



CDIHOA MEMBERS

“WHAT YOU NEED TO KNOW”

This manual is intended as a supplement to the Horizon Web Ref Officials Manual that can be found in the Documents directory. This guide does not replace information found in the Officials Manual provided by Web Ref. This guide is intended to help you through the basic tasks of using the program. Each task will have more details than we provide and you are encouraged to get familiar with them on your own.

There are three parts to this guide:

- Part 1** The initial login process.
- Part 2** Submitting availabilities and accepting assigned games,
- Part 3** Requesting and Receiving TBA's. (Turn Back Assignments)

Part One---Initial Login Process

The login screen can be found at <http://www.horizonwebref.com/index.php?pageID=login>

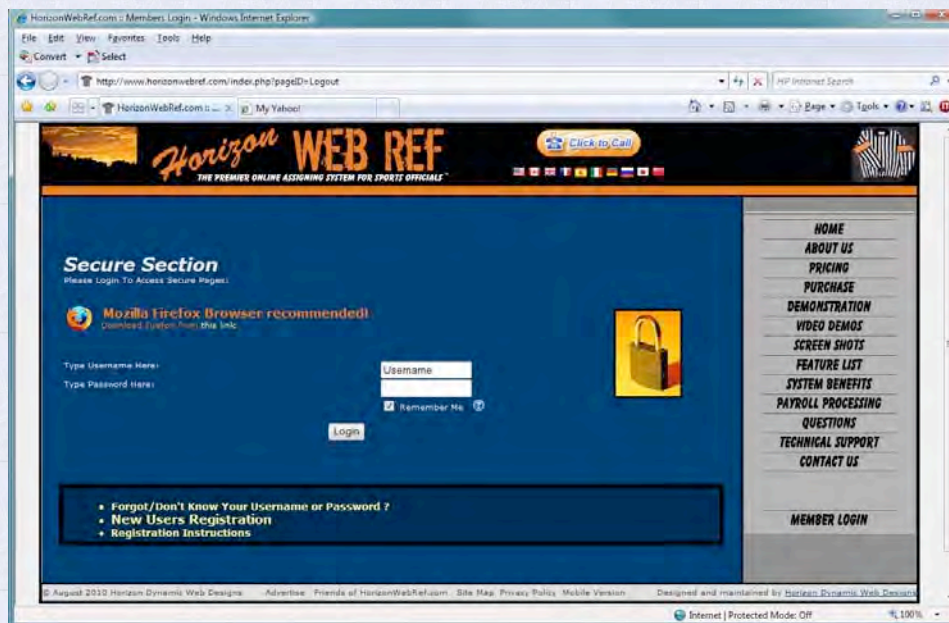
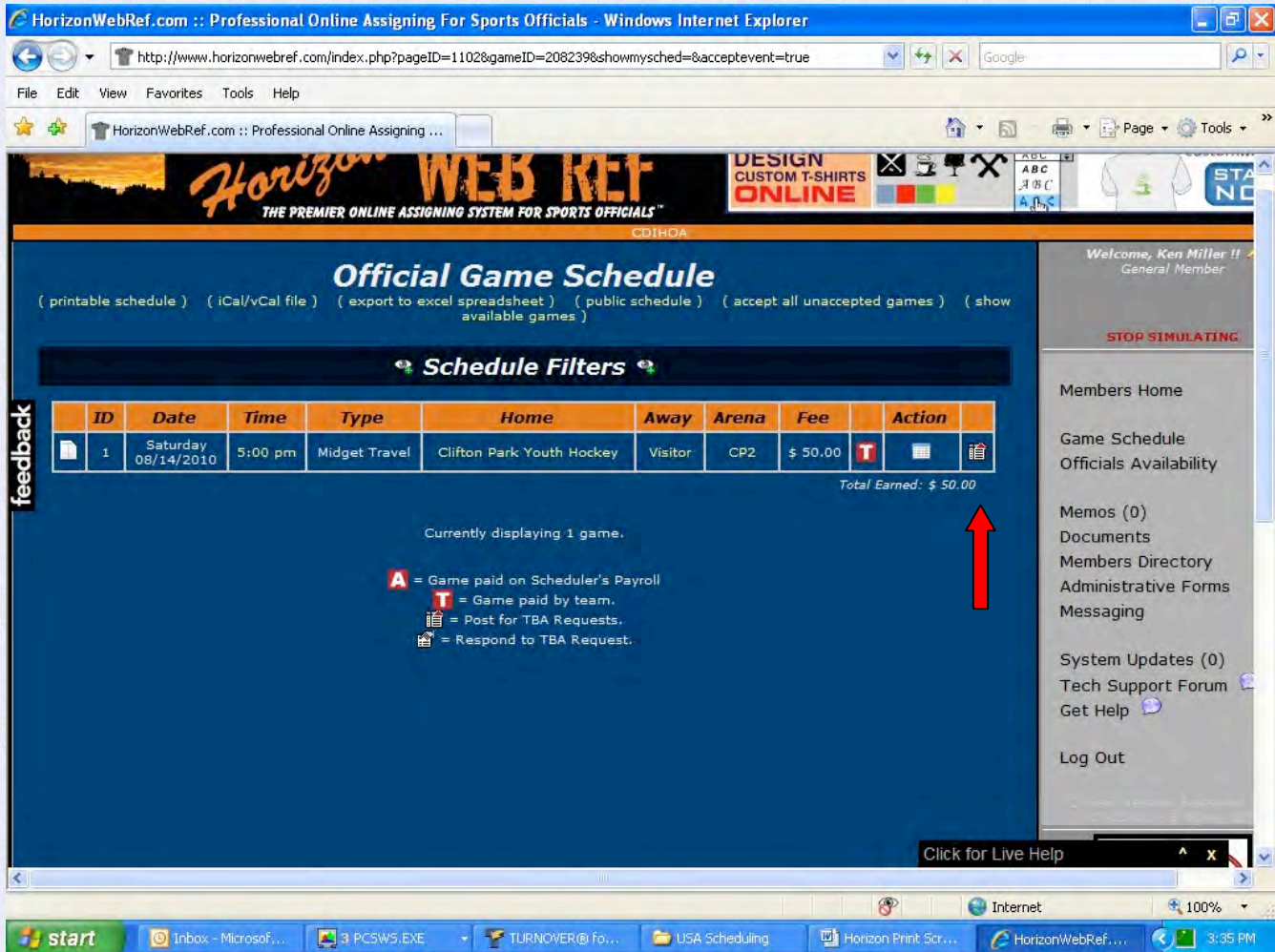


Figure 1

- ☐ Enter your Username and password → provided to you in an email after your have registered.

Note - In the future, after your first successful login, you will go directly to the Main Menu. You can go directly to page 9 of this manual for guidance on using the system.

Part Three---Requesting and Receiving TBA's



HorizonWebRef.com :: Professional Online Assigning For Sports Officials - Windows Internet Explorer

http://www.horizonwebref.com/index.php?pageID=1102&gameID=208239&showmysched=&acceptevent=true

HorizonWebRef.com :: Professional Online Assigning ...

Horizon WEB REF
THE PREMIER ONLINE ASSIGNING SYSTEM FOR SPORTS OFFICIALS™

DESIGN CUSTOM T-SHIRTS ONLINE

CDIHOA

Welcome, Ken Miller !!
General Member

STOP SIMULATING

Members Home

Game Schedule

Officials Availability

Memos (0)

Documents

Members Directory

Administrative Forms

Messaging

System Updates (0)

Tech Support Forum

Get Help

Log Out


Click for Live Help

start | Inboxes - Microsof... | 3 PCSWS.EXE | TURNOVER@ fo... | USA Scheduling | Horizon Print Scr... | HorizonWebRef... | 3:35 PM

Official Game Schedule

(printable schedule) (iCal/vCal file) (export to excel spreadsheet) (public schedule) (accept all unaccepted games) (show available games)

Schedule Filters

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	

Total Earned: \$ 50.00

Currently displaying 1 game.



A = Game paid on Scheduler's Payroll
T = Game paid by team.
 = Post for TBA Requests.
 = Respond to TBA Request.

Figure 13

Returning a game (giving it up):

In the far right column next to your game, there is an icon that looks like a sheet of paper with some red. Left click on that to post for another official to take the game (TBA)

The screenshot shows a web browser window displaying the HorizonWebRef.com website. The page title is "Official Game Schedule". A confirmation dialog box is open, asking: "Are you sure you want to post this game assignment up for TBA Requests?". The dialog has "OK" and "Cancel" buttons. Below the dialog, a legend explains the icons: "A" for Game paid on Scheduler's Payroll, "T" for Game paid by team, a calendar icon for Post for TBA Requests, and a response icon for Respond to TBA Request. The background shows a table with columns for ID, Date, Time, Type, Home, Away, Arena, Fee, and Action. A sidebar on the right contains navigation links like "Members Home", "Game Schedule", and "Log Out".

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget T				\$ 50.00	

Figure 14

After you left click, the system will ask you to confirm that you wish to put the game up as a TBA Request for another official to take. Left click the OK box to do so, Left click the Cancel box if you have changed your mind.

