

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.

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.

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 > 40miles and \$24 > 80 miles.

		Alan Gorewic	2			alangorewitz	gyanoo.com	Daseball	\
- 42 Granite State Umpires	Association	Gary Noyes				gnoyes76@g	mail.com	Baseball	X
68 Granite State Umpires	Association								X
51 International Association	on Approved Basketball Organizatio	on Steve Rosset	tti	603-225-0096	603-225-0096	steverossetti	@comcast.net	Basketball	X
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Bill Ball	603-775-8530	303-778-6139	bball@asu16.org		
ssigning Authority	Work Phone H	lome Phone	Email		
1 Briar Street	Exeter		Ne 03833-000		
itreet	City		State Zip		
65.00	Mileage Fee	Calculation	Descripti	ion \$14_80+ = \$24	
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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.

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.

School Organizations Teams Opponents	B Locations Contests Players Co	aches Transportati	ion Officials Help	
Officials List Officials Detail Organization List	Organization Details Memberships Assign	ments Print Outs		
New Official Calculate All Miles	Duplicate Officials?			
Last Name	First Name Phone Home	Cell Phone	EMail Address	Notos Miles
▶ 3466 Abbott	Phillip (603) 228-37	86 (603) 731-0434	goaliedad23@aol.com	
▶ 3467 Abreau	Rick)	(617) 312-7499)	{rfabreau@yahoo.com	
▶ 3468 Acosta-Garcia	Gerardo (603) 242-62	37 (603) 762-9187)	[acostagg@myfairpoint.net	
▶ 3469 Acres	Deb)	(603) 520-2406	ddhacres@hotmail.com	
• 3470 (Adams	Collis (603) 384-15	14 (603) 660-9797	collis.adams@comcast.net	
Alderman	Not 1	10/0701 433 0306	fround the nitch@amail.com	

School Organizations Teams Opponents Locations Contests Players Coaches Tran Oficial Let <mark>Oficial Debal</mark> Organization Let Organization Debals Memoarchaes Asspenents Intel C	sportation Othoals Halp nh Official Chooser, Goff, Paula		
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Home Physical Address EMail Address	Nobes		

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.

③Sat 4/22/2023 ≥Ye	s 12:00 AM Away	GTRACKFIEL Exeter		I I		
①Sat 4/22/2023 ≚Ye	s 1:30 PM Home	BVTENNIS KUA		Assignments		
①Sat 4/22/2023 ≥Ye	s 2:30 PM Home	BVBASEBALL NHS		Officials (click below)		
③Sat 4/22/2023 ≚Ye	s 3:00 PM Away	BJVLACROSS Pingree		Official Name	Assistant	
3 Sat 4/22/2023 X Ye	s 3:00 PM Away	BVLACROSSE Pingree		Goff, Paula	⊠Yes	
Travel Calc Clear	Meals Read	Transportation	Officials		Yes	RSITY BOYS
Wed 4/19 Wed 4/19	Regular Lunch		Goff, Paula			1:30 0:30
Depart Date Return Date	Pre Game Meal Regular Dinner	Vehicle				ntest Bus M ngth Lead
Dismissal Bus Arrival	Post Game Meal	With			NAME OF BRIDE	0:00 Dressing Time 0:00
0 HOME	visitor Meal Ct .ock Meal \$0.00 Money Sandwid	Bource Cap Hunt Field Location of Contest Lo	ckers 🗌 'Classes 🗷 Yes	#3 6:00 = Alway 0:00 = Alway #4 Ex:1:00 @ H	s @ Home s @ Opp for < 1hr	Shower Time T 0:00 (Home Travel H
	023 17.1.5 - Mark B	Perkins High Street Solu	tions			

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.

Ath	letic De	cnool partment					
12868		Offi	icials Pag	ymen	t Forn	n	
Date 4/19/2023	Time 3:00 PM	Team Name LACROSSE JUI	NIOR VARSITY	BOYS	Op Du	ponent Iblin	
Full Name Goff, Pau Home Stre 4 Grady':	ula et s Lane			Assistant	🛛 Yes	Contest Fee Mileage 40	\$60.00
Home City Dover Phone Nur	nber Home P	Home State NH hone Type	Home ZIP Code 03180			Total Amount	\$84.00
Physical A 4 Grady's	ddress s Lane, Dove	er, NH 03180				Signature	

Athletic Department					
		Officials Paym	ent List		
Full Name	Hom	e Street	Home City	State	ZIP Code
Ball, Bill	1 B	riar Street	Exeter	NH	03226
4/15/2023	3:00 PM	LACROSSE VARSITY BOYS		Amount	\$124.00
			Ball, Bi	ll Total Amount	\$124.00
Goff, Paula	4 G	rady's Lane	Dover	NH	03180
4/19/2023	3:00 PM	LACROSSE JUNIOR VARSITY	BOYS	Amount	\$84.00
4/19/2023	3:30 PM	LACROSSE VARSITY BOYS		Amount	\$84.00
4/15/2023	3:00 PM	LACROSSE VARSITY BOYS		Amount	\$84.00
			Goff, Paul	a Total Amount	\$252.00