

User Manual for AR GO

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User Manual for AR GO

For Users

To Create an Account in AR GO (Short for ArkSoccer.GameOfficials.net):

Go to the login page at: ArkSoccer.GameOfficials.net

On the left side, click on "New User?"

Read the two options,

- (1) "I am a CURRENTLY registered or USED TO BE registered..." or
- (2) "I have NEVER BEEN registered..." or
"Cancel and return to the Login page."

(1) If you meet the requirements (currently or have been registered),
Contact the designated Group Administrator for your Username and Password.
Click on "Contact" on the left to see the email address of the "Online Support"
person to contact.

(2) If you meet the requirements (never been registered),
Check the box in front of "I meet the requirements..." then
Click the [Continue] button,
Enter the required information, those with a red label,
For Account Type, select "Referee" (unless you are registering just to take an
Assignor course, then select "Assignor")
When you are finished, click the [SAVE (Create New Account)] button.

To find out what courses are available:

Go to the login page at: ArkSoccer.GameOfficials.net

On the left side, click on "Sign Up For Courses."

This will open a screen of three available courses types and the actual courses available
within that type

Referee Courses (This is what most folks are looking for)

Assignor Courses

Combined Courses (Available to more than one type of user)

Click on the course title you are interested in to see the dates and locations (The number
at the end of the line indicated how many courses of that title are available. A short
description of the course is below the title.)

There are several courses that are available for no charge.

Entry Level Referee courses are normally available two to eight weeks before the start of
the spring and fall recreational season.

Click on the course number for more information.

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For Users (continued)

To register for a course:

You must first create an account in AR GO.

Once you have created an account,

Login and look on the left under Main Menu,

Click on "Courses"

This will open a list of Course Types,

Click on Referee Courses (or Assignor Courses if you created an Assignor Type Account earlier, otherwise, contact the support person for instructions)

Click on the Course Title of the course you want to register for.

If registration is allowed, click on the [Register For This Course] button,

Minimum age for an entry level referee course is 14 years old by the time the following season begins.

If the course is not free, you will need to select a payment option/method.

Payment by credit card is the preferred method,

If the course is an entry level referee course, you can pay when you check-in for the class. You will need cash or a check for \$35.00 payable to ASRC (Arkansas State Referee Committee)

After you select the payment method, click the [Continue] button.

Then click the [Confirm Payment Method] button,

You will receive an email confirming your registration

As soon as your registration is complete, you can begin the online portion of any course.

To begin the online portion, click on the [Load Session Tracker] button.

NOTE: If you cancel the registration, you will be removed from the course roster and will not be able to attend the course. Any money you have paid will not be automatically refunded but will be automatically applied to the cost of your next course registration.

User Manual for AR GO

For Users (continued)

To Request an Entry Level Referee Course in your area:

Go to ArkSoccer.GameOfficials.net (AR GO)

Click on the "Request Course" link on the left side.

Select the type of course you are requesting, probably "Grade 8 Entry Level Course."

Click the [Continue] button.

Fill that out as completely as possible,

Click the [SAVE (Request Course)] button.

This will generate a confirmation email that is sent to the email in the Course Request. That confirmation email must be responded to in order to verify that the request is real. If the confirmation email is ignored/not responded to, then the system will not put the request in our "inbox."

The response to the confirmation email will generate a request within AR GO that Vincent Henderson, our State Director of Instruction will see. He will then try to find an Instructor to teach the course on one of the dates specified in the request. He will probably acknowledge the request. Once he has an instructor committed to teach the course, he will confirm the course and have the instructor email the Contact person to workout details.

User Manual for AR GO

For Referees

To find out your Username and Password:

Send an email to GLowAR@sbcglobal.net with your name asking for your username and password.

To recertify for the current year (2016) or next year (you can recertify for 2017 beginning in August),

Log into AR GO at ArkSoccer.GameOfficials.net

On the left side, under Main Menu,

Click on Courses,

When the list of Course Types appears,

Click on Referee Courses

Click on the appropriate Recertification course

If the course is not free, you will need to select a payment option/method.

Payment by credit card is the preferred method,

Grade 7 and Grade 8 referee recertification courses cost \$55.00,

If you do not prepay with a credit card, you will have to mail a check for \$55.00 payable to ASRC (Arkansas State Referee Committee) to our Post Office box in Jonesboro. That address is:

ASRC

PO Box 2825

Jonesboro AR 72402

After you select the payment method, click the [Continue] button.

If the payment method is correct, then click the [Confirm Payment Method] button,

You will receive an email confirming your registration, payment amount and payment method.

As soon as your registration is complete, you can begin the online portion of any course.

To begin the online portion, click on the [Load Session Tracker] button.

The session/sessions will be graphically displayed, online sessions will be displayed as a monitor. Click on the first monitor to begin.

Test sessions have a time limit. Non-test sessions normally do not have a time limit.

If you mail in a check, your registration can not be completed until you have passed the test and your check has been received.

NOTE: If you cancel the registration, you will be removed from the course roster and will not be able to attend the course. Any money you have paid will not be automatically refunded but will be automatically applied to the cost of your next course registration.

User Manual for AR GO

For Referees (Continued)

How do I find out who the assignors/instructors are in my area?

Login into AR GO,
Under Main Menu,
Click on REPORTS
Under Directories,
Click on Certified Assignors or Certified Instructors,
Select a Referee District (contact an administrator to find out your district)
or
Specify part or all of a Zip Code,
Click the [Get Report] button.

Referees are assigned to a Referee District based on their address in AR GO. Many assignors pull a list of referees from AR GO that live in their district.

If you live in a different city/town that might be in another Referee District, send an email to GLowAR@sbcglobal.net with your name and where you are living and that you want to be in that Referee District. This usually happens when a referee goes off to college in a distant town/city and wants to referee near where they attend college.

How do I know if I'm registered for the current year? (added 4/19/16)

There are two ways:

First: look in your Contact Information, Below your USSF ID number it will show for each Identity your grade and last year of registration. Hopefully for Referee your last year of registration is the current year.

Second: when you first log into AR GO look at the Status on your current year courses. If the Status shows "State Approved" then you are registered for the current year.

Once the information has been uploaded to USSF, then the Status will change to "State / National Approved."

User Manual for AR GO

For Assessors

All Assessment must be entered into ussoccer.GameOfficials.net and not AR GO. (added 4/19/16)

To see a list of currently certified referees:

Log in AR GO,

If you have more than one Identity, change to your Assessor Identity.

Under "Main Menu"

Ignore "Officials" (see note below)

Click on "REPORTS"

Under "Directories"

Click on "Certified Referees"

To see just certain referees, select some or all of the following:

USSF Grades: Select All or just the grades you want,

Age Range: leave blank or specify min and max age,

District: leave "All Districts" or specify a specific district (a map showing which counties are in which districts is available)

Zip Codes: leave blank or specify first 3 or 4 digits of zip code or all 5 digits

Set Report Format and other output related items. If you want to export the information, set Report Format to "Microsoft Excel (.xls)". If you export to Excel, notice that column C is blank. If you try to sort without putting something in header of column C, you will get results that are not usable."

