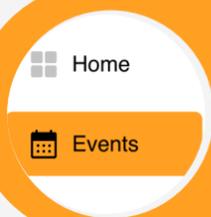


ASSIGNING WORKFLOW

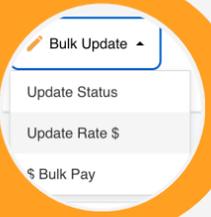
Simple process to staff, assign, and manage an event

1



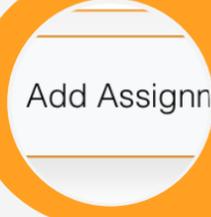
Open Event
Log into portal. Go to Events and select your event and click on Officials Tab.

Add Rates
Use the Bulk option to add a per game rate to all officials. The system will automatically calculate the total final payment amount for you based on number of games officiated.



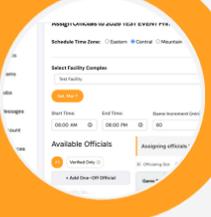
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3



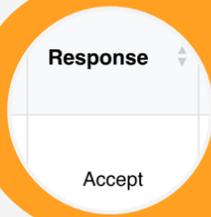
Assign Staff
Use the Assignment Generator to add staff to complex, dates, fields, and game times based on availability and verification of officials.

Send Assignments
Click publish assignments to automatically notify officials to accept or reject their schedule.



4

5



View & Manage Responses
The system tracks accepted, rejected or pending responses automatically. If someone rejects, select another official and republish. Only those officials with changes will be sent a notification.

Finalize Schedule
Once assignments are accepted, your schedule is complete.



6

7



Day of Event
Use the bulk tool to check-in all of the officials or have them scan the QR code upon arrival. Make any game adjustments. And you're done. Payments will be automatically sent out upon approval.

Core Process

Assign Staff → Send Assignments → Confirm Responses

<https://tourneydirect.com/knowledge>