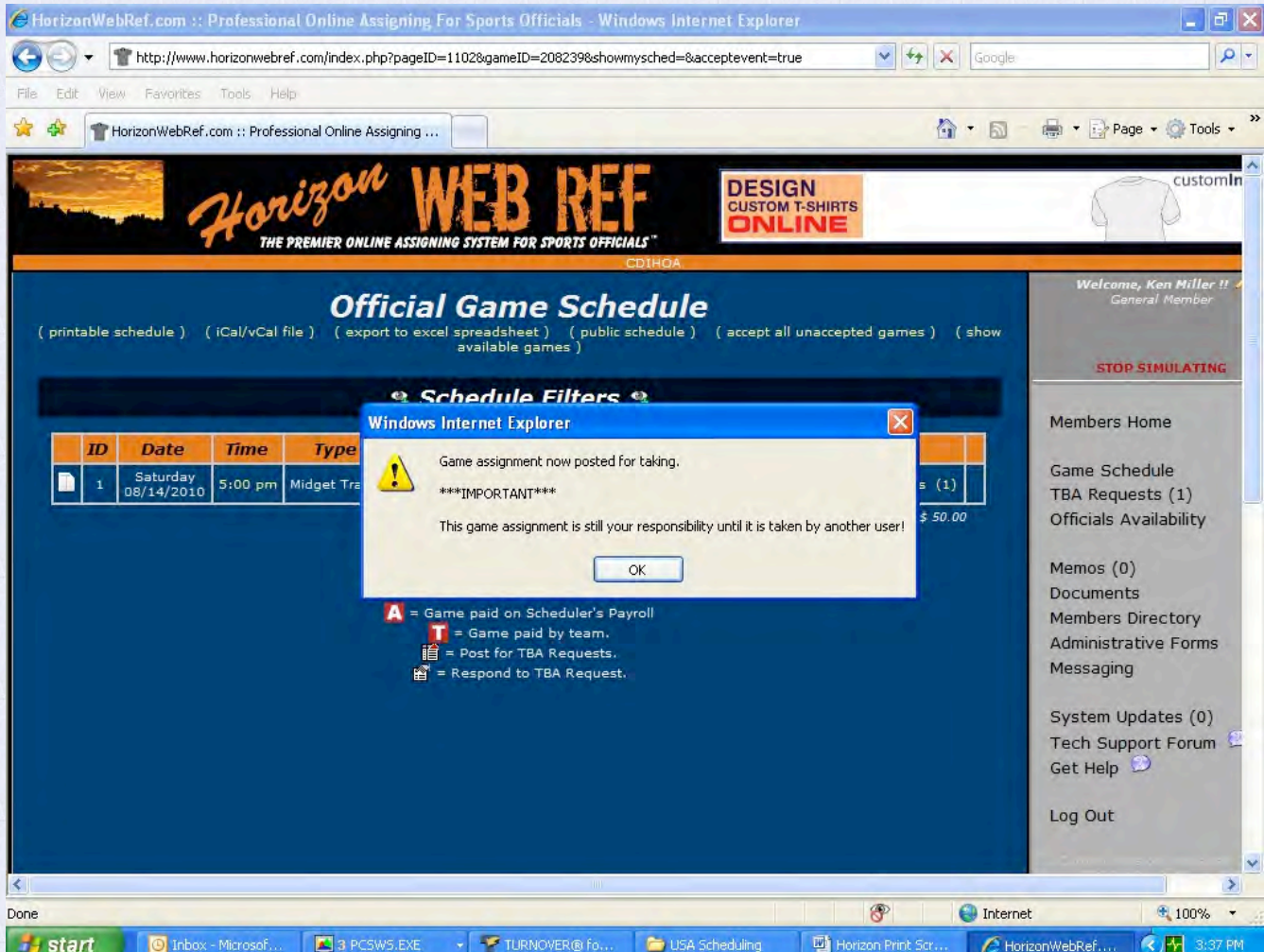


Figure 15

Figure 15: This screen re-states what has always been CDIHOA Policy. Just because you have posted the game as a TBA, you are still held responsible for the game until it is formally transferred to another official, with the approval of the Scheduler.

Please refer to the CDIHOA Policy, currently 3.3, for details on how to properly do this process.

HorizonWebRef.com :: Professional Online Assigning For Sports Officials - Windows Internet Explorer

http://www.horizonwebref.com/index.php?pageID=1102&showmysched=true&showSwaps=true

File Edit View Favorites Tools Help

HorizonWebRef.com :: Pr... x CDIHOA Information and Poli...

Available Game TBA Requests

This is a list of games that your scheduler has not completed scheduling yet. You may request games listed below if desired. Requesting these games **DOES NOT** mean they are yours. It is only a request to your scheduler for the particular games. If no games are displayed, then there are no games that you are eligible to request. Contact your scheduler for details.

(public schedule) (back to my schedule)

Schedule Filters

Scheduler Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
795387	Tuesday 08/10/2010	10:00 pm	Bantam Dynamo	Clifton Park Youth Hockey	Visitor	CP1		T

Total Earned: \$ 0.00

Currently displaying 1 game.

Fellow Official Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 4em; color: green;">↑</div> <div style="text-align: center;"> <p style="font-size: small;">no game assignments found. please adjust the schedule filters to find your assignments, if you have any.</p> </div> <div style="font-size: 4em; color: green;">↑</div> </div>								

Total Earned: \$ 0.00

A = Game paid on Scheduler's Payroll
T = Game paid by team.
if = Best for TBA Requests

Welcome, Bill Dickerson!
Association #: 205204

Members Home

Master Game Schedule

Individual Game Scheduling

TBA Requests (1)

Officials Availability

Memos (0)

Documents

Members Directory

Administrative Forms

Messaging

System Updates (0)

Tech Support Forum

Get Help

Switch Associations

Log Out

Jump to game number:

Click for Live Help

Figure 16

Once you have posted your game(s) for TBA, you need to left click on TBA Requests in the right hand part of your screen.

NOTE - This will only be displayed if the scheduler or an official has posted games that need to be filled.

Figure 16 is displaying an example of the Scheduler posting a TBA. The section underneath will list TBA's by other officials.

HorizonWebRef.com :: Professional Online Assigning For Sports Officials - Windows Internet Explorer

http://www.horizonwebref.com/index.php?pageID=1102&show5waps=true

File Edit View Favorites Tools Help



HorizonWebRef.com :: Professional Online Assigning ...

This is a list of games that your scheduler has not completed scheduling yet. You may request games listed below if desired. Requesting these games **DOES NOT** mean they are yours. It is only a request to your scheduler for the particular games. If no games are displayed, then there are no games that you are eligible to request. Contact your scheduler for details.

(public schedule) (back to my schedule)

Schedule Filters

Scheduler Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
 <p>no game assignments found. please adjust the schedule filters to find your assignments, if you have any.</p> 								



Total Earned: \$ 0.00

Fellow Official Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	TBA Responses (2)


Total Earned: \$ 50.00

Currently displaying 1 game.

- A** = Game paid on Scheduler's Payroll
- T** = Game paid by team.
-  = Post for TBA Requests.
-  = Respond to TBA Request.

STOP SIMULATING

- Members Home
- Game Schedule
- TBA Requests (1)
- Officials Availability
- Memos (0)
- Documents
- Members Directory
- Administrative Forms
- Messaging
- System Updates (0)
- Tech Support Forum
- Get Help
- Log Out



Clifton Park, NY

start | Inboxes - Microsof... | PCSWS.EXE | TURNOVER@ fo... | USA Scheduling | Horizon Print Scr... | HorizonWebRef... | 3:40 PM

Figure 17

Figure 17 shows how your TBA is now listed and there are 2 people who have requested the TBA. Left click on the TBA Responses in the Action column.

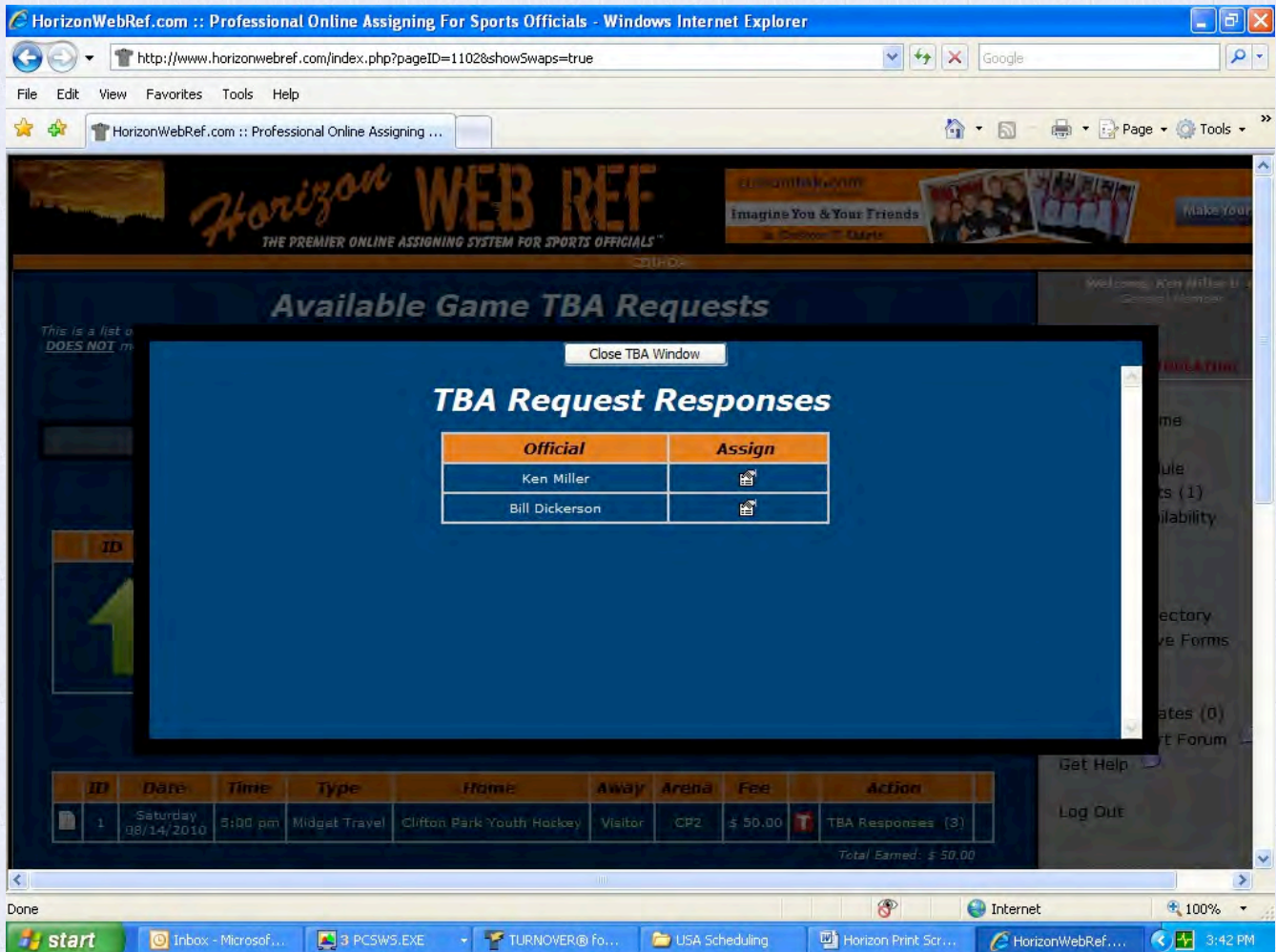


Figure 18

Figure 18 shows the full list of all people who have requested the TBA. In the example above, Ken Miller was the one who put out the TBA. You will see that he is listed first. This means that if things have changed again, it is possible for you to reclaim the TBA back.

For this tutorial, we will assume that you wish to assign it to the other official. Left click the icon under the Assign column that corresponds to the official you wish to hand the game off to (you have already cleared it with the Scheduler, right?)