Click the [Get Report] button

Newly recertified referees are added to the list every couple of days during the spring and fall soccer seasons. Check back from time-to-time to get the most current information.

NOTE: "Officials" is only good for looking up contact information for anyone who has ever had an account in AR GO, including Archived "Users/Officials" who may have never been certified as a referee. To view an individual's information, click on the "i" inside the balloon.

This same approach will also work for obtaining a list of other certified assessors, certified assignors and certified instructors.

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For Assignors:

To see a list of currently certified referees:

Log in AR GO,

If you have more than one Identity, change to your Assignor Identity.

Under "Main Menu"

Ignore "Officials" (see note below)

Click on "REPORTS"

Under "Directories"

Click on "Certified Referees"

To see just certain referees, select some or all of the following:

USSF Grades: Select All or just the grades you want,

Age Range: leave blank or specify min and max age,

District: leave "All Districts" or specify a specific district (a map showing which counties are in which districts is available)

Zip Codes: leave blank or specify first 3 or 4 digits of zip code or all 5 digits

Set Report Format and other output related items. If you want to export the information, set Report Format to "Microsoft Excel (.xls)". If you export to Excel, notice that column C is blank. If you try to sort without putting something in header of column C, you will get results that are not usable."

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For Instructors

How to accept a teaching assignment.

If the SDI has your status as “Tentative,” you will not be able to see your name until after your status has been changed to “Assigned.”

As an instructor assigned to an upcoming entry level referee class, you must log into AR GO and if necessary switch to your Instructor Identity. Then you must click on My Courses (under Main Menu). There you must "Accept" any assignments in order to see the roster and be able to do several things before and after the class/course has been taught.

If there are no courses shown, you may have to modify the date range/year. If after modifying the date range/year you still do not see any courses, contact the SDI.

After accepting an assignment, arrange for Law books & badges (from the SRA), test booklets, answer sheets, answer key, Instructional Services form (used to get paid) & course DVD (all from the SDI) and any other items you will need.

Other things related to the class/course you need to do in AR GO:

To see who is registered for the course:

Log into AR GO as an Instructor,
Under Main Menu
Click on My Courses
You should see the course listed,
Click on Manage

Scroll down,

Above the list of registered people, you will see several options. Two of those options you will use before class.

Click on Printable Roster (shows age, town and phone numbers).
Click on the printer icon in the upper right corner, next to “Class Roster Information.”

Send Group Emails (shows emails but not who is who. However, emails are normally listed in same order as the roster. But, if two people have the same email, the email will only be listed once. To use, copy and paste).

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For Instructors (Continued)

If you send an email to everyone, my suggestion is send to yourself and BCC those registered for the course. As Instructors, assignors and administrators we are required to protect the identity of everyone in the referee community. That includes not giving away names and/or email addresses.

After a class is finished there are several things the Instructor must do before the new referees are ready to be uploaded to USSF. This is done after clicking the “Batch Edit” option and includes the following:

For those who did not pre-pay using a credit card, enter the amount received (currently \$35.00 for an entry level class) and their payment method (check number or cash).

Enter the person’s Written Score.

For session 1 through session 5, check the box in front of each score, passing or not, or no score.

For session 6, check the box if they were present for class. If they have a written score, they should have a check in the box in session 6.

Click the [SAVE Roster Details] button at the bottom. If you don’t, nothing is saved and you will have to do it over again.

After a class is finished and the updates have been made to Roster Details and saved, there is another step that has to be completed by the Instructor. To do this step, click on the “Close Class” option.

For each new referee who has a passing written score, has all of the sessions marked with a “Y” and has paid the Amount Owed, you will need to check the box under “Met Rqrmt” and “Given Badge” if that referee received his/her Referee Badge.

Be careful to not check “Met Rqrmt” for those who did not pass the written test.

If a name is in RED, then there is something for that person that is not correct and that person should not have “Met Rqrmt” checked.

At the bottom, Click the [SAVE Roster Details] button but first check the box in front of “Close Class and Submit Names for Registration.” There are a couple more things than need to be done, but they can only be done by a Group Administrator.

Notify the designated Group Administrator that you have finished all ePaperwork for the class.

User Manual for AR GO

For Instructors (Continued)

IMPORTANT: Until you finish all ePaperwork in AR GO and the designated Group Administrator has done what he/she must do, the new referees can not see anything in AR GO or be seen by Assignors or anyone else in AR GO. Your goal should be to have everything done within a couple of days following the class. Sooner is better than Later!

What to tell students who do not pass the in-class test.

We still want them to become referees. They will have two options. Take the test online as soon as they think they are ready or take the grade 8 online course which includes the test at the end. Tell them they will receive an email within the next few days (after you complete your parts) with instructions on how to do either option.

What to do if you have people in the class who are not on the roster.

Those students can be added to the roster by the designated Group Administrator but only if each person has created an account in AR GO.

Once they have created an account in AR GO, notify the designated Group Administrator and tell him/her which name(s) need to be added to the roster. After the name(s) have been added, you will need to complete the normal information for those names.

If you collect cash or checks from the students, checks should be sent to the ASRC Treasurer. If you receive cash, you should write a personal check and send that in place of sending cash

To get paid you must complete the "Instructional Services form" and send to the SDI.

How do we allow last minute registrations courses that have a set date?

A student can not register for a course with less than 24-hours before the start of the class without the "Walk-up" Override Code.

To help standardize what new referees are taught, we prefer that instructors use the entry level grade 8 course that is available on a CD/DVD from the SDI.

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For Instructors (Continued)

To see a list of currently certified referees:

Log in AR GO,

If you have more than one Identity, change to your Assessor Identity.

Under "Main Menu"

Ignore "Officials" (see note below)

Click on "REPORTS"

Under "Directories"

Click on "Certified Referees"

To see just certain referees, select some or all of the following:

USSF Grades: Select All or just the grades you want,

Age Range: leave blank or specify min and max age,

District: leave "All Districts" or specify a specific district (a map showing which counties are in which districts is available)

Zip Codes: leave blank or specify first 3 or 4 digits of zip code or all 5 digits

Set Report Format and other output related items. If you want to export the information, set Report Format to "Microsoft Excel (.xls)". If you export to Excel, notice that column C is blank. If you try to sort without putting something in header of column C, you will get results that are not usable."

Click the [Get Report] button

Newly recertified referees are added to the list every couple of days during the spring and fall soccer seasons. Check back from time-to-time to get the most current information.

NOTE: "Officials" is only good for looking up contact information for anyone who has ever had an account in AR GO, including Archived "Users/Officials" who may have never been certified as a referee. To view an individual's information, click on the "i" inside the balloon.

This same approach will also work for obtaining a list of certified assessors, certified assignors and other certified instructors.

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For the Designated Group Administrator:

Once the Instructor has notified you that he/she is finished with the class, there are several steps that need to be done before submitting the class for upload to USSF for final registration.

