

# OFFICIALS MANAGEMENT



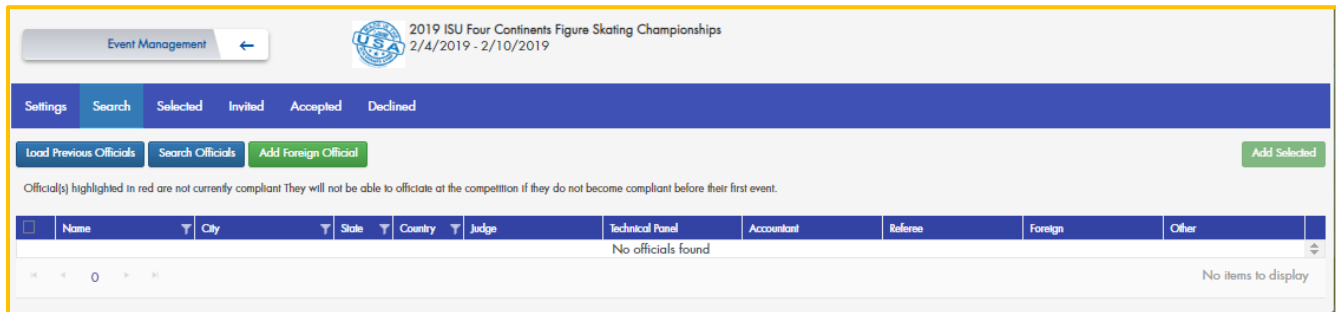
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# Overview

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**.



## 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.

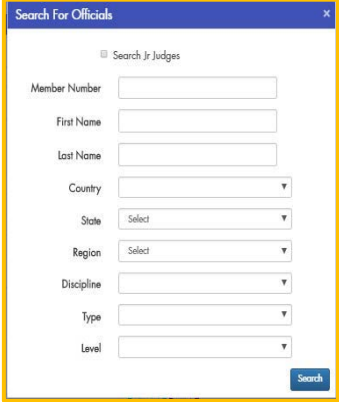

Step	Actions
1	Click <b>Settings</b> .
2	Provide an email address in the "Reply To Email" field to receive replies from Officials. Click <b>Save</b> .
3	Click <b>OK</b> when EMS populates the "Success" message.

## 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.

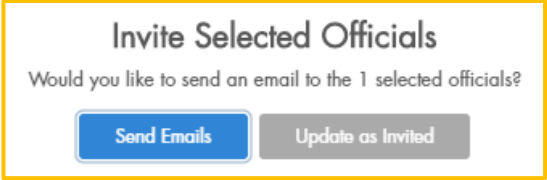
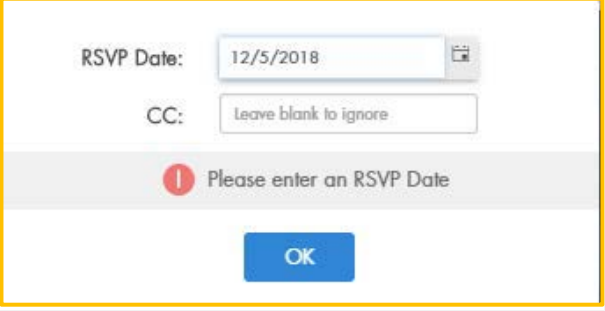
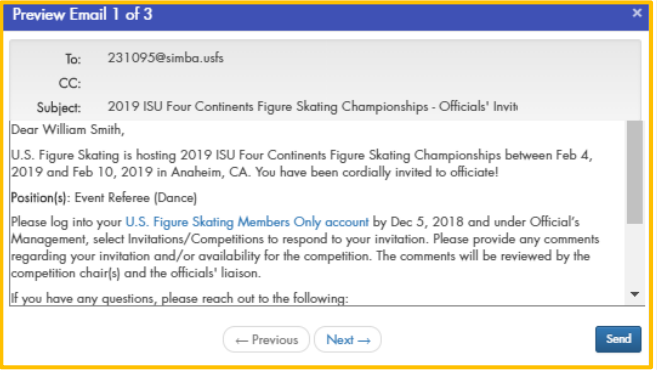
Step	Actions
1	<p>Click <b>Search</b>.</p> 
2	<p>Complete one of the following:</p> <ul style="list-style-type: none"> <li>• Load officials – go to <a href="#">Step 3</a>.</li> <li>• Search for officials – go to <a href="#">Step 4</a>.</li> <li>• Add officials – go to <a href="#">Step 7</a>.</li> </ul>
3	<p>Click <b>Load Previous Officials</b> to review the pool and invite officials utilized in the previous 365 days.</p> <p><b>Note:</b> You are able to filter the list by “Name”, “City”, “State”, or “Country”.</p> <p>Go to <a href="#">Step 10</a>.</p>
4	<p>To search for official/officials, click <b>Search Officials</b>.</p>

