Officials-for-sport.com Ltd

R3.11   2nd February 2015

Bennett House, Norwich Street, Dereham, Norfolk NR19 1BX

Data Protection Act 1998: Registration Number Z3021830

Registering as a New User

You only need to register as a new user if you know for sure that your details are not already in the system. It is possible an administrator has already set up your details for you, you would normally have been told about this but it is not always the case.

If your details are already on the system then you can skip this page and go straight to "Setting Your Password"
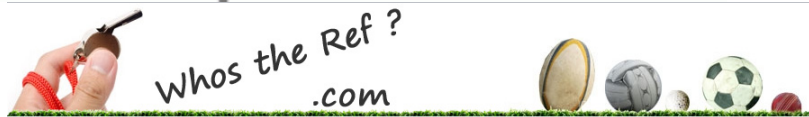
To register (or "Sign Up"):

Go to: **www.whostheref.com** or **www.whostheumpire.com** and click the login icon

Start Here

This will give you the following screen. You need to Sign Up, so:

1) Input your email address
2) Where it says "Please choose your sport" choose the relevant database.
3) Click "New Users Sign Up"

1. Valid email address
2. Choose your sport
3. Click here

You will then be presented with a screen where you can specify all your details.

Please be sure to accurately describe why you wish to have access to the system, specifying any relevant membership number, or where appropriate a club which you are associated with.

After clicking "Proceed" your details will be emailed to the membership secretary of the area you requested. That person will need to authorise you to access the system. When they do that, you will receive an automatic email back.

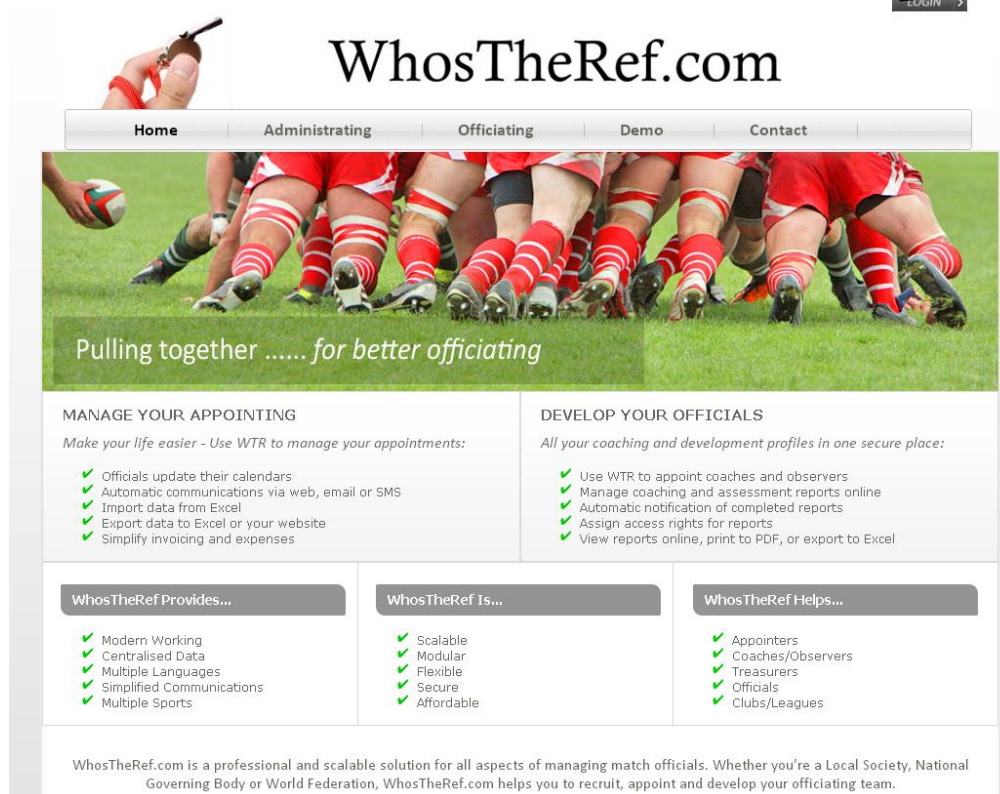You can then proceed to set a password as follows.....
(Note: you cannot access the system until you have been approved and you have set your password)

whostheref.com | whostheumpire.com

Setting Your Password

Go to: **www.whostheref.com** or **www.whostheumpire.com** and click the login icon

