CDIHOA MEMBERS

"WHAT YOU NEED TO KNOW"

This manual is intended as a supplement to the Horizon Web Ref OfficialsManual that can be found in the Documents directory. This guide does not replace information found in the OfficialsManual 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
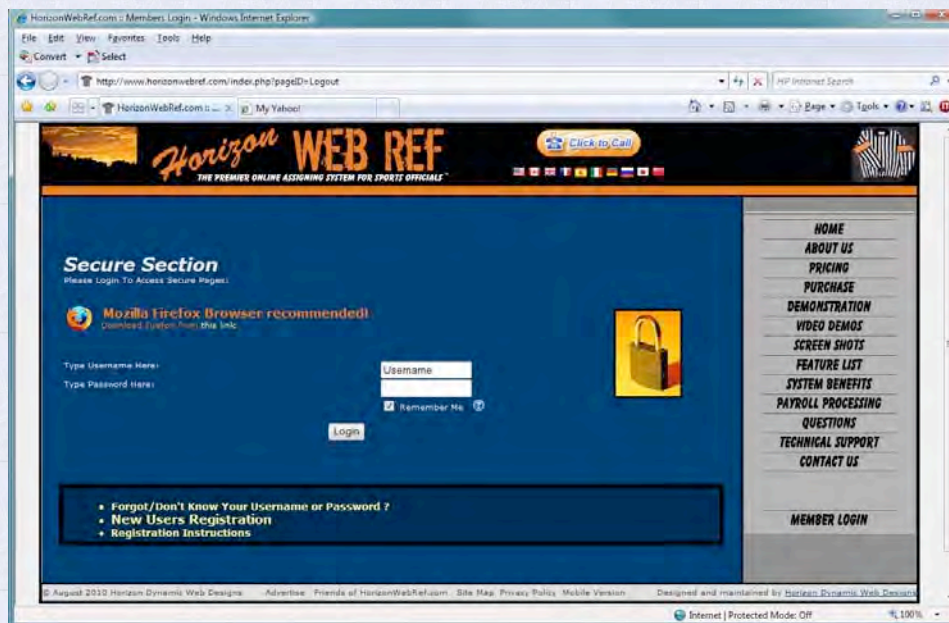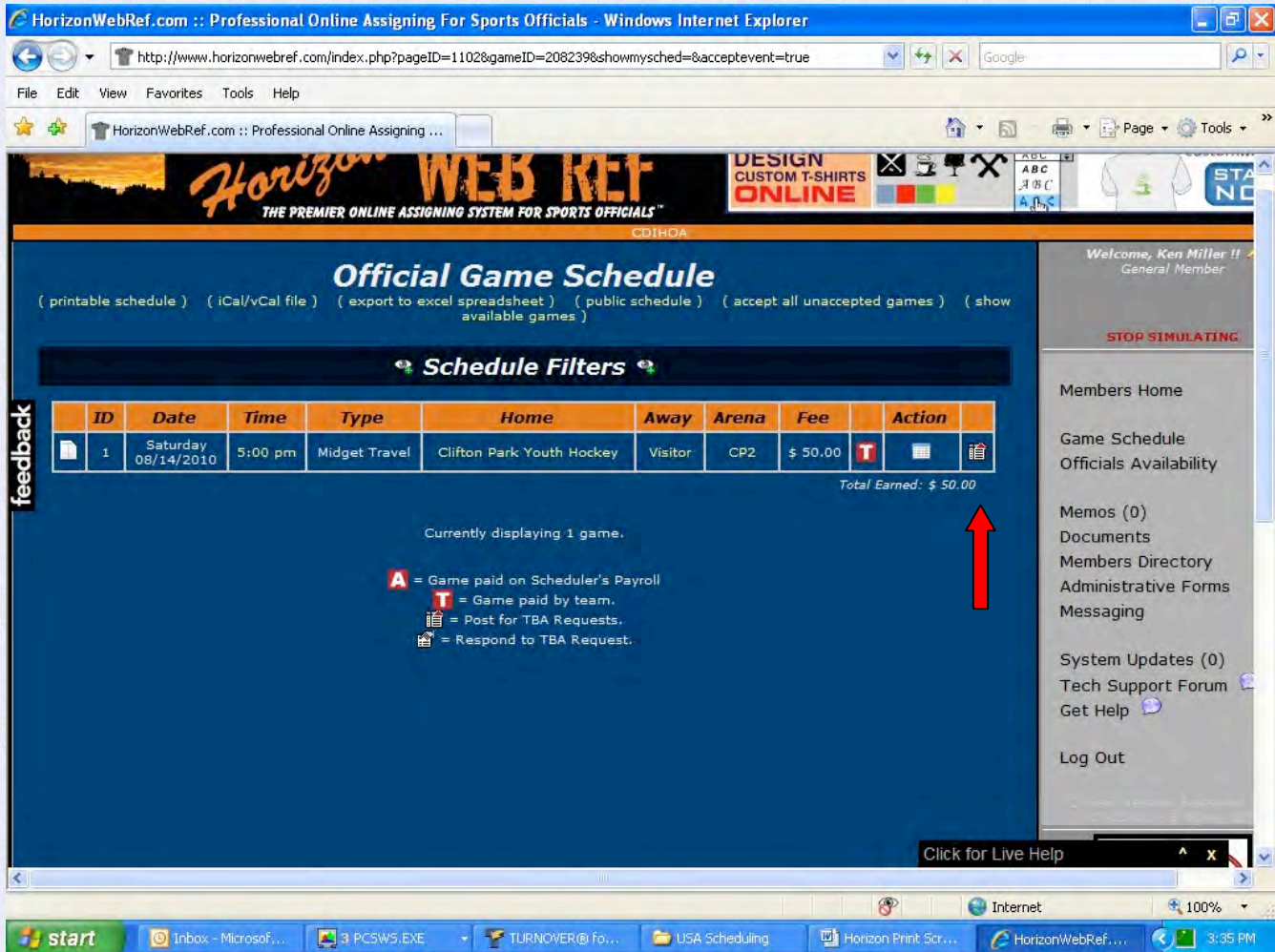
The login screen can be found at http://www.horizonwebref.com/index.php?pageID=login

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

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)

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.
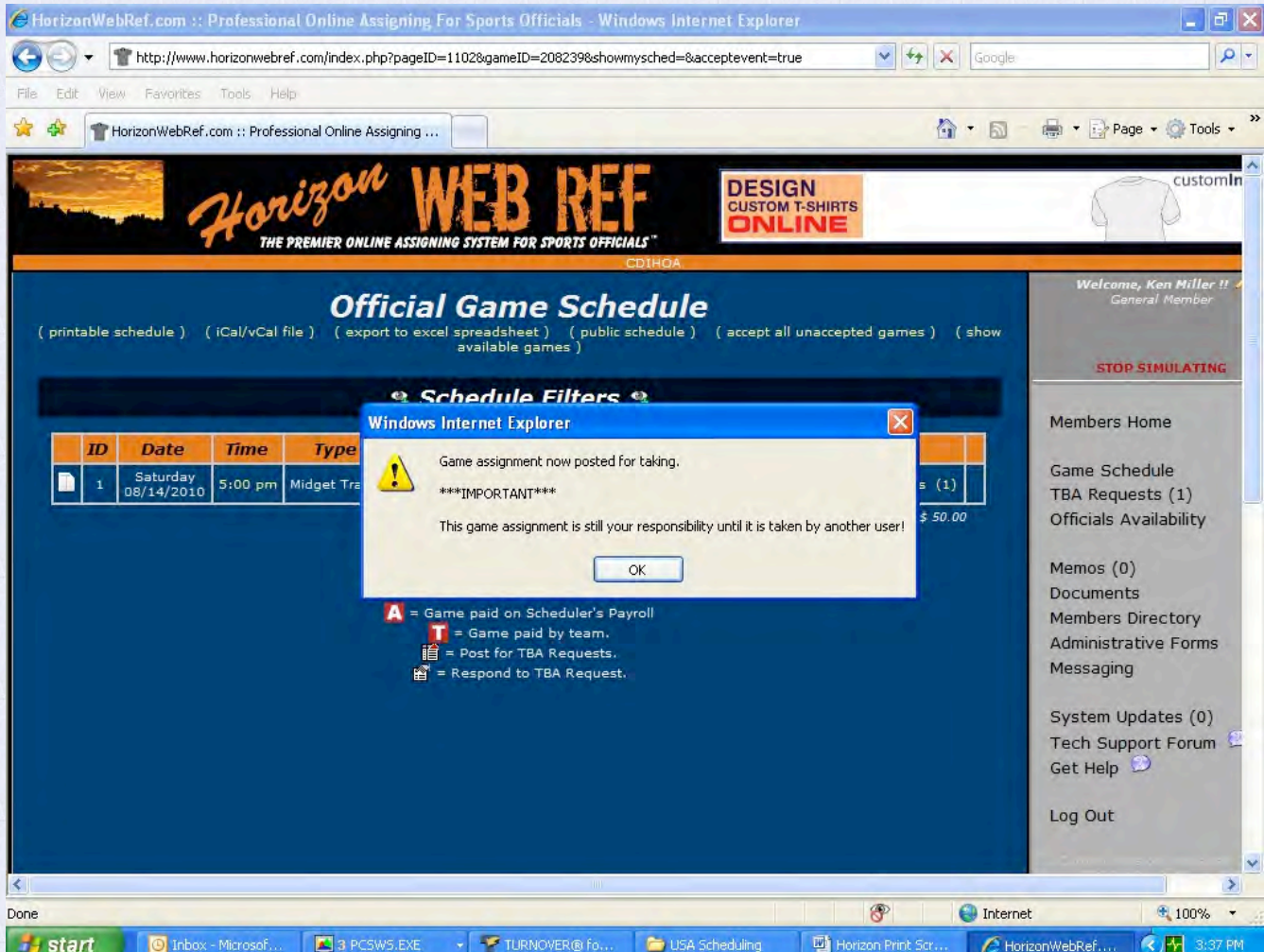
Figure 15

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.

