#### U.S. FIGURE SKATING EVENT MANAGEMENT SYSTEM

# OFFICIALS MANAGEMENT



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## Overview

LOCs can manage the officials at their competition using EMS. This document outlines the process for how to add, invite, track, and communicate with officials to your competition.

#### **Accessing Officials Management**

From the *Main* page of the selected competition, click **Officials Management**.

			Officials Management					
Event Management	÷	2019 ISU Four Co 2/4/2019 - 2/10	ntinents Figure Skating Championships /2019					
Settings Search Selected In	vited Accepted	Declined						
Load Previous Officials Search Officials	Add Foreign Offici	al	on if they do not become compliant before their	irst event.			Ad	d Selected
Name T City	T S	tate 🝸 Country 🍸 Judge	Technical Panel	Accountant	Referee	Foreign	Other	<b>≜</b>
H 4 0 F H			. to official found				No items to	display

#### Settings

Provide the email address for the Officials' Liaison. This person should also be identified on the *Competition Contacts* page. Replies to invitations and communications will be delivered to this email address.

Step	Actions
1	Click Settings.
2	Provide an email address in the "Reply To Email" field to receive replies from Officials. Click <b>Save</b> .
3	Click <b>OK</b> when EMS populates the "Success" message.

#### Search Officials Page

Use this page to begin building your list of officials. To start compiling your list, you can search for officials or load officials that previously attended one of your competitions. Compliance and Appointment information displays for each official. Appointments are abbreviated and color coded within the Official's Directory.

*Note*: Officials included on EMS applications may appear on the *Selected* page. In this case, you will not need to search for the official.

Step	Actions
1	Click Search.
	Settings       Search       Selected       Invited       Accepted       Declined         Local Previous Officials       Search Officials       Add Foreign Official       Add Foreign Official       Add Selected         Official(s) highlighted in red are not currently complexit. They will not be able to efficiate of the competition if fley do not become complexit before field free rest.       Referee       Foreign       Other         •       Name       T       Ory       T       Search       Referee       Referee       Other       Implement         •       Name       T       Ory       T       Search       Referee       Referee       Other       Implement         •       Matter Official       Whatehols Ray       Will       MARE restrict       Referee       Referee       Other       Implement       Referee       Referee       Colored       Referee       Referee
2	Complete one of the following: • Load officials – go to <u>Step 3</u> . • Search for officials – go to <u>Step 4</u> . • Add officials – go to <u>Step 7</u> .
3	Click Load Previous Officials to review the pool and invite officials utilized in the previous 365 days. <i>Note</i> : You are able to filter the list by "Name", "City", "State", or "Country". Go to <u>Step 10</u> .
4	To search for official/officials, click Search Officials.

5	To filter for and select an official to the invitation list, provide any of the following to generate a report:     Check "Search Jr Judges"     "Member Number"     "First Name"     "Last Name"     "Country"     "State"     "Region"     "Discipline"     "Type"     "Level"
6	Click <b>Search</b> . Go to <u>Step 10</u> .
7	When inviting foreign officials not found during search, click Add Foreign Official.
8	<ul> <li>To add a foreign official to the invitation list, provide the following:</li> <li>"First Name"</li> <li>"Last Name"</li> <li>"Email"</li> <li>"Gender"</li> <li>"Country"</li> <li>"Foreign Type"</li> <li>"Discipline"</li> </ul> Note: ALL items are required.
9	Click <b>Create</b> . <i>Note</i> : The list of officials populates for two seasons.
10	Review the list of officials for compliance. The official(s) highlighted in red are not currently compliant. Important. Non-compliant individuals are NOT allowed to officiate unless compliance occurs prior to the first event.
11	To select the official(s), check the box next to each name.
	<i>Note</i> : To avoid losing your results, you must select applicable officials before beginning a new search or upload.
12	Click Add Selected > OK when the <i>Success</i> message window populates.
13	Go to <u>Selected Officials</u> .

#### Selected Officials

Use this page to invite or add selected officials to your competition.

Step	Actions									
1	Click Selected.									
	Settings Search Selected Invited Accepted Declined									
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	Image: Margin Sinth       2310950tmbourds       918.585.10%       Compliant       Net Compliant       Image: Margin Sinth         Image: Margin Sinth       2310950tmbourds       918.585.10%       Compliant       Net Compliant       Image: Margin Sinth         Image: Margin Sinth       2310950tmbourds       847.858.02%       Compliant       Net Compliant       Image: Margin Sinth         Image: Margin Sinth       107.4810tmbourds       941.224.5080       Compliant       Net Compliant       Image: Margin Sinth									
2	Are you inviting an official for a specific position?									
	<ul> <li>inviting for a specific position or positions</li> <li>Select the position and, if applicable, the discipline.</li> <li>Click the edit official's assignment icon to add a position.</li> <li>Note: To remove a position added in error, select the official and click the remove icon.</li> <li>Repeat to add positions.</li> <li>Click Save Changes.</li> <li>Go to Step 3.</li> </ul>									
	not inviting for go to Step 3. a specific position or positions									
3	Check to select each official receiving an invitation.									
4	Click <b>Invite</b> . <i>Note</i> : The invitation (email) to the official displays.									