Start Here

This will give you the following screen. Your first job is to set your password. So:

Input your email address (Must be the email address to which your introduction email was sent)
Where it says "Please choose your sport" choose the relevant database.
Click "Forgot or need a password"

1. Valid email address

2. Choose your sport

3. Click here

LOGIN

User name:
Enter your email address

Password:

Forgot or need a password? or New Users Sign Up

Your database:
Please choose your sport:
For Hockey or Cricket, please use www.whostheumpire.com

Remember me   Proceed

Clear cookies

IMPORTANT NOTE: It is an offence under the Computer Misuse Act 1990 (and others) to make or attempt to make unauthorised access to this website. Every attempt to gain access, successful or otherwise, is recorded. This includes a note of your current IP address and other information.

You will then see this screen:

If this is the first time you have set your password, click the radio button "Set my password"

LOGIN

User name:
markbrown@whostheref.com

Password:

Forgot or need a password? or New User Sign Up

[Close]
○ Remind me of my password
○ Reset my password (if you are a current user)
◉ Set my password (if you are a new user but already set up)
○ Signup as new user

Your database:
Volleyball
For Hockey or Cricket, please use www.whostheumpire.com

Remember me ☐

Then click the Proceed button

Proceed

Clear cookies

You will be sent an email that looks similar to:

Reset password at whostheref.com
no-reply@whostheref.com
Sent: Fri 11/05/2012 14:11
To: markbrown@whostheref.com

From: DO NOT REPLY

Either copy the code below and paste it into the last web page:

31a71674aaa2c0ef89038056e045709a

Or, to go back to the website and reset your password, click here.

You can either copy and paste the code from that email into the last webpage (that looks like this below) and click Send:

If your details are on our system, then instructions to reset your password have been emailed to you.

If you do not receive this email, then please check that you have entered your email address correctly.

You should now access the program that you normally use to read emails at markbrown@whostheref.com, and click the link within that email. This will take you to a new page where you can input your password.

Or,

Copy and paste the code from the email and click Send:

31a71674aaa2c0ef89038056e045709a

Send

Or you can click the link in the email where it says "click here"

Either action will take you to the following screen.......

Type in your desired password. It must be at least 6 characters, but does not need to be too complicated.

You should also type in a reminder. Note – the reminder must not contain your password.

You can then continue to your Log In screen, complete the details, and successfully log into the system. Some browsers will take you into the system as soon as you have entered it, without the need to return to the input screen.

Our staff at Officials-for-sport.com Ltd never get to see your password. It is encrypted (twice!) before it leaves your PC and sent to us.

Therefore, we are never able to tell you what your password is. The reminder that you specify should be something that is relevant only to you, to enable you to recall your password should you need to.

You can however reset your password as often as you wish.

On the log in screen, you may want to click the "Remember Me" box, but do not do this if you use a public computer such as in a library or at work.

Checking and Updating your Details
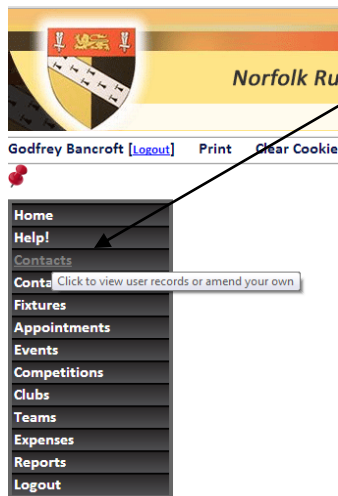
All user records (administrators, referees, club contacts etc) are stored in the Contacts file. You can see limited information for other users, but unless you are an administrator you can only edit your own record.