5	<p>To filter for and select an official to the invitation list, provide any of the following to generate a report:</p> <ul style="list-style-type: none"> <li>• Check “Search Jr Judges”</li> <li>• “Member Number”</li> <li>• “First Name”</li> <li>• “Last Name”</li> <li>• “Country”</li> <li>• “State”</li> <li>• “Region”</li> <li>• “Discipline”</li> <li>• “Type”</li> <li>• “Level”</li> </ul>	
6	Click <b>Search</b> . Go to <a href="#">Step 10</a> .	
7	When inviting foreign officials not found during search, click <b>Add Foreign Official</b> .	
8	<p>To add a foreign official to the invitation list, provide the following:</p> <ul style="list-style-type: none"> <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>	
<b>Note:</b> ALL items are required.		
9	Click <b>Create</b> . <b>Note:</b> The list of officials populates for two seasons.	
10	<p>Review the list of officials for compliance. The official(s) highlighted in red are not currently compliant.</p> <p><b>Important:</b> Non-compliant individuals are NOT allowed to officiate unless compliance occurs prior to the first event.</p>	
11	<p>To select the official(s), check the box next to each name.</p> <p><b>Note:</b> To avoid losing your results, you must select applicable officials before beginning a new search or upload.</p>	
12	Click <b>Add Selected</b> > <b>OK</b> when the <i>Success</i> message window populates.	
13	Go to <a href="#">Selected Officials</a> .	

## Selected Officials

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

Step	Actions																																								
1	<p>Click <b>Selected</b>.</p>  <table border="1" data-bbox="425 447 1382 682"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>Phone</th> <th>Assignment(s)</th> <th>2018 - 2019 Compliance</th> <th>2019 - 2020 Compliance</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Sarah Smith</td> <td>1155431@simba.usfs</td> <td>301-455-3016</td> <td></td> <td>Compliant</td> <td>Not Compliant</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>William Smith</td> <td>231095@simba.usfs</td> <td>918-585-1096</td> <td></td> <td>Compliant</td> <td>Not Compliant</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Patricia Smith</td> <td>482049@simba.usfs</td> <td>847-858-0296</td> <td></td> <td>Compliant</td> <td>Not Compliant</td> <td> </td> </tr> <tr> <td><input type="checkbox"/></td> <td>Rob Smith</td> <td>1076481@simba.usfs</td> <td>941-224-5080</td> <td></td> <td>Compliant</td> <td>Not Compliant</td> <td> </td> </tr> </tbody> </table>		Name	Email	Phone	Assignment(s)	2018 - 2019 Compliance	2019 - 2020 Compliance		<input checked="" type="checkbox"/>	Sarah Smith	1155431@simba.usfs	301-455-3016		Compliant	Not Compliant	 	<input type="checkbox"/>	William Smith	231095@simba.usfs	918-585-1096		Compliant	Not Compliant	 	<input type="checkbox"/>	Patricia Smith	482049@simba.usfs	847-858-0296		Compliant	Not Compliant	 	<input type="checkbox"/>	Rob Smith	1076481@simba.usfs	941-224-5080		Compliant	Not Compliant	 
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2	<p>Are you inviting an official for a specific position?</p> <table border="1" data-bbox="360 823 1446 1507"> <thead> <tr> <th style="background-color: #FFD700;">If you are...</th> <th style="background-color: #FFD700;">then...</th> </tr> </thead> <tbody> <tr> <td>inviting for a specific position or positions</td> <td> <ol style="list-style-type: none"> <li>Select the position and, if applicable, the discipline.</li> <li>Click the edit official's assignment icon  to add a position.</li> </ol> <p><b>Note:</b> To remove a position added in error, select the official and click the remove icon. </p> <ol style="list-style-type: none"> <li>Repeat to add positions.</li> <li>Click <b>Save Changes</b>.</li> <li>Go to Step 3.</li> </ol> </td> </tr> <tr> <td>not inviting for a specific position or positions</td> <td>go to Step 3.</td> </tr> </tbody> </table>	If you are...	then...	inviting for a specific position or positions	<ol style="list-style-type: none"> <li>Select the position and, if applicable, the discipline.</li> <li>Click the edit official's assignment icon  to add a position.</li> </ol> <p><b>Note:</b> To remove a position added in error, select the official and click the remove icon. </p> <ol style="list-style-type: none"> <li>Repeat to add positions.</li> <li>Click <b>Save Changes</b>.</li> <li>Go to Step 3.</li> </ol>	not inviting for a specific position or positions	go to Step 3.																																		
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3	Check to select each official receiving an invitation.																																								
4	<p>Click <b>Invite</b>.</p> <p><b>Note:</b> The invitation (email) to the official displays.</p>																																								

