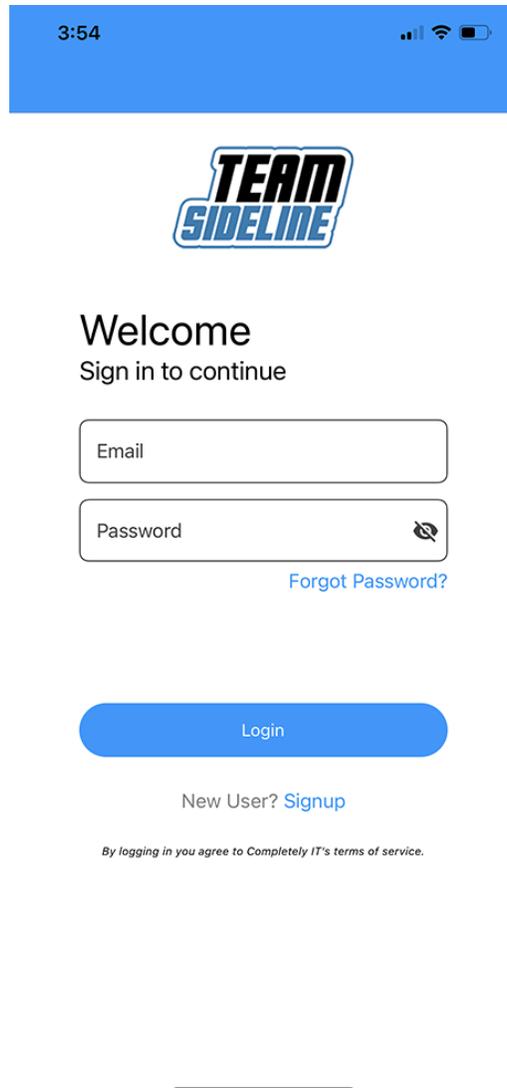


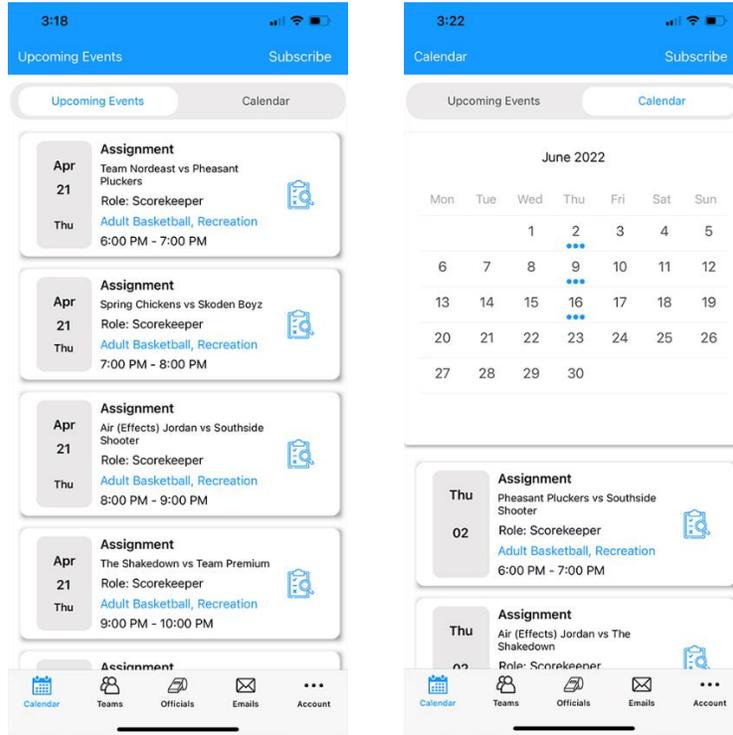
## Welcome to the TeamSideline App!

The TeamSideline App contains content for both those with Team Sites and those with Officials accounts. So as an Official, you will see a few more tabs than the previous App. This guide will show you how to use the App and explain all the new tabs.