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.

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.
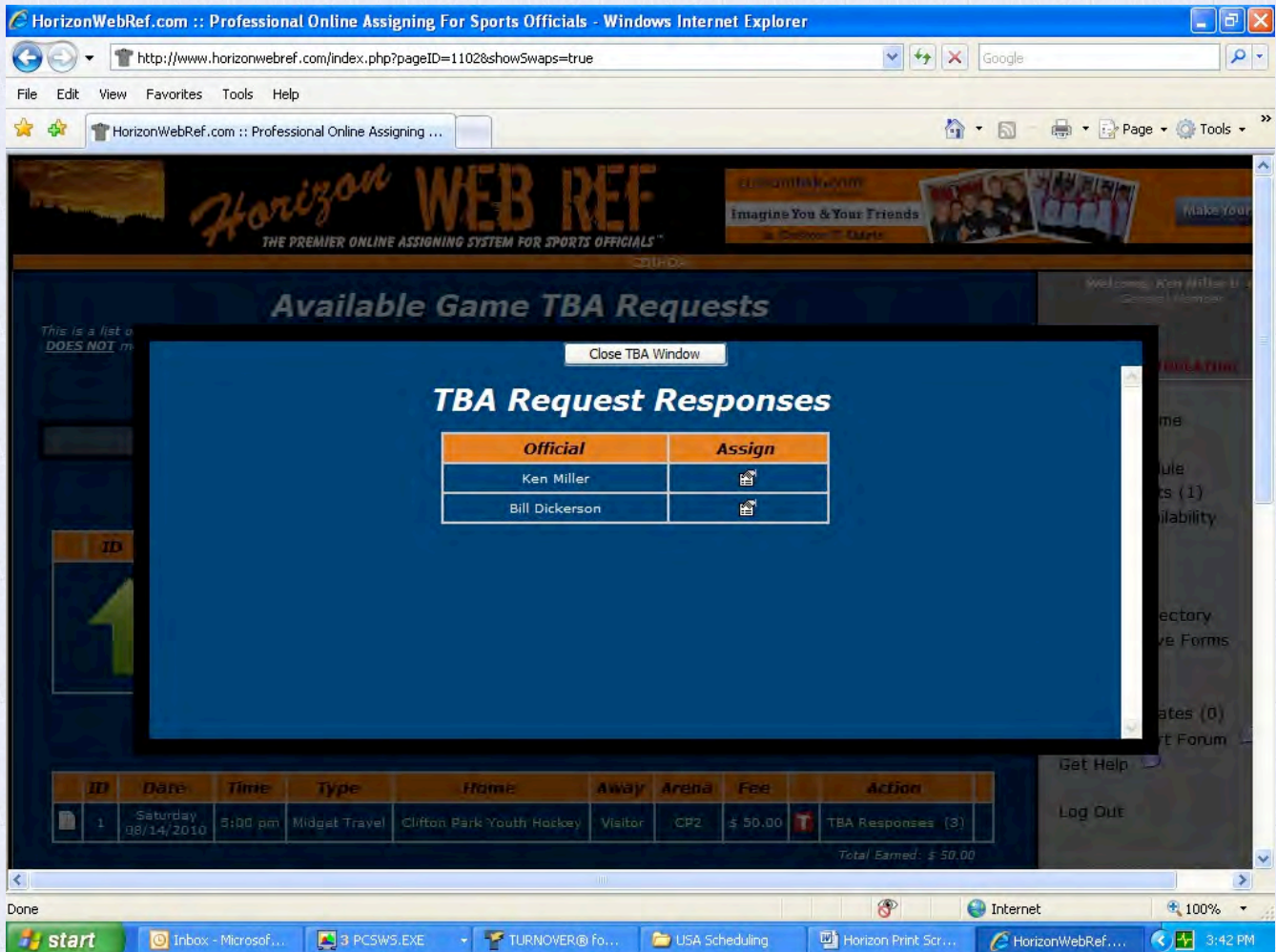
Figure 18

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?)
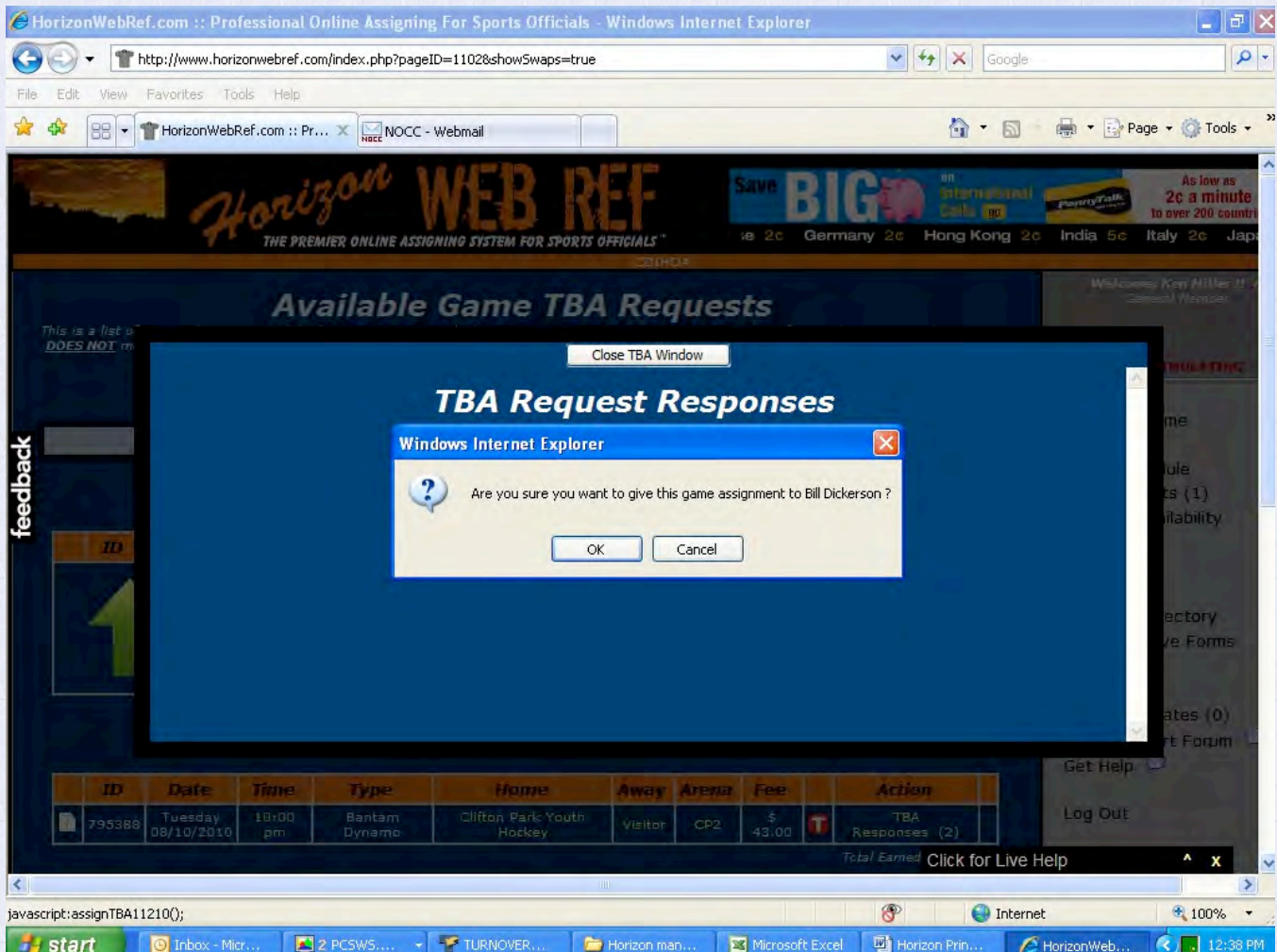
Figure 19

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

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.

