



HorizonWebRef.com Instructions – ALL USERS

Login

Go to the login URL: <http://my.horizonwebref.com>

At the center of the screen you will see the login prompts. Enter **User Name & Password** Click **Login**

If this is your **FIRST TIME** in the system, you will be required to choose a new password before you can visit any other section of the site. Enter the current username and password that you just used to login in the top 2 boxes. Then UNCHECK the “No Change” box next to the NEW PASSWORD boxes. Enter your new passwords twice, the security code, and submit the form. You will see “Login Credentials Updated” if you are successful. You do not need to change your username if you don’t want to. The system will then direct you to the update **Personal Profile** page. Update all of your information and submit. You can now access the system – start by selecting “Members Home” on the right hand side.



If you are a member of multiple associations, the system will then ask which association you want to begin working with. You can change associations any time by going to Administrative Forms, then Sign into a different Association or by selecting “Switch Associations” on the right hand grey navigation menu.

Forgotten Username & Forgotten Password

If you forgotten your username and/or password, or you never got it, or you just don’t know it. Please click the “Forgotten Password” link on bottom the login screen, below the login form. You will be required to enter your email address and a security code. The system will reset your password to a random password and email it that email address.

Game Schedule

Assignments from the current association you are logged in at will be displayed.

- Click **Game Schedule** at the right of screen.
- The system will show you games from 14 days prior through the end of your association’s designated season unless you have specified a



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different time range in your Personal Profile.

- You may choose to view your games by using different search criteria. Click on the dark horizontal bar at the top that says “SCHEDULE FILTERS”. Use the drop down menus in the filters window, then click the “Go” button..
- To accept or decline a game, select the appropriate link on the right hand side of the game schedule.
- To view a game’s details, click “Game Details” on the right hand side, after you have accepted the assignment.
- Details of the game will appear.

To Print All Assignments

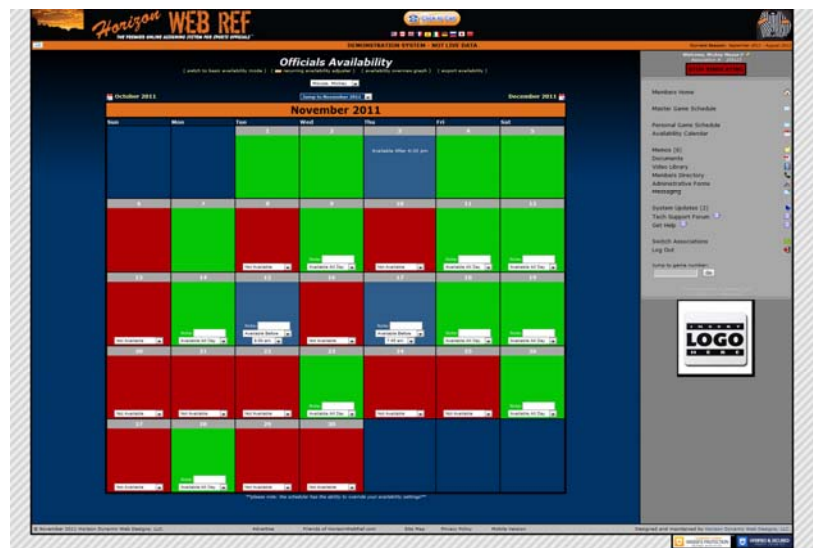
Locate and click **Printable Schedule** at the top of your schedule page

To Print Individual Assignments

- Scroll to selected game
- Click **Game Details** to the right of screen
- Click **Printer Friendly Version** at the top of the Game Notice

Officials Availability

There are 2 ways to edit availability for an official. The easiest and most obvious way is to go directly to the availability calendar and set each day individually at a time. Options for setting availability are “AVAILABLE ALL DAY”, “NOT AVAILABLE ALL DAY”, “AVAILABLE AFTER”, “AVAILABLE BEFORE”, “AVAILABLE BETWEEN”, and “NOT AVAILABLE BETWEEN”. If users do not log into the system or edit any of their availability, the system will default to NOT AVAILABLE ALL DAY for the official. The assignor can



override any of these availability settings when assigning games. To update availability, select the settings for the particular days in the month. Changes are immediately saved. You can select the next and/or previous months by using the links above the calendar. Availability can be updated up to 1 year in advance.

The other way of updating your availability is through our recurring availability updater. This will allow you to set a recurring trend of availability over a large period of time. For example, Joe Smith has to work everyday until 5pm, so he is not available every Monday through Friday until after 5pm. Joe can go in and set his availability for the next year to be AVAILABLE AFTER 5PM for every Monday through Friday – in one quick options, rather than setting each day individually. To access this, click the recurring availability adjuster link above the calendar.


If your scheduler has elected to use the Availability Locking feature, then your availability cannot be changed once you have been scheduled to a game – even if the game has not been published for you to see yet. Once the assignor puts your name into a game assignment slot, your availability is locked. Similarly, you cannot edit availability for days in the past.



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Exporting to Microsoft Outlook

or other similar calendar programs.

