

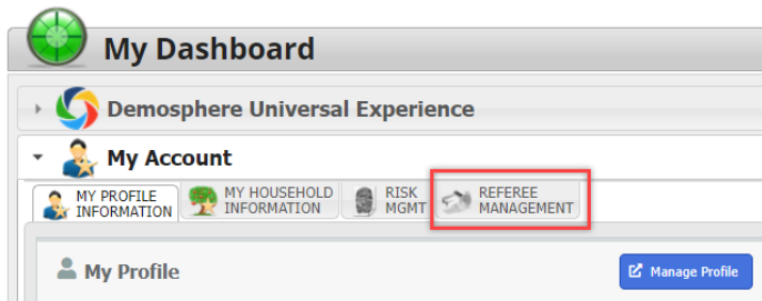
# Using the Referee System in Demosphere

## Login and Access

Go to [www.BIGWALNUTSOCCER.COM](http://www.BIGWALNUTSOCCER.COM)

Click the “Log In” button in the top right corner.

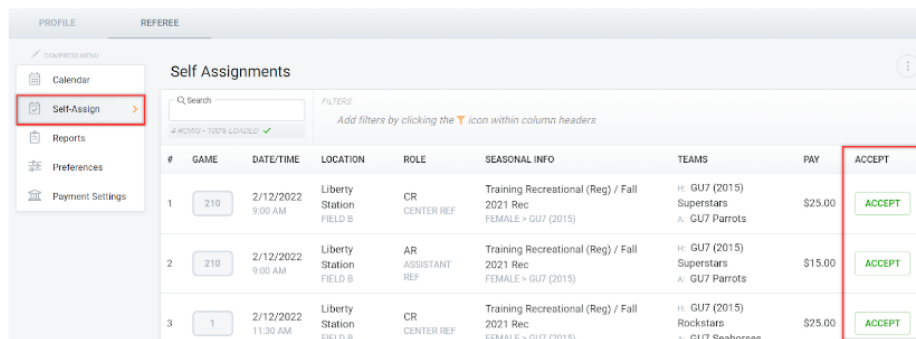
If you have not set up a password, or you have forgotten your password, use the “Forgot Password” link on the login screen to generate a password reset email. Be sure to enter the email address associated with your referee registration. Once logged in, click on the **Referee Management** tab and then the **Access your Profile** button to access the Referee Management System.



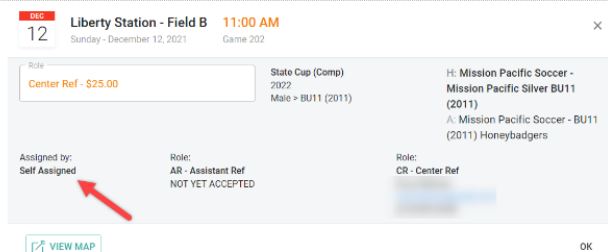
## Searching and Self-Assigning Game Assignments

Based on your assigning organization's policy, you may be able to search for and claim your own game assignments.

1. Click on the **Self-Assign** menu option on the left side of your referee page. A list of all self-assign enabled games will appear. This view will display all Self-Assign enabled games that you are eligible and available for (grade level, status, blackout dates, and region/map preferences are all taken into account to determine eligibility).
2. To narrow down the list of self-assign eligible games, you can use the **Search box** or **click on any column header to sort or filter the list**. Once you have located a game you would like to accept, **click the Accept button**.



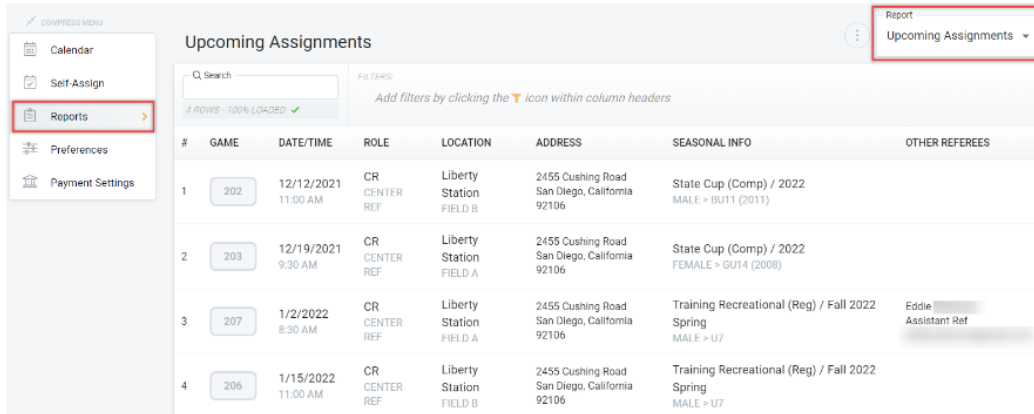
3. The game will appear on the Calendar view just as games that were sent directly by assignors appear. The 'Assigned By:' section will indicate if a game was Self-Assigned.



4. To correct a self-assignment mistake, contact your assignor or admin contact who can set the status of the game role back to empty. Game roles that are Self-Assigned will trigger an email to all assignors who have assignment rights for the season.

## Upcoming Assignments Report

The Upcoming Assignments Report will display future game assignments and the game details. Hover over the game numbers to view the game details including season/ competition, grouping and team name information.



#	GAME	DATE/TIME	ROLE	LOCATION	ADDRESS	SEASONAL INFO	OTHER REFEREES
1	202	12/12/2021 11:00 AM	CR CENTER REF	Liberty Station FIELD B	2455 Cushing Road San Diego, California 92106	State Cup (Comp) / 2022 MALE > BU11 (2011)	
2	203	12/19/2021 9:30 AM	CR CENTER REF	Liberty Station FIELD A	2455 Cushing Road San Diego, California 92106	State Cup (Comp) / 2022 FEMALE > GU14 (2008)	
3	207	1/2/2022 8:30 AM	CR CENTER REF	Liberty Station FIELD A	2455 Cushing Road San Diego, California 92106	Training Recreational (Reg) / Fall 2022 Spring MALE > U7	Eddie Assistant Ref
4	206	1/15/2022 11:00 AM	CR CENTER REF	Liberty Station FIELD B	2455 Cushing Road San Diego, California 92106	Training Recreational (Reg) / Fall 2022 Spring MALE > U7	

## Updating Profile Information

1. To edit your first/last name, date of birth, phone number, gender, or email address, click on the **My Profile Information** tab on your Demosphere Dashboard and then click on the **Manage Profile** button.
2. From here, click the **Manage My User Profile** button to be directed to your My Demosphere page.
3. Locate your **profile link** in the upper right corner of the screen and click the **Edit** button next to your profile detail to open up the edit view for your profile information. If you update your email address, you will be sent a confirmation email instructing you to verify the email change before you can login with the new email address.