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.
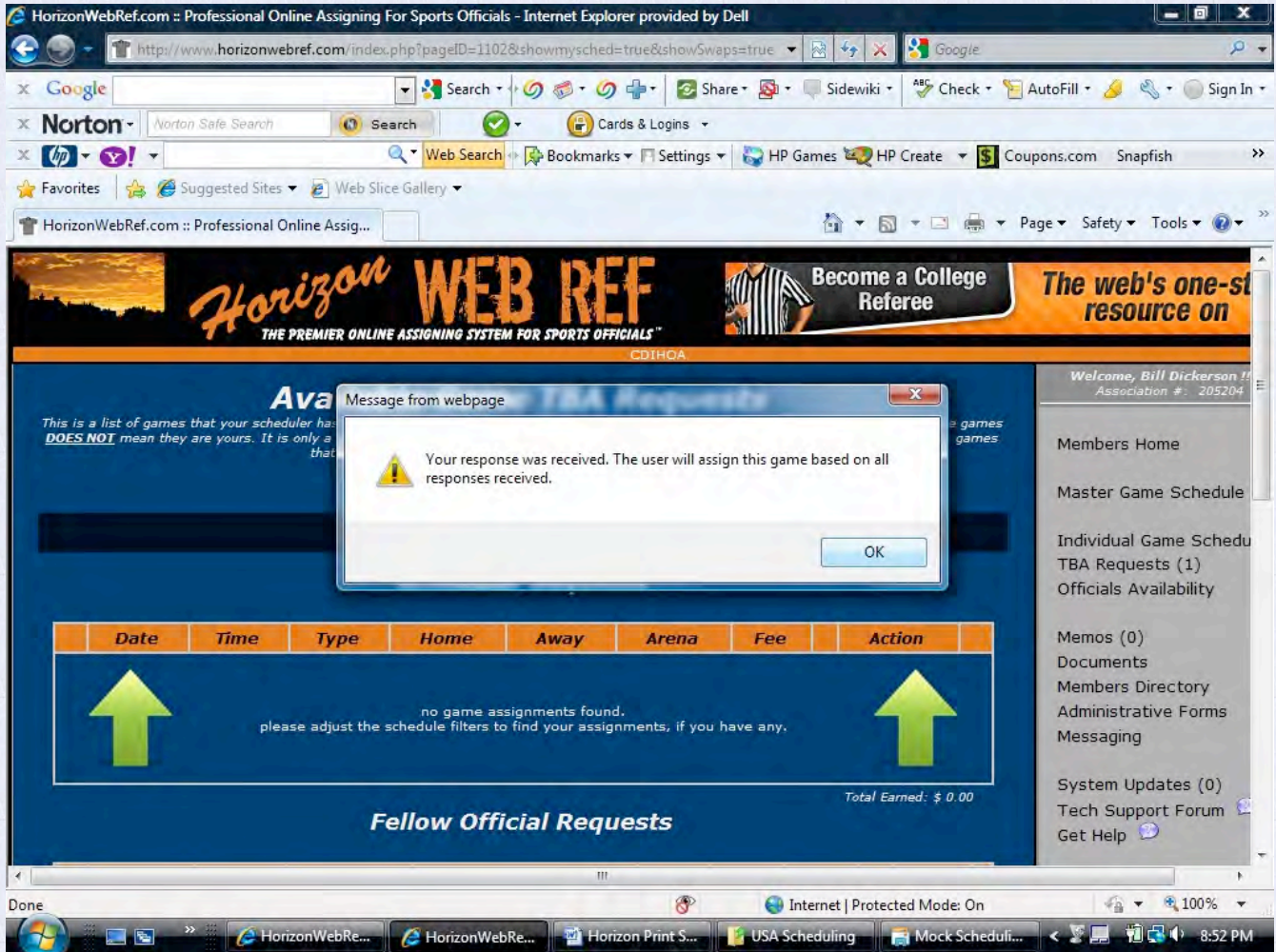
Figure 22

Your response is passed on to the list.
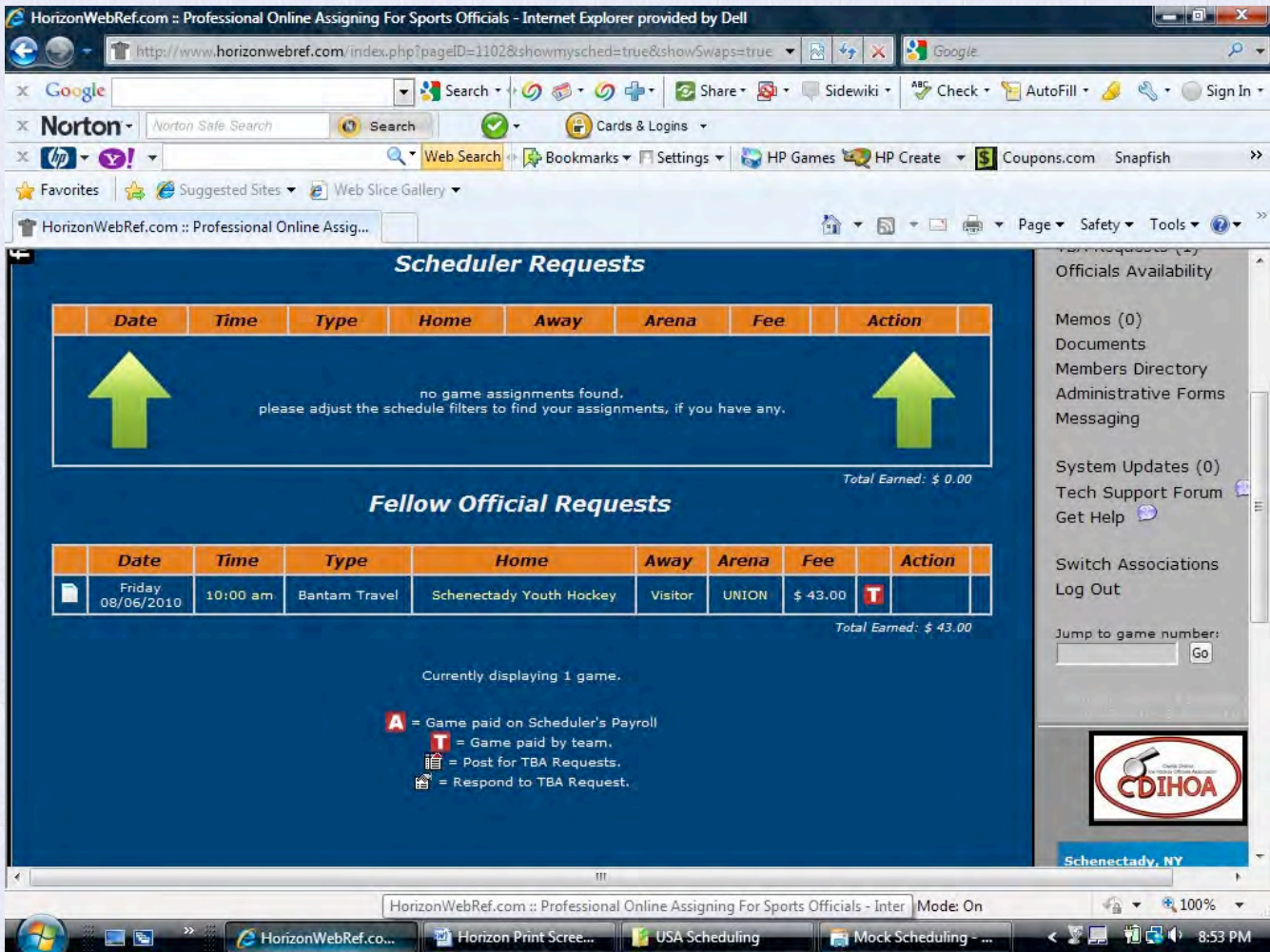
Figure 23

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 <u>Officials Availability</u>:

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.
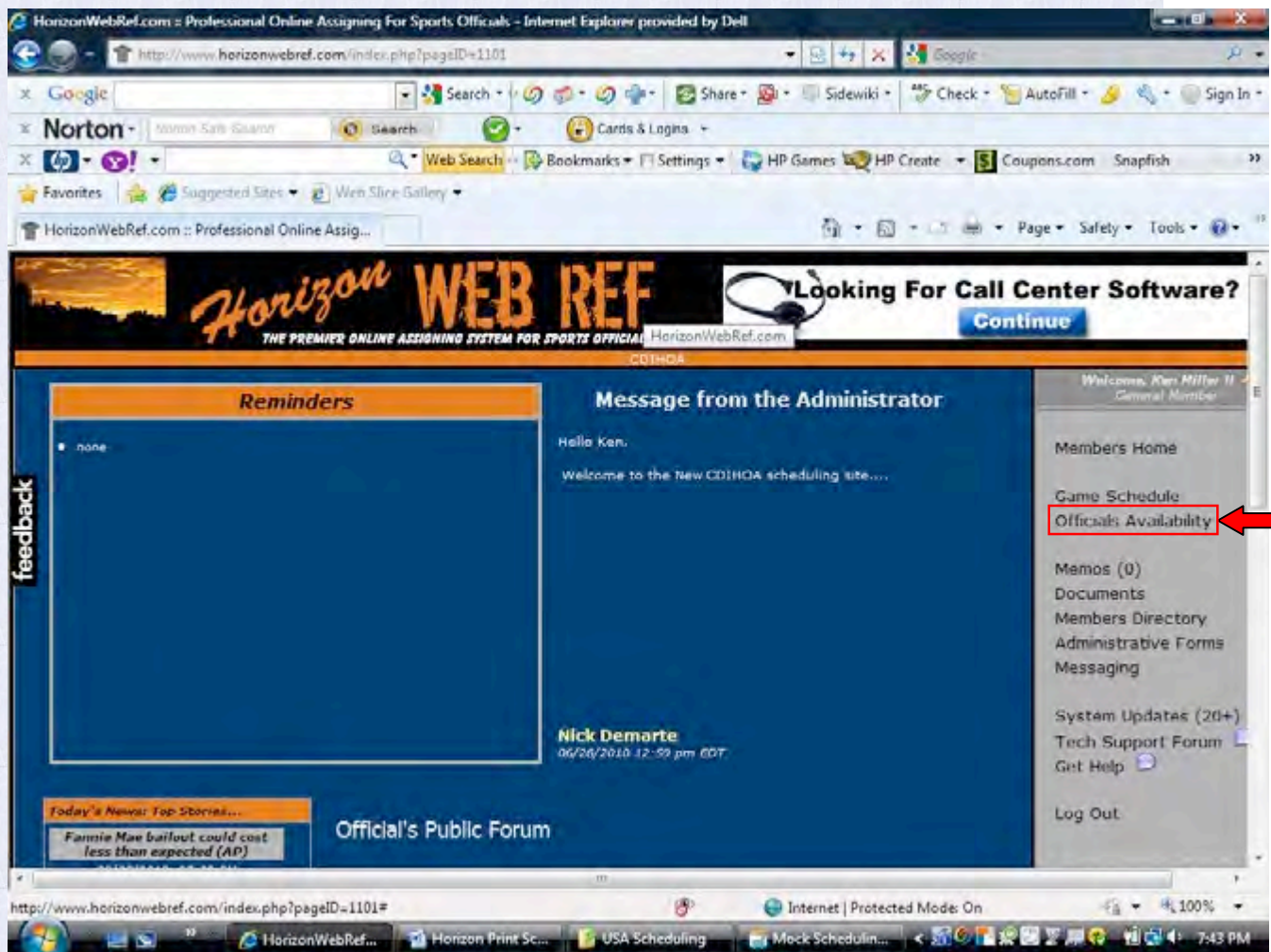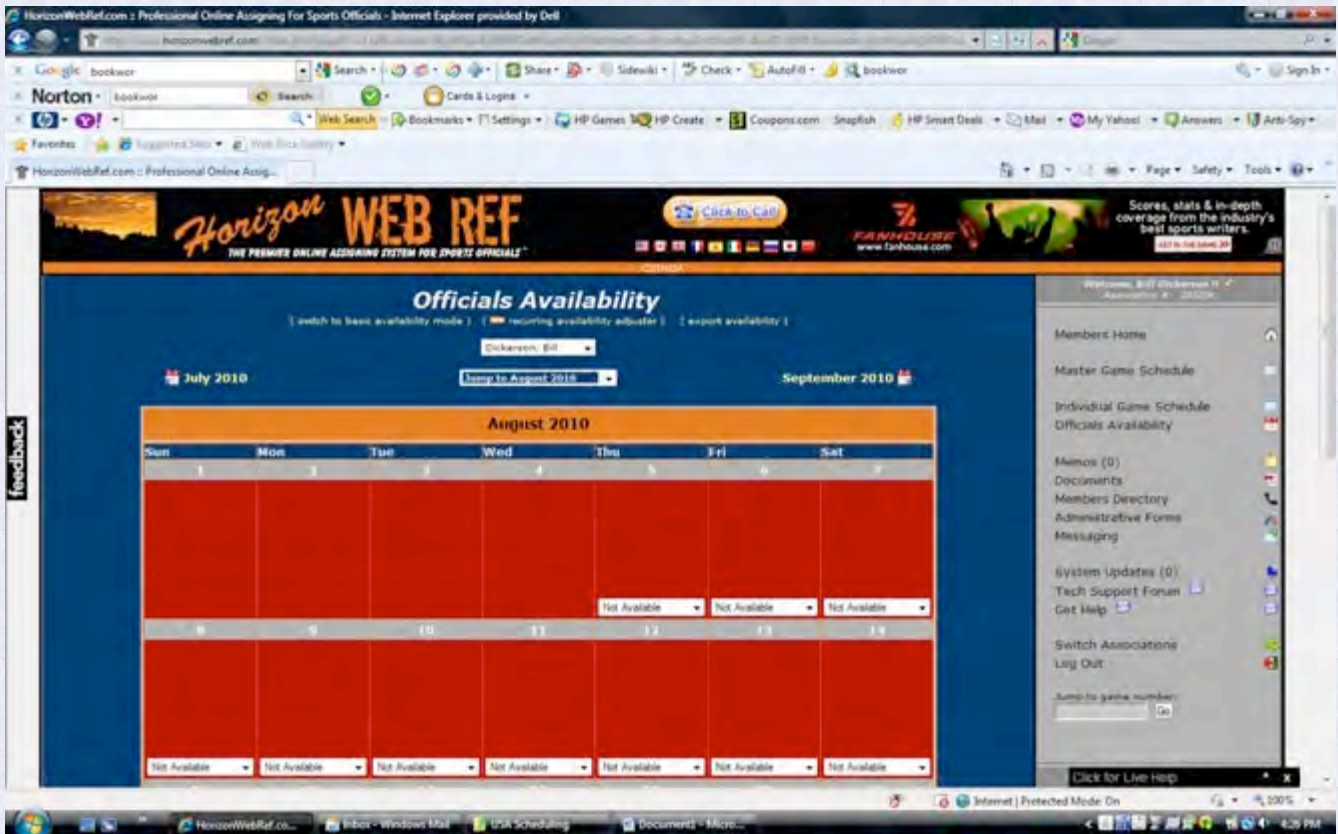

Figure 4

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.
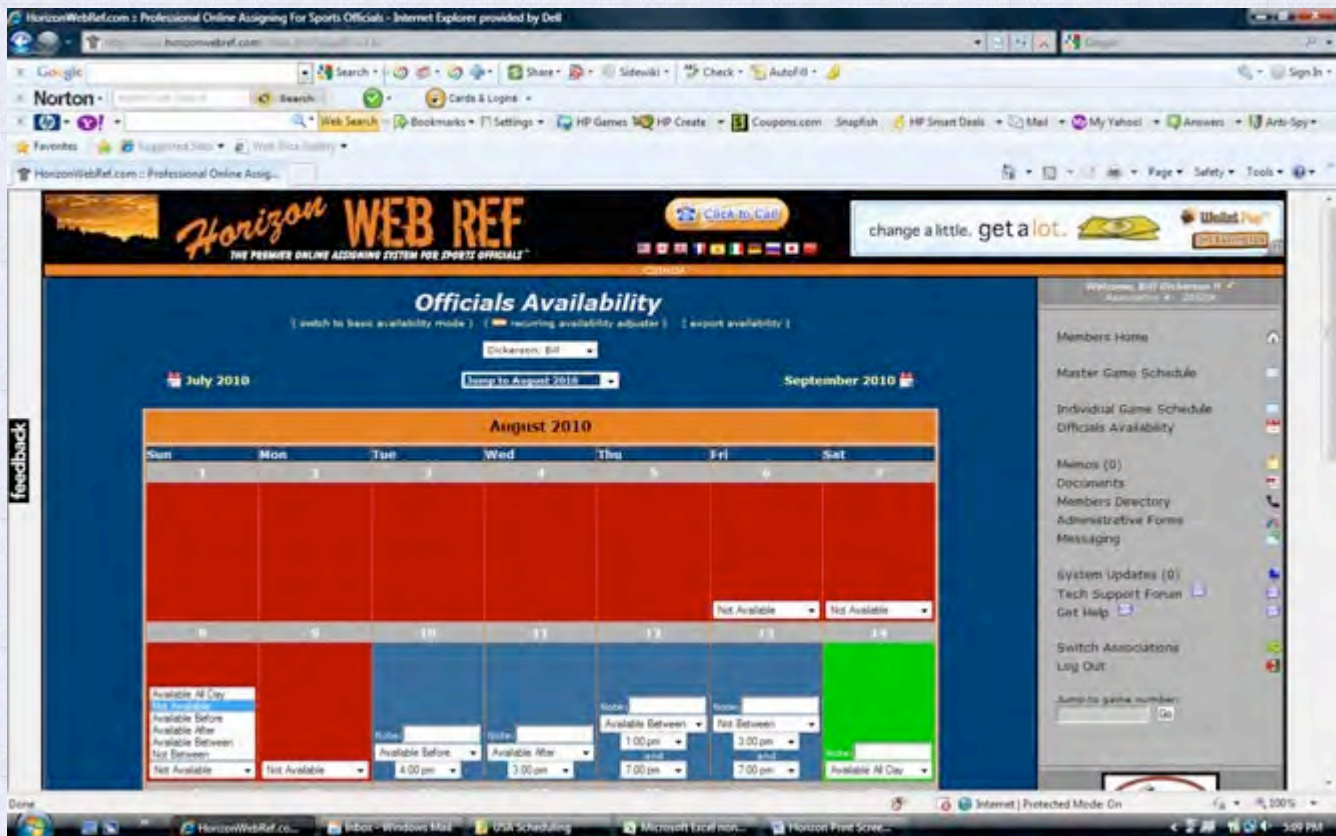- Available---you are available any time on that day.