The menu that you see on the left varies according to what permissions have been assigned to you.
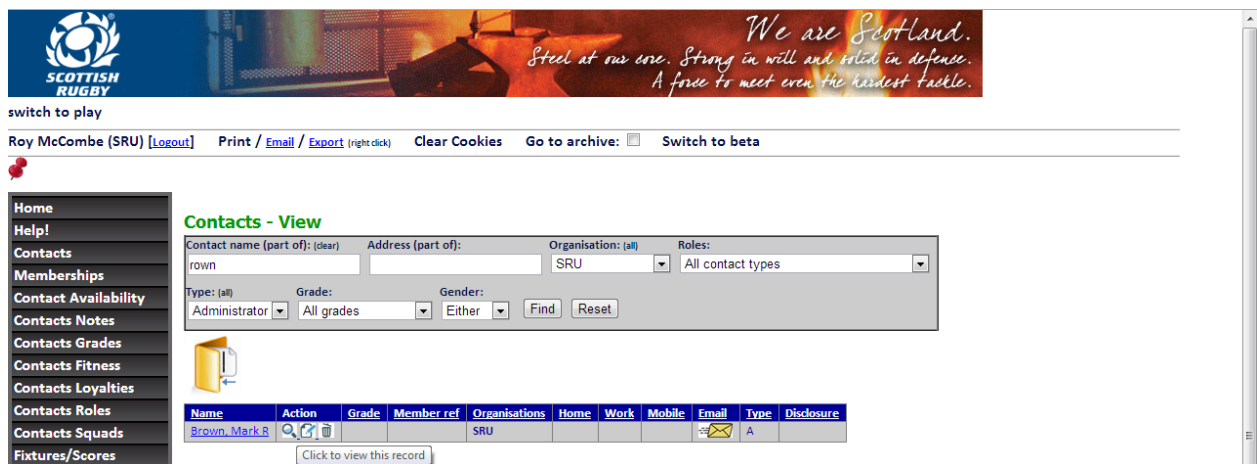
After selecting Contacts from the menu, you will be presented with a filter section that allows you to select the records you want to view. Some kind of filter appears at the top of most screens that you can select.

Put the relevant data in the filter, here I have just put in "rown" as I want to search for a partial name. Then click Find.

The records that are found are then listed in the grid below the filter. You can click the Spy-glass to view more detail on the highlighted record. For example, you will see this:

Contact: Mr Mark Brown
Address:
Email: markbrown@whostheref.com
Bounce email: ✗
Kit details:
Partner name:
Registration ref:
Passport ref:
Loyalty card ref:
CRB ref:
CRB expires: 00-00-0000
DoB: 00-00-0000
Gender: Male

Now as this is my own record, I have the option to click the "Edit" icon at the top of this record which will allow me to amend the details.

Contact:	Mr Mark Brown
Address:	
Email:	markbrown@whostheref.com
Bounce email:	✗
Kit details:	
Partner name:	
Registration ref:	
Passport ref:	
Loyalty card ref:	
CRB ref:	
CRB expires:	00-00-0000
DoB:	00-00-0000
Gender:	Male

These are some of the fields that you might be able to amend:

Contacts - Amend

Hide all	☐
Title	Mr
First name	Mark
Middle initials	
Surname	Brown
Name	Mark Brown
Known as	
Address 1	
Address 2	
Address 3	
Address 4	
Postcode	
Hide address	☐
Phone	
Hide phone	☐
Work no	
Hide work no	☐
Mobile	
Hide mobile	☐
Receive texts	☑
Preferred phone	Home ▾
Fax	
Email	markbrown@whostheref.com
Bounce email	☐
Email2	
Hide email	☐

The actual fields that you are allowed to update will depend upon your organisation's configuration.

Other "Normal" users – that is, not your organisation's administrators, can normally only see you contact information.

However you should note the tick boxes that allow you to hide contact information from other "normal" users – you cannot hide this from administrators, otherwise you would never get any information about games!

The website is encrypted using SSL, to ensure that your data cannot be intercepted during transmission over the internet.

After making any changes to data, you must always click the save button. This is the floppy disc with the green tick:

Save   Reset   Reject

Amending/Entering Availability

Select the Availability option from the menu.

Then choose the month that you wish to view or amend. You can either choose a specific month, or choose all months ahead including the current month. At present the calendar runs 18 months ahead of the current time.

Once you find the month you want, click the Edit icon

There is no strict definition of what time "Eve" starts, but it gives an indication to your appointer.

Have a fiddle with the various settings, and then remember to click Save after making changes.

Some organisations will default your calendar to be available until you declare yourself unavailable, whilst others will default your calendar to be unavailable until you declare yourself available.

The confirmation screen will show your new calendar for the month you just edited

Once you have been appointed to some fixtures, an * will appear beside the day. Moving your mouse over this will show the detail of the appointment.

