



WIAA OFFICIALS CENTER

Officials Guide

Purpose

User guide for Officials outlining features and how to's using the WIAA Officials Center

WIAA Office
715.344.8580

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Home Page


The home page, which first opens up when you visit the Officials Center, contains links for common requests within the Officials Center. Additionally, messages and information from the WIAA Office may appear from time to time alerting you to upcoming items.

Welcome to the WIAA Officials Center

The WIAA site for officials registration, classifications, ranking, tournament assignments, and more...

Eric Dziak (#1074965)

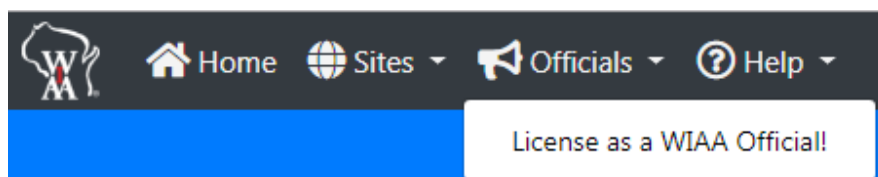
Looking for your profile?

 [View Profile](#)

Online Registration

Access the Officials Center by clicking on the Officials option on the WIAA website top-level menu and selecting 'Online Licensing'.

At any time once you are in the Officials Center you can license by clicking 'Officials' and then 'License as an Official'. You can now add additional sports online after initially registering without having to contact the WIAA Office.



If you are already a licensed official please login first to avoid registering as a new official.

1. Select a year and category to use for licensing. Additionally you can select to apply for a Military discount. If you select Reciprocity or the Military discount options you will be required to upload documentation for the WIAA office to review prior to be approved as a licensed official.

Official Registration Form

Please complete the following form to submit your licensing application to the WIAA Office.

If you are re-licensing for a new year or seeking to add additional sports please login first to avoid registering as a new official

Registration Options

Year

2019

Category

Standard

I am also applying for a Military discount

 [Continue](#)

2. Complete the agreement section of the form by selecting 'I agree'

Agreement

(Please check 'I agree' in order to continue)

I hereby certify that I have an accurate and working knowledge of Wisconsin athletics in the member schools of Wisconsin and conducting member schools. By submitting this application, I agree to review and make changes as needed.

I agree

3. Complete the Contact Information portion of the form. If you are logged in the registration form should pull your existing contact information to review and make changes as needed.
4. Complete the Sports section by checking the sports you wish to license in. If you have already licensed for the year you are filling out the sports you have previously registered in will appear on the form as checked (and disabled).

Click the proceed to payment button when ready

Sports

Base Registration (**\$35.00**)

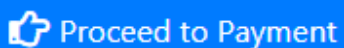
Baseball Registration (**\$15.00**)

Football Registration (**\$15.00**)

Softball Registration (**\$15.00**)

Volleyball Registration (**\$15.00**)

Total Price **\$80.00**

 Proceed to Payment

5. Review the Registration Payment form sports section and total



Registration Payment

Please provide the requested information and submit the form to complete your registration

Product	Price
Baseball Registration	\$15.00
Football Registration	\$15.00
Softball Registration	\$15.00
Base Registration	\$35.00
Grand Total	\$80.00

6. Review the Contact information section of the payment form. This must match the contact information on your credit card. The initial information pulled is coming from the contact information you used on the registration form.
7. Complete the Credit Card Information section and click the 'Submit Registration' button at the bottom of the form

At this point, a few things will happen. You will see an order confirmation page on your browser and you will receive an email order confirmation. You will also receive a welcome email containing your WIAA official number with a link to access your profile page. If a background check is required you will see a section and a link to complete it on this email. You can now access your profile page, add schedule items, review rankings for your contests, etc.

Profile

Review Profile Information

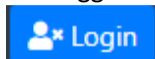
As a WIAA licensed official you can manage your profile on the WIAA Officials Center to add Contact Information, schedules for varsity contests, associations you are a member of, and much more. There are a few ways to access your profile.

Start by either opening our main website <https://www.wiaawi.org>, click on Officials on the top menu and select 'Officials Center', or by entering the Officials Center URL into the address entry portion of your browser <https://officials.wiaawi.org>

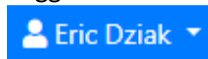
Logging into the Officials Center

To open your profile you must be logged in. If you are already logged in your name will appear on the button on the top right corner of the Officials Center.