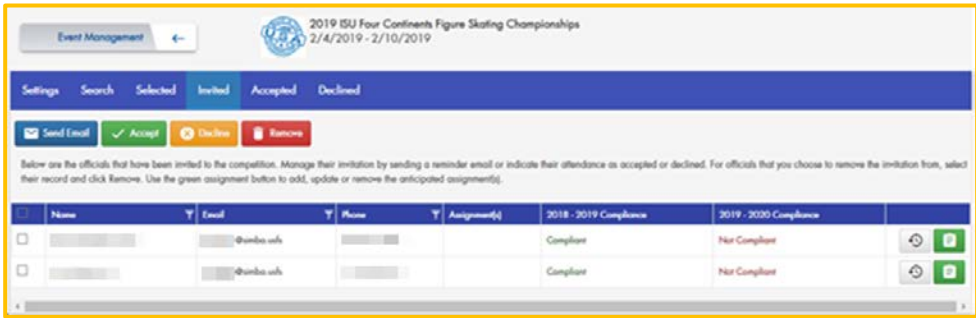
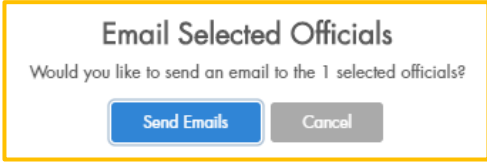
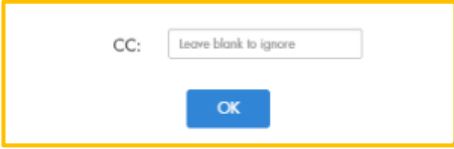
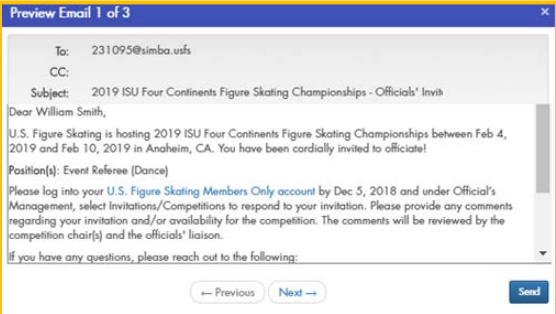
<p>5</p>	<p>Confirm the invitation(s):</p> <ul style="list-style-type: none"> <li>• <b>Send Emails</b> - Email an invitation that will require a response from the official</li> <li>• <b>Update as Invited</b> - Select this option when an official has been invited outside EMS</li> </ul> <p><b>Note:</b> To return to the “Selected” list, click outside of the window.</p>	
<p>6</p>	<p>Select an “RSVP Date”. You may CC an email address. Click <b>OK</b>.</p> <p><b>Note:</b> To return to the “Selected” list, click outside of the window.</p>	
<p>7</p>	<p>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>.</p> <p><b>Note:</b> Once sent, the names of invited officials move to <i>Invited</i> tab.</p>	

