

Follow the steps below to register as an Official for RSC

This program will be our scheduling tool.

How to Register as an Official:

Step 1. Click link provided by RSC website <runyonfieldsportscomplex.org>

- The Official's Self Registration Link is found on the RSC website under the Jobs/Training tab.
 - You will be asked to either **Sign In** or you will need to **Create New Account**.
- OR
- Download the Team Sideline Officials App from your mobile device's app store and register using the code: RUNYONOFFICIAL



Step 2. Register

- Once you have gained access to the Official's Self Registration Link or registered in the App, enter in the required information.
 - Make sure to check *Use for Assignment Emails* box
 - Make sure to check *Use for Reminder Emails* box

Step 3. Configure Officials Profile

How to Set Availability and Block Dates:

- Blocking dates ensures your unavailable dates
 - ***Any date not blocked, means you are available and could be scheduled.***
- Click **Manage Blocks** on home page under *Officials Management*
- Click **Add Availability Block**
- Add a Start and End Time
- Choose *Recurring* or *One Time* Block
 - If recurring, choose dates, and days within the date range you want to block
- Enter notes (Ex. School, Vacation)
- Click **Add**

How to CONFIRM Your Assignments:

- Click **Assignments** on home page under *Officials Management*
- Assigned games are listed under *Pending Assignments* section
 - Note: Assignments are based off *Availability Blocks*
- Click *Green Check Mark* to **confirm** assignment
- Click *Red X* to **reject** assignment
- When assignments are confirmed, they drop down to the *Confirmed Assignment* section at the bottom of the
- *Requested Assignments* will not be used at this time
- If assigned with a partner, you can click the *Blue Person Icon* to view contact info
- You may download the Team Sideline Officials App from your mobile device's app store. It may be easier to confirm or reject your assignments through the app than on a computer.
- You can also come into the office and confirm or reject your assignment with the front desk.

How to Update Your Profile:

- Click **My Profile** on the home page under *My Account*
- Update any changed information
- You may also update *email* and *password* in this section