Print the Class Roster, so you will have a list of new referees, those who have “Met Rgrmt,” those who have not “Met Rqgmt,” and those who registered for the course but did not attend. You will also have the course number on the roster.

As Group Administrator, Go to Main Menu → USSF Reg.

For each name on the roster:

Locate and Click on their name,

Once his/her USSF Registration record opens, click on the (edit) at the end of the line for that course number. The Status at the front of the line should be “Pending”.

If you put the pointer/arrow over the course number, the description should appear for verification, if needed.

For those who passed the test,

Once the USSF Registration Maintenance record opens,

Change Reg Status to “State Approved”

Change Reg Action to “New”

Check the box next to “Allow Export” (Otherwise, will not show up for upload/export)

Scroll to the bottom,

Change USF Grade to “08 – Ref (02)”

Change District to the correct District, based on the City in Contact Information (Map available), otherwise, District will be saved as “n/a” and they will not show up in the correct district.

In the Notes area, enter “ready, SA mm/dd/yy By your first initial and last name” (Example” “ready, SA 02/21/16 By G Low”)

Click the [SAVE (Modify Registration)] button.

This will change their Status from “ending” to “State Approved.” Being State Approved will all them as new referees to see everything available to referees, including a list of currently Certified Assignors. It will also allow the new referee to be seen by currently Certified Assignors

For those who did not pass the test.

Once the USSF Registration Maintenance record opens,

Scroll to the bottom,

In the Notes area, enter the course number, course date, course location and a note that they did not pass the test.

Click the [SAVE (Modify Registration)] button.

User Manual for AR GO

For the Designated Group Administrator: (Continued)

For those who did not attend, they were a “No Show”,

Once the USSF Registration Maintenance record opens,

Scroll to the bottom,

In the Notes area, enter the course number, course date, course location and a note that they did not attend..

Click the [SAVE (Modify Registration)] button.

After new referees have been identified, send an email to Marissa Hicks at ASSA ("Marissa Hicks" <admin@arkansassoccer.org>) with a list of names and their email address and the class they were in so she can send information on how to obtain their free referee uniform kit.

Another step, that may become optional, go to Group Administrator → Group Maint → Users.

For each name on the roster who passed the written test,

Locate and click on their name,

Scroll to the bottom, enter the date of their class in the “Original Registration Date

Click on the [SAVE (Modify User)] button

On a regular bases, at least every couple of days during the prime recertification period, Check courses to see if someone has recently passed a recertification test.

If they have passed the test, Open “Batch Edit” and check the box next to their passing score.

Click the [SAVE Roster Details] button

If they did not pre-pay, wait for confirmation from the treasurer that their check has been received and post the amount of their check and check number.

If they did pre-pay or after their check has been posted, you are ready to finalize their record.

From within the Course Roster Maintenance screen, click the “Close Class” link,

For those who have passed their test and paid their fee, check the box under “Met Rqrmt” next to their name. If their name is red, there is a problem and they should not be checked..

After all referees have been checked, check the box at the bottom in front of “Close Class and Submit Names for Registration”

Then click the [SAVE Roster Details] button.

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For the Designated Group Administrator: (Continued)

From time-to-time as Users register for an Entry Level Referee course,
Open their USSF Reg record and add a comment in the Note field with the date and location of the class they have registered for,
Also select their correct District code
Do this in case their registration is later cancelled or removed, you will know why the USSF Reg record exist.

District Assignment:

The USSF Reg record is the only place District can be assigned. If an official moves with in the registration year to another District, change his District on his USSF Reg record for the current year. If the official has more than one, change all records.
Sometimes when high school age referees go off to college, they leave their address the same as their parent(s) but want their Referee District to match where they are going to college so they can be seen by assignors in that District. This sometimes causes a mismatch between District as indicated by address and where they want to referee. When in doubt, ask the referee.

User Manual for AR GO

For Group Administrators:

If a Registration Record has a Status of "Pending," the user (referee, assignor, etc) can see the Pending status but will not know why it is Pending. Reasons it could be Pending include:

- Has not passed required test
- Has not taken required test
- Has not paid fee
- Has not paid full fee
- Has not passed physical, Grade 6 only
- There is no course number (the referee will also not see a course number when there is not one, but will see one when one exist)

In order for a referee, assignor, assessor or instructor to see or to be seen, their Status must be State Approved or State / USSF Approved for the current year or next registration year. That is why we change Status from Pending to State Approved before the record is uploaded to USSF.

If a referee is registered for the next registration year but not the current registration year, they will not show up in the List of Currently Registered Referees (hopefully this will be corrected by the time we begin 2017 recertifications). This does not apply to new referees certified after July 1st and/or August 1st.

What happens when someone cancels their registration and what becomes of their pre-payment?

Each time a person registers for a course, Game Officials (GO) creates a Registration Record (USSF Reg) which includes the course number and a Status of "Pending" for that person.

If that person later cancels that registration, the Registration Record remains with a Status of "Pending" but without a course number.

If they pre-paid using a credit card, their payment remains in limbo until used in a future course.

How to move someone from one course to another?

The easiest thing to do is have the person cancel registration in one course and register for the other course.

User Manual for AR GO

For Group Administrators: (Continued)

A specific person is needed to keep stuff in AR GO cleaned up. This person would be responsible for the following:

Follow recertification courses and other courses where there is not an assigned Instructor and do the e-paperwork mentioned elsewhere in this manual.

For Free Courses there is no upload to USSF. However, a Registration Record is created. Once an individual has finished or abandoned a Course, the Registration Record needs to have the Status changed to "Completed" or "Declined," whichever is most appropriate.

Proactive things that can/should be done:

As students enrol in Classroom courses, it is helpful if a Note is added to their Registration Record indicating the class date and location. Then if they cancel their registration, it is easier to know why the Registration Record was created by GO when it is later found without a course number.

If I come across a Registration Record without a course number, I add a Note that there was "no course number as of mm/dd/yy." If at the end of that Registration Year, the record still exists without a course number, I will change the Status to "Declined" or "Completed."

From time to time, we offer Free courses to referees and users. When someone registers for one of these courses, a Registration Record is created even though the course is "not for credit." To keep one of these non-credit courses from being picked up and uploaded to USSF (which has happened), a Note needs to be added in the Registration Record that says "Not a credit course."

How to construct Learning Sessions. Session Types, Course Types and Courses is detailed in a separate document provided by Game Officials called:

NewE_Learning_V2.3_-_Final.pdf

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For Group Administrators: (Continued)

What are the Primary Steps in setting up a new Course:

Set up appropriate Learning Sessions (material/slides/etc) in Learning Setup or upload from Master Library

Create appropriate Session Types.

Add appropriate material from Learning Setup to appropriate Session Type.

Create appropriate Course Type.

Add Session Types to Course Type.

Create Course.

Get new Course approved and “posted” for appropriate audience.

When building courses, if you use the same course name as the previous year, add the year to the end of the course name/title, otherwise, you may get the previous year’s history included in the current year’s information.

When building courses, if a session type/name is used in more than one course, the grade associated with that session type/name will show up in the other course.