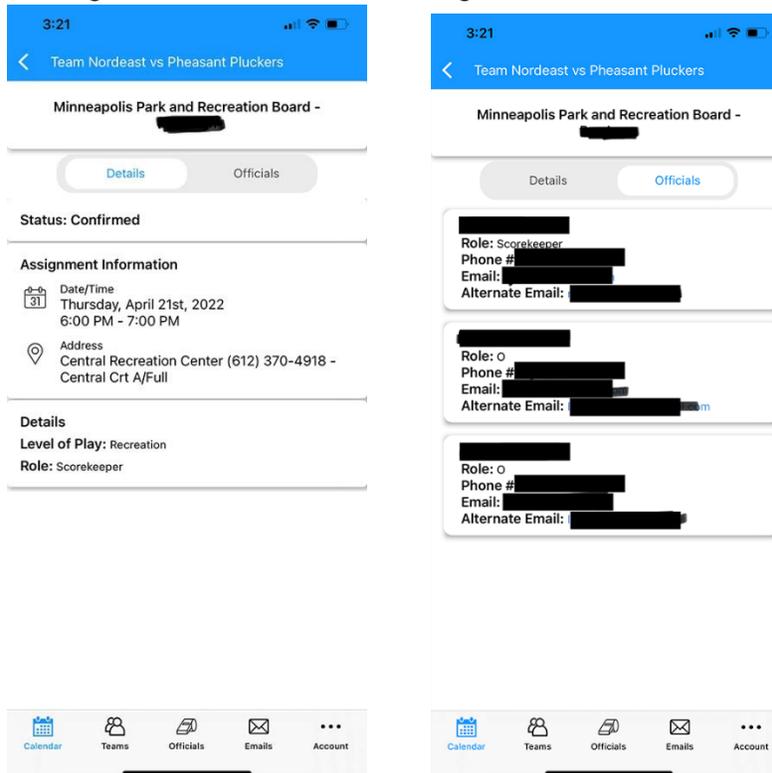
**#1 Logging in to the App:** You will use the same email and password to log into the new TeamSideline App that you use to log into your Officials Account.



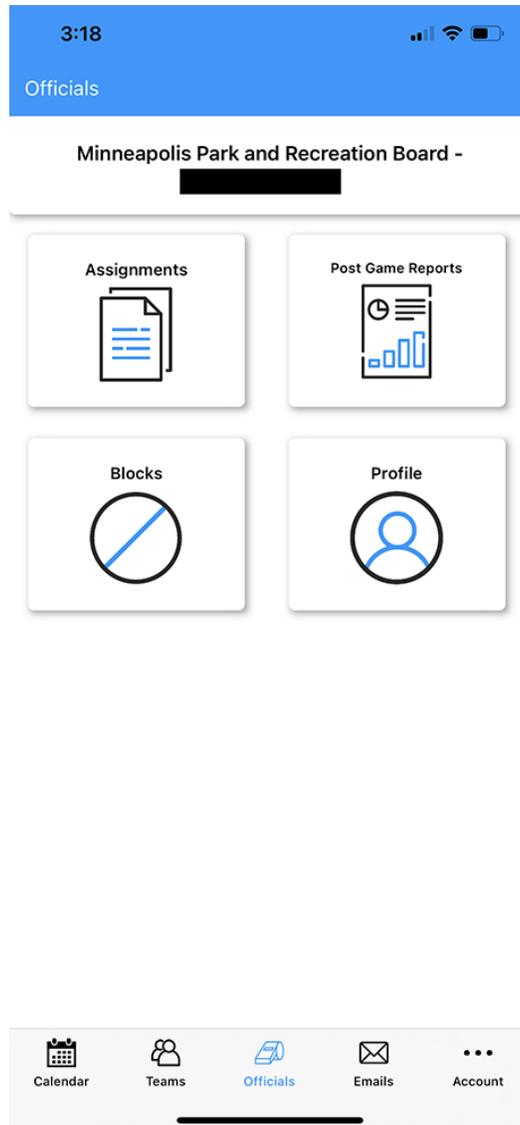
**#2 Officials Calendar:** Once you log in you will be taken to your Calendar Event view where you can see all your upcoming Games and Assignments. You can view either via Upcoming Events or using the Calendar View.