## 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

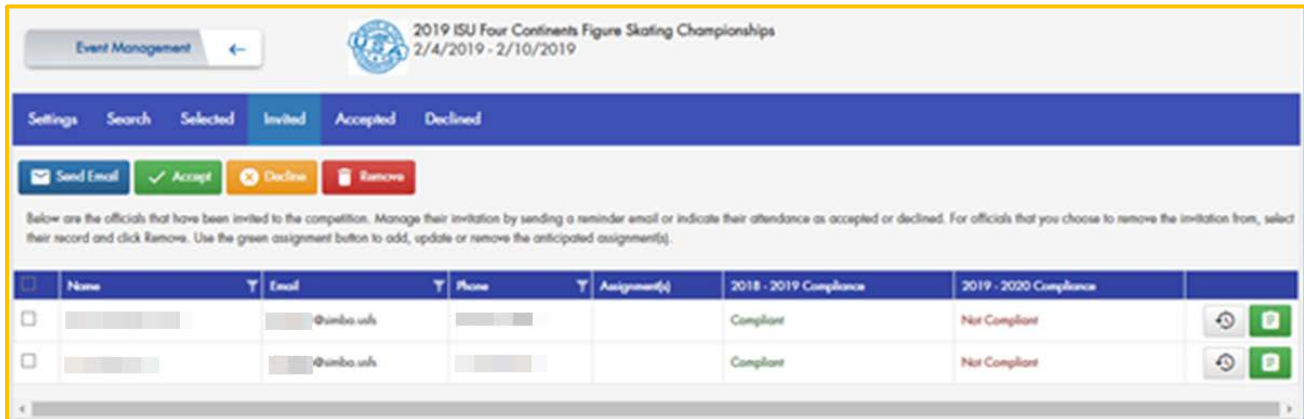
## Resending the Original Invitation

Step	Actions
1	<p>From the officials' list, check the appropriate box for the individual(s) to resend the invitation.</p> 
2	<p>Click <b>Send Email</b> to resend the invitation:</p> <ul style="list-style-type: none"> <li>• <b>Send Emails</b> - Email an invitation that will require a response from the official</li> <li>• <b>Update as Invited</b> - Select this option when an official has been invited outside EMS</li> </ul> 
3	<p>Provide an additional email address to include in the "CC" field when necessary. Click <b>OK</b>.</p> 
4	<p>Review the email draft to ensure you are sending to the correct official. Click <b>Send</b>.</p> 

## 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:

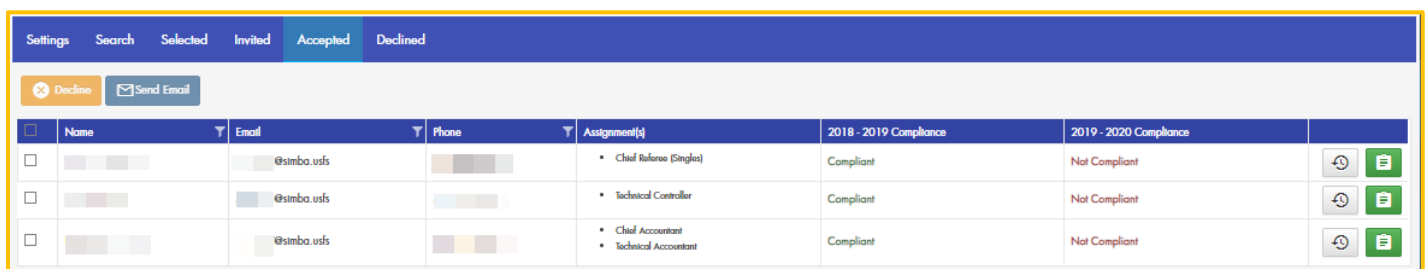
- Accepted - Select the official from the list and click **Accept**. The official moves to the “Accepted” tab.
- Declined - Select the official from the list and click **Decline**. The official’s entry moves to the “Declined” tab.
- Removed - Select the official from the list and click **Remove** > **OK**.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