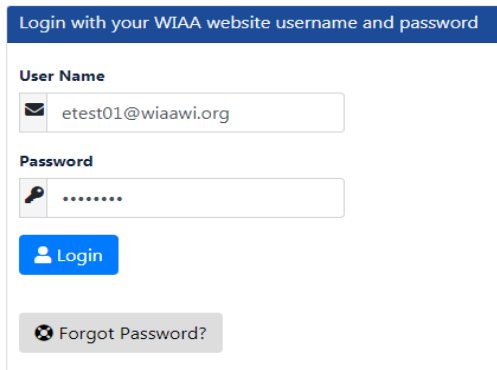
Not logged in



Logged in



If you are not logged in click the login button



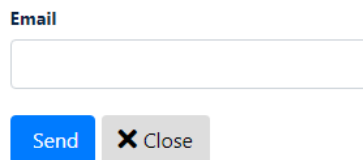
The image shows a login form with a blue header that reads "Login with your WIAA website username and password". Below the header, there are two input fields: "User Name" with the email address "etest01@wiaawi.org" and "Password" with a masked password ".....". A blue "Login" button is positioned below the password field, and a grey "Forgot Password?" button is at the bottom left.

Forgotten Password

If you have forgotten your password click the 'Forgot Password' button. Otherwise enter your login information and click the login button.

Forgotten Password

Enter your email address below and click send. If an account exists using that email address you will receive an email with your username and password.



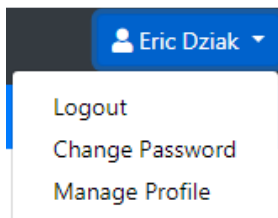
The image shows a "Forgot Password" form with a label "Email" above a text input field. Below the input field are two buttons: a blue "Send" button and a grey "Close" button with an 'X' icon.

Your password will be emailed to you. Enter it into the login box and click login. It is recommended you reset your password after having your old one emailed to you.

Change Password

You must be logged into the Officials Center in order to change your password. Please note and change to your password will change the password you use with this account (email address) to access any WIAA website (Officials, WIAA site, ScoreCenter, School Database, etc).

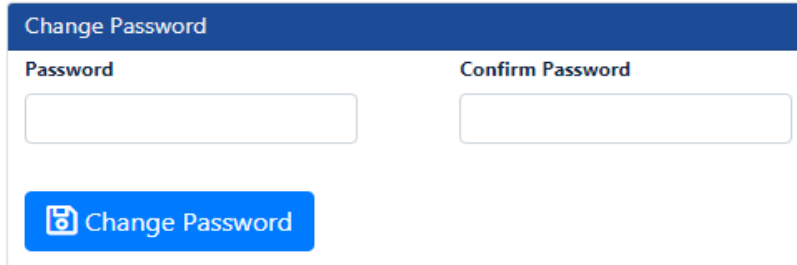
1. Once logged in click on the button on the top right corner with your name on it. A menu will appear as shown below.



2. Select the 'Change Password' option from the dropdown menu.

Account Password Change

This will modify your password for all WIAA websites!



The form is titled "Change Password" and features a dark blue header. Below the header, there are two input fields: "Password" on the left and "Confirm Password" on the right. At the bottom of the form is a blue button with a white key icon and the text "Change Password".

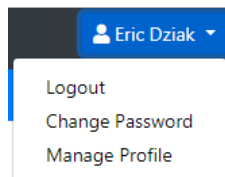
3. Enter in your desired new password and click the 'Change Password' button.

Access your Profile Page

There are a few options to access your profile page once logged into the Officials Center.

Option 1

Click 'Manage My Profile' from the login button menu



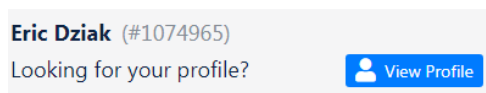
Option 2

Click 'My Profile' from Officials on the top menu



Option 3

Click the 'View Profile' button from the Welcome Page



Select one of the options above to view your profile. The profile form contains several elements.

At the top is your profile image and card information.

Eric Dziak A (#1074965)
Male (42)
eric01@wiaawi.org



License Status: **Pending**
License Date: **07/27/2018**
Last Year: **2019**
Yrs Licensed: **0**
Back Check: **N/A**
District: **2**

[+ Add New Image](#) [License Card](#)

Add Profile Picture

This image is important for schools and coaches to be able to locate and rank you.

