



## Umpire Scheduling

### Mobile (iPhone/Android) Directions

Download **Assignr** from the Apple or Android app store. The app is helpful for quickly requesting games and for game reminders.



### Requesting Games

Use the following workflow for scheduling games to work.

1. Touch the *Games* tab at the bottom of the screen
2. Touch *Unassigned* at the top
  - a. Games that are unassigned are shown in grey
  - b. If you are eligible to work that game, you will see “👋REQUEST GAME”
3. Touch the game you would like to work
4. Touch the green “Request Game” box
5. Choose whether you want the plate or base umpire position

### Accept Games

After your request is approved by the scheduler, you must accept the game in order to work it. This helps keep track of accounting to be sure you are paid!

1. Touch the *Games* tab at the bottom of the screen
2. Touch *My Games* at the top
3. Your unconfirmed games will appear at the top under *Pending Assignments*
4. Touch *Accept* to confirm your game
5. The game will now appear under *Upcoming Assignments* as accepted

### Declining Games

Please provide as much notice as possible if you are unable to fulfill your assignment. Generally, 48-72 hours is ideal in order to find a replacement.

1. Touch the *Games* tab at the bottom of the screen
2. Touch *My Games* at the top
3. Find the game in *Upcoming Assignments*
4. Touch *Decline*
5. Provide a reason for declining the game
6. Call or text the Director of Umpires if the game starts in less than 48 hours

## PC, Mac, Chromebook Directions

Website: <https://4ssoftball.assignr.com>

Login information is available at the e-mail address that was provided at sign-up. Check with your parents.

### Requesting Games

Use the following workflow for scheduling games to work.

1. On the left pane, click the *Games* dropdown
2. Click *All Unassigned Games*
  - a. All unassigned games are listed here
  - b. If you are eligible to work that game, you will see **Request It**
3. P is for Plate Umpire, U is for the bases
4. Click **Request It** on the game and slot you'd like to work

### Accept Games

After your request is approved by the scheduler, you must accept the game in order to work it. This helps keep track of accounting to be sure you are paid!

1. On the left pane, click the *Games* dropdown
2. Click *My Unconfirmed Games*
3. Your unconfirmed games *Assigned Games*
4. Click *Accept Game* to confirm your game
5. The game will now appear under *My Games* as accepted

### Declining Games

Please provide as much notice as possible if you are unable to fulfill your assignment. Generally, 48-72 hours is ideal in order to find a replacement.

1. On the left pane, click the *Games* dropdown
2. Click *My Games*
3. Locate the game then click *Decline Game*
4. Provide a reason for declining the game
5. Call or text the Director of Umpires if the game starts in less than 48 hours