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).
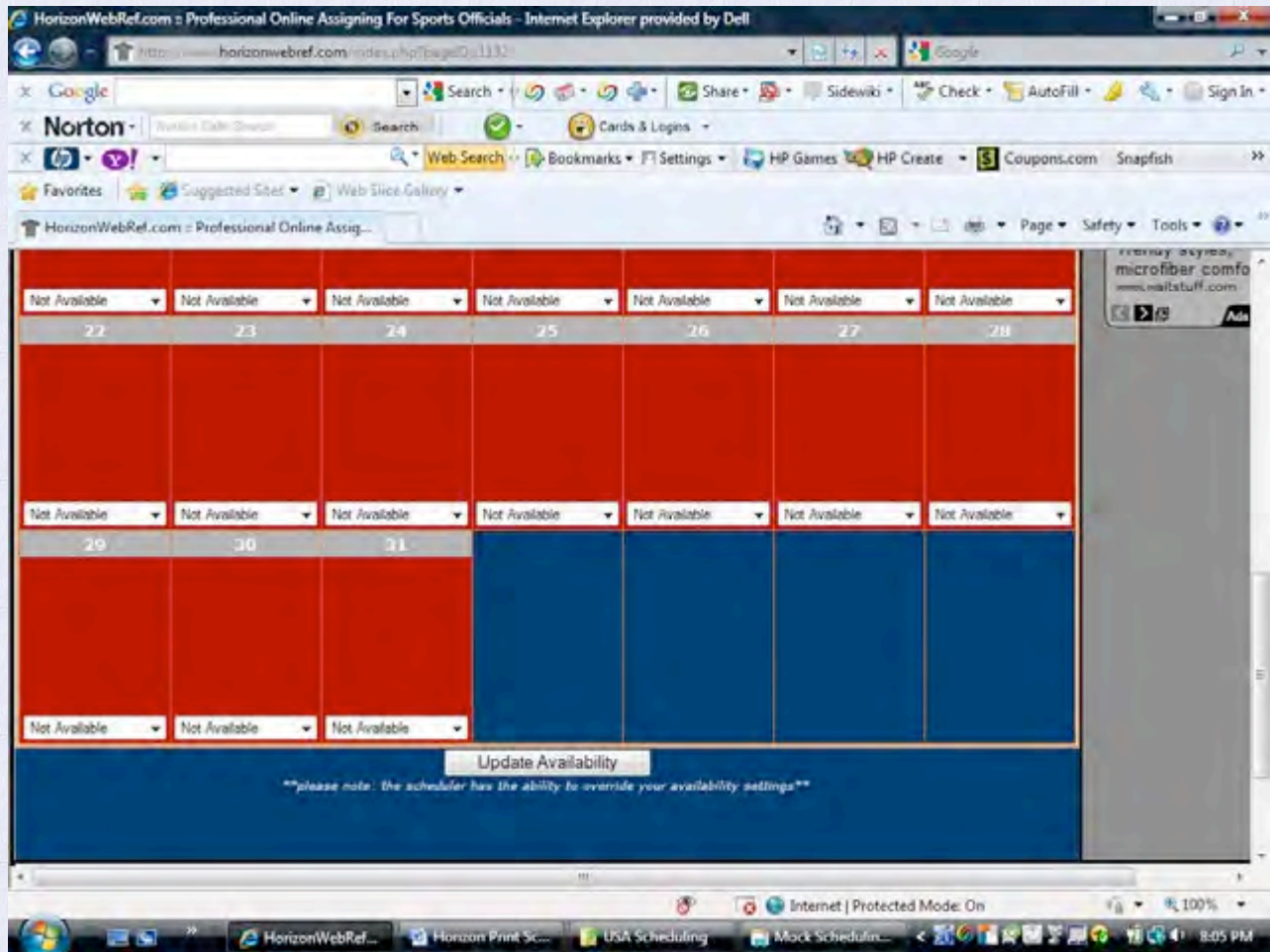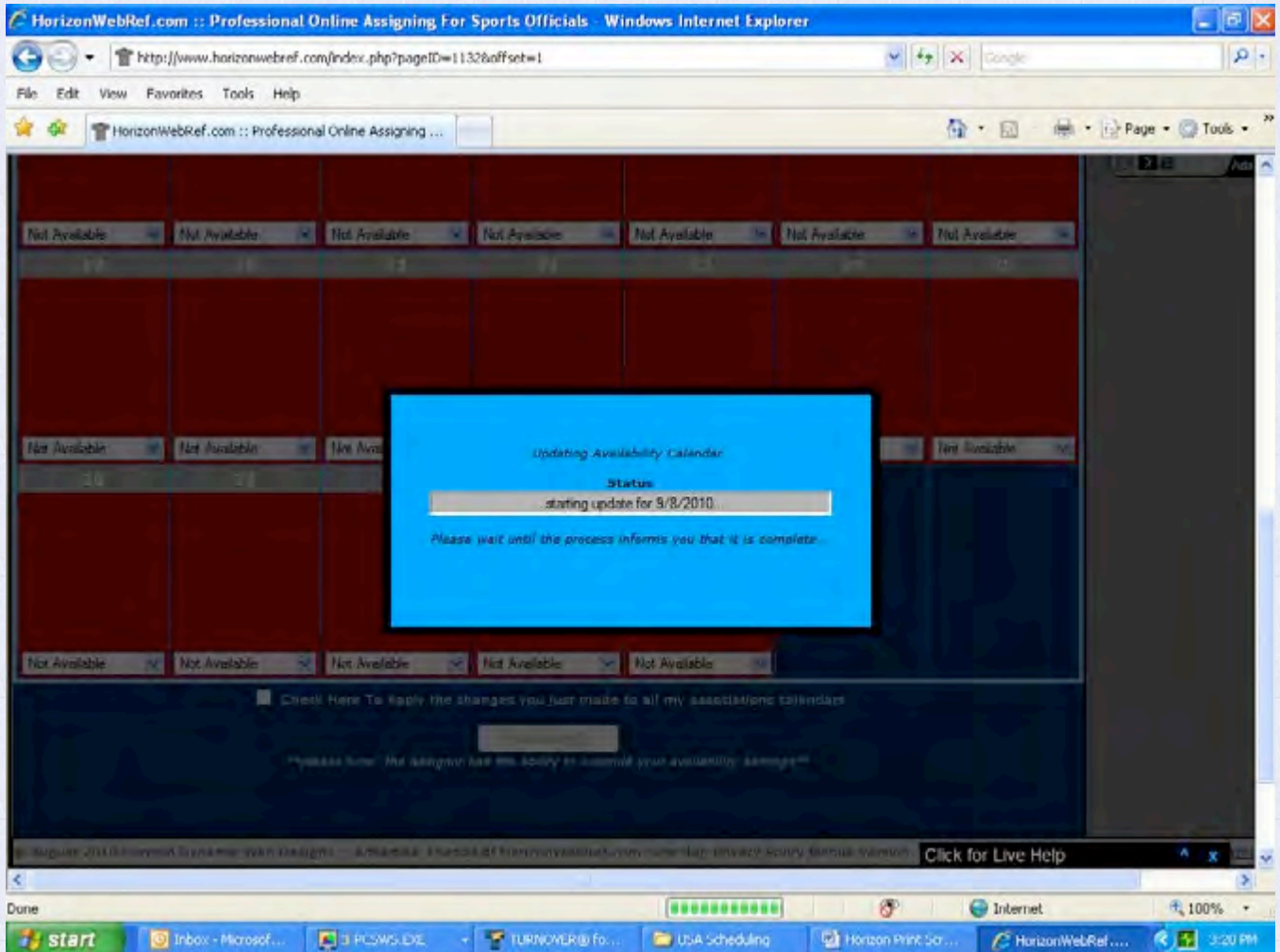

Figure 6

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.