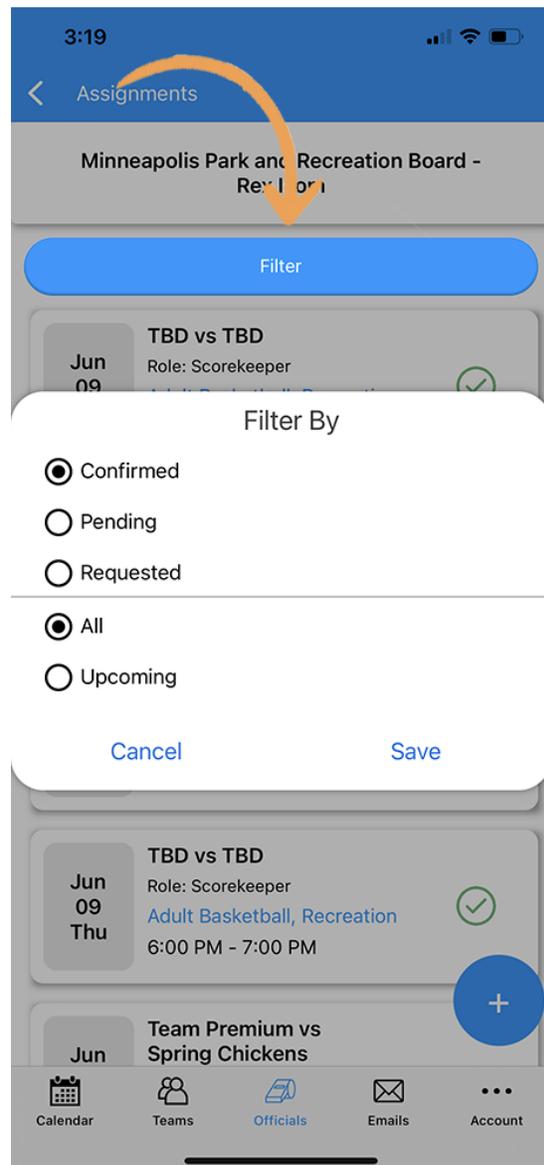
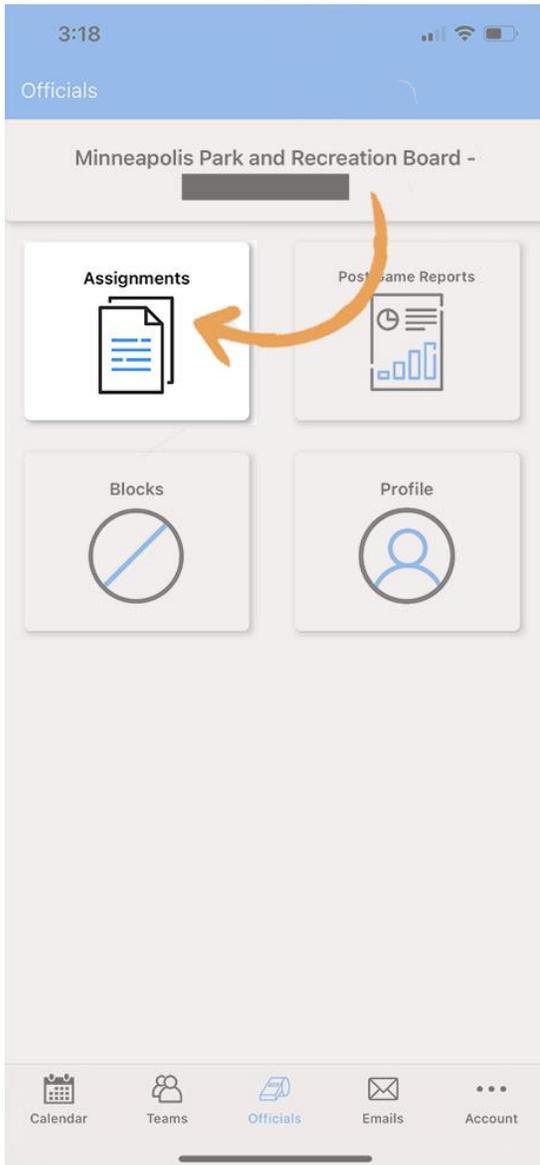
Tap on the View Assignment icon to view the Assignment details as well as Official details.