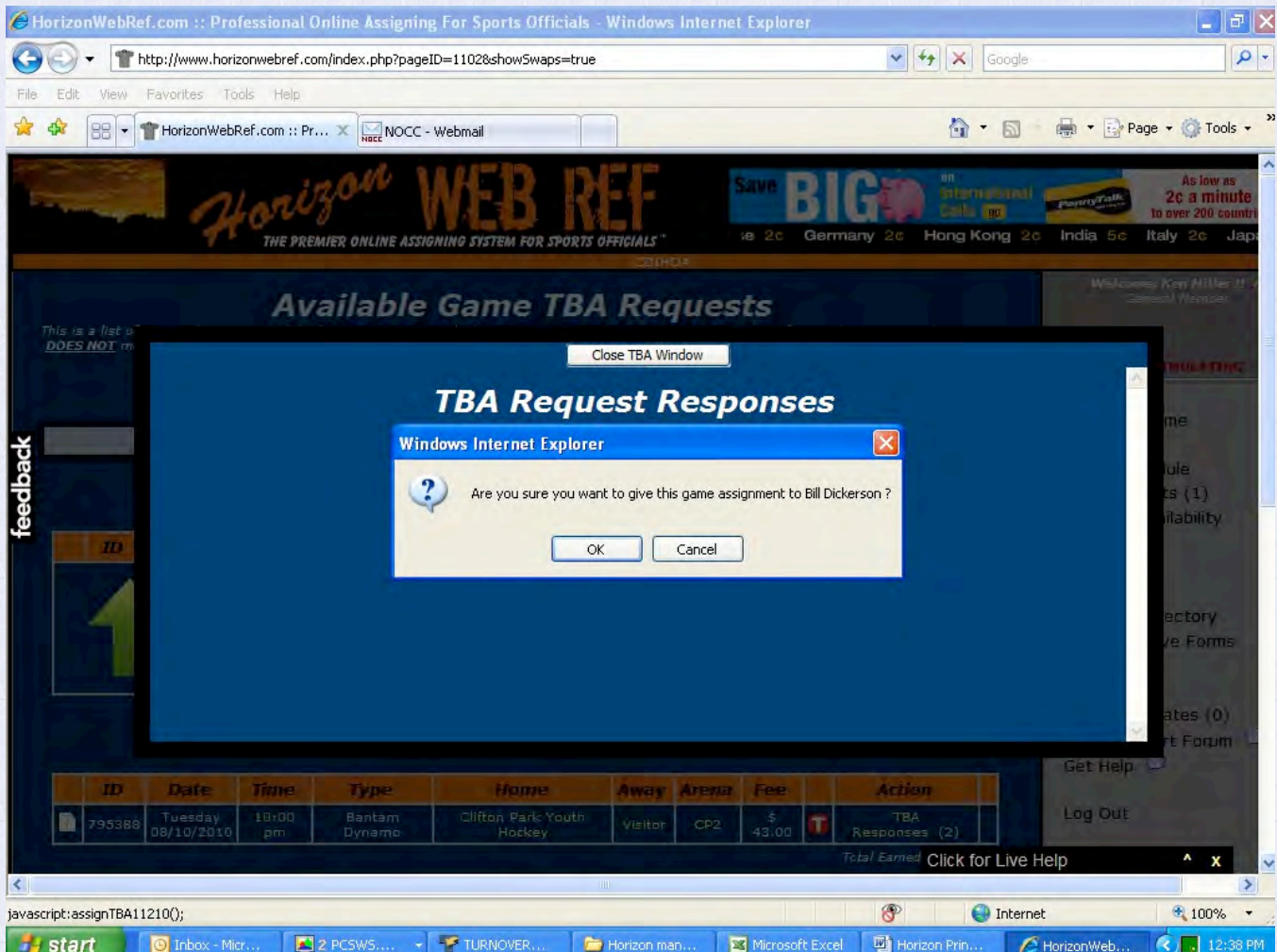


Figure 19

Horizon will ask you to confirm the switch in officials. Left click the OK button to confirm.

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http://www.horizonwebref.com/index.php?pageID=1102&showSwaps=true

File Edit View Favorites Tools Help

HorizonWebRef.com :: Professional Online Assigning ...

(public schedule) (back to my schedule)

Schedule Filters

Scheduler Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
no game assignments found. please adjust the schedule filters to find your assignments, if you have any.								

Total Earned: \$ 0.00

Fellow Official Requests

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	T

Total Earned: \$ 50.00

Currently displaying 1 game.

- A** = Game paid on Scheduler's Payroll
- T** = Game paid by team.
- = Post for TBA Requests.
- = Respond to TBA Request.

Members Home

- Game Schedule
- TBA Requests (1)
- Officials Availability

Memos (0)

- Documents
- Members Directory
- Administrative Forms
- Messaging

System Updates (0)

- Tech Support Forum
- Get Help

Log Out

Troy, NY

91°F
Partly Cloudy

start | Inbox - Microsof... | 3 PCSWS.EXE | TURNOVER@ Fo... | USA Scheduling | Horizon Print Scr... | HorizonWebRef... | 3:38 PM

Figure 20

Now that we have covered how you give up games, how do you receive games? This is going to use the same TBA Requests section that we discussed before.

Figure 20 shows a game that another official needs coverage for.

Left click on the icon in the far right column.

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http://www.horizonwebref.com/index.php?pageID=1102&show5waps=true

HorizonWebRef.com :: Professional Online Assigning ...

(public schedule) (back to my schedule)

Schedule Filters

Scheduler Requests

no game assignments found.
please adjust the schedule filters to find your assignments, if you have any.

Windows Internet Explorer

Are you sure you want to respond to this TBA Request ?

OK Cancel

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	T

Total Earned: \$ 0.00

Total Earned: \$ 50.00

Currently displaying 1 game.

A = Game paid on Scheduler's Payroll
T = Game paid by team.
Post = Post for TBA Requests.
Respond = Respond to TBA Request.

Members Home

- Game Schedule
- TBA Requests (1)
- Officials Availability
- Memos (0)
- Documents
- Members Directory
- Administrative Forms
- Messaging
- System Updates (0)
- Tech Support Forum
- Get Help
- Log Out

Troy, NY 91°F

Click for Live Help

javascript:taker208239();

start | Inbox - Microsof... | 3 PCSWS.EXE | TURNOVER@ Fo... | USA Scheduling | Horizon Print Scr... | HorizonWebRef... | 3:38 PM

Figure 21

Horizon asks you to confirm that you want the game. Left click the OK button to confirm.

NOTE - When you click OK, you will NOT be able to change your mind. Be SURE that you can take the game. If it is assigned to you, it will become your responsibility.

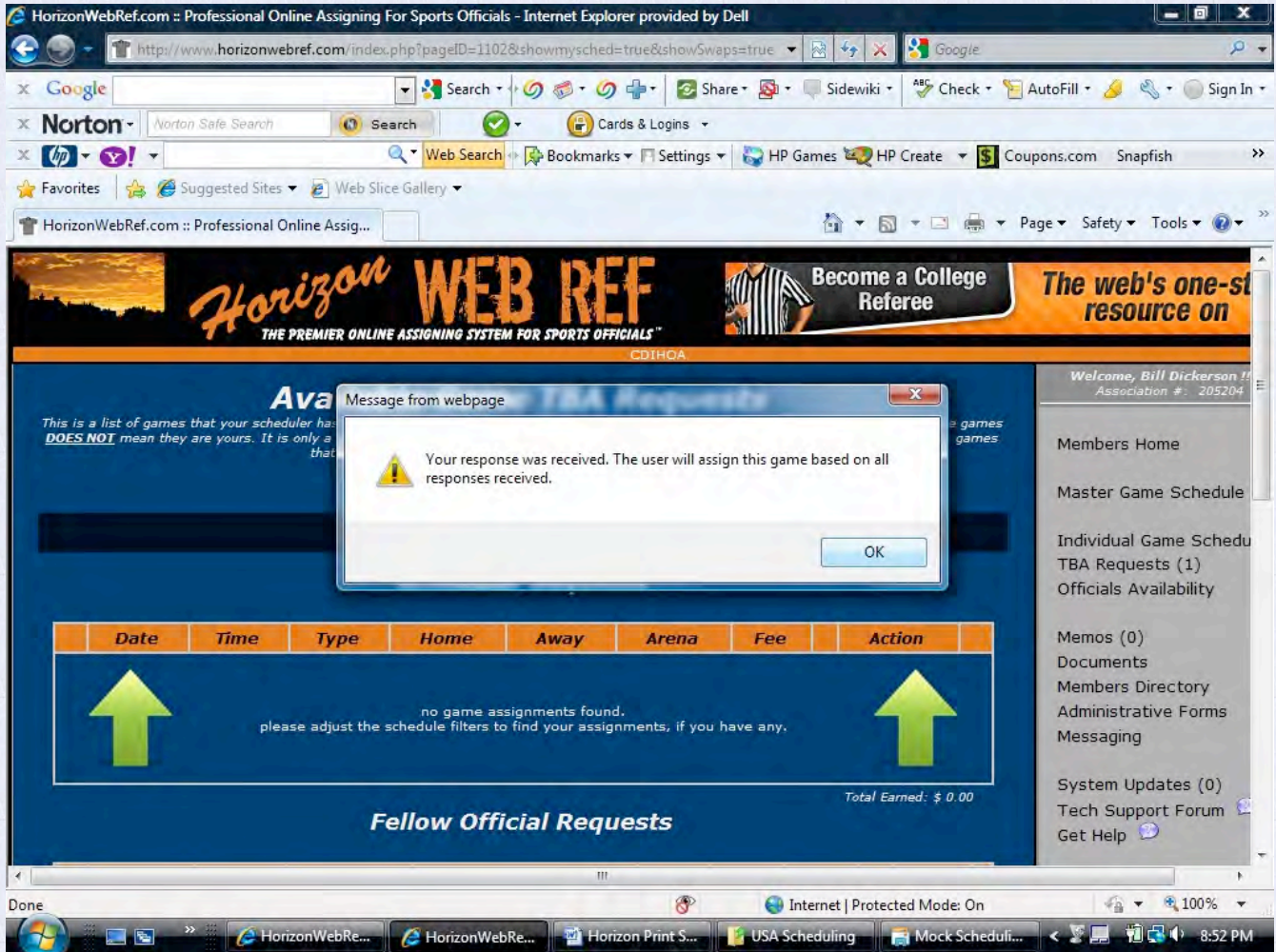


Figure 22

Your response is passed on to the list.

