

## How Do I...?

### How can I submit a game report?


The online referee game report is designed to automate the submission and distribution of reports. The innovative approach provides tremendous benefits to both referees and league as follows:

Referee Benefits
<ul style="list-style-type: none"><li>? Time savings on prefilled form</li><li>? Generate game report in PDF</li><li>? \$\$ saving on mailing cost</li><li>? Convenient and timely</li><li>? Online access to PDF report</li><li>? Auto distribution via email</li></ul>
League/State Benefits
<ul style="list-style-type: none"><li>? Timely notification of behavioral incidents</li><li>? Online access to old game reports</li><li>? Auto-generation of Card/Fine reports</li><li>? Auto-fines for illegal players</li></ul>

IMPORTANT NOTE: **SUBMIT THE REPORT ONLY IF YOU OFFICIATED THE GAME AS THE MAIN REFEREE.** This website will detect if you are a NO-SHOW and is submitting this report to claim the referee fee. There is a multi-faceted system which allows the league to check for your presence at the game.

## Steps


### 1) I was originally assigned as the Main Referee

If you were assigned as the main referee, the game will be displayed on your "My Schedule" page. Click the  **Referee Game Report** to display the prefilled game report. Enter the required information such as scores, illegal players, cautions, sent-offs, injuries and unusual incidents.

You are required to certify the form accuracy before you can submit the report by checking the certify checkbox. Upon completion of the data entry form, the data you entered will be displayed for your review. Submit the form to continue.

A PDF form is generated and the game report is then submitted to the League and State. You can also access the PDF game report from your "My Schedule" page.

## **2) I was a volunteer Main Referee**

If you were a volunteer main referee and the game you officiated does not show on your "My Schedule" page, you can search the game by pressing the  icon from "My Schedule" page to display list of games by date.