



High Street Solutions
20 High Street
Woodstock, VT 05091

May 24, 2023

Athletic Scheduler Pro 2023 Officials Guide

The Athletic Scheduler manages your officials all the way from keeping their contact information to assigning them to each contest and calculating their fees. Let's begin in the backroom under the Officials tab.

First you will want to enter all of the Official Organizations that you deal with. These can be imported or entered by hand.

Organization Name	Assigning Authority	Work Phone	Home Phone	Email	Sport
41 Granite State Umpires Association	Alan Gorewitz			alangurowitz@yahoo.com	Baseball
42 Granite State Umpires Association	Gary Noyes			gnoyes7@gmail.com	Baseball
51 International Association Approved Basketball Organization	Steve Rossetti	603-225-0096	603-225-0096	steverossetti@comcast.net	Basketball

After entering the basic information you will want to go to the Officials Organization Detail tab and enter the remaining information.

The most complicated aspect of this information are the Fees. Based on the information you enter here, the athletic scheduler will calculate your fees for each official assignment. You can have different values for Varsity, Junior Varsity, and Third teams.

New Hampshire Lacrosse Officials Association

Organization Name: Lacrosse
Sport: Lacrosse

Contact

Bill Ball | 603-775-8530 | 603-778-6139 | bbball@asu16.org
Assigning Authority: Work Phone | Home Phone | Email

1 Briar Street | Exeter | Ne | 03833-000
Street | City | State | Zip

Fees

Membership Fee: \$65.00
Mileage Fee Calculation: Low 40, High 80
Description: 40+ = \$14, 80+ = \$24

Varsity	Junior Varsity	Thirds
Contest Fee: Break 1, Fee \$100, Condition	Contest Fee: Break 2, Fee \$70, Condition	Contest Fee: Break 1, Fee \$70, Condition
Officials: 1, \$125	Officials: 1, \$105	Officials: 1, \$70
\$150 Alone Rate	\$105 Alone Rate	
\$75 Varsity/JV back to back Rate	\$140 JV/Thirds back to back Rate	
\$60 Assistant Rate	\$35 Assistant Rate	

Team Break = # of Teams that determines which fee is used
Officials Break = # of Officials that determines which fee is used

The athletic scheduler will handle a Mileage Fee that is set at a certain dollar amount, an amount per mile traveled, or a calculation based on a break mileage such as \$14 > 40 miles and \$24 > 80 miles.

Contest fees are calculated based on the number of officials and/or teams involved in the event. Included are fees for standard contests with one opponent and the normal number of officials, more teams and differing number of officials, officials working alone, assistant officials, and officials working back to back contests.

After entering your Officials Organizations you can import or enter your officials information records. To enter an officials, click on the New Official button and a blank record will be created.

Last Name	First Name	Phone Home	Cell Phone	E-Mail Address	Notes	Miles
3466 Abbott	Phillip	(603) 228-3786	(603) 731-0434	galledad23@aol.com		
3467 Abreau	Rick		(617) 312-7490	rfabreau@yahoo.com		
3468 Acosta-Garcia	Gerardo	(603) 242-6237	(603) 762-9187	jacostagg@myfairpoint.net		
3469 Acres	Deb		(603) 520-2406	ddhacres@hotmail.com		
3470 Adams	Collis	(603) 384-1514	(603) 660-9797	collis.adams@comcast.net		
1471 Alderman	Paul	(603) 475-9700		found the address on...		

After entering the basic information for each officials go to the Officials Detail tab to enter the remaining information. Be sure to enter each of the Officials Organizations that each official belongs to. The athletic scheduler will pull information from the associated organization when calculating fees.

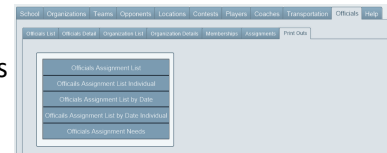
3466 Abbott, Phillip

Phone Home: (603) 228-3786 | Cell Phone: (603) 731-0434 | E-Mail Address: galledad23@aol.com

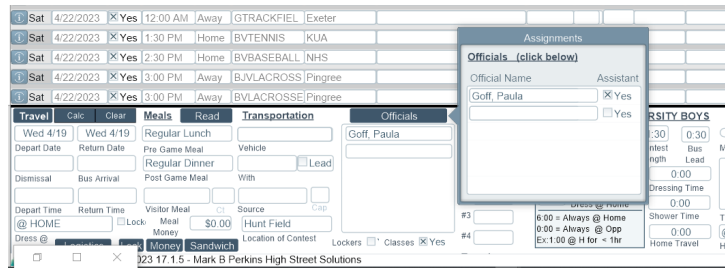
Assignments:

Contest	Team	Opponent	Date	Location
41	LACROSSE VARSITY	UN	12-20	ROCKY HILL
42	LACROSSE JUNIOR	UN	12-20	HUNT FIELD
43	LACROSSE VARSITY	UN	12-20	ROCKY HILL

On the Print Out tab you will have a selection of layouts for creating pdfs for different purposes such as lists of contest to send to your assigning authorities for their assignments.



You can then assign officials to each contest on the Contest layout by clicking on the Officials button and clicking into the Officials field and selecting the appropriate official.



The athletic scheduler provides you with two layouts for payment for officials by clicking on the Officials Payment button in the Function menu on the contest layout. Voucher provides you with a payment voucher for the official to sign to be turned into the Business Office for their payment. List provides you with a list of assigned officials for you to submit to the Business Office for their payment.

St. Paul's School
Athletic Department

12868

Officials Payment Form

Date	Time	Team Name	Opponent
4/19/2023	3:00 PM	LACROSSE JUNIOR VARSITY BOYS	Dublin

Full Name Goff, Paula	Assistant <input checked="" type="checkbox"/> Yes	Contest Fee	\$60.00
Home Street 4 Grady's Lane		Mileage	40
Home City Dover	Home State NH	Home ZIP Code 03180	Total Amount
			\$84.00

Physical Address
4 Grady's Lane, Dover, NH 03180

Signature

St. Paul's School
Athletic Department

Exit Preview mode and return to browse mode.

Officials Payment List

Full Name	Home Street	Home City	State	ZIP Code
Ball, Bill	1 Briar Street	Exeter	NH	03225

Date	Time	Team Name	Amount
4/15/2023	3:00 PM	LACROSSE VARSITY BOYS	\$124.00
Ball, Bill Total Amount			\$124.00

Date	Time	Team Name	Amount
4/19/2023	3:00 PM	LACROSSE JUNIOR VARSITY BOYS	\$84.00
4/19/2023	3:30 PM	LACROSSE VARSITY BOYS	\$84.00
4/15/2023	3:00 PM	LACROSSE VARSITY BOYS	\$84.00
Goff, Paula Total Amount			\$252.00