## Accepted Officials

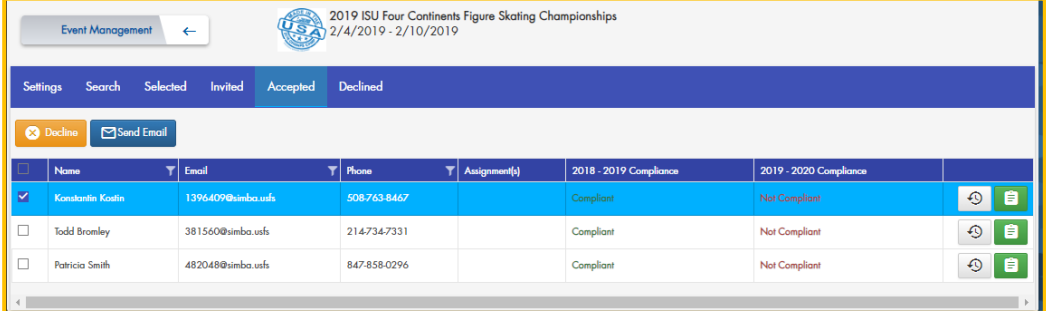
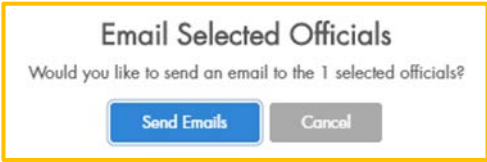
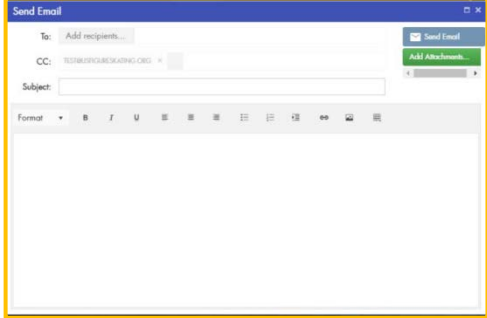
This page provides the list of officials who have accepted the invitation. From this page, you are able to:

- 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



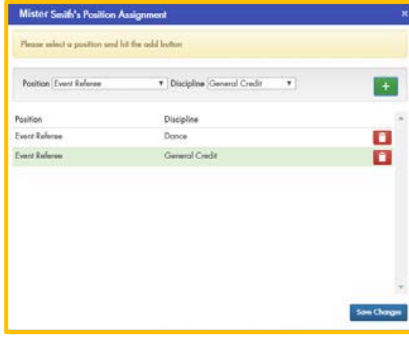






# Communicate with the Official via Email

Step	Actions
1	<p>From the officials' list, check the individual(s) to draft an email.</p> 
2	<p>Click <b>Send Emails</b>.</p> 
3	<p>Email addresses for selected officials auto-populate.</p> 
4	<p>Add attachments when appropriate. Click <b>Send Email</b>.</p>

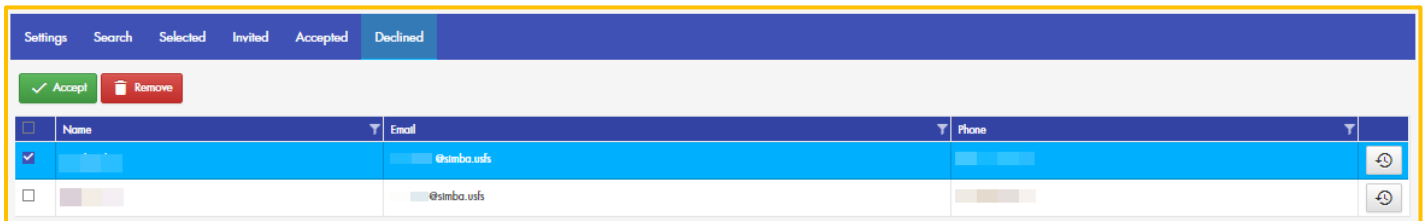
## Add or Edit Position Assignments

Step	Actions
1	<p>From the <i>Accepted</i> tab, click the edit officials icon  .</p> 
2	<p>Select the “Position” and “Discipline” (if applicable) assignments from the corresponding drop-downs.</p> 
3	<p>Click the  icon to assign the selected position.</p>
4	<p>To remove an assignment, click the  icon.</p>
5	<p>Click <b>Save Changes</b>.</p>

## 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



## 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.

