(For appointments)

www.refcentre.com

Once on E2E, enter your e-mail and password

E2E - "*GAMES*".

1. From drop down screen, select **"next game"**. This is where your next appointment will show.
2. From drop down screen, select **"availability"**.
3. From drop down screen, select the **month** you want to change your availability for. Check off the dates you are available and hit "update" (to select all, just click "select all" and "update"). <u>Repeat</u> step 3 for <u>every month</u> !
NOTE : If you do NOT update your availability, E2E will show you as unavailable to the game appointer and you will therefore receive NO offers.
4. **Offers** : This screen would show you any offers that might have been made to you.
5. **Available games** : This screen would show any available games for self appointment (not used by WSC).
6. **Schedule** : here you can see all your games.
7. **Game report** : here is where you submit your game report for **competitive** games.
8. **Field locations** : here you can search for any field location and how to get there.
9. **Special incident** : Here you can submit a special incident form for **competitive** games.
10. **Ref Centre +** and below : Subscription feature (optional, not mandatory)

E2E - "*PREFERENCES*".

1. **District** : Will show your home district (Essex). You can request other districts here as well.
2. **Leagues** : Shows available competitive leagues to officiate in.
   NOTE : you **MUST** submit Essex County Soccer League if you want to be considered for competitive games ! Select leagues and click "submit".
3. **Clubs** : You **MUST** select Windsor SC to be considered for the House League games. (Do NOT select the other **clubs**, as they do NOT use E2E).
4. **Tournaments** : would show tournaments where applicable.
5. **Day** : Here you can indicate your preferred league to officiate in on specific days. Choose leagues for every day and click "submit".
6. **Kick-off** : Select your preferred kick-off time (if you have any) and click "submit".
7. **Fields** : Select Preferred, Acceptable and Not Acceptable towns to referee in and click "submit".
8. **Divisions** : Click on the league name and a screen will open for age groups. Click what you would like to be considered for and click "submit".
9. **OSA zones** : choose if and where applicable and click "submit".
10. **Home page settings** : change your home page settings as you prefer.

E2E - *"REF CENTRE+"*

This is a feature if you would describe to the paid version.
Not available otherwise.
Again : This is not mandatory.

E2E - *"MY ACCOUNT"*

1. **Profile** : Here you can make changes on your profile. If you do so, click "submit".
2. **Change password** : Change your password if you want to. Click "submit".
3. **Release e-mail** : check box and click "submit".
4. **CASL** : check your consent and click "submit". (if you don't, all game offers may go
            to your SPAM box)

E2E - *"PAYMENT"*

Occasionally used for submitting expenses in higher levels.

E2E - *"ASSESSMENTS"*

Higher levels of referees can request assessments on this page.

E2E - *"FITNESS"*

This will show upcoming fitness tests and results will show here for those officials who took the fitness test.

E2E - *"REGISTRATION"*

1. **Details** : shows detailed info.
2. **My status** : shows your status.
3. **Grade** : Shows you current grade, as well as upgrading protocol.
4. **Certificates** : n/a.
5. **Register now** : Here, you can start your annual registration process.
6. **Courses** : Will show available courses such as Provincial Upgrade courses.
7. **Futsal** : Only available if you are Futsal registered.
8. **Instructor courses** : Shows available instructor courses.

E2E - *"TESTS"*

Will show annual registration test results, statistics, and after a certain date, also the answers to the test.