Your Appointments

The first you will usually know about an appointment is via an email generated by the website.

This email will look similar to this:

Dear Mark,

You have 1 notification.

Sat 12-05-2012 (15:00)

Norfolk Friendly (15): Dereham vsDereham II Referee. Accept or Decline

VENUE: Dereham , Moorgate Road, Dereham, Norfolk, NR19 1NT - Google Map

DIRECTIONS:
Under the bypass bridge, south green gardens, turn into moorgate road right to the end, park car we will welcome you

CLub website

HOME CONTACT: Richard Dunsire Email: r.dunsire84@googlemail.com

HOME CONTACT: Mark Brown. Tel.(W) 01362 692948 markbrown@mrbis.com

HOME COLOURS:purple

INFORMATION FOR THIS FIXTURE:
Presidents game

_____

For every notification, you must either accept or decline it by clicking the relevant link within the email. Your email may contain multiple appointments. If you have for example three notifications, the first line will read "You have three appointments" and then each individual appointment will start with "Appointment 1 of 3" then "Appointment 2 of 3" etc. You MUST accept or decline each individual appointment. If you only accept or decline the first notification attached to the email the others will remain unactioned and outstanding.

You can also view your appointments online by choosing Appointments from the menu:

Date		Time			Home	Away	Official	Competition	
17-09-2011	🔍 ✏ 🗑	15:00	11		Wymondham II	Beccles II	You (Referee Assessor)	Norfolk Merit Table 1	✔
24-09-2011	🔍 ✏ 🗑	15:00	10		Swaffham	Dereham	You (Referee Assessor)	Eastern Counties 2	✔
01-10-2011	🔍 ✏ 🗑	15:00	9		Southwold	Mersea Island	You (Referee Assessor)	Eastern Counties 1	✔
15-10-2011	🔍 ✏ 🗑	15:00	10		Dereham	Norwich Medics	You (Referee Assessor)	Norfolk Junior Cup	✔
15-10-2011	🔍 ✏ 🗑	15:00	10		Swaffham	Lakenham Hewett	You (Referee Assessor)	Norfolk Junior Cup	✔
16-10-2011	🔍 ✏ 🗑	11:00	0		Swaffham U16	Newmarket	You (Referee Assessor)	Norfolk Youth U16 Fixtures	✔
22-10-2011	🔍 ✏ 🗑	15:00	9		West Norfolk	Woodbridge	You (Referee Assessor)	Eastern Counties 1	✔
29-10-2011	🔍 ✏ 🗑	15:00	10		Dereham	Felixstowe	You (Referee Assessor)	Eastern Counties 2	✔
30-10-2011	🔍 ✏ 🗑	00:00	15		Lakenham Girls U15	Thurrock Chicks U15 Girls	You (Referee Assessor)	Norfolk Girls U15 Fixture	-
30-10-2011	🔍 ✏ 🗑	14:30	10		Wymondham Ladies	Wellingborough Ladies	You (Referee)	RFUW NC South East North 2	✔
06-11-2011	🔍 ✏ 🗑	00:00	10		Wymondham U17	Diss U17	You (AR 1)	Eastern Counties Youth Cup	✔
12-11-2011	🔍 ✏ 🗑	14:15	11		West Norfolk II	Wisbech II	You (Referee Assessor)	Norfolk Merit Table 1	✔
13-11-2011	🔍 ✏ 🗑	14:30	9		Lakenham Ladies	Moseley Ladies	You (Referee)	RFUW Championship Midlands 2	✔
13-11-2011	🔍 ✏ 🗑	11:00	0		Norwich U17	Ipswich U17	You (AR 2)	Norfolk County Youth U17 Cup	✔
19-11-2011	🔍 ✏ 🗑	11:00	10		Norwich School II	Perse School II	You (Referee)	Norfolk School Fixture	✘
26-11-2011	🔍 ✏ 🗑	14:15	9		Wymondham College II	Framlingham College U15	You (Referee Assessor)	Norfolk School Fixture	✔
27-11-2011	🔍 ✏ 🗑	11:00	0		Norwich U17	Bury St Edmunds U17	You (AR 1)	Norfolk County Youth U17 Cup	✘
03-12-2011	🔍 ✏ 🗑	14:15	12		Dereham	Swaffham II	You (Referee Assessor)	Norfolk Friendly	✔
10-12-2011	🔍 ✏ 🗑	14:15	13		Diss IV	Lowestoft & Yarmouth III	You (Referee)	Norfolk Merit Table 3	✔
10-12-2011	🔍 ✏ 🗑	14:15	10		Thetford	Dereham	You (Referee Assessor)	Norfolk Friendly	✔
07-01-2012	🔍 ✏ 🗑	14:15	12		Lakenham Hewett	Holt III	You (Referee Assessor)	Norfolk Merit Table 2	✔
21-01-2012	🔍 ✏ 🗑	14:15	11		Holt III	Dereham	You (Referee Assessor)	Norfolk Friendly	✔
22-01-2012	🔍 ✏ 🗑	11:00	10		Wymondham U15	Diss U15	You (Referee)	Norfolk County Youth U15 Cup	✘
12-02-2012	🔍 ✏ 🗑	14:00	0		Essex Youth	Middlesex Youth	You (AR 1)	county Youth games	✔
18-02-2012	🔍 ✏ 🗑	14:15	11		Norwich III	Beccles II	You (Referee)	Norfolk Friendly	✘