1. Click the 'Add New Image' button to upload a new photo into your profile.
2. Browse on your computer for the image you wish to use and select it. This process may differ slightly based on your Operating System.
3. Your profile will now display the image

Eric Dziak A (#1074965)
Male (42)
eric01@wiaawi.org



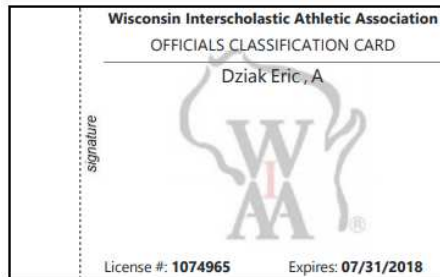
License Status: **Pending**
License Date: **07/27/2018**
Last Year: **2019**
Yrs Licensed: **0**
Back Check: **N/A**
District: **2**

[+ Add New Image](#) [License Card](#)

Official License Card

License cards are used to provide proof of WIAA licensure and are sized to fit into a wallet or billfold. They are designed to pull proof of registration based on the current official year only.

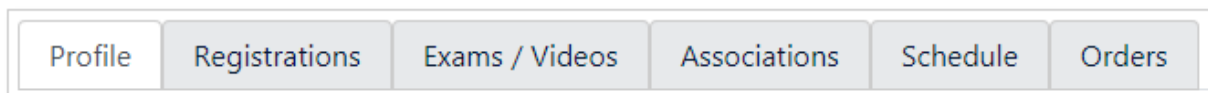
1. Within your profile click the 'License Card' button found directly below your profile picture
2. A download will take place pulling a PDF based registration card on your computer / device.
3. Open the PDF



This can be saved or printed as desired

Official Profile Tabs

There are several tabs found within your profile page. Click on any of them to access the data contained inside of them. By default the 'Profile' tab is selected with your contact information displayed. These are as outlined below:



Tab	Description / Purpose
Profile	Contains your contact and basic profile information
Registrations	Shows a list of all WIAA registrations. Use the dropdowns to filter the list
Exams / Videos	Use this tab to review taken Exams and Rules meeting videos required for you to advance in classification
Associations	Displays and allows you to list Officials Associations you are a member of
Schedule	Create and manage scheduled contests for WIAA member events. Required for rankings and classification games requirements
Orders	Shows a history of orders placed for registrations

Profile Tab

The profile tab can be modified to supply new contact information found within our Officials Directories. This is important to maintain to ensure our office and member schools can contact and locate you.

Official Contact Information

Contact details, status, and licensing overview

Editing is as simple as typing in new information and clicking the 'Save' button when complete.

Registrations Tab

This tab is designed to display classification levels by sport and year. You can show all registrations or filter by sport and year. Nothing can be modified on this tab by an Official. If there are questions please contact the WIAA Office.

Officials Registration

Recap of licensed WIAA sports

Year Sport

When viewing registrations the following columns are visible

Year	Sport	Class	Status	YrsReg	LastYr	RegDate	LateReg	Games	Clinic	Cat
2018	BA	L1	Renew	4	2016	04/04/2018		10		

Column	Description / Purpose
Year	The year the license is for. The year is the later half of the school year so the 2017-2018 would display as 2018.
Sport	The sport the license pertains to.
Class	Your official classification for this sport and year.
Status	Whether the registration was new (first time for the sport) or a renewal.
YrsReg	How many years you have been licensed for the sport.
LastYr	The last year the sport was licensed by this official prior to this.
RegDate	The date the registration took place.
LateReg	Whether the registration was after the deadline, resulting in a late fee.
Games	The number of entered varsity contests on your schedule.
Clinic	Whether the official attended a clinic for this year and sport.
Cat	The category of the license (will show reciprocity or high school designation here)

Exams / Videos Tab

This tab display taken Exams and Rules Meeting Videos which pertain to the official and their registrations. The official must be licensed in the particular sport and a requirement to take the item in order for it to be pulled into the Official Center. These items are currently taken on the main WIAA website at the following URL: <https://www.wiaawi.org/Schools/RulesMeetingsExams.aspx>

Taken Exams and Videos will be pulled into the Officials Center every 15 minutes. Once you have completed it please be patient as the process runs on the clock every 15 minutes and should then show up in your profile on this tab. These are used during the classification rollover process at the end of every year.

These items can be filtered by type, year, and sport.



Exam and Video Completion

Recap of taken WIAA sport specific exams and videos, required for classification advancement

Year

Sport

Type



A sample report would look similar to the following. There is nothing on this tab an Official can modify. If there are questions please contact the WIAA Office.