If a person has a score associated with a session type/name and cancels the registration associated with that course and later registers for a course that includes that same session type/name, his/her score from the previous course will follow the person.

Therefore, if someone does not prepay with a credit card the first time they register to take a recertification test and takes the test and passes, and realizes the need to pay sooner rather than later, they can cancel their first registration, reregister for the same course and prepay and their score will follow them.

Courses with more than 24 sessions are not supported by GO. They can contain more than 24 sessions but GO can only save Batch Edit updates to a maximum of 24. (Possible solution would be to break into two or more groups, each with less than 24 sessions and in the last session of Part A, provide an override code to be used to register for Part B.)

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For Group Administrators: (Continued)

When building courses, remember that any Identity (New User, Referee of any grade, assignors, etc) that has a check in its unlimited access box (under the green Check Mark) or "limited" access (under the pad lock, indicating an Override Code is required) box will see that course listed in that Course Type list. If the course is not appropriate for that Identity, you may generate a lot of inquiries wanting the Override Code. Only those Identities with a check in the No Access (red circle with a red diagonal line) will not see the course listed

How do we allow last minute registrations courses that have a set date?

A student can not register for a course with less that 24-hours before the start of the class without the "Walk-up" Override Code.

We currently have no way of knowing who created a course, made Batch Edit updates, Closed a class, etc. Because of this, we recommend that when a Group Administrator does make changes, that a note be made in the Special Request section, under Additional Information at the bottom of the Course Maintenance page for that course number. This area is just above the [Save (Modify Course)] button.

How do we get an Out-of-State referee into our AR GO database?

Before you are finished, you will need the following information from the referee:

Full Name (first name, middle initial or middle name and last name)

Date of Birth

USSF ID Number (xxxx-xxxx-xxxx-xxxx)

Email address

Log into AR GO as a Group Administrator,

Under Main Menu, Click on Group Maint,

Click on Users,

Click on "Click to Add New User"

Under User Information, enter:

First Name

Last Name

Email address (in not known, leave blank)

Date of Birth (if not known, make up a DOB)

Click the [Continue] button,

A search will be made of all referee associations that use Game Officials, a match of possible names will be listed, beginning with our own database and then other databases.

A percentage match will appear before each name,

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For Group Administrators: (Continued)

If you see a match that you think might be the correct referee,
Click on that name,
The system will ask if you want to save that profile in our database,
If you respond with Yes/Continue, that profile will be loaded into AR GO.
Once it opens the new profile, you can still click the red “Cancel and Return to the Main User Page” and the profile will not be Saved.
If you have the DOB and other contact information, you can update and Save.

For the/a Designated Group Administrator, there are several “task” that need to be done from time to time. These include:

Under Group Admin → Main Menu → USSF Reg – Batch:

Click on “Course Based Registrations” or “Non-Course Based Registrations,”

Any problems need to be addressed.

For Course Based, most can be taken care of by changing Reg Status from Pending to State Approved, changing Reg Action from N/A to New/Recert/Upgrade/Downgrade, & District

For on-Course Based, about the only thing that can be done is to look at the USSF Reg record and make a note of those that do not have a course number, as that is normally the problem.

The following schedule is for allowing 2015, 2016 and 2017 registrations to be sent from GameOfficials to the USSF referee database via middleware.

- July 1, 2015 - October 31, 2015 = 2015 & 2016 registrations
- Nov 1, 2015 - June 30, 2016 = 2016 registrations only
- July 1, 2016 - October 31, 2016 = 2016 & 2017 registrations
- Nov 1, 2016 - June 30, 2017 = 2017 registrations only

After the above deadline for specific registration years, all Pending USSF Registration Records for that registration year should be marked as Complete or Declined to clean up the database.

User Manual for AR GO

For Group Administrators: (Continued)

How do we check on the registration status of a specific person?

First check to see if that person has a USSF Registration record.

Under Main Menu, click on "USSF Reg"

If necessary, set Registration Years and Type (Type could be Official, Assignor, Assessor or Instructor, etc, depending on the identity of the person in question)

Locate the referee's name,

If the name is not found it means the person has not registered for any courses in the specific registration year for that specific identity.

If a name is found,

Click on the person's name,

His/her USSF Registration record will open and all courses he/she has registered to take will be displayed in the "Course Records as..." area (which will show the registration year and type of identity for the person).

This area will show the Status, Action, Grade, Course Number, Amount Owed, Amount Paid and Date Exported to USSF for each course listed.

Placing the pointer over a course number will cause the course title to be displayed.

Free courses are normally courses that are "not for credit,"

Check the Status of each course in question. A Status of "Pending" indicates something remains to be done before the course can be finalized.

For unknown reasons, sometimes the Amount Paid is zero when in fact it has been paid.

In the upper section there is a place for "Notes," however, only the note associated with the first course is displayed.

To see any notes associated with other courses, click on the "(Edit)" link at the end of the line and scroll to the bottom of the next window.

How to Set the "Track" for an Official:

The default track for an Official is N/A.

There are two Tracks an official can be on, AR (Assistant Referee) and Referee.

The Track indicator shows up under User Information for the Official, but only for a Group Administrator

An Official can not change his/her Track indicator.

A Group Admin can set the Track for an Official (but at this point, we are not sure why)

Therefore, this part is Still Under Construction...

User Manual for AR GO

For Group Administrators: (Continued)

If the Status of the course number in question is "Pending," you will probably need to check the class roster to see if all requirements met or what might still need to be done by the person.

Click the red "Cancel and Return to..." link in the upper right just below the GO banner until you get back to the primary screen.

Under "Main Menu" click on "Course Maint" to see the list of Courses. (You may need to set the "Course Filters" to see the specific registration years, etc.)

Scroll down until you find the course number in question.

For that course number, click on the "Manage" link in the "Registered" column, This will open the course and show the roster of everyone who is still registered for the course.

Review the record for the person in question. Has he/she completed online sessions, attended classroom sessions, passed written test and/or online test, passed physical (required only for Grade 6 referees), paid the appropriate fees, etc?

If he/she has "Met Requirements" (see above) but the "Met Rqmnt" box is not checked, then "Close Class," check the "Met Rqmnt" box and check the "Close Class and Submit Names For Registration" box before clicking the [SAVE Roster Details] button. Then go to his/her USSF Reg record and for that course and change "Reg Status" to "State Approved" and change the "Reg Action" to "Recert" or "Upgrade", depending on the situation and check the "Allow Export" box.

In the bottom part make sure the "USSF Grade" is correct, which it normally is unless an upgrade or downgrade or new ref is involved, and add a comment in the "Notes" section that normally says, "ready, SA 99/99/99 by admin name" so when the SRA goes to create a batch to upload to USSF, he/she knows this record is ready to be uploaded.

For new referees I also make sure the correct "District" is indicated. As far as I know, this is the only place District can be specified for new referees. For recertifications, the District is carried forward based on the previous year's information. Marissa indicated there will be an enhancement in the future which will help with this.

As far as I can tell, there is nothing in the referee's contact/pedigree information which indicates which District the referee is in.