The games with a red cross are those that I have declined.

By viewing any future appointment online, you can either accept or decline it.

If you choose to decline the appointment, then you will be expected to input a reason why you are declining it. This information will be emailed back to the person who appointed you. You also have the option to make yourself unavailable on the date of the appointment that you are declining. You cannot decline an appointment within two days of it taking place – in this situation, you would need to manually contact your appointer and he would decline it on your behalf.

Appointments - View

From date:	Team:		Month:	Official: (all)	Show others:
	All teams		All months	Brown, Mark (Norfolk)	☐
To date:	Competition:		Type:	Organisation: (all)	
	All competitions		All contact types	Norfolk	Find Reset

This appointment is not yet declined. Please provide your reason for declining.

Specify reason:

```
Have to go shopping
```

Do you wish to make yourself unavailable on this date: ☑

Decline

The following pages are subject to your organisation subscribing to these features.

Reports

Assessment/Coaching reports can be managed using WTR.

If you are an observer, then after a game to which you have been appointed, an icon will appear next to your name, which you should click in order to start the observers report:

| 17-03-2012 | Norfolk Merit Table 2 | 15:00 | 12 | Norwich III | Lowestoft & Yarmouth II | | Ref: Nicholas Craig. Ass: Kevin Ivins. Obs |

At the bottom of every form is an option to finalise the form. If you wish to save a draft version, then do not tick this box, instead just click save.

Thank you for completing this form.

You may save the report as a draft and return later for additional editing. To do this, click the SAVE button below (disc with green tick) without ticking Final Version. To continue editing, follow the same procedure as you used for getting to this stage.

Final version: (no more updates) ☐

The icon to access the draft form will then change to an editing icon:

You can re-edit the form as many times as you wish (although please access the form via the icon rather than clicking the Back button on your browser).

When you are ready to save the final version, click the "Final version" tickbox – you will be prompted "are you sure", then click Save.

Final version: (no more updates) ☑

The page at https://www.whostheref.com says:

By ticking this box and submitting, you are confirming it is the final version and will therefore no longer be able to amend this form

OK
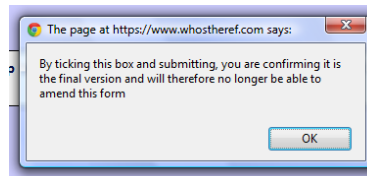
(A phone app will soon be available for some reports, making it even easier to complete your report straight after the game.)

An email will then be sent to the match official and any nominated users (for example the Performance Manager) to notify them that the report has been submitted.

Only users with the relevant permissions can view reports.

Once the final version is saved, Officials will see the "finished report icon" against their name on the fixture:

| 17-03-2012 | Norfolk Merit Table 2 | 15:00 | 12 | Norwich III | Lowestoft & Yarmouth II | | Ref: Nicholas Craig. Ass: Kevin Ivins. Obs |

The match official just needs to click this icon to view the report online.