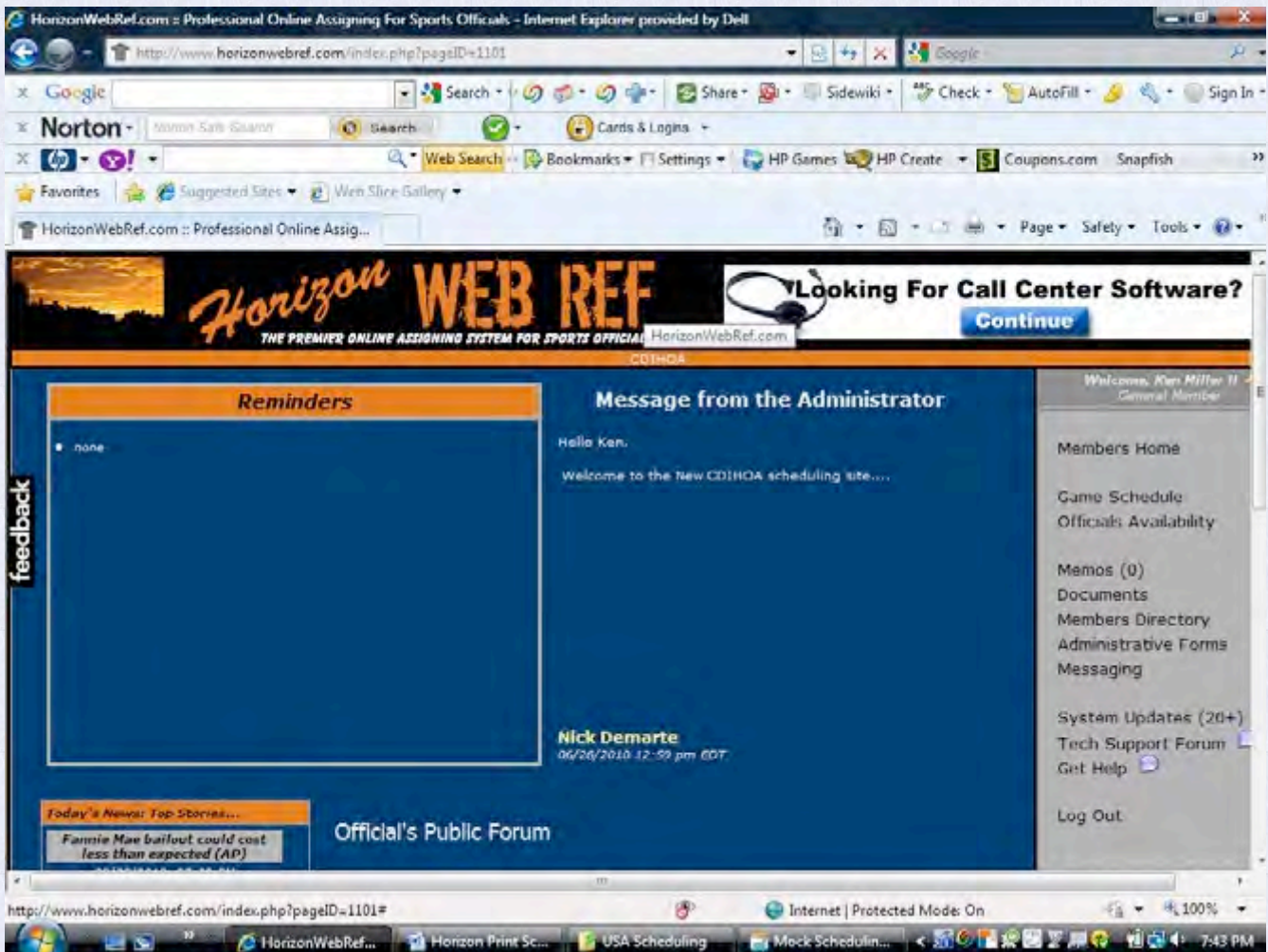Figure 8 shows you how you can use the Recurring Availability Adjuster.
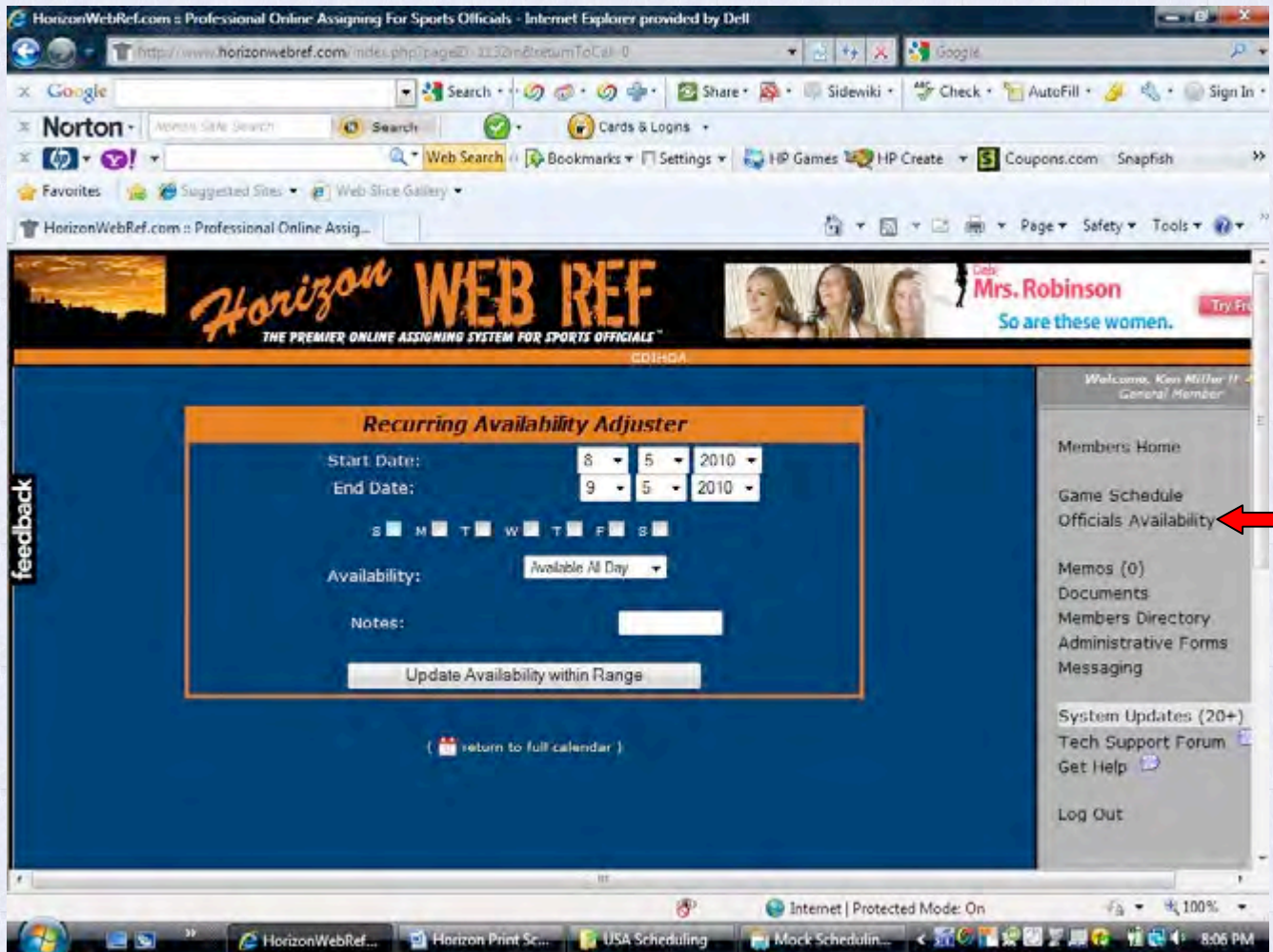

Figure 8

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 remider section. The reminder is that you have not accepted games at this time.
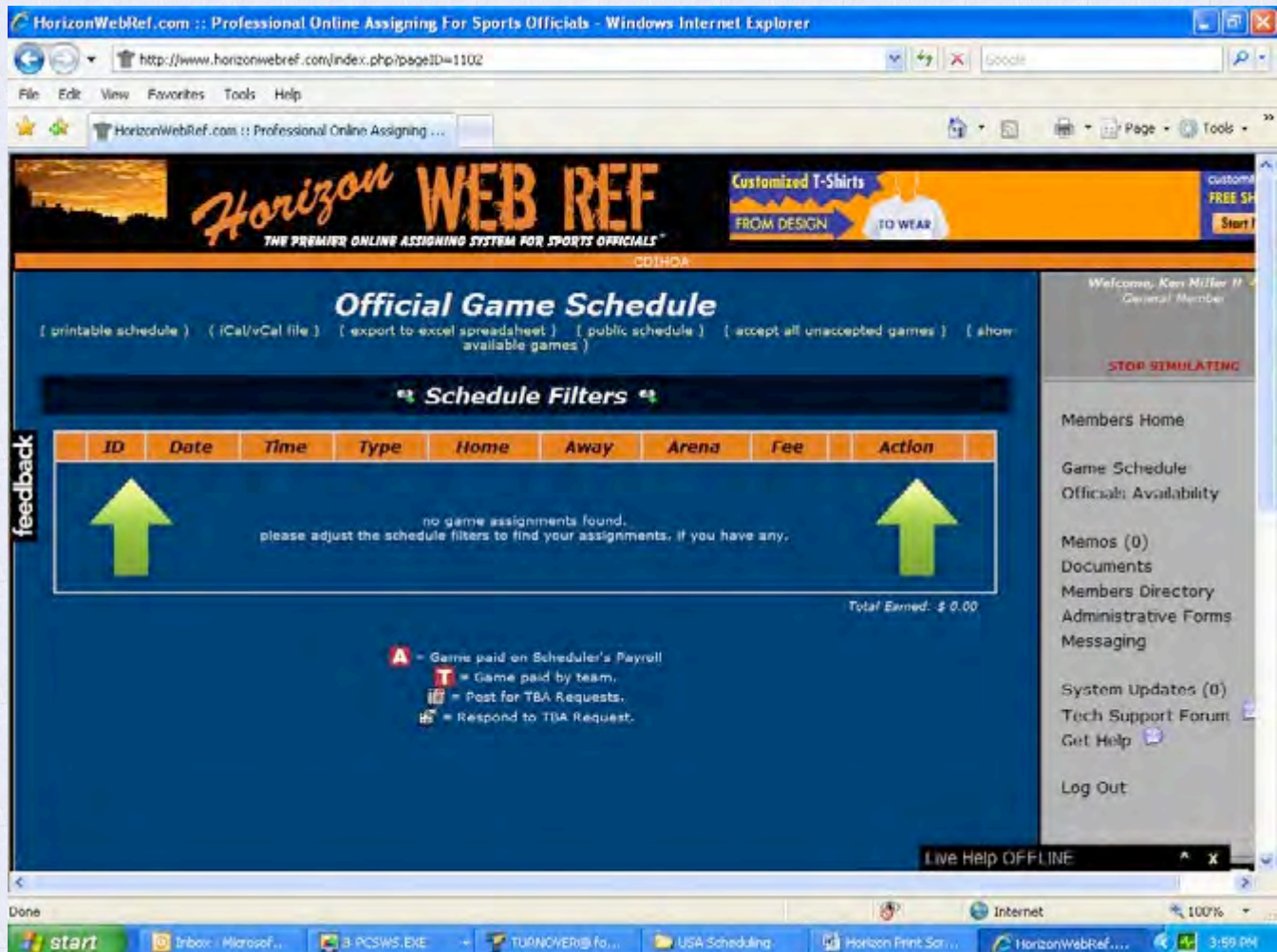
Left Click on the Game Schedule as shown in Figure 9.