User Manual for AR GO

For Group Administrators: (Continued)

What do we do when someone says they have had a username and password in AR GO in the past but we can not find their name in the list of Users?

Path: Group Admin → Main Menu → Officials

Make sure to show Archived Officials (un-check the box in front of “Hide Disabled Officials”

All Officials will be displayed with Archived/Disabled Officials’ name grayed out and “DISABLED” below that official’s name

Assignors can also access the list of Officials and can include or exclude Archived/Disabled officials, but Archived/Disabled officials are not identified.

Assessors and Instructors can only access a list of officials that does not include Archived/Disabled officials

To activate “Archived” Officials

Path: Group Admin → Group Maint → Users

At the bottom of Users, click on “Click to Show Additional Options”

Scroll down and click on “Restore Archived Users”

When the list of Archived Users appears,

Scroll down to see if the “missing” user has been Archived.

If he/she has, click the box next to their name, then

Scroll down to the bottom and click on the [SAVE (Restore Users)] button

That user should now appear in the list of Users.

Clean-up activity:

Sometimes the USSF Reg record contains the referee’s name but not their USSF ID Number

Path: Group Admin → Main Menu → USSF Reg

Below the referee’s name

Grayed out, either TBD or a different ID number, below that

In red what the ID might be and below that

In red the message “Unmatched ID”

Solution, copy correct ID, open/(Edit) record, paste in correct ID number in place of TBD

User Manual for AR GO

For Group Administrators: (Continued)

When & Why should Users be Archived?

This is a “management” decision. Only a few times have “inactive” Users been Archived. As of 3/11/16 we had 2,443 “Officials” in the active database. There are also 1,053 users that had been Archived out of the active database into what would be considered a database of inactive “officials.”

As of 3/9/16 we had 1,390 of the 2,443 Officials/Users who have never logged into AR GO.

When “inactive” officials were first Archived, an inactive official was defined as any referee who had been loaded into AR GO but had not recertified since 2009 with 2008 being the first year of registration for any referee being loaded into AR GO.

If you look at “USSF Reg” records and specify years 2008 to 2016, you can see registration records for referees who have been Archived.

Criteria for a future Archiving could be base on a couple of criteria:

First: Has never logged into AR GO, and

Second: Was certified in 2010 (or 2011) and did not recertify for 2011 (or 2012),

And/Or

User is not a certified referee and has not logged into AR GO in over a year.

As far as I know, Archived Users/Officials are not sent bulk emails.

As of 3/30/16, we had 3,510 records of Referees of which 2,267 are active, meaning that 1,243 have been Archived. Compare the 2,267 referees with the 546 referees we have certified for 2016. Makes you wonder about the “real” status of the remaining 1,721 referees who are still “active.”

To find out how much a person has paid and/or should have paid: (**This section added 5/24/16**)

Group Administrator ==> Main Menu ==> USSF Reg

Select appropriate Identity (Official/Referee, Assessor, Assignor or Instructor),

Select appropriate Registration Year (current year will show prior payments)

Click [Reload] button if needed,

Locate and click on person's name,

When Registration Record opens, click on (Pmt Info) link (located on top panel to the right of "2016 Registration Information - Referee")

A new panel will open showing payment history for this person.

User Manual for AR GO

For Group Administrators: (Continued)

What can each major identity see under REPORTS?

Under REPORTS:

| | Referees | Assessors | Assignors | Instructors | Group Admin |
|---------------------------|----------|-----------|-----------|-------------|-------------|
| Certified Referees | No | Yes | Yes | Yes | Yes |
| Certified Assessors | No | Yes | Yes | Yes | Yes |
| Certified Assignors | Yes | Yes | Yes | Yes | Yes |
| Certified Instructors | Yes | Yes | Yes | Yes | Yes |
| Custom Fields | No | No | No | No | Yes |
| USSF Registration Summary | No | No | No | No | Yes |
| System Logins | No | No | No | Yes | Yes |
| Availability - Assessors | No | No | Yes | Yes | Yes |

Not sure why/how Assignors and Instructors can see more than Assessors, but checking...

Permissions, which govern various aspects of AR GO are detailed in Appendix B.

User Manual for AR GO

Referees – Using the Assigning Software:

The Assigning software (Arkansas Assignors, Group 1505) is a separate product from our normal “Registration and Learning System” (Arkansas Refs, Group 1352).

One or more Assignors will be using the Assigning Software to assign you games.

One of the reasons we have chosen to use Game Officials’ assigning software, it allows your refereeing game history to be recorded in your Portfolio.

Your “Referee Portfolio” is available under Main Menu within your record in Arkansas Refs.

If you are 18 or older and have not already done so, load a picture of yourself in your “My Info” section.

To be included in one or more Assignors’ pool of referees, sent that assignor an email asking to be considered when he/she is making assignments.

You can be listed in the pool of more than one Assignor.

Game Assignments can only be found in the Assigning Software side of Game Officials (Arkansas Assignors, Group 1505).

Normally you will log into Arkansas Refs, Group 1352. After you are in Arkansas Refs, on the left below Main Menu options, below “Home” click on “Change Identity”

This will show you all of your Identities in the two systems. To change from one system to the other, click on “Switch” next to your identity for the system you want to switch to.

Assignments:

Once one of your assignors assigns you a game using Game Officials, you will be sent an email with details of the game. There will be two hot links within the email, one to accept and another to decline. If you decline the assignment, you will need to enter a reason.

There are two ways to view game assignment information (only available in Arkansas Assignors):

Games in the next 7 days are listed on your Home page in Arkansas Assignors
or

Click on “My Games” under “Personal Info”

Details of all games assigned to you will be listed.

Check with your assignor(s) to see if he/she checks your Preferences,
If they do, click on “My Preferences” and update

User Manual for AR GO

Referees – Using the Assigning Software (Continued):

It is very important that you keep your Availability updated. To do so,

Click on My Availability,

Beginning with the current month, indicate days you are available and those you are not available.

To start, click on a date,

When the Availability Maintenance panel for that date appears,

Specify the start time and end time,

Specify/check the box in front of Available or Not Available

Specify/check the box in front of Arkansas Assignors, if not already checked

Click the [SAVE (Add Entry)] button or [Cancel] button.

If your assignor allows or requires that scores be reported after the game:

Under Personal Info,

Click on “After Game”

If you do not see your game(s), you may need to change the Date/Month at the top

Click on the Game Number,

Enter Final Game Score for each team

Enter any other “Game Summary Information” that may be needed.

When finished, scroll to the bottom and click the [SAVE (Modify Game Details)] button.

Scores that you entered will be displayed to the left of the team name.

If you need to add an Incident Report or “Game / Team Feedback.”, click the appropriate link to the right of the referee’s name.

When that panel opens, click the “Click to Add a New Incident Report” or Click to Add a New Feedback Report”

User Manual for AR GO

Assignors – Using the Assigning Software:

The Assigning software (Arkansas Assignors, Group 1505) is a separate product from our normal “Registration and Learning System” (Arkansas Refs, Group 1352).