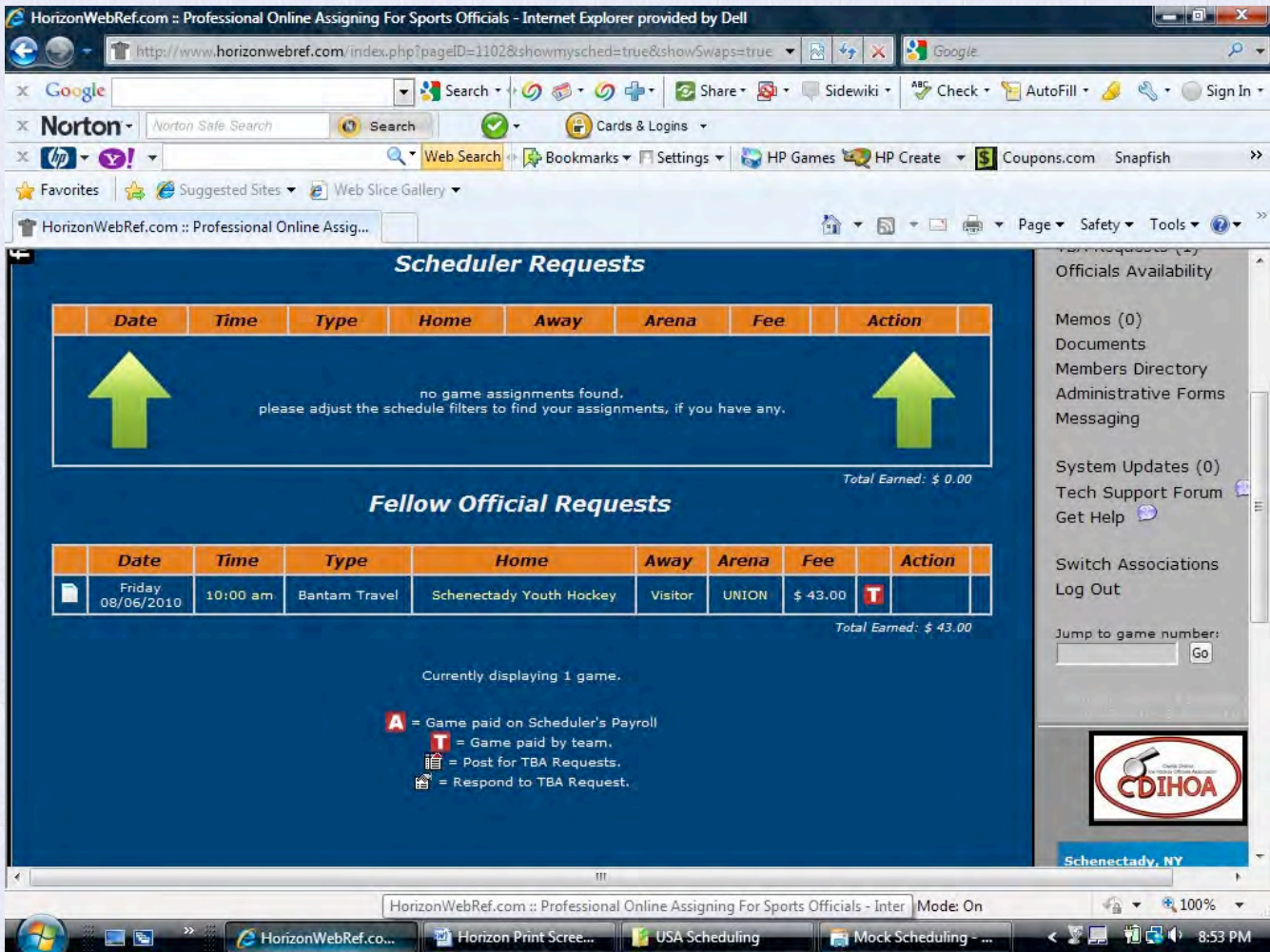


Figure 23

After submitting the request, the above screen will appear (Figure 23).

If you receive the game, you will receive an email from Horizon directing you to accept your new game assignment as per the usual procedure outlined in Part 2 of this supplement.



Part Two---Getting and Receiving Assignments

Once you are signed in you will see the Main Screen of Horizon for CDIHOA. Reminders and Messages from the Web Ref or Scheduler will appear here. Navigation through the screens is accomplished with the menus that you will use are listed on the right hand side.

Availability: Start by left clicking on Officials Availability:

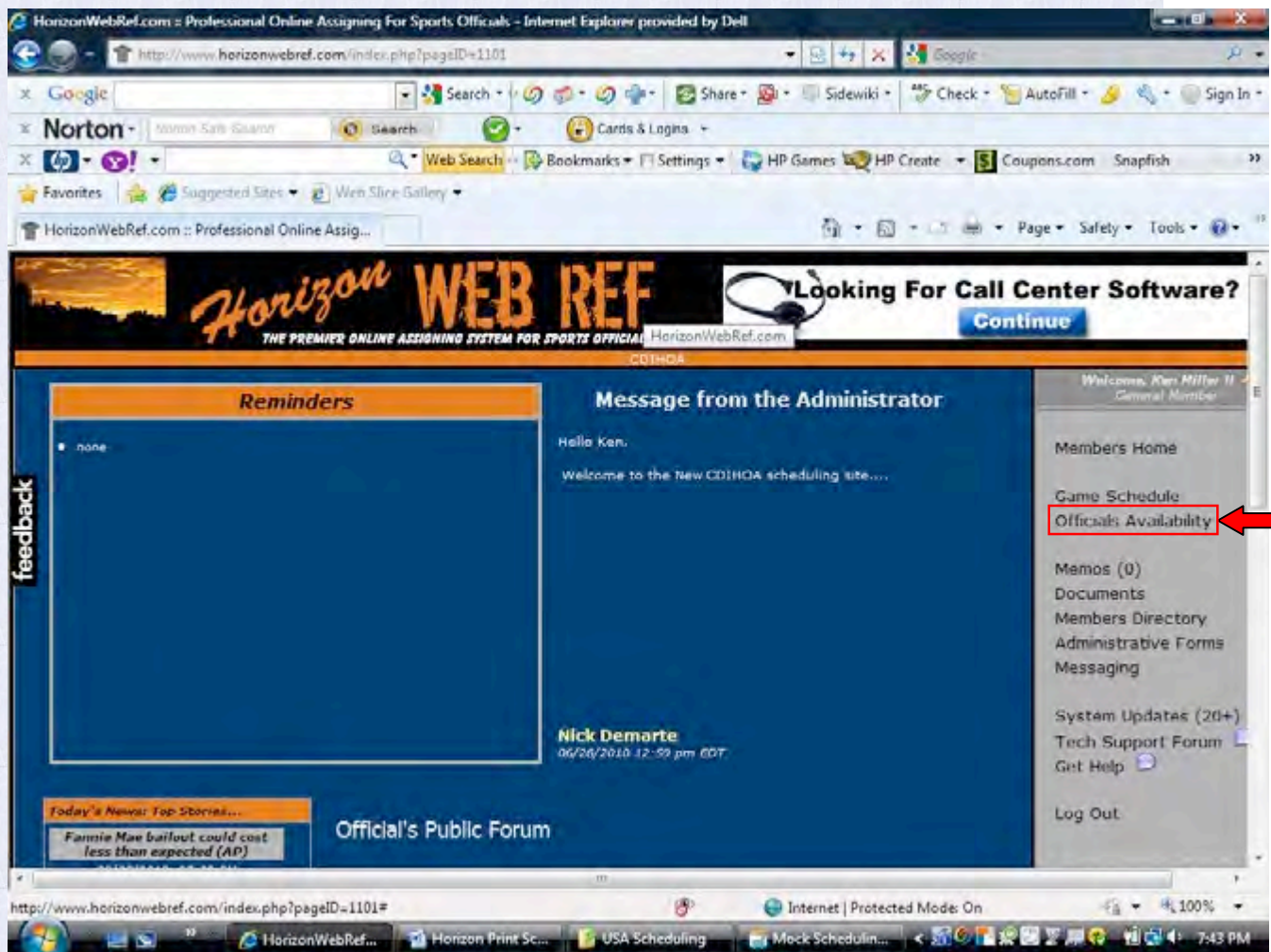


Figure 3



Figure 4 is the main screen for putting in your availability. It will always display the current month.

NOTE Your status will **always** start as Not Available (in red). You must make yourself available in order to receive games on any given day.

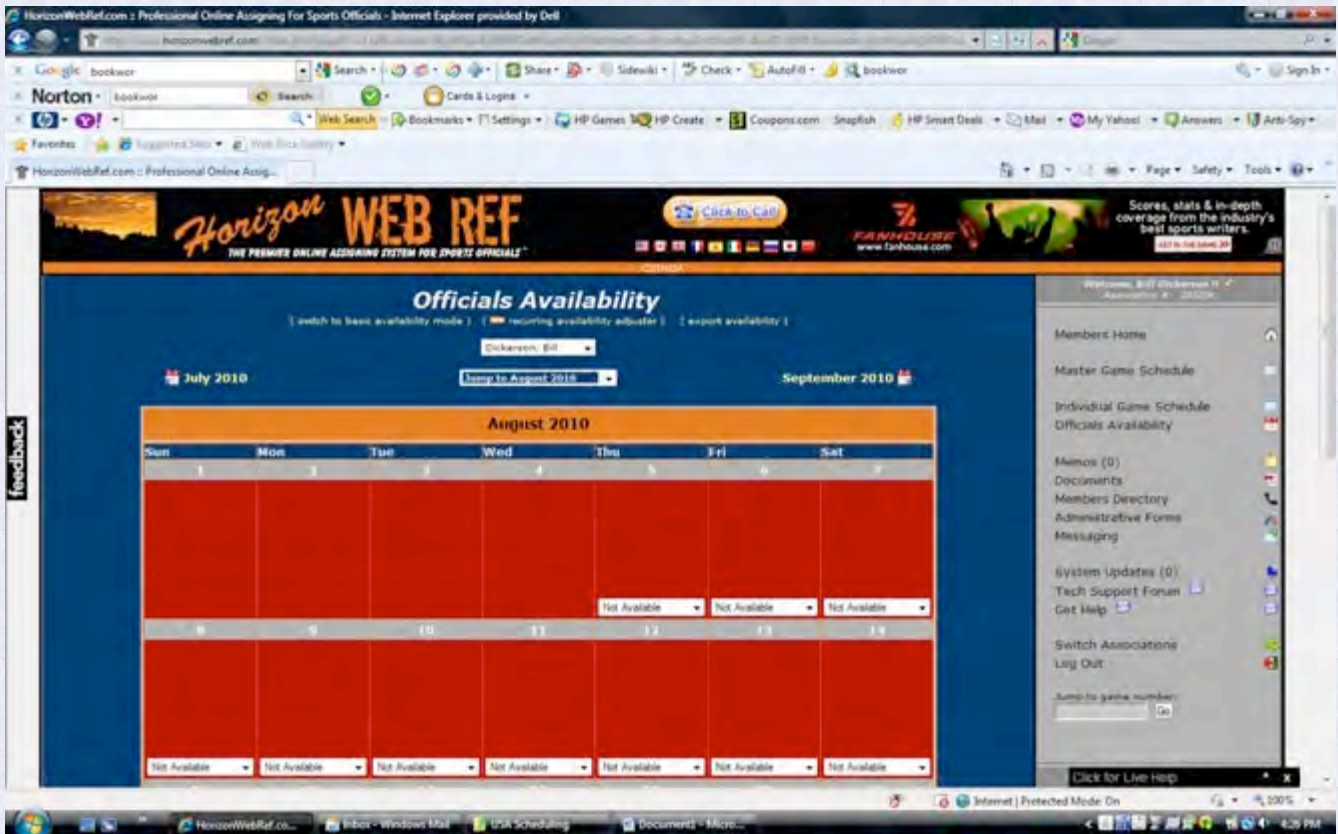


Figure 4



Figure 5 displays an example of the possible settings you can make in any given day. (The status is changed by left clicking on the arrow in the lower right hand corner of each day, then selecting the appropriate status.)

- Not available---you are not available for that entire day
- Available Before---you are available before a specific time on that day.
- Available After---you are available after a specific time on that day.
- Available Between---you are available between two specific times on that day.
- Not Between---you are available before one specific time and another separate time on that day.
- Available---you are available any time on that day.