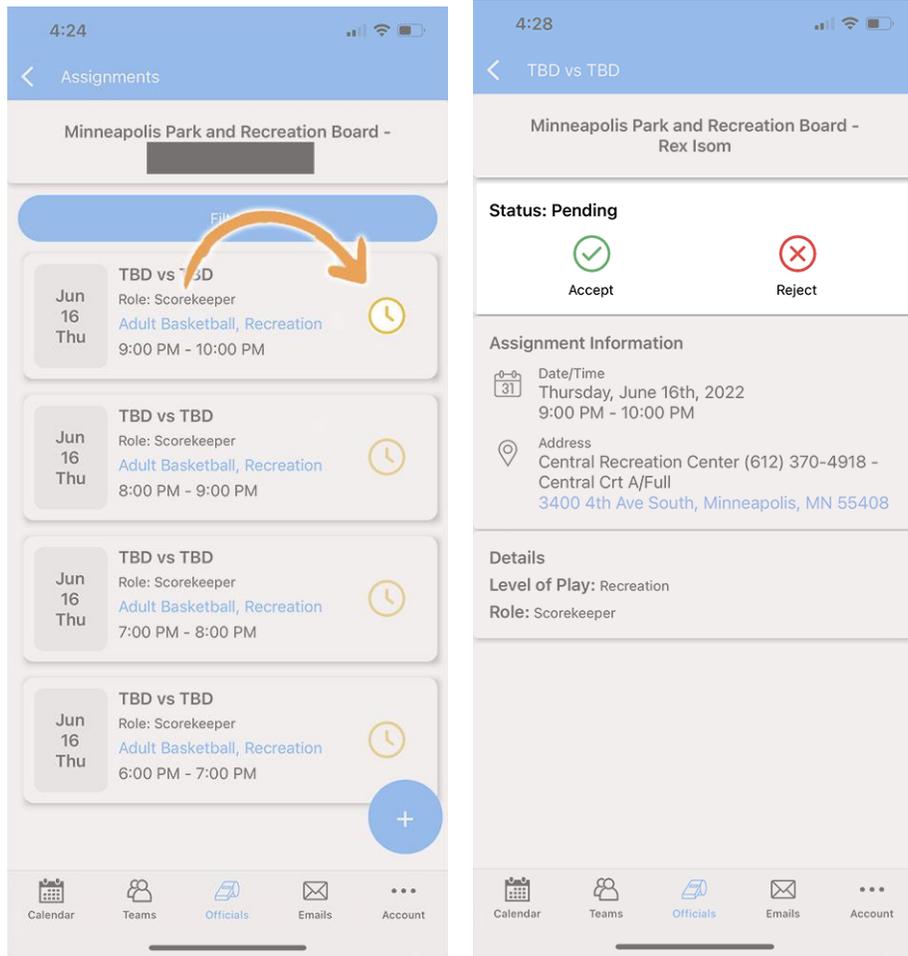
**#3 Officials Menu.** From the tab Menu Bar, click the Officials icon to be taken to your Officials page. This page is where you can do all your tasks such as managing your assignment, submitting Post Game Reports, and managing your Blocks.