In order to use the Assigning Software, the following steps must be taken by the Assignor (or by a Group Administrator who is assisting the Assignor in getting everything set up correctly.)

A Group Administrator will have to add an assignor to Arkansas Assignors before he/she can have access to the assigning software.

Access to Arkansas Assignors is from Arkansas Refs. From within Arkansas Refs, Click on Change identities.

Assignor Settings:

When you first start assigning there is at least one area that you may want to initially set.

Assignor → Group Setup → Assignor Setting,

To do so, click “(Edit Settings) in the upper right of the panel,

Under “Assignor Parameters,” “New Official Assignment” can be set to always start at “Tentative” or bypass Tentative and go straight to “Assigned” when doing one-at-a-time or Batch Assigning.

In the “Assignor Email Msg” area, add your name, phone number and club but do not delete any one as this email signature is used for everyone who has an assignment.
(sentence added 5/4/16)

Most others probably need to be left as they are until you have more experience.

Many of the other settings have to do with timing of certain events.

When finished, click the [SAVE (Modify Assignor Settings)] button.

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Setting up a League:

Under Group Maint → Leagues

Click on “Click to Add a New League”

A League could/should be your club’s in-house games and any games scheduled through another organization, such as CASL, the Central Arkansas Soccer League hosted by ASSA for recreational teams in the central Arkansas area.

Select Sport (Soccer) and click the [Continue] button.

On the League Maintenance page,

Enter your Name, Full Name and Description

Select “Game Billing Method,” probably “N/A (No Fees)”

From the primary Group Administrator, request a code for the “Game Number Prefix” box, used primarily for games without a predetermined game number.

Currently assigned codes are:

AUC = Arkansas United – Conway

AUR = Arkansas United – Little Rock

AR = Arkansas Revolution

CAA = Central Arkansas Adults (ARCOSA)

To Allow or Require Game Scores to be reported,

Scroll down and expand “Officials / After Game Options”

Under After Game Options”,

Change “Game Score Entry” to the appropriate option.

If you want to allow or force referees to provide feedback,

Change “After Game Summary” to the appropriate option.

Scroll to the bottom, click the [SAVE (Add League)] button

After the league has been set up, contact the Group Administrator and have him/her assign that league to you. (added 4/18/16)

Setting up a Location Area:

Under Group Maint → Location Area

Click on “Click to Add a New Location Area”

A Location Area could be all of the complexes in a particular area/town.

Give your Location Area a name in the Name text box.

Click the [Save (Add Location Area)] button

Your Location Area can now have complexes and location associated with it.

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Setting up Locations and complexes:

Under Group Maint → Locations
On the Location Information page
Click on “Click to Add a New Complex”

On Location Maintenance page, fill in complex details
Give complex a Name
Associate complex with a Location Area (created above).
Fill in the Geographic information (address, City, State Zip, etc)
Click the [Save (Add Complex)] button

You must add at least one field associated with that complex in order to save the information you have entered.

On the Location Maintenance page, under Location Information,
Enter Field/Court Name and Displayed name.

Check if the field has lights for games

Expand League Information:

Check the box next to the league(s) that the location will be associated with. Probably the League you created earlier.

Click the [SAVE (Modify Location)] button.

Once a Complex has been created with one field, you can add additional fields to the existing complex by clicking the [Add Location] link.

NOTE: Fields names in the import file must match exactly the field names in the Assigning system

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Importing Game Information:

More than likely, game information is probably coming from another system, such as Got Soccer, as an export from that system.

Games can be imported into the Assigning System using a template.

That Template is found at Assignor → Group Maint → Import

Under “Import Information,” “Games and Assignments,” click on “Games”

Under “Import Template,” click on the [Game Import Template] button to download an

Excel file with the exact field names that the Assigning system expects to see in the import/upload file.

Data from the Export file should be copied and pasted into the Import Template so that the exact field names are found during the import.

If there are no game numbers, leave blank and the system will generate game number with the Game Number Prefix designated when the League was defined.

Team names need not be imported into the system as the system will create records for team names from the imported game information.

Location names must match exactly with the field names created previously.

This next section can be skipped until later, if needed.

Once your games import file is ready, return to Assignor → Group Admin → Import

Click on “Games” under “Games and Assignments”,

In the lower portion of the panel, select the League,

Check the type of import, probably “new Games”,

Browse until you find and select the correct import file,

Click the [Upload Date] button.

If there are problems, the file will not be imported.

Typical problems are the Locations are not in the Location Table.

If it does not Import, click “Cancel and Return to Import Upload Page”

Fix problems and try again.

If the import still finds errors that are okay, such as; games with dates that have passed,

Click the [Populate Import Wizard] button,

Click the [Okay] button to continue, [Cancel] button to terminate import,

After it shows how many games were imported,

Click the [Continue to Import Wizard] button,

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Importing Game Information (continued):

The Game Import Wizard typically consist of three (3) steps.

Step 1. Click [Edit] to set Ages / Levels / Gender

Click [SAVE Game Details] when finished,

Step 2. Click [Edit] to set / change Locations,

If you need to change a location, click the (Change) link at the end of the line for that location.

From the dropdown, select the new location,

Click [Save Game Details] when finished,

Step 3. Click [Edit] to set / change Teams

If it the first time to import a team, you may have only [Create] and [Cancel] options.

Create is the default if the team is not already in the database.

Click [Save Game Details] when finished.

When all three steps have been done (finished mapping the data), click the [Import Games and Reset Wizard] button.

Then click the “return to main import page” link.

Getting Referees into the Assigning System:

Step 1: (You will have to supply a list of officials/referees you want in your pool to a Group Administrator and have him/her do this part for you.)

Step 2: In this step, you identify referees in your “pool.” Keep in mind, those same referees may be in the pool of another assignor.

Go to Assignor → main Menu → Officials

Scroll to the bottom,

Click on “Click to Show Additional Options”

Click on “Custom Officials List for Assignors

(If doing as a Group Administrator, select the Assignor in the dropdown at the top)

A list of all referees currently in the Arkansas Assignor’s database will be displayed.

Check the box in front of an Official’s name that you want included in your pool of officials. (Some may already be checked, those will be shown as **Bold**).

When you are finished, click the [SAVE (Modify Officials List)] button.

The screen will refresh and the newly added names will also be in Bold.

When you are finished, click the red “Cancel and Return to the Main Officials Page” link in the upper right of the screen.

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Assigning a Referee to a Game (1 at a time):

Go to Assignor → Main Menu → Games

Find the game you want to assign (may require changing the Dates, etc)

Click on the Game Number (in Green)

This will open a panel showing Game Information with a section for Game Details, Next to the label “Officials,” click on the Edit link (in green).

This will open a panel showing Officials Information,

For each approved Position, there will be a line with [TBD] in the name field,

Click on [TBD] which will open a box with a dropdown arrow.

Click on the dropdown arrow, which will give you a list of names, hopefully just those referees in your assigning pool,

Click on the referee you want to assign,

The referees name and age and grade will be shown,

Click the box in front of “Manually Set Status.”

