printable format
  4. **Official Directory** – Display the Name, Phone numbers, Email and Address for the Officials in printable format
  5. **Observer Directory** – Display the Name, Phone numbers, Email and Address for the Observers in printable format
  6. **All User Directory** – Display the Position, Name, Phone numbers, Email and Address for all Users in printable format.
  7. **Official Email Addresses (copy-n-paste list)** – Display the Officials' email addresses, which can be copied and pasted into the address of an email message.
  8. **Coach Email Addresses (copy-n-paste list)** – Display the Coaches' email addresses, which can be copied and pasted into the address of an email message.
  9. **Observer Email Addresses (copy-n-paste list)** – Display the Observers' email addresses, which can be copied and pasted into the address of an email message.
  10. **All Users Email Addresses (copy-n-paste list)** – Display all the site's users' email addresses, which can be copied and pasted into the address of an email message.
11. **Mileage** - Here you can view or change your mileage to and from an away teams location.
12. **Total Game Fees** – Here you can view your total game fees for all of your assignments.
12. **E-Board Notes** View Notes sent to you or ALL users.
13. **Log Off** – Logs out of the site and returns to the Site Home Page.