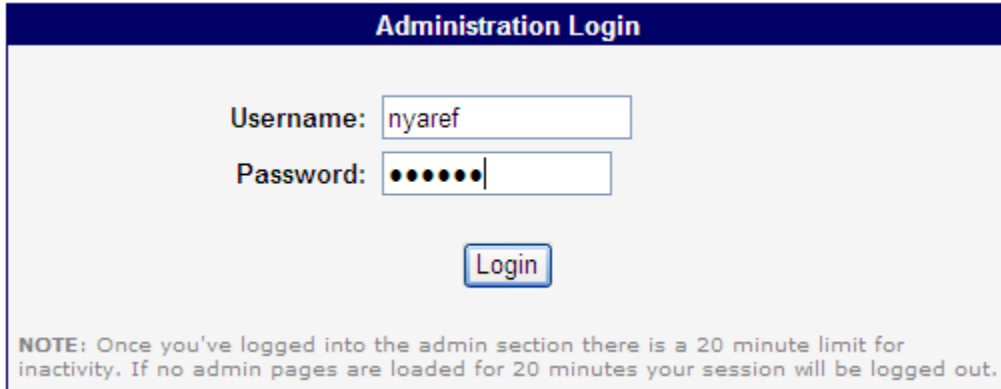


Schedule a Referee for a Game

1. Open NYA-Basketball Administration Link
 - o <http://www.leaguelineup.com/login.asp?url=nya-basketball&sid=986487716>
2. Log In using the following credentials
 - o Username: **nyaref**
 - o Password: **nyaref**



3. Click on the “Schedules” Link on the Left Hand Menu
4. From the Schedules Page, click on the “Schedule a Game/Practice” link in the Schedule Maintenance section.

Schedules

Schedule Maintenance	
Schedule a Game/Practice	Add/edit a Game or Practice
Schedule Multiple Games for a Day	Use this option to add/edit up to 20 games at a time for a specific day (formerly titled "Multiple Games/Single Day")
Schedule Multiple Games for a Team	Use this option to add/edit up to 20 games at a time for a specific team (formerly titled "Multiple Games/Single Team")
Cancel Games for a Day NEW!	Use this option to cancel all games for a specific date

5. Choose Nottingham Home Gym Game Schedule for Division and “Show all teams” or select a specific team for Team to view the games you want to see.
 - o Click the Edit link for that game to open the Schedule Editor

[Schedules](#) > **Schedule a Game/Practice**

Division: Nottingham Home Gym Game Schedule Team: Show all teams

Visitors	Home	Date	Time	Status	Add Game/Practice
56B_Epping_Heat	56B_NYA_2_Schlim	12/4/2010	11:30am	TBP	Edit Delete
56G_ORYA_Clarke	56G_NYA_2_Welch	12/4/2010	12:45pm	TBP	Edit Delete
78B_ORYA_Smalls	78B_NYA_2_Edin	12/4/2010	2:00pm	TBP	Edit Delete

NYA_Basketball-Referee_Scheduling_Instructions

6. Select your name as either Official #1 or Official #2.
 - o NOTE: If your name is not in the list, OR you want to edit your information...See Add/Edit Referee instructions below

Schedules » Schedule a Game

Evans, Craig
Ferland, Korey
Gaffney, Dan
Gagnon, Amy
Jenkins, Dave
Jenkins, Will
Koczera, Mike
Mitchell, Stuart
Monroe, Jeff
O'Day, Tom
Porter, Rob
Referee, Epping
Reiff, Gary
Scannell, Dave
Sharp, Dan
Shaughnessy, Bill
Stearns, Dale
Tilton, Paul
Townson, Clint
Townson, Dave
Welch, Tom

Division: _____
Date: _____
Start Time: _____
End Time: _____
Visiting Team: _____
Home Team: _____
Venue: _____
Officials: **Carl, Edin** **Porter, Rob** None

Game Number: _____
Game Status: To Be Played Exclude game from standings
Visitor Score: 0
Home Score: 0

7. Open the Referee Schedule Link to verify that your updates were saved.
 - o <http://www.leaguelineup.com/schedules.asp?url=nya-basketball&sid=825338905&lid=O>

Last Updated: December 2, 2010 www.leaguelineup.com/nya-basketball

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DIVISION: Nottingham Home Gym Game Schedule TEAM: All teams

Day	Date	Time	Status	Score	Visitors	Home	Officials
Sat	12/4/2010	11:30am	TBP		56B_Epping_Heat	56B_NYA_2_Schlim	Edin Carl Rob Porter
Sat	12/4/2010	12:45pm	TBP		56G_ORYA_Clarke	56G_NYA_2_Welch	Edin Carl Rob Porter
Sat	12/4/2010	2:00pm	TBP		78B_ORYA_Smalls	78B_NYA_2_Edin	

Add/Edit Referee

1. Open NYA-Basketball Administration Link
 - o <http://www.leaguelineup.com/login.asp?url=nya-basketball&sid=986487716>
2. Log In using the following credentials
 - o Username: **nyaref**
 - o Password: **nyaref**

Administration Login

Username:

Password:

NOTE: Once you've logged into the admin section there is a 20 minute limit for inactivity. If no admin pages are loaded for 20 minutes your session will be logged out.

3. Click on the “Game Officials” Link on the Left Hand Menu
4. From the Game Officials Page, click on the “Add New Official” to add a new referee, or “Edit” link to edit information for an existing referee.

Game Officials

Official's Name	Add New Official
Anthony Anzivino	Edit Delete
Troy Brown	Edit Delete
Danny Bunker	Edit Delete
Edin Carl	Edit Delete
Chelsea Cook	Edit Delete
Tommy Darling	Edit Delete
Kevin Dube	Edit Delete
Tommy Duval	Edit Delete
Craig Evans	Edit Delete
Korey Ferland	Edit Delete
Dan Gaffney	Edit Delete
Amy Gagnon	Edit Delete
Dave Jenkins	Edit Delete
Will Jenkins	Edit Delete
Mike Koczera	Edit Delete

5. Edit the Game Official Information and click Save to save changes.

[Game Officials](#) » [Edit](#)

The screenshot shows a web browser window titled "Game Official Editor - Edit Existing Official". The window contains a form with the following fields and values:

First Name:	Rob
Last Name:	Porter
Initials:	
EMail:	porternh@comcast.net
Phone:	679-1857
Street:	
City:	
State:	
Zip Code:	

At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is circled in blue.