Change the Status from “Open” to “Tentative” or “Assigned” (if you are sure you want to assign this referee to that position).

Click the [SAVE (Modify Official)] button to save.

The screen/panel will revert back to Game Information with the name of the referee showing. The outline of the icon (a person) will change from just the outline to a grayed out icon if the assignment is tentative.

Once you decide to change to status from Tentative to Assigned, repeat the previous process (

Click on the game number,

then click on “Edit” next to the Officials label,

then click on the box in front of “Manually Set Status”.

Change Status from Tentative to Assigned.

Click the [SAVE (Modify Official)] button to save.

The screen/panel will revert back to Game Information with the name of the referee showing but the color of the icon will have changed from gray to black (or yellow).

The software will send an email to the official asking the official to accept or decline by clicking on the appropriate hot link.

If the official accepts the assignment, he/she will have a screen to confirm the selection.

If the official declines the assignment, he/she will be asked to tell why (in 80 characters or less) and confirm.

Based on their decision, the color of the icon will change accordingly (Green for accepted, Red for Declined).

If the referee declines, start over again and assign another referee.

If any game information changes, such as; date, time, field, etc, an email will be sent to the officials.

If a game is cancelled, go to the Game Information panel for that game, click on the (Edit) at the end of the Game Detail line, change Game Status from Approved to Cancelled.

User Manual for AR GO

Assignors – Using the Assigning Software: (Continued)

Assigning a Referee to a Game (a Batch at a time):

Go to Assignor → Main Menu → Assign – Games

Expand (click on the “+” in front of) Game Filters,

Set Filters,

probably “League,” “Date Range” and “Unassigned”

Click the [Reload] button

When the screen/panel refreshes,

Click the “Batch Assign All Approved Games Below”

When the screen/panel refreshes,

Expand the “Assigning Window Sort...” panel

If you assign for more than one league,

you may need to click the box in front of “Custom Assignor List” to make sure you have access to the correct referee pool, but if you selected the correct League, you may not need to.

You will see all games that meet the Filter criteria,

On the right you will see “[TBD]” for each approved position,

Click on [TBD] and another panel will open listing all referees in your pool on the right side and a Codes / Color Legend on the left.

To the right of the name of each referee will be their age and grade,

Beside that information will be the distance in miles they are from the complex.

Click on a name to assign

Name will show as assigned but with a Status of “Tentative”,

Unless you changed the setting in Assignor Settings.

If you want to change all from Tentative assignments to Assigned, you can do so by clicking the “Publish all Tentative Assignments Below” link in the upper right of the panel.

Once positions have been Assigned, an email will be sent to each official on the game of their assignment to either Accept or Decline. If they Decline, they will have to enter a reason.

To View Scores Reported for Games”

Under Main Menu,

Click on “After Games”

If scores are allowed or Forced, there will be 3 Question Marks (???) to the left of the team name.

If a score has been reported, the Question Marks will be replaced by the score.

If reporting of scores is not allowed, the area will be grayed out.

User Manual for AR GO

Group Administrators – Using the Assigning Software:

To assign a specific Assignor to a specific League:

Go to Group Admin → Group Maint → Assignors:

All Assignors who have been added to the Assignor database in Arkansas Assignors will show up, unless they have been “Disabled” (and a few have been disabled who were added as part of the learning process) and the Hide Disabled Assignors box at the top is checked.

To add a “League” to an Assignor, click the (Add) link to the right of the assignor’s name.

Set the Priority Rank

Set the Permission Level (whatever that is)

Set the Position Access (whatever that is)

Set the Sport / League Filter (specify which League they are assigning for)

Set other filters as appropriate

When finished, click the [SAVE (Add Filter)] button at the bottom.

An Assignor must be associated with a League before he/she will have access to that League’s game information

Getting Referees into the Assigning System:

For Assignors to be able to have a “pool” of referees, a specific setting is required.

Currently, those settings are set so that all Assignors have the ability to complete Step 2 (which is not shown here but is shown in the “Assignors – Using the Assigning Software” section).

Setting:

Group Admin → Group Setup → Assignor Settings:

Under “Assignor Parameters,”

“Custom List of Officials for Each Assignor” must be set to “Enabled (Assignor / Admin Controlled)”

Step 1: A list of Officials will be supplied to you by an Assignor”

Go to Group Admin → Group Maint → Users

Set “Filter User Type to” Officials

At the bottom, click on “Click to Show Additional Options”

Then click on “Batch Link”

This should open a two-column list of everyone with an Officials’ account in AR GO, all 2,300+ names as of 3/26/18. However, there could be individuals that are not registered for the current registration year or not referees at all.

Put a check mark in the box next to names of referees the Assignor wants available for game assignments.

When you are finished, scroll to the bottom and click the [SAVE (Link Users)] button.

User Manual for AR GO

Group Administrators – Using the Assigning Software: (Continued)

If a referee's name that should show up in Batch Link does not,
Return to Arkansas Refs (Group 1352)
Path: Group Admin → Group Maint → Users
Under Users, check to see if their name has a grayed-out "Official" designation under
User Type/Permissions,
If so, Click on [Edit],
Uncheck the box after "Disable Official",
Click the [SAVE (Modify Official)] button at the bottom.
This should allow that official/referee to show up in Batch Link in Arkansas Assignors
Group 1505).
(Why and How an official (or any other identity) becomes "disabled," I do not know.)

Assignor Email Message:

The email message that is sent to referees concerning Acceptance or Rejection of Game
Assignments and Game Information changes, etc all have the same "signature" at the
end/bottom of the email.
This signature is found at:
Group Admin → Group Setup → Assignor Settings:
At the bottom of Assignor Parameters.

User Manual for AR GO

Group Administrators – Using the Assigning Software: (Continued)

Mentors:

Mentors should be a very important component in developing new referees into becoming better, stronger referees.

Mentor identification is a critical part of the process. Mentors should be identified by various parts of the Arkansas referee community.

Mentors could come from:

- Instructors

- Assessors

- Young Gunz

- Elders

- Experienced Officials

Once identified, they should be asked if they will help mentor one or more new referees.

Ideally, there should be several mentors in most large cities or parts of the state. A close proximity between mentor and those being mentored will encourage the process.

Game Officials is designed to facilitate the mentoring process.

This feature, with the needed report, is only available in Arkansas Assignors.

To Identify Mentors in Game Officials:

Path Group Admin → Main Menu → Officials

Scroll to the bottom of the Officials Information page,

Click on “Click to Show Additional Options”

Click on “Mentors”

On the “Select Certification” page, select “All Officials” or something else from the dropdown list

Click the [Continue] button

On the “Official Mentor Maintenance” page, check the boxes next to the officials you would like to setup as a mentor.

If an official has already been selected, their name will be in bold,

When you are finished, click the [SAVE (Modify Mentor Information)] button

Officials who have been identified as Mentors will show up with a [M] next to their name on batch assign and mentor pages.