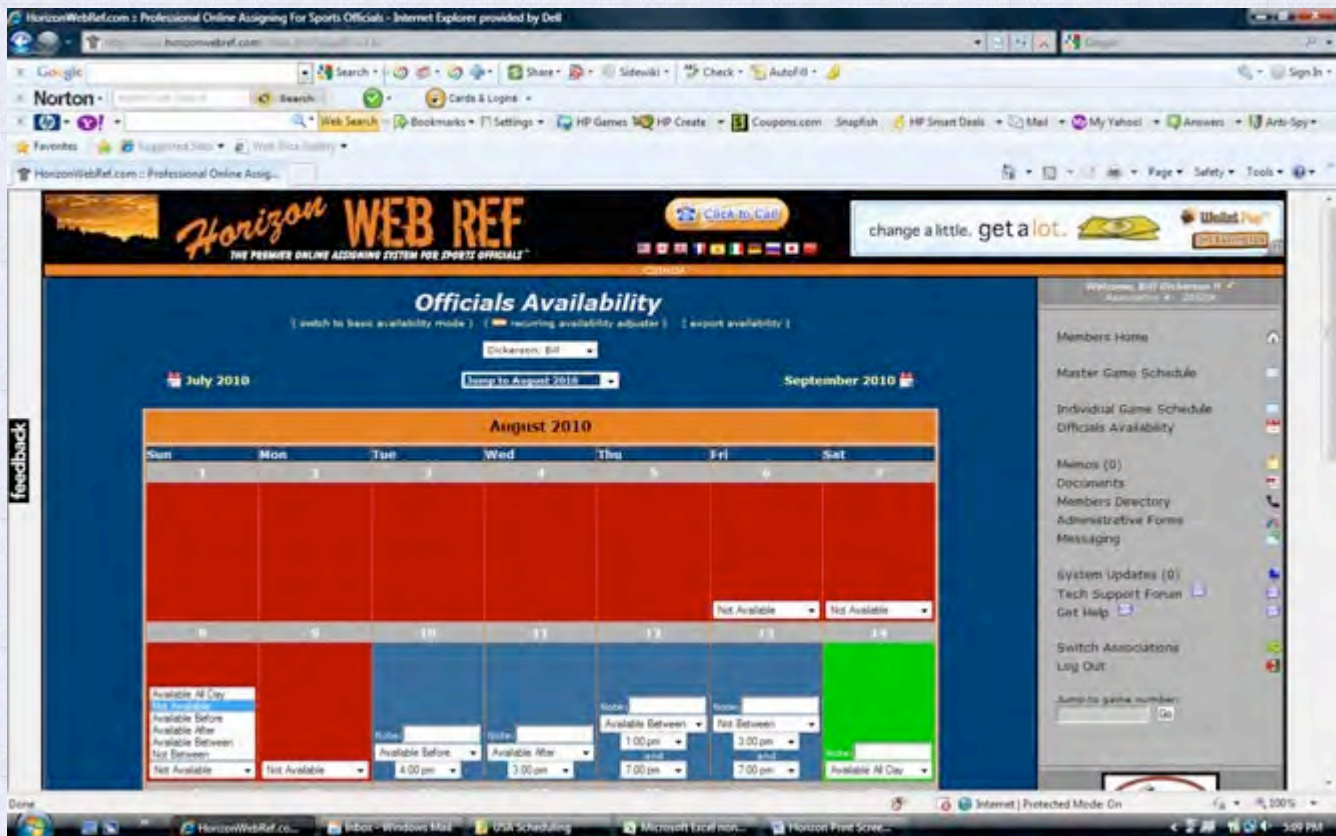


Figure 5

VERY IMPORTANT!!!

When you indicate a time on the calendar, the schedule will block you from being available for a game by as little as 5 minutes. (Example: If there is a 10am game that ends at 11:30am and your availability ends at 11:25am, Horizon will have you listed as not available)



When you are done making your updates, scroll down to the bottom of the screen and left click on Update Availability box (Figure 6).

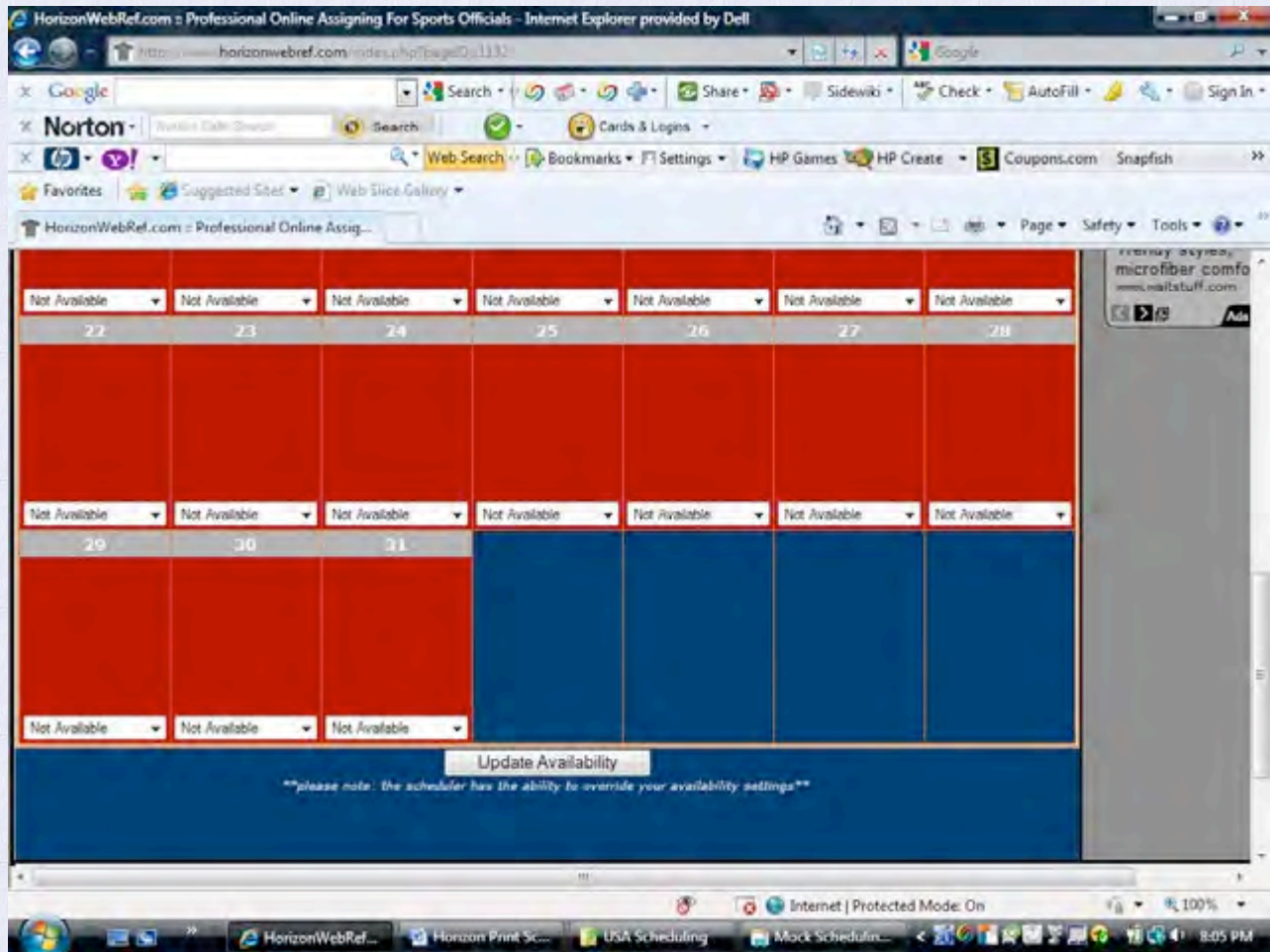


Figure 6

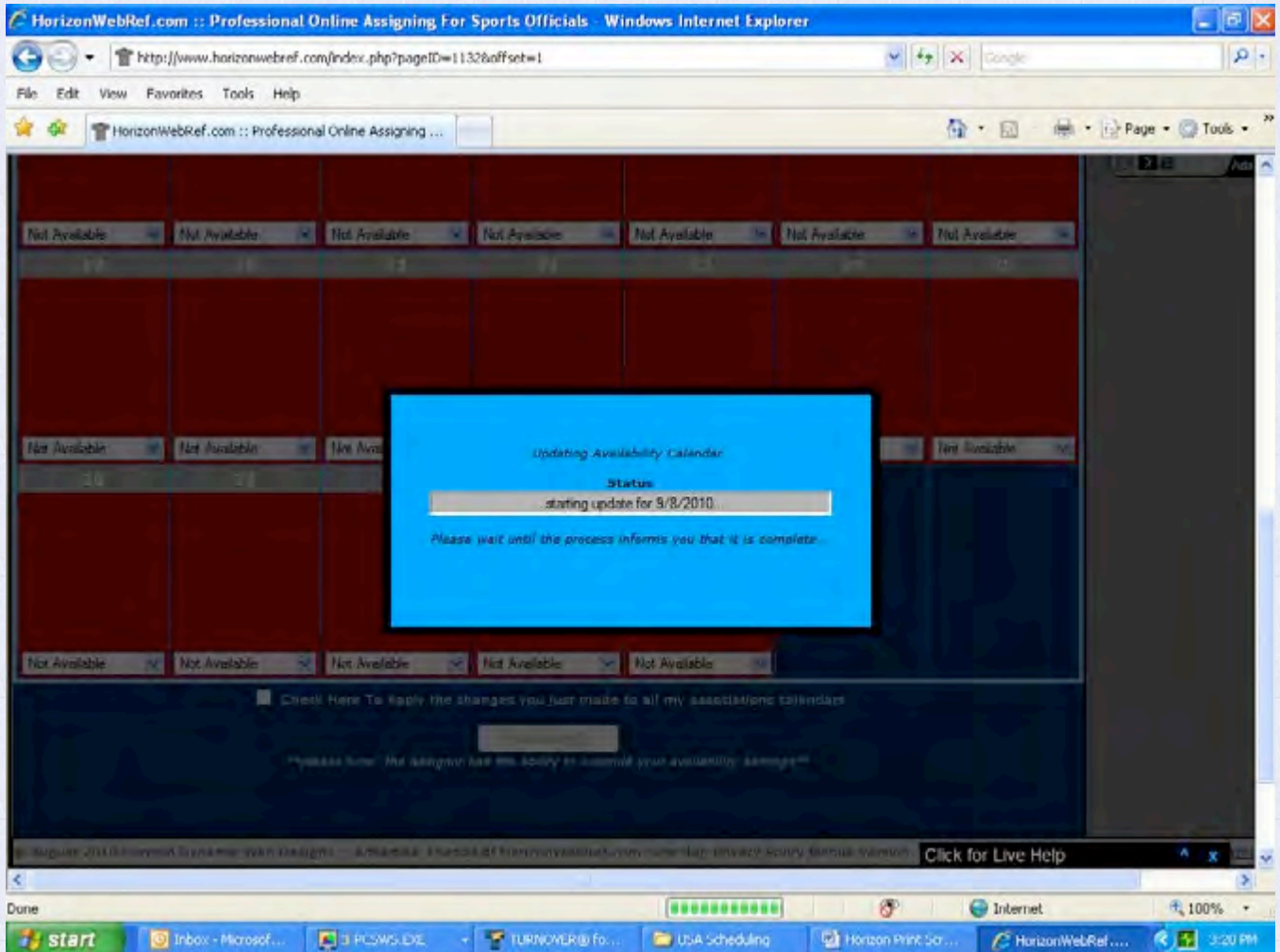


Figure 7

When the previous steps have been completed properly, you should get a box indicating that your Availability Calendar is updating.

