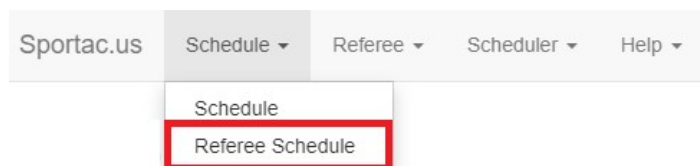


## How to Complete a Game, Enter Scores & Game Notes

1. Go to [www.sportac.us](http://www.sportac.us)
2. In the drop-down under Account (upper right corner), click **Log in**
3. Enter your **User Name** and **Password**
4. Click **Log in**
5. In the drop-down under Schedule, click **Referee Schedule**



6. In the search boxes, enter information (*Start Date, End Date, Official, Team, Location*) of the game you refereed, then click **Search**

**Start Date**  **Search**  
**End Date**    
**Official**   
**Team**   
**Location**

7. Under Score, click either **question mark**

Game	Date / Status	Location / Length	Score
Saturday, April 6 2019			
334 2019 Spring R0498	08:30 AM Normal	Dublin 5 70/90 min	? ?

8. In the drop-down under Status, choose **Complete**

**Status**  **Referees: Please update status when scores are entered.**  
**Home Score**  R0498-14UB-03-Brown  
**Away Score**  R0498-14UB-01-Wilson  
**Alert Admin**  (Check to send your message to both region's administrators.)  
**Scorecard Notes**

## How to Complete a Game, Enter Scores & Game Notes

9. Hover your mouse in the blank field to see up and down arrows appear. Click either **up** or **down** until you reach the desired score

Status Complete ▾ Referees: Please update status when scores are entered.

Home Score 3 ▾ R0498-14UB-03-Brown

Away Score 5 R0498-14UB-01-Wilson

Alert Admin  (Check to send your message to both region's administrators.)

Scorecard Notes

10. In the box under Scorecard Notes, enter any notes about the game you refereed. If the note is about a serious matter that should be sent to the region's administrators, **check the box** next to Alert Admin

Status Complete ▾ Referees: Please update status when scores are entered.

Home Score 3 R0498-14UB-03-Brown

Away Score 5 R0498-14UB-01-Wilson

Alert Admin  (Check to send your message to both region's administrators.)

Scorecard Notes

Parent on coach X team used excessive profanity during the game. I gave him two verbal warnings and advised the next infraction would result in the parent leaving the field. The parent enter the field of play using profanity, interrupted the game, and started approaching me. I ask him to remove himself from the field and that play would not resume until he complied.

11. Once you have entered the information for the game you refereed, click **Update**

Status Complete ▾ Referees: Please update status when scores are entered.

Home Score 3 R0498-14UB-03-Brown

Away Score 5 R0498-14UB-01-Wilson

Alert Admin  (Check to send your message to both region's administrators.)



Scorecard Notes

Parent on coach X team used excessive profanity during the game. I gave him two verbal warnings and advised the next infraction would result in the parent leaving the field. The parent enter the field of play using profanity, interrupted the game, and started approaching me. I ask him to remove himself from the field and that play would not resume until he complied.

**Update**

## How to Complete a Game, Enter Scores & Game Notes

12. The game will be updated showing the status as *Complete* and the final score will show

Game	Date / Status	Location / Length	Score	Home / Away	Official Team
Saturday, April 6 2019					
334 2019 Spring R0498	08:30 AM Complete	Dublin 5 70/90 min	3 5	 R0498-14UB-03-Brown  R0498-14UB-01-Wilson	CR: Greg Duke AR1: AR2: SBY: Ryan Wilson