Exams

Click on a row below to edit / view details

Year	Name	Date	Score	Late
2017	2016-17 Baseball Exam - Part 2	4/17/2017 8:48:02 PM	96.00	
2017	2016-17 Baseball Exam Part 1	3/27/2017 1:33:31 PM	100.00	

Videos

Click on a row below to edit / view details

Year	Name	Date	Late
2017	Baseball Rules Meeting	3/20/2017 12:28:25 PM	

Association Tab

This tab contains Official Associations you are a member of. These can be added, changed, removed by an Official. Up to three can be listed at this point.



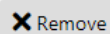
Association Memberships

Officials associations affiliated with this profile

Associations

Association

WIS BASKETBALL OFFICIALS ASSOC



1. To enter a new association begin typing into an empty association box as shown

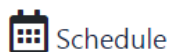
2. Click one of the dropdown options to select it, then click the 'Save' button.

Remove an item by clicking the 'Remove' button next to the entry you wish to remove.

Schedules Tab

This tab display, and allows for entry of, varsity contests for an Official. All varsity games should be entered in the Officials Center to allow for ranking and any potential classification upgrades each year. Games requirements for higher classification levels are met by entering them onto this schedule. Schedule entry is covered in more detail the Schedule Entry section of this guide.

To view schedules select a 'Year' and a 'Sport Season' and click the 'View' button.



Schedule
Review scheduled contests

Year
Sport Season

Scheduled Contests

Click on a row below to edit / view details

Date	Home	Away	Location	Name	Officials
03/03/2017	Amery	Shoreland Luth.	@Amery		ROB CEBULA , AJ LIGMAN , TIMOTHY STAEGE
02/28/2017	Williams Bay	Westosha Central	@Williams Bay		AJ LIGMAN , TIMOTHY STAEGE , BRIAN WAGNER

The Schedule list displays the following columns and can be sorted by clicking the column name at the top of the desired column. For example clicking on Date will sort the list by date in ASC order. Click date again to sort in DESC order.

Column	Description / Purpose
Date	The scheduled date of the contest
Home	The home team / school
Away	The away team / school
Location	The location of the contest
Name	Any name which might pertain to the contest
Officials	Officials assigned to the contest

To modify, remove, or to view more details of a entered contest simply click on the row. A detailed view of the contest will appear.

Inside the detailed contest view click the 'Close' button to return to the list (or 'Save' if changes are being made).

Ranking Card

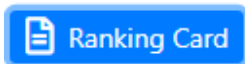
Ranking cards can be printed inside the detailed view of the contest. These are helpful tools you can provide as an Official to a coach to assist in obtaining rankings. This card will display all Officials on the contest, along with some basic classification information, and provides a 'RankID' for them to use for quicker access to the contest in the Ranking form.

1. Inside the contest details click the 'Ranking Card' button



Schedule Item

Update the contest information below and click 'Save'



2. A ranking card will be generated as a PDF file and then be downloaded onto your computer / device. Save or print this file.

Orders Tab

The orders tab shows a list / history of orders placed by the official. Registration orders will show on this tab along with total price, etc. Nothing can be edited here by an Official. If there are questions please contact the WIAA Office.

To view the list select a year and then click the 'View' button.



Officials Orders

Orders placed by this Official (registrations, supplemental items, etc)

Year



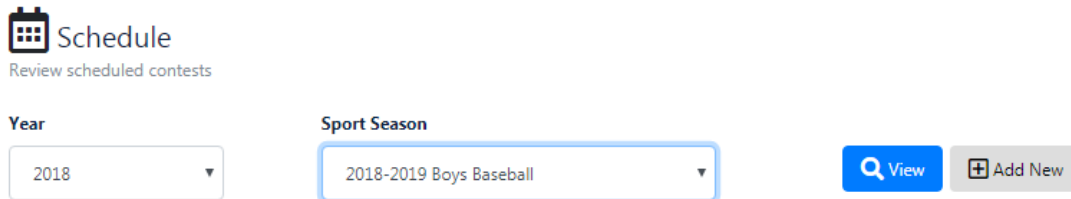
A list of placed orders will appear if any are found matching the search criteria.

Year	Date	PayType	PayNum	Items	Total	Adj	Paid
2019	7/27/2018 11:15:26 AM	Credit Card	60106457954	4	80.00	0	80.00

Schedule Entry

Schedules are entered in the official center for the purpose of ranking and classification calculation. These can be completed in either the Schedule tab inside the official profile or by clicking 'Schedules' on the main menu and then selecting 'View My Schedule'.