Match Officials Own Reports

Some organisations will have reports that the match official himself needs to complete. When you view such fixtures, an appropriate icon(s) will appear in the far column that represents the type of form you can complete. Moving the mouse over the icon will give a description of the report, which might be for example, red card, match official abuse form, self assessment etc.

| Date*	Action	Competition	Time	Level	Home	Away	Score/App Req	Appointments
24-08-2013	🔍	RBS National League	15:00	3	Kelso	Selkirk	27 - 24	Ref: Neil Muir. SA-P/A +
								AR 1: David Crudge.
								AR 2: John Hawryluk.
								Coach: Charles Adams.
								Asst Ref Coach: John Montgomery.

Here we see that Neil has completed a Self Assessment (SA), the coach has completed a PA form, and Neil can click the ⌐ icon to create a feedback report on the coach.

In addition, further reports are available by clicking the + symbol next to the PA icon, this would produce:

Date*	Action	Competition	Time	Level	Home	Away	Score/App Req	Appointments
24-08-2013	🔍	RBS National League	15:00	3	Kelso	Selkirk	27 - 24	Ref: Neil Muir. P/A +
								AR 1: David Crudge. Click to add a red card report for this fixture
								AR 2: John Hawryluk.
								Coach: Charles Adams.
								Asst Ref Coach: John Montgomery.

Important note: The actual forms available to you depends upon your organisation's preferences.

The information entered into these forms is only available to those users who are granted specific permission to do so.

Expense Claims (if a subscriber)

After attendance at each appointment, you should use WTR to record your expenses information. Go to Appointments, and view your games. In the last column, there is an "Edit" link:

01-10-2011	🔍 📝 🗑	15:00	9	Southwold	Mersea Island	You (Referee Assessor)	Eastern Counties 1	✔	👥2 +	£39.76 Edit
15-10-2011	🔍 📝 🗑	15:00	10	Dereham	Norwich Medics	You (Referee Assessor)	Norfolk Junior Cup	✔	👥2 📝 +	£0.00 Edit
15-10-2011	🔍 📝 🗑	15:00	10	Swaffham	Lakenham Hewett	You (Referee Assessor)	Norfolk Junior Cup	✔		CANCELLED

This will take you to the Appointment record where you can record your claim:

Appointments - Amend

Fixture:	03-03-2012 Norwich II, Watton
Contact type:	Referee Assessor
Contact:	Mark Brown
Not claiming	☐
Quickest route:	39.4 (Return route from NR19 1LH to NR12 7BW) Route
Distance claimed	45.0
Fuel Claim £	18
Other expenses £	0.00
Total claim £:	18.00
Other expenses/notes	had to go via Watton

If you are not going to make a claim, you should still record the mileage and other details, but also click "Not Claiming".

Some versions have an automatic distance calculator for validation.

Enter your actual distance, and the fuel claim will be calculated according to your allowed mileage rate.

You can enter other allowed expenses incurred, but you must describe these to assist the treasurer.

Periodically, at a time specified by your Treasurer, you can submit an expense claim by clicking the Expenses option on the menu:

All unclaimed appointments for Norfolk up to 12-05-2012 are shown below. Please check carefully to ensure they are accurate as changes cannot be made after submission. If you only wish to claim up to a specific date, then you may do so using the date below.

Restrict claim up to date:

12-05-2012 [ ] Restrict...

Official: Mark Brown. 24 appointments on this Expenses Claim from 23-07-2011 to 29-04-2012.