You must follow ALL of the steps outlined to make yourself available for games.



Figure 8 shows you how you can use the Recurring Availability Adjuster.

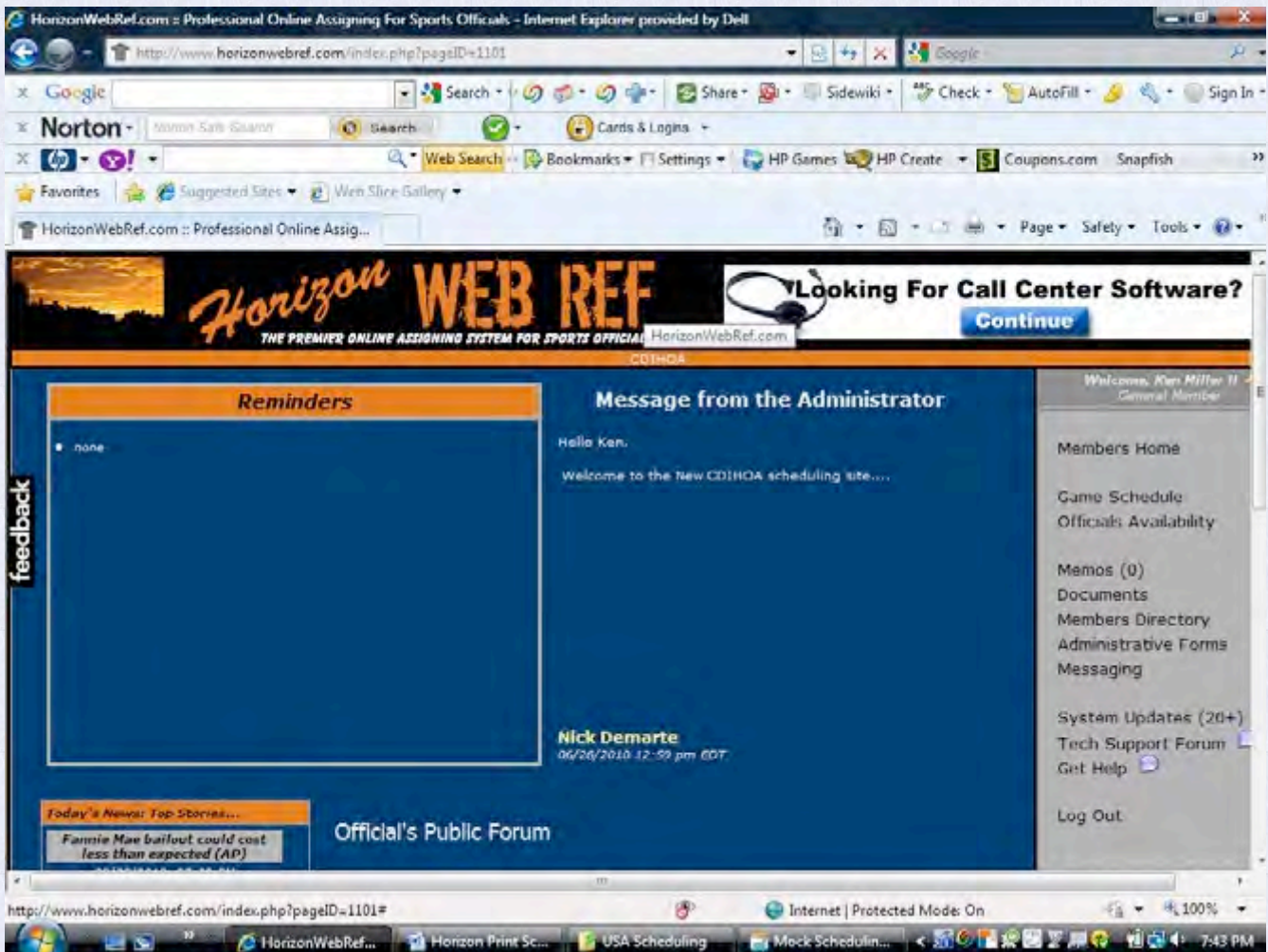


Figure 8

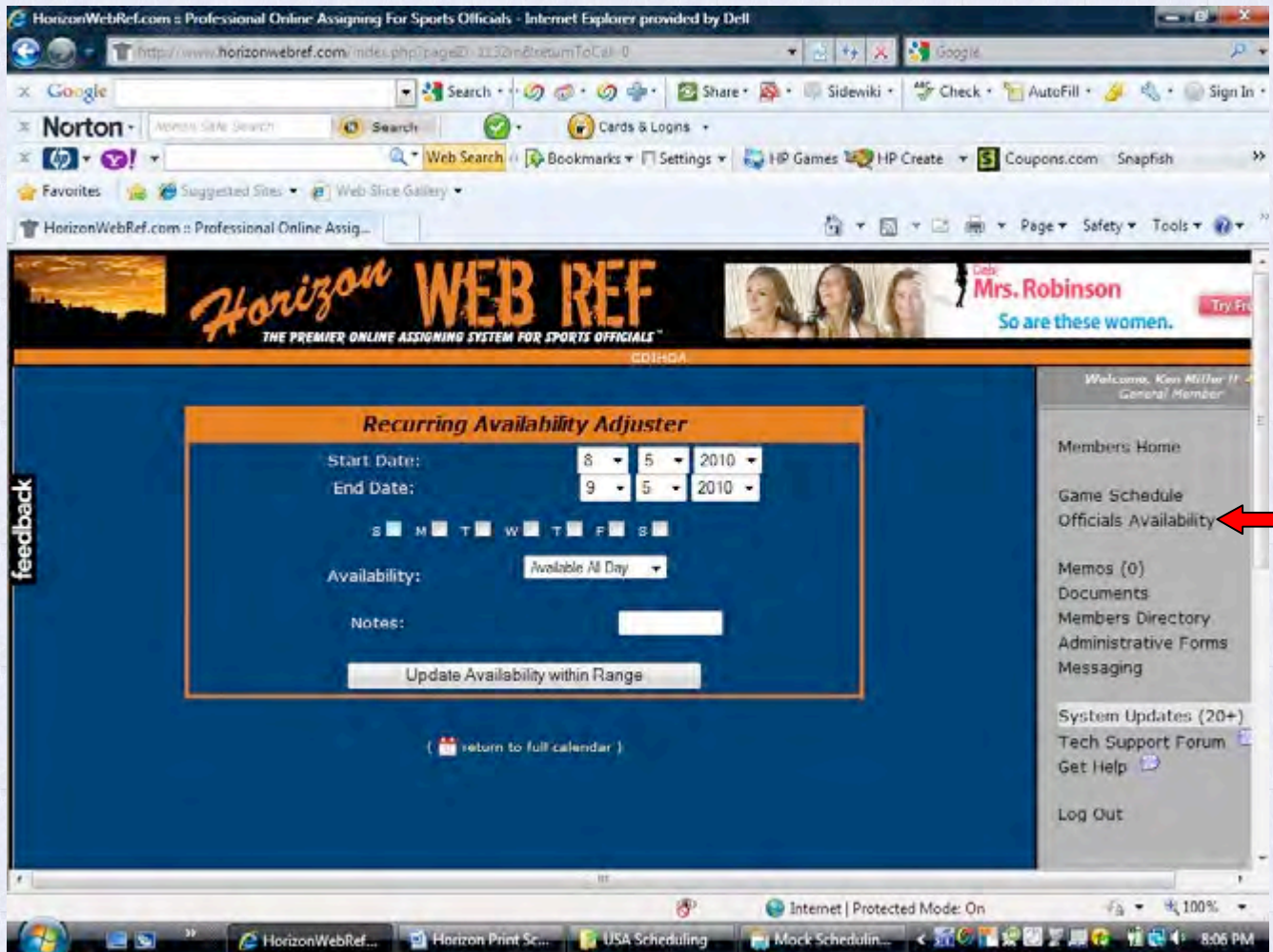


Figure 9

With your availability set, games can be scheduled. When you receive an email or are notified of the latest schedule posting you should log into Web Ref. You will see something similar to Figure 9 but it will have information on games in the the reminder section. The reminder is that you have not accepted games at this time.

Left Click on the Game Schedule as shown in Figure 9.

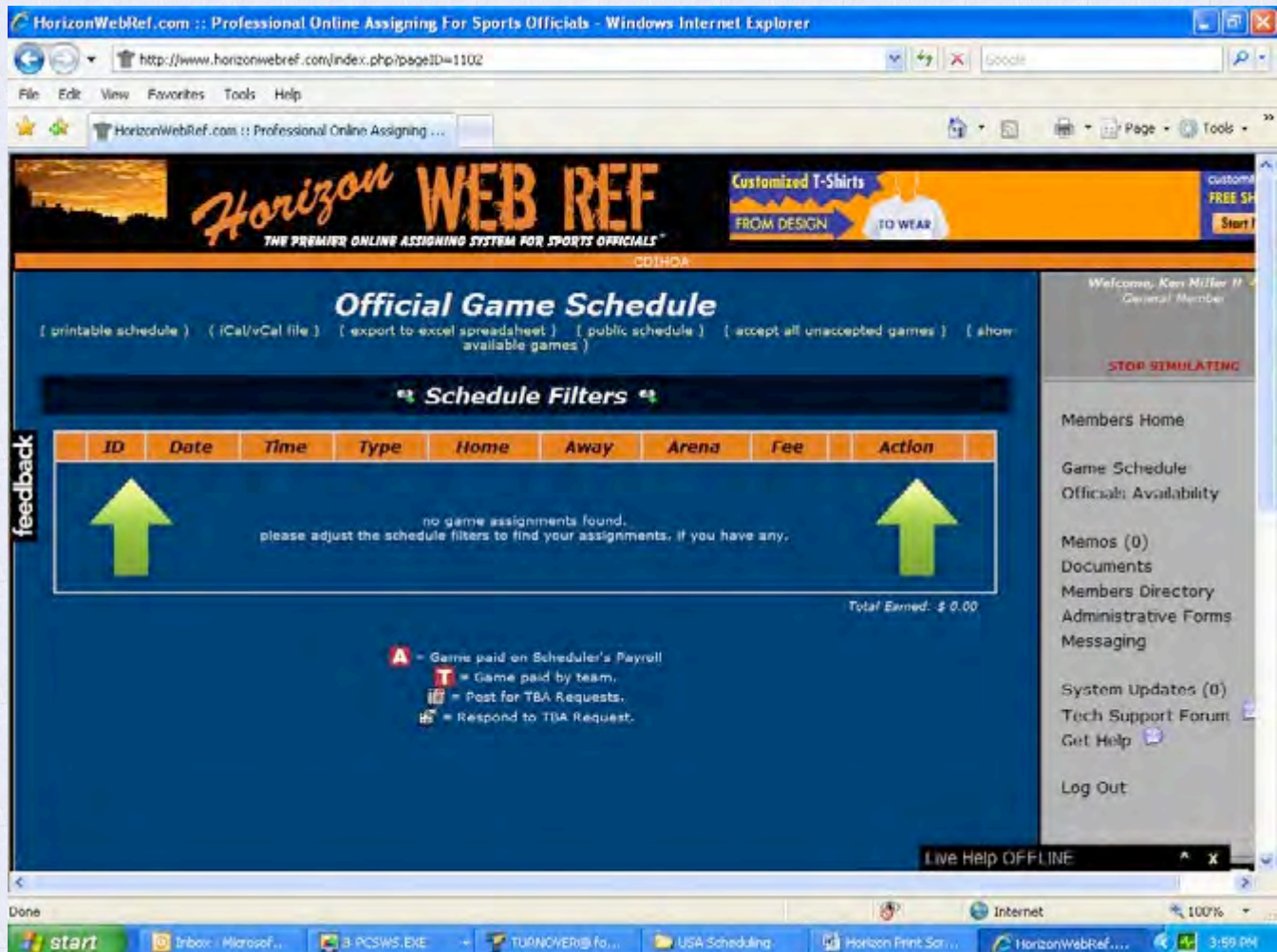


Figure 10

Figure 10 shows the screen where all game assignments will be located. The most important function in this screen is the Schedule Filters box. When you first sign in, it will automatically be set to display all games from 2 weeks before the current date until the end of the season.