- From your Individual Game Schedule page there are 2 ways to export your schedule to Microsoft Outlook or other similar calendar programs.
- **Exporting Individual Games**
- You can export individual games by clicking the vCal/iCal icon () to the left of the Game Assignment that you wish to export. You should be given an option to SAVE this file to your computer. If you are not given an option to save, right-click the icon and select "Save As..." or "Save Target As...". Save the file to your computer. Open your favorite calendar manager program (i.e. Outlook) and import the file into your calendar. In Outlook this is done by going to File>>Import. Browse to the location where you saved the file and import into your calendar and you're done!
- **Exporting A Batch of Games**
- You can export a batch of events by using the link at the top of your individual game schedule labeled "iCal/vCal file". This link will download all the currently displayed events based on your schedule filters. If you'd like to filter out a particular set of events, use the schedule filters first to display the correct events, then use the iCal/vCal file link to export those events. To complete, follow the same steps as above to save the file and import into your calendar program.
- To open the file in Outlook, make sure you are actually performing an IMPORT into the system, and not just opening the file. Opening the file (particularly on batch exports) will only display the first item in the batch. You must perform an IMPORT in order to view all the events that have been exported. Please consult Outlook or your preferred calendar program's manual for import instructions.

Incident Reports

- To Submit Game Reports
 - Click **Administrative Forms** at the right hand navigation menu, then select **Incident / DQ / Game Misconduct Reports**
 - Click **Submit New**
 - Select which game is to be evaluated
 - Click **Incident Report**
 - Fill out form
- Report** - Save the data and allow you to complete the form.

Messaging

This is a centralized area where you can send messages within the organization
To Send E-Mail



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- Click **Messaging** at the right hand navigation menu
 - This will direct you to **Compose Message**
 - Select who the e-mail will be sent to.
 - For specific individual or to send to ALL USERS, click the drop down and select individual (or all users)
 - Enter **Subject**
 - Enter **Message**
 - Click **Send Message** at top
- You will get **Email Sent** confirmation popup when successful.

To Send Group E-Mail

- Click **Members Directory** at the right hand navigation menu
 - From the list, click **The Checkbox** next to the names you wish to include in the message – then click **Email Selected Members** at the top of the table.
 - This will direct you to **Compose Group Message**
 - Enter **Subject**
 - Enter **Message**
 - Click **Send Message** at top
- You will get Email Sent confirmation popup when successful

To View Memos

- Click **Memos** at the right hand navigation menu
- You will be directed to **Memos** which will be shown, most recent first.

User Dashboard

The user dashboard is the first page users normally see when they login. This will contain a REMINDERS BOX which will display any reminders or notifications that the user may need to attend to or know of. The MESSAGE FROM THE ADMINISTRATOR, which is the owner of the system. This message is a message that is posted on the dashboard until changed. At the time of posting, it is also emailed out to all the officials in the system. There is also a high priority message, which will have the same functionality as above, but will require officials to read and acknowledge that they have read and understand the message before they can continue on to any other portion of the system. There is also a NEWS FEEDS box, which is customizable for each individual user. The default is to display 2 Yahoo! World News stories, updated every minute. Finally, the FORUMS are an open forum setting for users to discuss anything in an open setting. Messages





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posted to the forum are visible to **ALL USERS**. This feature can be turned off by the administrator in the system setting, if they do not wish to have an open forum setting.

Contacts

To View Contacts

- Click **Members Directory**
- Details for selected personnel
- To view an address, click the name of their city.
- To email that user, click their email address. Users that have email addresses that look like xxx@xxxxxx.xxx have been hidden from general view as a privacy option by that user in their Personal Profile.
- To view their Mini Profile, click either their first or last name.
- To view more users, select the letter of their last name at the top of the table, or select "ALL" to view all users.

User Personal Profile Information

To Update User Profile Information

- Click **Administrative Forms** on the right hand navigation menu
- From the list, click **Update Personal Profile**
- Make all necessary updates
- Click **Update Profile**
- You will get **Profile Updated** confirmation popup

Change Username / Password

To Update Username and/or Password

- Click **Administrative Forms** on the right
- From the list, click **Change Username and/or Password**.
- Enter your old / current username and password at the top
- Uncheck the "no change" boxes for the values you wish to change
- Enter & confirm new information along with the security code.
- Click **Submit Changes** to finish.
- You will get **Login Credentials Updated** confirmation on the next screen.

Payroll Reports

Click Administrative Forms

Click Personal Payroll Report

Here you can view all the game fees owed to you.

Mileage (optional system)

To View Mileage

- Click **Administrative Forms** on the right
- From the list click **Update Mileage** – the current mileage will be shown at the bottom



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To Change Mileage

- Click **Administrative Forms** on the right
- From the list click **Update Mileage**
- Select the location from the drop down menu, and enter in the one way mileage in the white box.
- Click **Update Mileage** at bottom.

To Determine Mileage

- Click **Administrative Forms** on the right
- From the list click **Update Mileage**
- Select the location from the drop down list.
- Click the link titled "Click To Automatically Get Mileage From Google Maps"
- This will open an external link where you can find your distance from Google Maps.

Documents

Documents that have been upload by Assignor/Coordinator

Video Library

Videos that have been uploaded by the Assignor/Coordinator.

Help

Here you can find commonly asked questions and answers or submit your own question to our technical support team.

Help

Here you will find instructions on how to use the system

Logout / Switch to another system

Here you will able to log off the site or switch to another site that you are registered on within the HorizonWebRef.com system

To Logout

- Click **Logout** to end your session.

To Switch To Another Site

- Click **Administrative Forms** on the right
- From the list, select Sign Into A Different Association – then click Sign In to select the new association you wish to manage.
- You will be directed to the sites User Dashboard / Home Page. As long as you continue to be logged in you may switch from system to system as you please.