User Manual for AR GO

Group Administrators – Using the Assigning Software: (Continued)

How to Assign a Mentor (available in Arkansas Assignors only):

Path Group Admin → Main Menu → Officials

Scroll to the bottom of the Officials Information page,

Click on “Click to Show Additional Options”

Click on “Assign Mentors”

On the “Select Certification” page, select “All Officials” or something else from the dropdown list

Click the [Continue] button

On the “Official Mentor Maintenance” page, check the boxes next to the officials you would like to assign a mentor to.

Referees who have previously been identified as a Mentor will have an [M] beside their name.

Referees who have previously been identified as needing a Mentor will have a [m] beside their name.

When you are finished indicating who needs a Mentor, click the [Continue] button.

All of the referees, ones you just “flagged” or do not have a Mentor, will appear in a list,

Next to each name will be a dropdown box that list all of the Mentors,

Select a Mentor for each referee, or select [TBD]

When you are finished, click the [SAVE (Modify Mentor Information)] button

Mentor and Mentee (Official) Report:

Path: Group Admin → Main Menu → Reports → Organizations → Mentor Program

Select who to include. Mentors and Officials, Mentors only or Officials only.

Officials without a Mentor are not included on any report.

User Manual for AR GO

Group Administrators – Using the Assigning Software: (Continued)

State Referee Associations Using Game Officials:

1. AR Arkansas
2. AZ Arizona
3. CAN California – North
4. CO Colorado
5. GA Georgia
6. HI Hawaii
7. IN Indiana
8. **KS Kansas**
9. **KY Kentucky**
10. **LA Louisiana**
11. ME Maine
12. MD Maryland
13. MI Michigan
14. **MS Mississippi**
15. **MO Missouri**
16. MT Montana
17. NH New Hampshire
18. NJ New Jersey
19. WNY New York – West
20. NE Nebraska
21. ND North Dakota
22. **TXN Texas – North**
23. OHN Ohio – North
24. PAW Pennsylvania – Western
25. RI Rhode Island
26. SC South Carolina
27. SD South Dakota
28. **TN Tennessee**
29. VT Vermont
30. DCV Metro DC/Virginia
31. WI Wisconsin

Surrounding States Not Using Game Officials

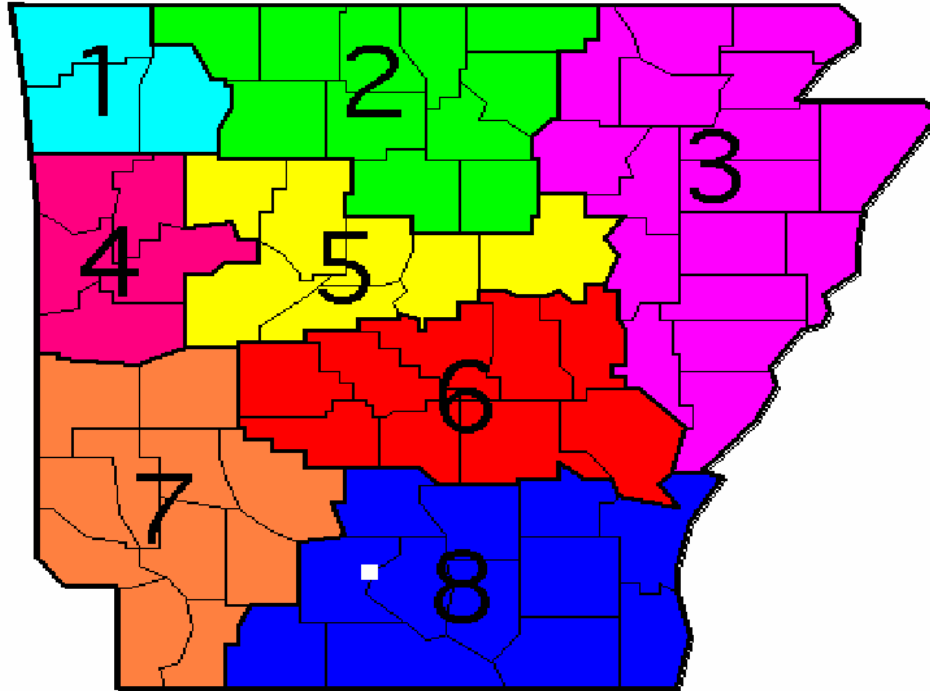
1. OK Oklahoma

RED indicates a “border” state from which Arkansas might attract Referees for tournaments

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APPENDIX A

Arkansas Referee Districts



| County | District | County | District | County | District | County | District |
|------------|----------|--------------|----------|--------------|----------|------------|----------|
| Arkansas | 6 | Dallas | 8 | Lee | 3 | Pope | 5 |
| Ashley | 8 | Desha | 8 | Lincoln | 8 | Prairie | 6 |
| Baxter | 2 | Drew | 8 | Little River | 7 | Pulaski | 6 |
| Benton | 1 | Faulkner | 5 | Logan | 4 | Randolph | 3 |
| Boone | 2 | Franklin | 4 | Lonoke | 6 | Saline | 6 |
| Bradley | 8 | Fulton | 2 | Madison | 1 | Scott | 4 |
| Calhoun | 8 | Garland | 6 | Marion | 2 | Searcy | 2 |
| Carroll | 2 | Grant | 6 | Miller | 7 | Sebastian | 4 |
| Chicot | 8 | Greene | 3 | Mississippi | 3 | Sevier | 7 |
| Clark | 7 | Hempstead | 7 | Monroe | 3 | Sharp | 3 |
| Clay | 3 | Hot Springs | 6 | Montgomery | 7 | St Francis | 3 |
| Cleburne | 2 | Howard | 7 | Nevada | 7 | Stone | 2 |
| Cleveland | 8 | Independence | 3 | Newton | 2 | Union | 8 |
| Columbia | 7 | Izard | 2 | Ouachita | 8 | Van Buren | 2 |
| Conway | 5 | Jackson | 3 | Perry | 5 | Washington | 1 |
| Craighead | 3 | Jefferson | 6 | Phillips | 3 | White | 5 |
| Crawford | 4 | Johnson | 5 | Pike | 7 | Woodruff | 3 |
| Crittenden | 3 | Lafayette | 7 | Poinsett | 3 | Yell | 5 |
| Cross | 3 | Lawrence | 3 | Polk | 7 | | |

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Possible Future Referee Districts, to match ASSA Districts:



Impact on Possible Reduction in the Number of Referee Districts (as of 3/8/16):

| Curr Dist | New Dist | | | | Total |
|-----------|----------|----|-----|----|-------|
| | 1 | 2 | 3 | 4 | |
| 1 | 84 | | | | 84 |
| 2 | 25 | 6 | | 1 | 32 |
| 3 | | 31 | | | 31 |
| 4 | 29 | | | | 29 |
| 5 | 3 | 21 | 45 | 1 | 70 |
| 6 | 2 | 3 | 200 | 39 | 244 |
| 7 | | | | 21 | 21 |
| Total | 143 | 61 | 245 | 62 | 511 |

Outliers may indicate an incorrect District assignment, or not many referees in a specific county. Current Referee District 8 currently has no certified referees. In 2015 that district had 1 referee.