This can be altered anytime by left clicking the “Schedule Filters”.

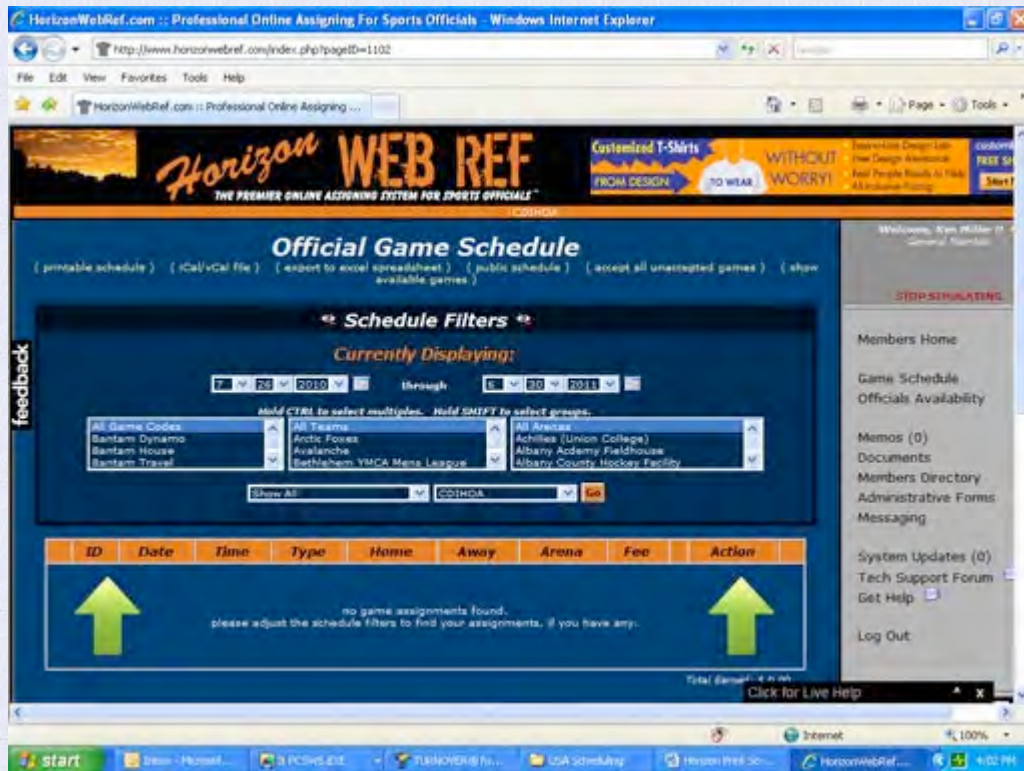
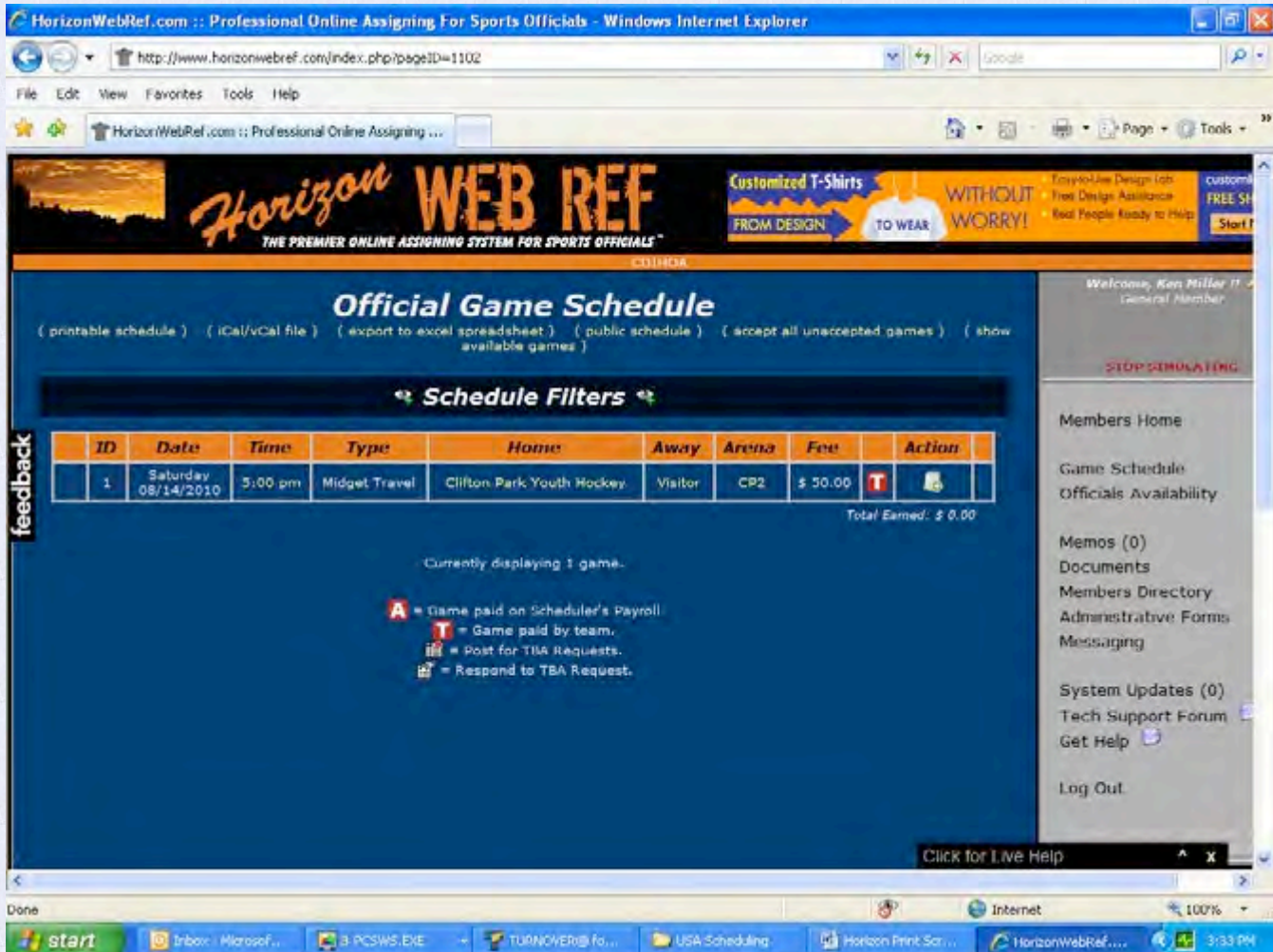


Figure 11

In Figure 11 you will see that the filters are pre-set by date, game codes, teams, and rinks. The bottom 2 boxes have no effect.

CAUTION - It is strongly recommended that you use caution when changing these filters. They will only display what they are allowed to display. Failure to properly use them could result in games not being displayed.



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http://www.horizonwebref.com/index.php?pageID=1102

File Edit View Favorites Tools Help

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Horizon WEB REF
THE PREMIER ONLINE ASSIGNING SYSTEM FOR SPORTS OFFICIALS™

Customized T-Shirts FROM DESIGN TO WEAR WITHOUT WORRY! Free Live Design Help Free Design Assistance Real People Ready to Help

Official Game Schedule
(printable schedule) (iCal/vCal file) (export to excel spreadsheet) (public schedule) (accept all unaccepted games) (show available games)


CDIHOA

Welcome, Ken Miller (1) General Member

STOP SIMULATING



Members Home
Game Schedule
Officials Availability
Memos (0)
Documents
Members Directory
Administrative Forms
Messaging
System Updates (0)
Tech Support Forum
Get Help
Log Out

feedback

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	

Total Earned: \$ 0.00

Currently displaying 1 game.

A = Game paid on Scheduler's Payroll
T = Game paid by team.
 = Post for TBA Requests.
 = Respond to TBA Request.

Click for Live Help

Done

start | Inbox - Microsof... | 3 PCSWS.EXE | TURNOVER@ fo... | USA Scheduling | Horizon Print Scr... | HorizonWebRef... | 3/33 PM

Figure 12

Figure 12 shows you where a game assignment will be displayed with all of the important game data. Note under the Action column a piece of paper with a green circle button.

Left click this icon to accept the game.