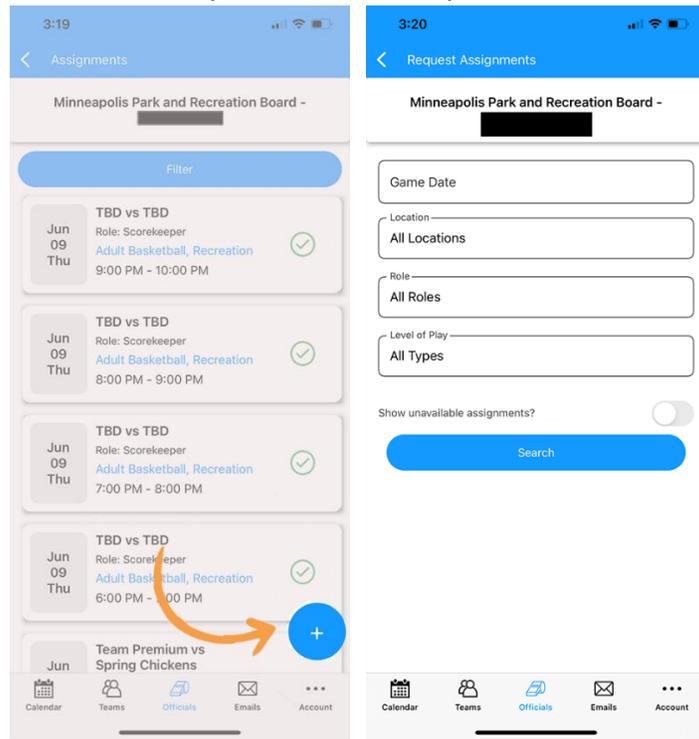
**#4 Manage your Assignments:** To manage your assignments, tap the Assignments box. From here you can tap the Filter button to filter your assignments. **Note:** The “All” option filters dates in reversed order currently based on previous customer feedback.



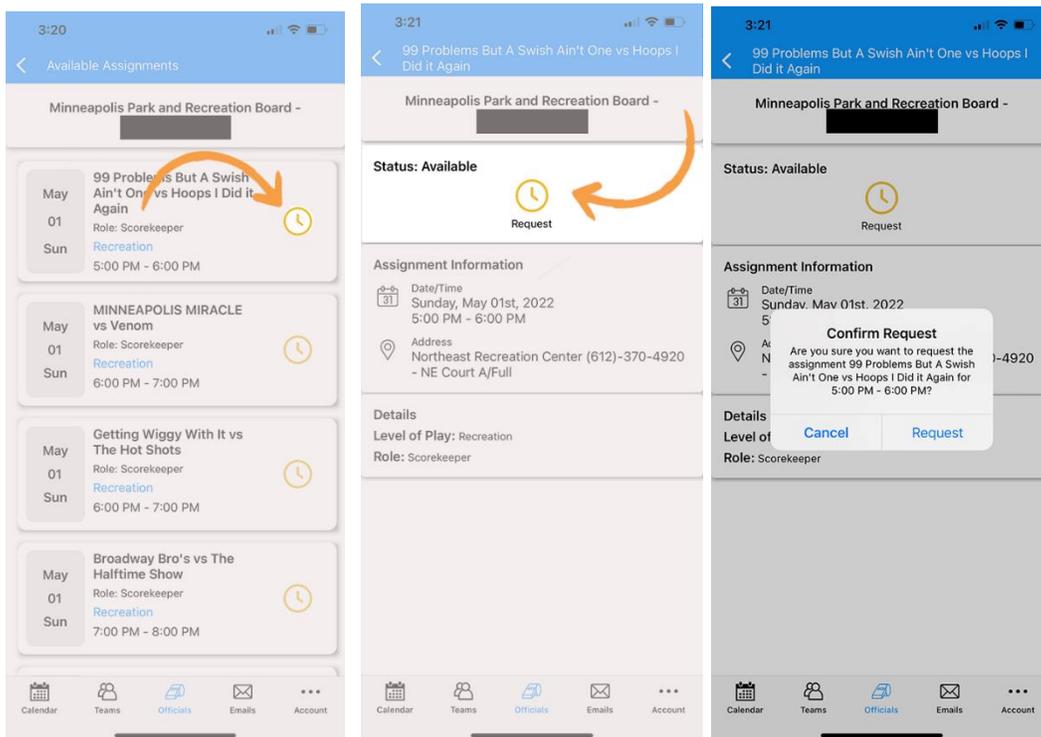
**# 5 How to Confirm or Reject an Assignment.** Tap on the Event to either Accept or Reject the Assignment.