Figure 10

Figure 10 shows the screen where all game assignments will be located. The most important function in this screen is the <u>Schedule Filters box</u>. 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.

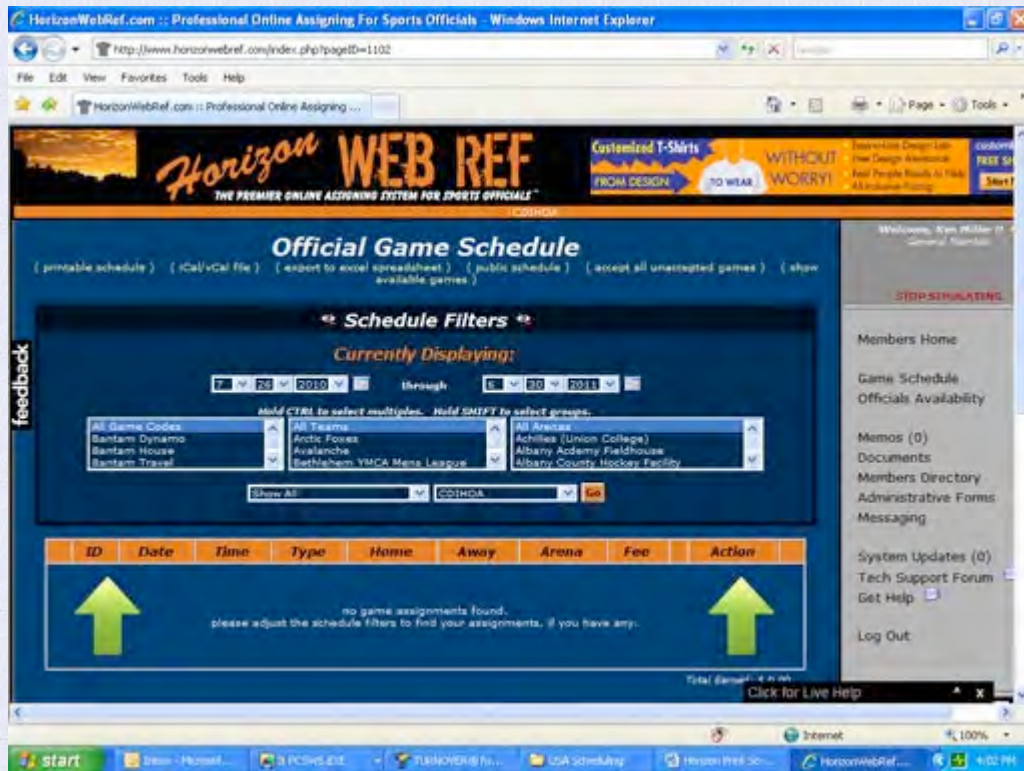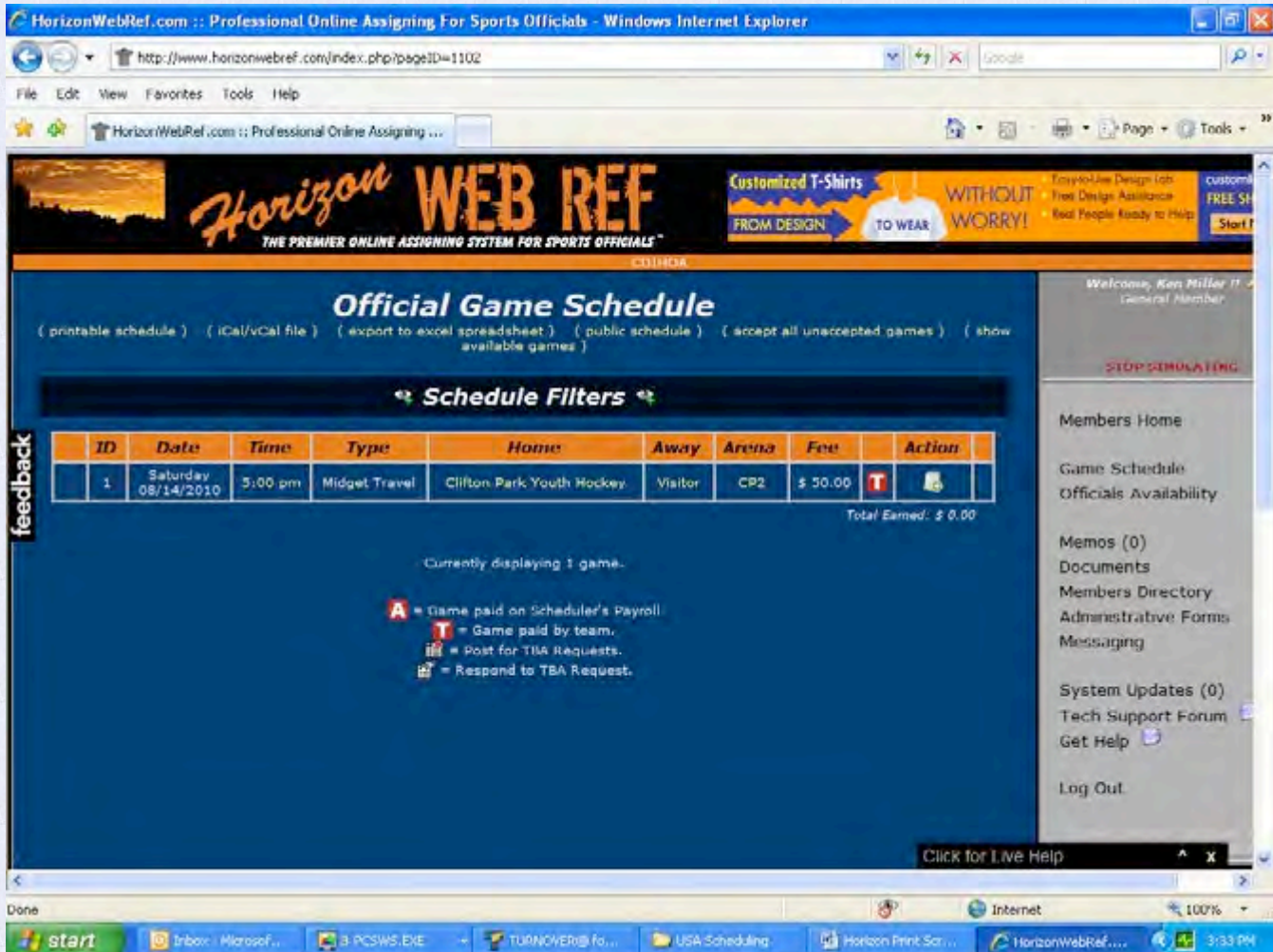This can be altered anytime by left clicking the "Schedule Filters".

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.