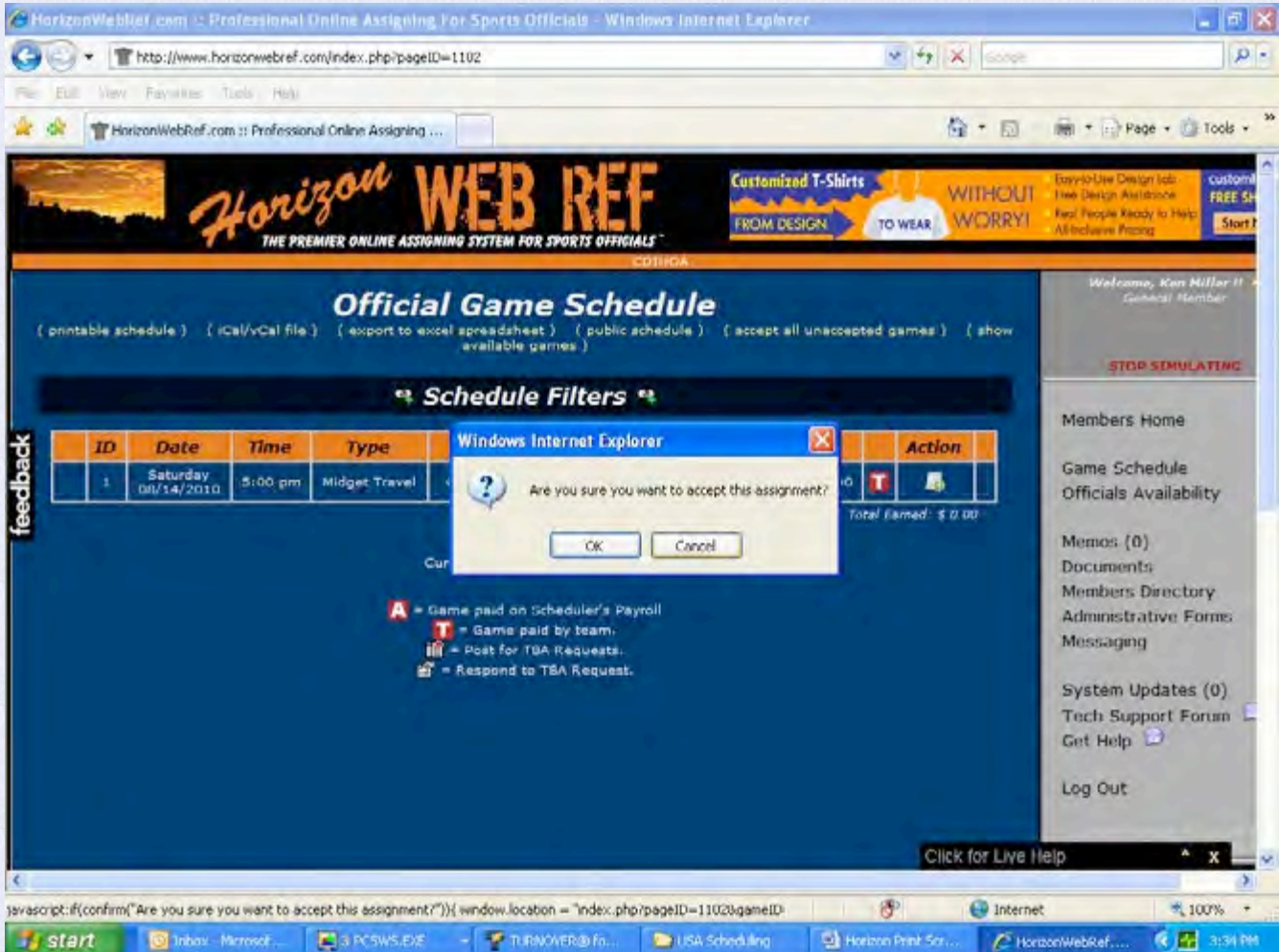
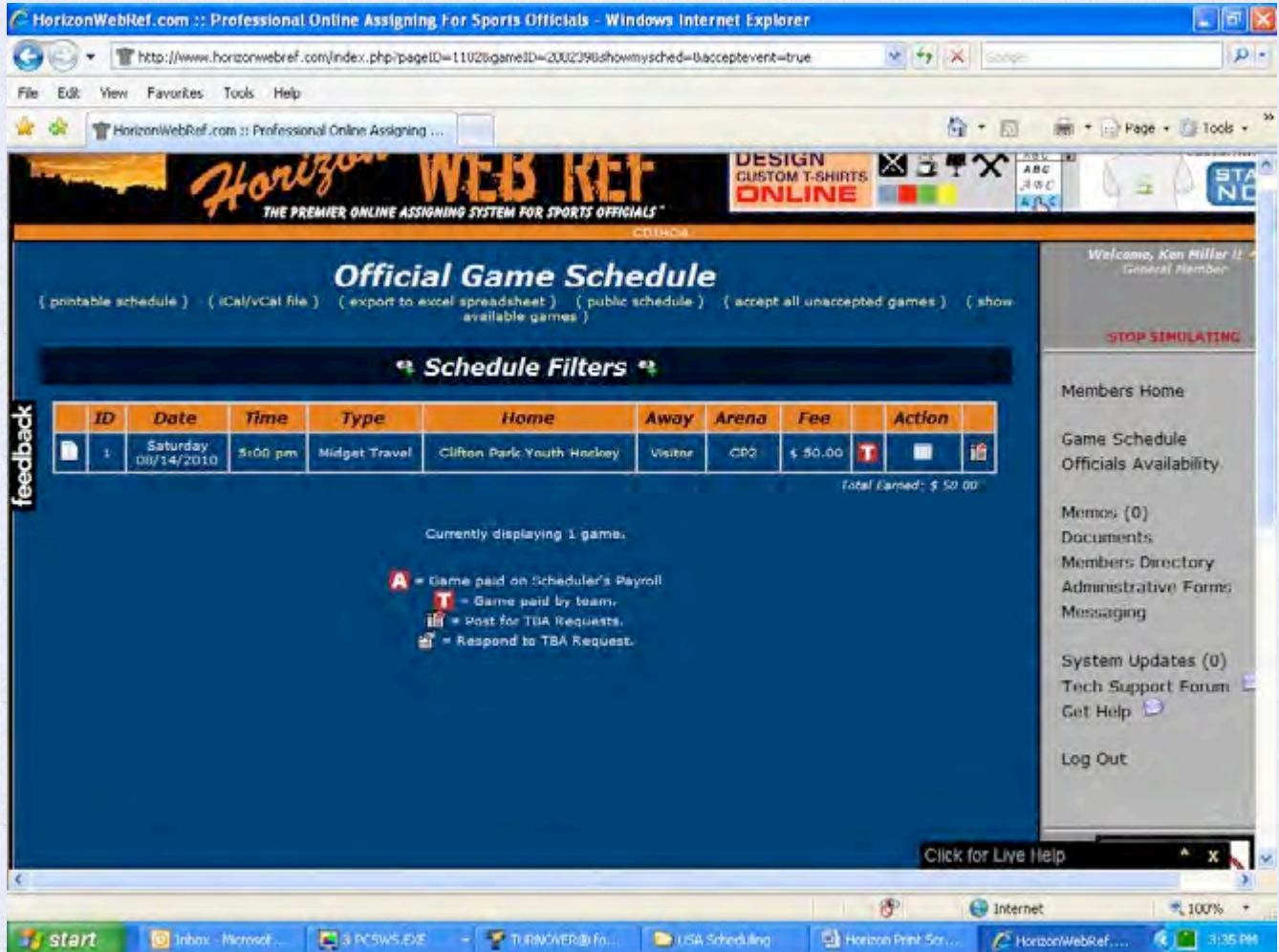


Figure 13

You will get a box asking you to confirm that you want to accept the assignment. Left click the OK box.



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http://www.horizonwebref.com/index.php?pageID=1102&gameID=2002798&showmysched=1&acceptevent=true



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HorizonWebRef.com :: Professional Online Assigning ...

Official Game Schedule


(printable schedule) (iCal/vCal file) (export to excel spreadsheet) (public schedule) (accept all unaccepted games) (show available games)

Schedule Filters

ID	Date	Time	Type	Home	Away	Arena	Fee	Action
1	Saturday 08/14/2010	5:00 pm	Midget Travel	Clifton Park Youth Hockey	Visitor	CP2	\$ 50.00	A T  

Total Earned: \$ 50.00

Currently displaying 1 game.

- A** = Game paid on Scheduler's Payroll
- T** = Game paid by team.
-  = Post for TBA Requests.
-  = Respond to TBA Request.

Members Home
Game Schedule
Officials Availability
Memos (0)
Documents
Members Directory
Administrative Forms
Messaging
System Updates (0)
Tech Support Forum
Get Help
Log Out

Click for Live Help

Figure 14

The game has now been accepted and is your responsibility.



- After your initial Login you will be asked to change your Login Credentials (Figure 2). You can leave the original Web Ref generated password or you can uncheck the box for “No Change to Password” and enter your new one.

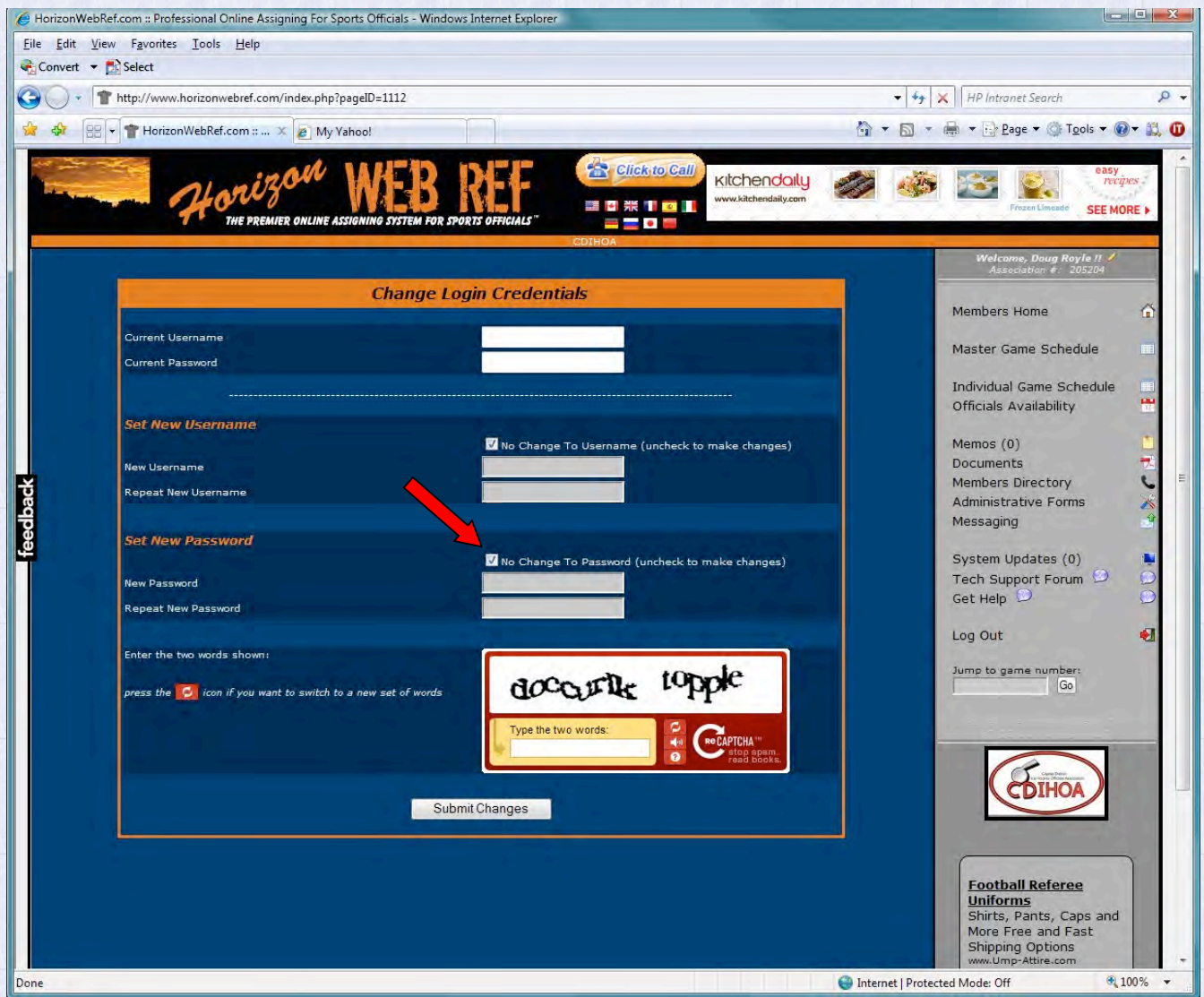


Figure 2