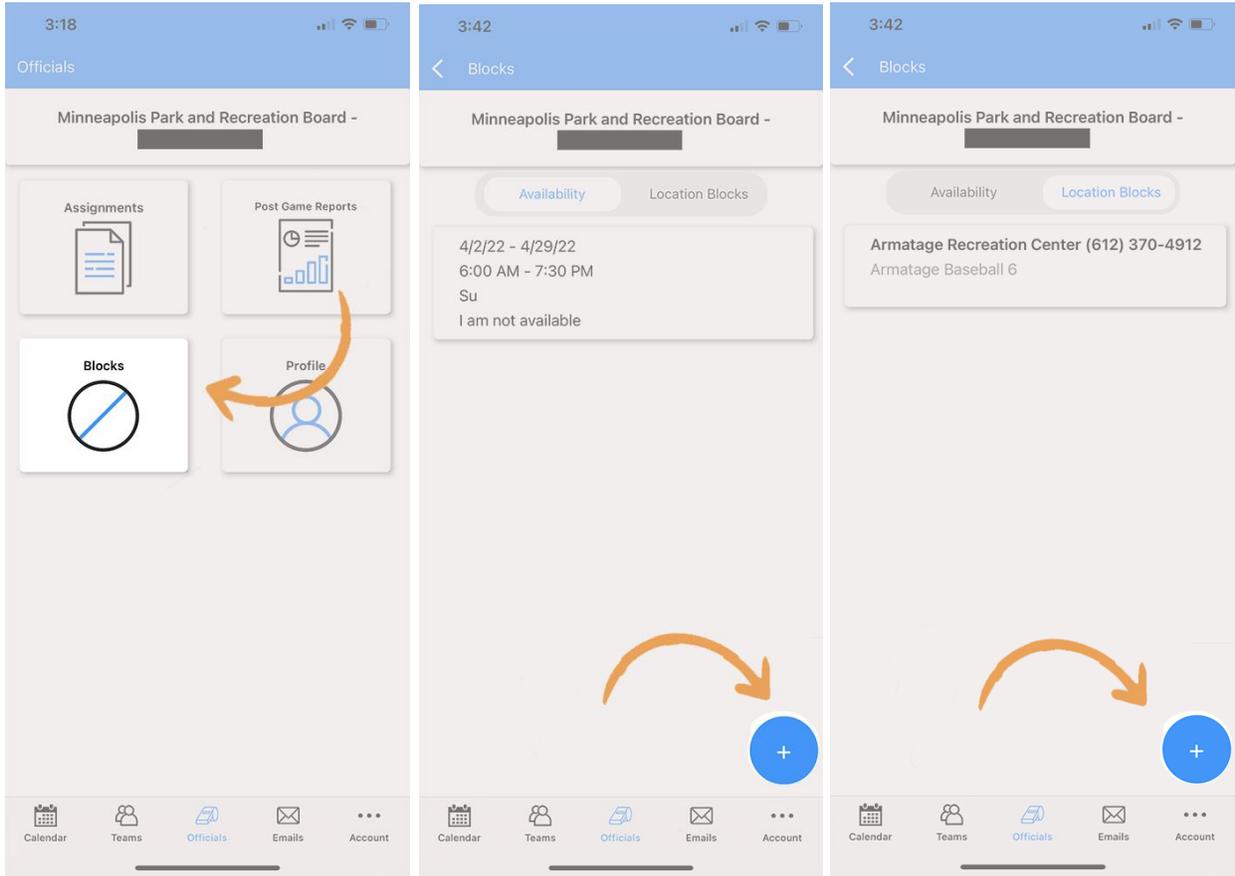
**#6 How to Request an Assignment:** On the Assignments page, tap the blue plus sign to request an Assignment. Enter in the parameters and tap the Search button.