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.
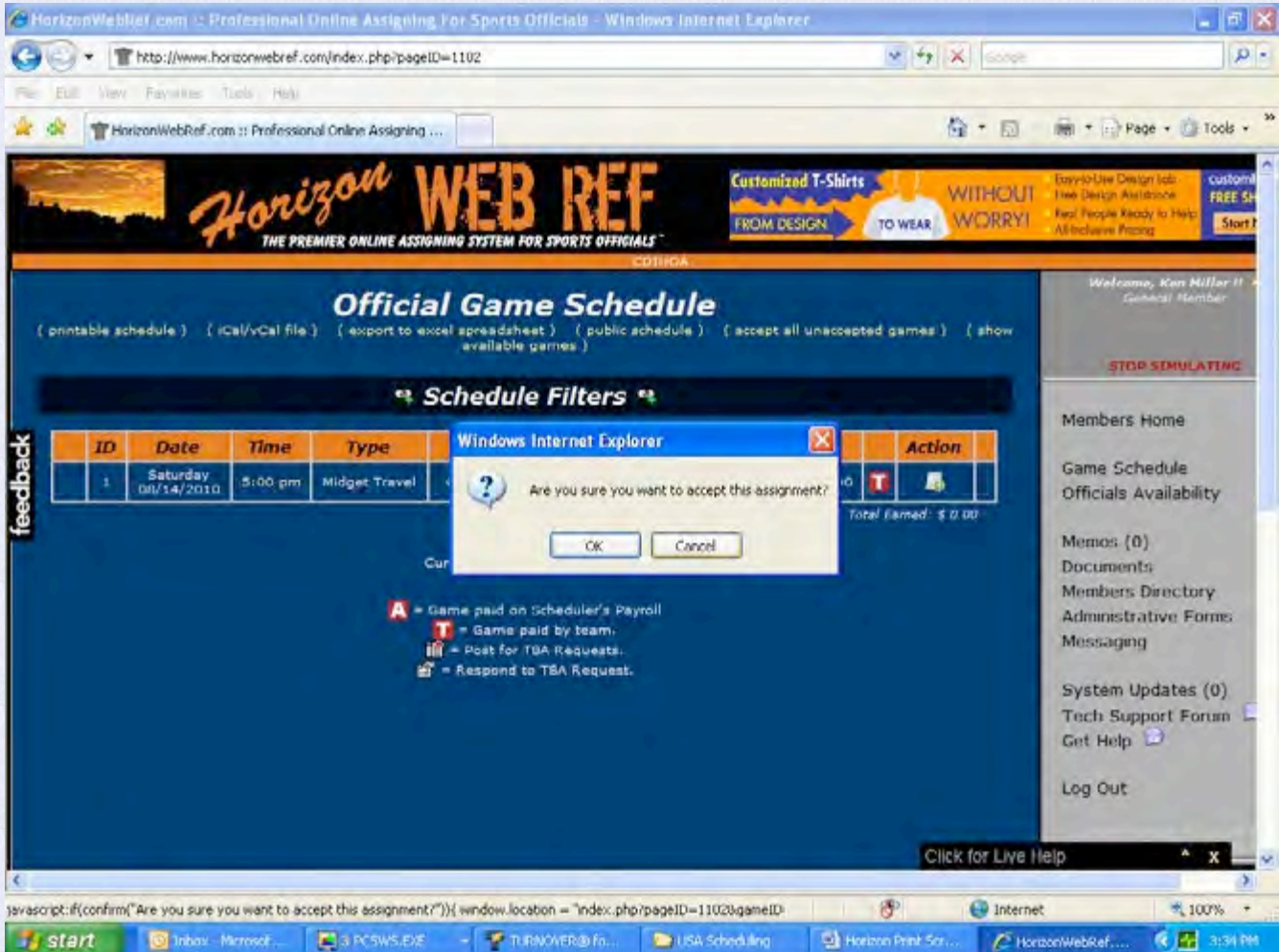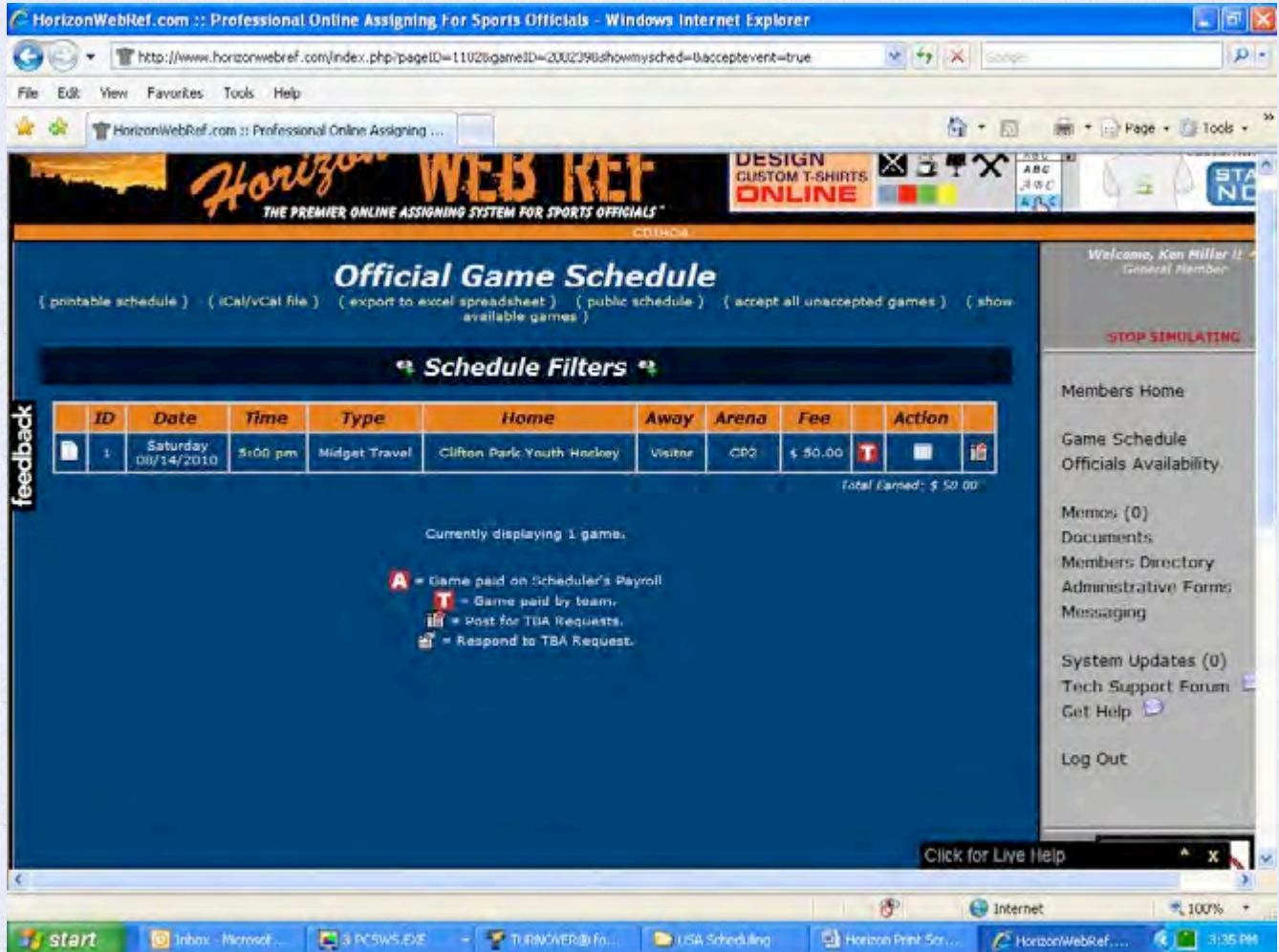
Left click this icon to accept the game.

Figure 13

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

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 f or "No Change to Password" and enter your new one.
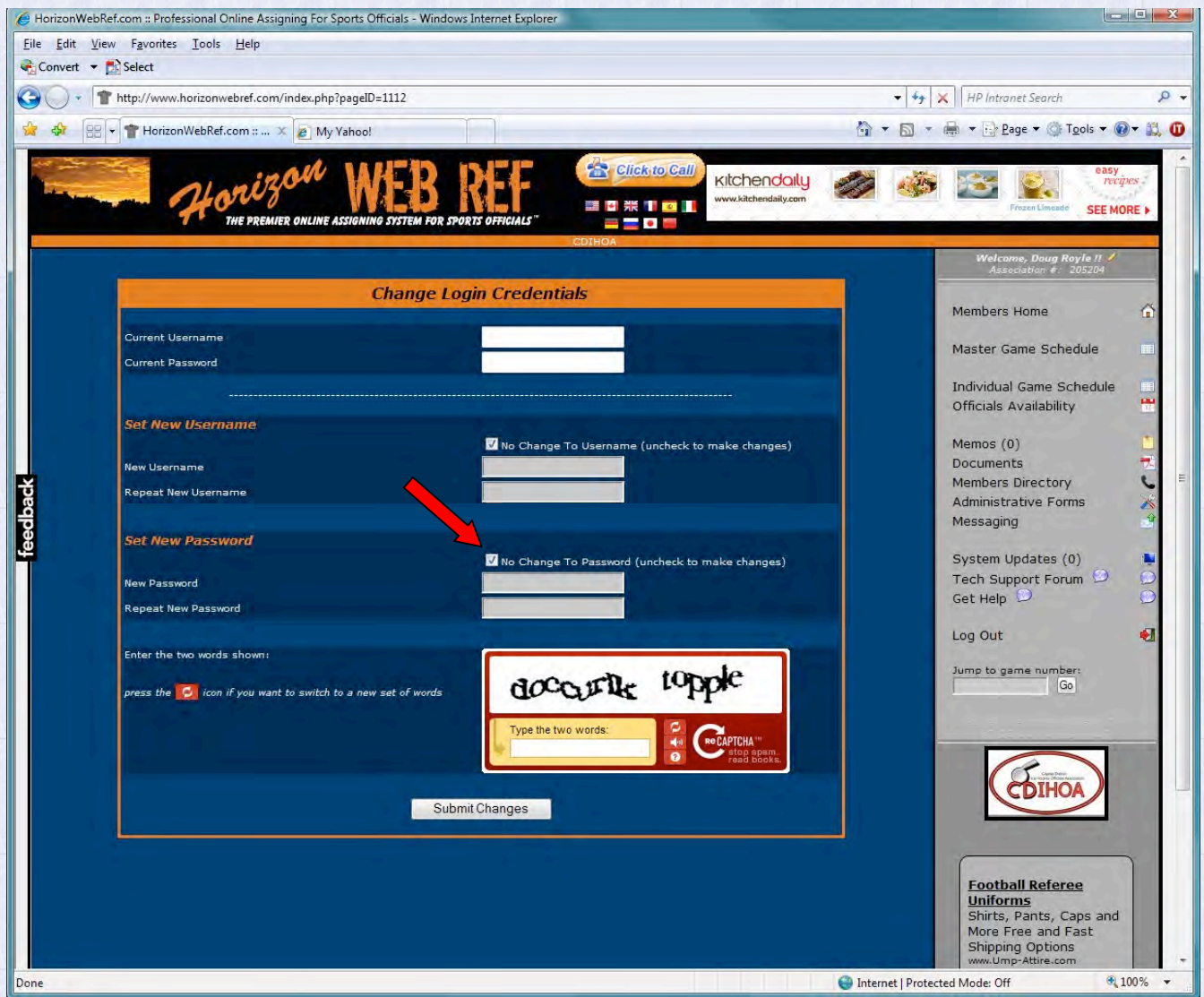

Figure 2