5	<ul> <li><u>Send Emails</u> - Email an invitation that will require a response from the official</li> <li><u>Update as Invited</u> - Select this option when an official has been invited outside EMS</li> <li><i>Note</i>: To return to the "Selected" list, click outside of the window.</li> </ul>						
6	Select an "RSVP Date". You may CC an email address. Click <b>OK</b> . <i>Note</i> : To return to the "Selected" list, click outside of the window.	RSVP Date: 12/5/2018 CC: Leave blank to ignore Please enter an RSVP Date OK					
7	Preview the email for each invitation by using the <b>Previous</b> and <b>Next</b> buttons to go through the invited officials. Click <b>Send</b> . <i>Note</i> : Once sent, the names of invited officials move to <i>Invited</i> tab.	eview Email 1 of 3 × To: 231095@simba.usfs CC: Subject: 2019 ISU Four Continents Figure Skating Championships - Officials' Invit ar William Smith, 5. Figure Skating is hosting 2019 ISU Four Continents Figure Skating Championships between Feb 4, 19 and Feb 10, 2019 in Anaheim, CA. You have been cordially invited to officiate! sition(s): Event Referee (Dance) asse log into your U.S. Figure Skating Members Only account by Dec 5, 2018 and under Official's nagement, select Invitations/Competitions to respond to your invitation. Please provide any comments garding your invitation and/or availability for the competition. The comments will be reviewed by the mpetition chair(s) and the official's liaison. nou have any questions, please reach out to the following:					

### **Invited Officials**

Use this page to manage invited officials. You can:

- Resend invitations
- Accept or decline invitations on behalf of officials
- Remove them from the list of invitees

#### **Resending the Original Invitation**

Step	Actions
1	From the officials' list, check the appropriate box for the individual(s) to resend the individual)
2	<ul> <li>Click Send Email to resend the invitation:</li> <li>Send Emails - Email an invitation that will require a response from the official</li> <li>Update as Invited - Select this option when an official has been invited outside EMS</li> </ul>
3	Provide an additional email address to include in the "CC" field when necessary. Click OK.
4	Review the email draft to ensure you are sending to the correct official. Click Send.

#### Accept /Decline/Remove an Invitation

When invites are sent in EMS, officials should respond in EMS. If officials have been invited outside EMS, mark them as one of the following:

- Accepted Select the official from the list and click Accept. The official moves to the "Accepted" tab.
- Declined Select the official from the list and click **Decline**. The official's entry moves to the "Declined" tab.
- Removed Select the official from the list and click **Remove** > **OK**. The official's invitation has been deleted.

Event Monogement	-	2019 ISU Four Contine 2/4/2019 - 2/10/201	nts Figure Skating Ch 19	ampionships		
Settings Search Selec	ted Invited Accepted	Declined				
Send Encol Accept Below are the officials that have to their secord and click Remove. Use	Codese Encoded to the competition. More the green assignment before to do	ge their invitation by sending (, update or remove the antici	a reminder email or indi pated assignment(s).	cate their attendance as accepted or d	iclined. For officials that you choose to sense	e the invitation from, select
C Norm	T Inul	T Phone	T Asignment(s)	2018 - 2019 Compliance	2019 - 2020 Compliance	
0	Osimbo ush			Compliant	Not Compliant	• D
0	Dimbo.uh			Compilant	Not Compliant	<ul> <li>Image: Image: Ima</li></ul>
x						

#### **Accepted Officials**

This page provides the list of officials who have accepted the invitation. From this page, you are able to:

- Communicate with officials via email
- Add an official to the "Accepted" list
- Add position assignments, edit position assignments, or both
- Remove an official from the "Accepted" list
- Review the official's contact information and current compliance status
- View the invitation history for the competition and add additional notes

Settin	gs Search	Selected	Invited	Accepted	Declined					
8	Decline Ser	d Email								
	Name	T	Email		T	Phone T	Assignment(s)	2018 - 2019 Compliance	2019 - 2020 Compliance	
			6:	stmba.usfs			Chief Referee (Singles)	Compliant	Not Compliant	-9 E
			0:	simba.usfs			Technical Controller	Compliant	Not Compliant	49 🖹
			0:	simba.usfs			Chief Accountant     Technical Accountant	Compliant	Not Compliant	-9 🖹

## Communicate with the Official via Email

Step	Actions							
1	From the officials' list, check the individual(s) to draft an email.							
	Event Management  C 2019 (SU Four Continents Figure Skating Championships 2/4/2019 - 2/10/2019							
	Settings     Search     Selected     Invited     Accepted       Octane     South and Email							
	Name         Y         Encol         Y         Assignment(s)         2018 - 2019 Compliance         2019 - 2020 Compliance							
	Konskantin Kostin 1396409@simbo.udu 508743.8467 Compilant Nat Compilant 🕘 📋							
2	Click Send Emails. Email Selected Officials Would you like to send an email to the 1 selected officials? Send Emails Cancel							
3	Email addresses for selected officials auto- populate.							
4	Add attachments when appropriate. Click Send Email.							

#### Add or Edit Position Assignments

Step	Actions
1	From the Accepted tab, click the edit officials icon 👔 .
	Settings     Search     Selected     Invited     Accepted       Obdime     Send Encoli     Selected     Selected
	Nome       Y       Encl       Y       Mode       X Asignment[i]       2018-2019 Compliance       2019-2020 Compliance         Image: Compliant of the state of
2	Select the "Position" and "Discipline" (if applicable) assignments from the corresponding drop-downs.
3	Click the + icon to assign the selected position.
4	To remove an assignment, click the 🔲 icon.
5	Click Save Changes.

#### **Declined Officials**

The *Declined* page provides the list of officials who were recorded as "declining" the invitation or were removed by LOC from the *Accepted* page. From this page, you are able to complete the following:

- Review the official's contact information
- View the invitation history for the competition and add additional notes
- Move the official to the "Accepted" list
- Remove an official from the "Declined" list

Settin	gs Search	Selected	Invited	Accepted	Declined		
✓ Accept   Remove							
	Name				T Email	Phone T	
					estimba viđi		Ð
					@stmba.vsfs		Ð

#### Remove an Official from the Declined List

To remove an official from the list of the *Declined* page:

- Check the individual(s) to remove
- Click **Remove** > **OK**. The selected individual has been removed.

