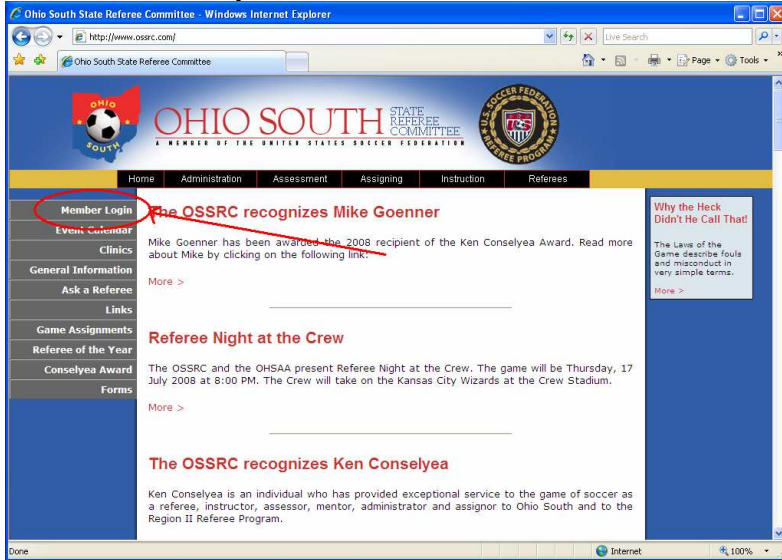


Assessment Request



After getting to the OSSRC website, click on the "Member Login" link on the top-left side menu.



You will need to enter your "Ref Number" and "Password" in the boxes, then click the "Login" button.

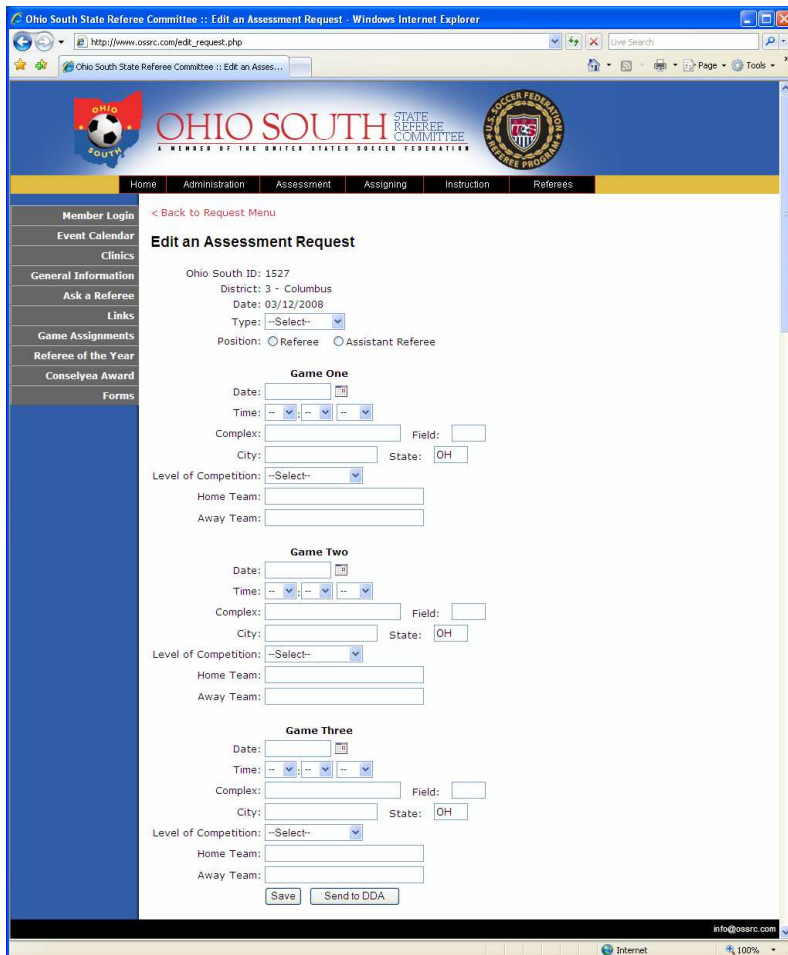


After successfully logging in, you will see the main menu for referees. Click on the new option "Request an Assessment" to go to the screen to enter the details for your request.

Assessment Request



This screen shows there have been no requests made so far. Clicking the “Create Request” button will start the process.



This is the screen that you will enter the information into for your assessment request.

Request type

Upgrade – The assessment will be used to determine if you can go to the next referee grade.

Maintenance – The assessment will be used to maintain your current grade.

Informational – The assessment will be for developing the referee's skills.

Position – For these assignments, where you want to be assessed at.

Date – The game date in MM/DD/YYYY – Can use calendar icon beside field.

Time – The start time of the game in a drop-down format. All three must be filled out.

Complex – The name of the soccer facility.

Field – Which field at the facility.

City/State – The location of the facility.

Level of Competition – A drop-down to select what level of game.

Home Team/Away Team – The team names involved in the game.

At any point, you can click the “Save” button to update the database. When you have completed your entry, you can click the “Send to DDA” button. The page will verify the information you have entered for completeness. For each game section, you must complete all the fields for the page to allow you to continue. You must enter at least one game section for the request to be processed by the DDA.

If entering multiple requests, list the games in the order of your priority.

Assessment Request

The screenshot shows the 'Assessment Requests' page. The status of the request is 'Not submitted'. There are 'Edit' and 'Delete' buttons for this request.

	Status	Date	Type	Position
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Not submitted.		Upgrade	Referee

When you have saved the request, you can leave the entry page and come back to the request later to finish. To do this, click on the “Edit” button on the line of the request you want to change. If you decide to not request an assessment, click the “Delete” button and it will remove it from your list.

The screenshot shows the 'Assessment Requests' page. The status of the request is 'Submitted to DDA'. There is a 'Display' button for this request.

	Status	Date	Type	Position
<input type="button" value="Display"/>	Submitted to DDA.	03/12/2008	Upgrade	Referee

When you have finished the request form and click the “Send to DDA” button, your list will change. A “Display” button will allow you to view the details of the request. A status description will show the current stage of your request.

From this point on, any changes or cancellations to your request will have to be communicated via email (if there is advance notice) or telephone to your DDA.

The screenshot shows the 'Assessment Requests' page. The status of the request is 'Assessor assigned'. There is a 'Display' button for this request.

	Status	Date	Type	Position
<input type="button" value="Display"/>	Assessor assigned	03/12/2008	Upgrade	Referee

This shows where an assessor has been assigned to your request.

Assessment Request

The screenshot shows a web browser window displaying the Ohio South State Referee Committee website. The page title is "Display an Assessment Request". The main content area displays the following information:

- Ohio South ID: 1527
- District: 3 - Columbus
- Date: 03/12/2008
- Type: Upgrade
- Position: Referee

Game Two

- Date: 04/13/2008
- Time: 2:30 PM
- Complex: Soccer Megaplex Field: 17
- City: Somers City State: OH
- Level of Competition: U17-U19 Boys
- Home Team: Liverpool
- Away Team: Manchester United

Assessor: ASSESSOR NAME GOES HERE
Date Assessor Assigned: 2008-03-12 13:26:57

Clicking the “Display” button from the main list of requests will show which game has been selected and which assessor will be there to work with you.

Feel free to contact the assessor assigned to your request with any questions you may have.

On the day prior to your assessment, you will receive an email to remind you. If anything comes up at this point you will need to use the telephone to contact the assessor.