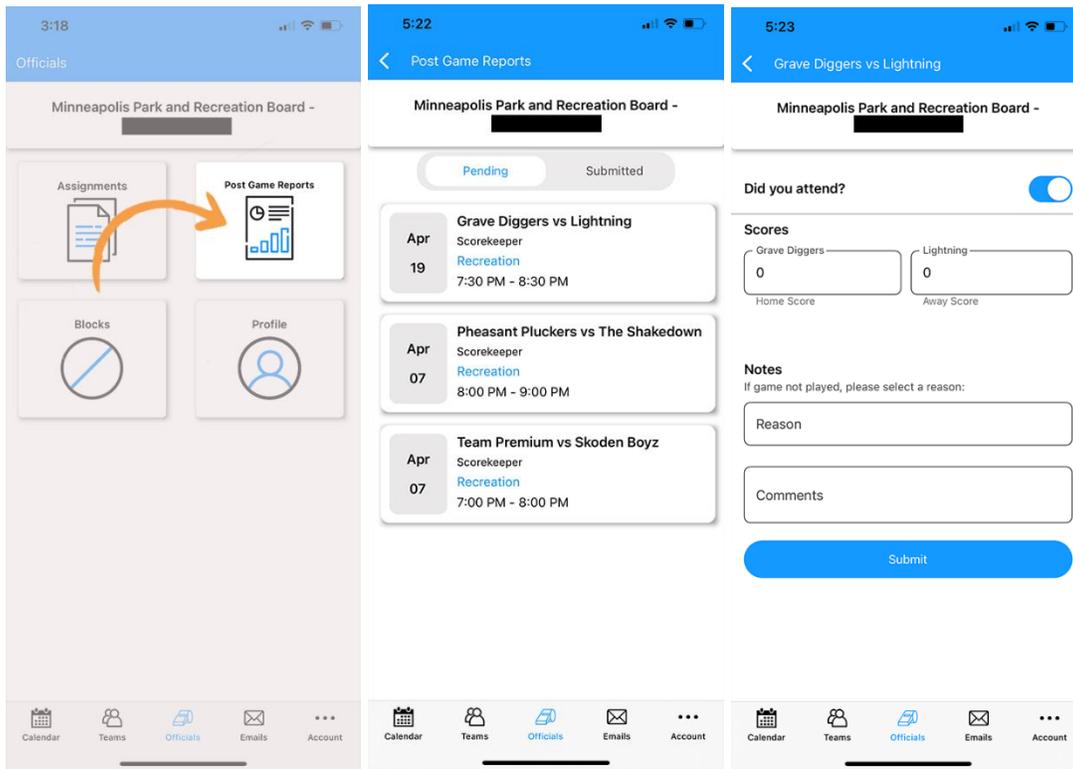
Tap the yellow pending icon to view the Assignment Details. If you decide to request the assignment, tap the Request icon. You will get a pop up to confirm the request – tap Request to confirm.



**#7 How to Block Availability and Locations:** From the Officials main page, tap the Blocks button to add blocks for either your Availability or Location. Tap the blue plus icon to add your Blocks. Swipe left on the block to delete.