Date	Home	Away	Distance	Q'est	Rate	Fuel	Other	Total	Not claiming	Claiming
23-Jul	Southwold	Southwold II	0.0	99.4*	0.40	£0.00	£0.00	£ 0.00	£ 0.00	☐
10-Sep	Dereham	Norwich II	10.0	2.8*	0.40	£4.00	£25.00	£ 0.00	£ 29.00	☐
17-Sep	Wymondham II	Beccles II	24.0	24.0	0.40	£9.60	£0.00	£ 9.60	£ 0.00	☑
24-Sep	Swaffham	Dereham	22.0	22.4*	0.40	£8.80	£0.00	£ 8.80	£ 0.00	☑
01-Oct	Southwold	Mersea Island	99.4	99.4	0.40	£39.76	£0.00	£ 39.76	£ 0.00	☑
15-Oct	Dereham	Norwich Medics	2.8	2.8	0.40	£1.12	£0.00	£ 0.00	£ 1.12	☐
16-Oct	Swaffham U16	Newmarket	22.4	22.4	0.40	£8.96	£0.00	£ 8.96	£ 0.00	☑
22-Oct	West Norfolk	Woodbridge	0.0	65.2*	0.40	£0.00	£0.00	£ 0.00	£ 0.00	☐
29-Oct	Dereham	Felixstowe	2.8	2.8	0.40	£1.12	£0.00	£ 0.00	£ 1.12	☐
30-Oct	Wymondham Ladies	Wellingborough Ladies	24.0	24.0	0.40	£9.60	£0.00	£ 9.60	£ 0.00	☑
06-Nov	Wymondham U17	Diss U17	24.0	24.0	0.40	£9.60	£0.00	£ 9.60	£ 0.00	☑
12-Nov	West Norfolk II	Wisbech II	65.2	65.2	0.40	£26.08	£0.00	£ 26.08	£ 0.00	☑
13-Nov	Norwich U17	Ipswich U17	39.4	39.4	0.40	£15.76	£0.00	£ 15.76	£ 0.00	☑
26-Nov	Wymondham College II	Framlingham College U15	30.0	24.6*	0.40	£12.00	£0.00	£ 12.00	£ 0.00	☑
03-Dec	Dereham	Swaffham II	5.0	2.8*	0.40	£2.00	£5.00	£ 0.00	£ 7.00	☐
10-Dec	Diss IV	Lowestoft & Yarmouth III	58.0	58.0	0.40	£23.20	£0.00	£ 23.20	£ 0.00	☑
07-Jan	Lakenham Hewett	Holt III	42.0	42.0	0.40	£16.80	£0.00	£ 16.80	£ 0.00	☑
21-Jan	Holt III	Dereham	52.6	52.6	0.40	£21.04	£0.00	£ 21.04	£ 0.00	☑
12-Feb	Essex Youth	Middlesex Youth	0.0	198.8*	0.40	£0.00	£0.00	£ 0.00	£ 0.00	☐
Eton Manor										
25-Feb	Dereham	Holt II	0.0	2.8*	0.40	£0.00	£0.00	£ 0.00	£ 0.00	☐
03-Mar	Norwich II	Watton	45.0	39.4*	0.40	£18.00	£0.00	£ 18.00	£ 0.00	☑
24-Mar	West Norfolk II	Sleaford II	65.2	65.2	0.40	£26.08	£0.00	£ 26.08	£ 0.00	☑
14-Apr	Crusaders	Ely	30.8	30.8	0.40	£12.32	£0.00	£ 12.32	£ 0.00	☑
29-Apr	Diss	North Walsham	170.0	58.0*	0.40	£68.00	£0.00	£ 68.00	£ 0.00	☑
					Totals	£333.84	£30.00	£325.60	£38.24	

By submitting this claim I am confirming that this is a true record of my expenses incurred in attending the above games and that I am entitled to make such a claim.

Submit...

You should check this information is accurate, as it will become your official claim form.

If there are appointments for which you choose not to claim, you can still un-tick the right-most column. Such games are showing as coloured.

When you click the Submit button, the information is emailed to your Treasurer, and a copy of the email is also sent to yourself.

Support

Officials-for-sport.com Ltd provide support to a single primary user with each customer. We are unable to provide support to individual end users, therefore if you require support then in the first instance you should notify your point of contact within your organisation.

Privacy & Security

Officials-for-sport.com Ltd (known as officialsforsport.com, whostheref.com, whostheumpire.com) provides online software and data storage for the purpose of managing sports officials and their appointment to fixtures. This Service is provided through our websites known as WhosTheRef.com and WhosTheUmpire.com. These websites are secured using 256-bit encryption provided by Thawte.

All employees of officials-for-sport.com Ltd, or contractors, or other third parties are contractually obliged to be familiar with and comply with the principals of the UK's Data Protection Act 1998.

Physical Security

The websites and associated databases are hosted at secure and professional facilities within the UK.

Cookies

A cookie is a small file which stores data on your device. The public pages of the officials-for-sport.com Ltd websites use cookies to analyse user's behaviour for example which pages have been visited. Within the public pages of the websites, we do not use cookies to personally identify the user.

When using the Service, cookies are used to facilitate and enhance the user's experience of the Service. The Service will not operate successfully if cookies are disabled.

We do NOT use cookies for marketing purposes or for collecting personal information.