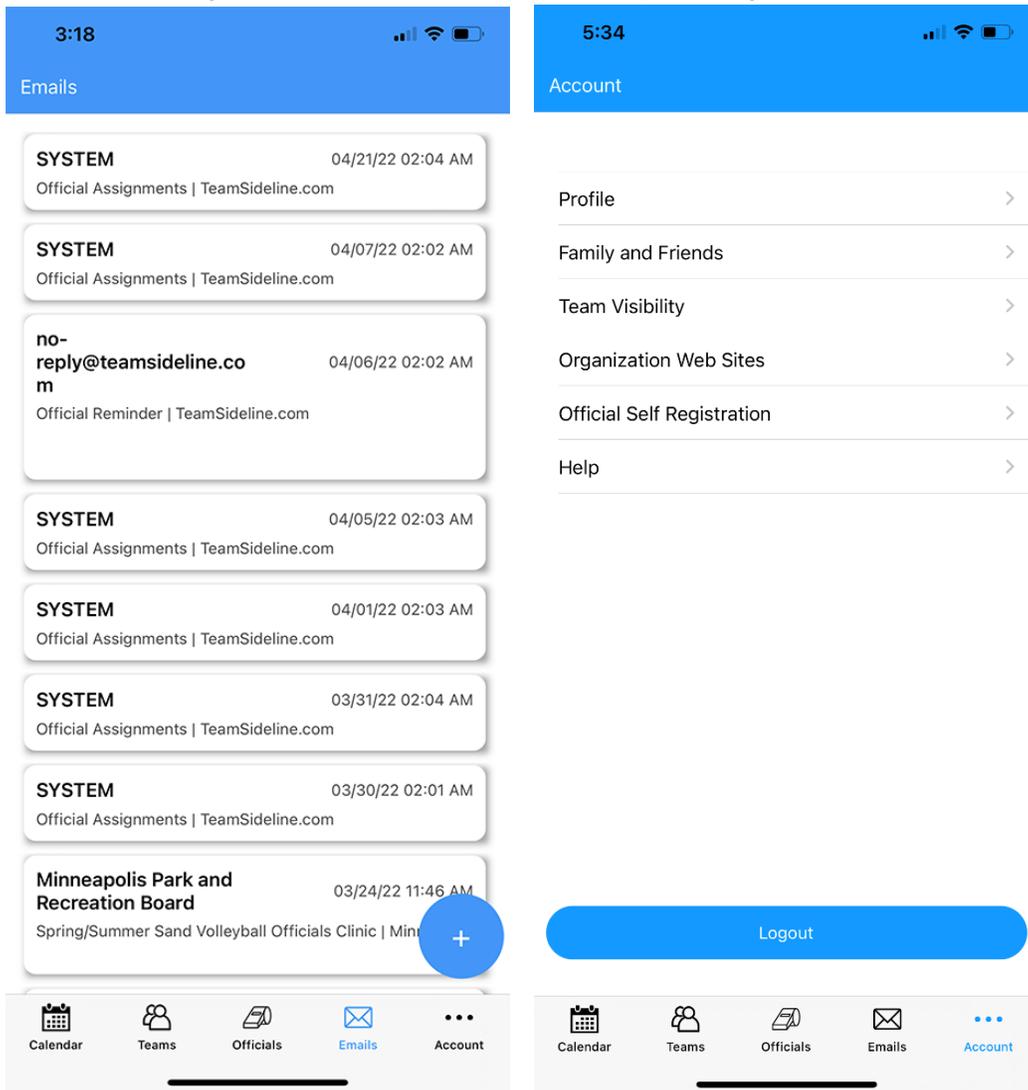


**#8 How to Submit/Review a Post Game Report:** From the Officials Main Menu, tap the Post Game Report button. For Pending Post Game Reports, tap the Assignment to enter in the details and tap the Submit button.



**#9 How to view Emails and Log out:** From the tab bar tap the Emails icon to view all emails that have been sent to you. You can only view emails as an Official, you cannot reply or send emails via this tab. To reply to an email, you will need to respond via your regular email client for example GMAIL or Outlook.

To log out, tap the Account icon and tap the Log out button.



**Note:** If you also have a Team Site, you can tap the plus sign icon to send emails to your Team Site Roster.

**FAQ:**

**Q:** What is the Teams icon and why is the page blank?

**A:** Since the Team Site and Officials App have been merged, the Teams icon is showing as part of the Team Site App. If your organization is not utilizing the Team Sites, then this tab may be blank for you. If you are an Official and also have a Team Site then this tab will populate with your Team's information.