1. To begin select a Year and a Sport Season from the dropdown lists and click the 'View' button to see existing items, or the 'Add New' button to skip right to entry.



Schedule
Review scheduled contests

Year: 2018

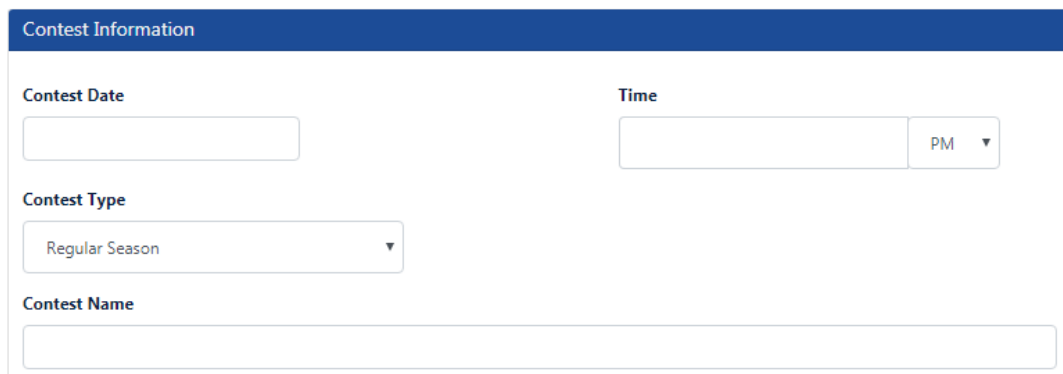
Sport Season: 2018-2019 Boys Baseball

View Add New

There are currently no items for this combination so we will enter a new item.

No scheduled contests! Nothing was found matching this search criteria

2. Click the 'Add New button'
3. Enter the Contest Information



Contest Information

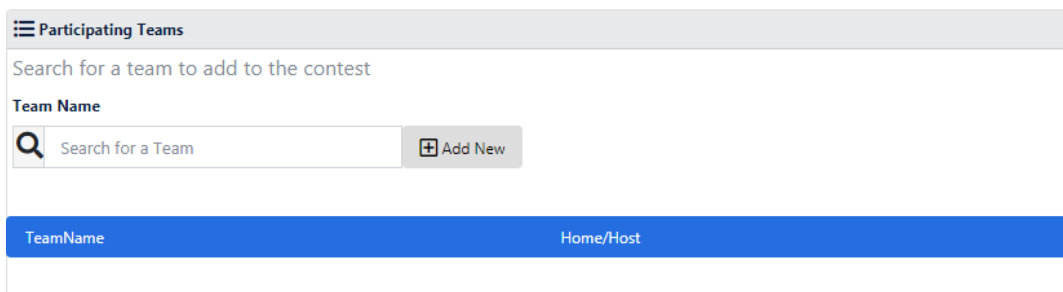
Contest Date: []

Time: [] PM

Contest Type: Regular Season

Contest Name: []

4. Move down to the Participating Teams section



Participating Teams

Search for a team to add to the contest

Team Name: [Search for a Team] Add New

TeamName	Home/Host
----------	-----------

5. Begin typing in the name of the team you wish to add to the contest and select it from the dropdown list as it appears.

If the team does not appear you will need to enter a new 'Non-Member' school. If the school is a member school and you do not see them in the list, please contact the WIAA Office as it likely means they are not in our system as offering that sport for the given year.

Non-Member School

Enter in the name of the school and then click the 'Add New' button. This will create a new entry for a non-member school and place them in the team list for your contest.

Team Name

Once you have the teams entered one will need to be marked as the 'Home/Host' team.

6. Click the Home/Host checkbox next to the home team.

TeamName	Home/Host	
Stevens Point	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
New School	<input type="checkbox"/>	<input type="button" value="Remove"/>

Teams can be removed by clicking the 'Remove' button on the corresponding row.

Next enter in officials assigned to the contest. By default the official entering the item will appear in the list. Additional officials can be added as desired. This will place them on the contest and update their schedule at the same time.

Assigned Officials

Search for an official to add to the contest

Name **Number**

Name	Notes	
Eric Dziak (1074965)	<input type="text"/>	<input type="button" value="Remove"/>

- To add an official begin typing in the name or number in the appropriate search box. As you begin to type a list of matching officials will appear. Select the appropriate one from the list.

Name	Number
<input type="text" value="smith"/>	<input type="text" value="Offic"/>
<ul style="list-style-type: none"> <li style="background-color: #0070C0; color: white; padding: 2px;">SMITH, A PAT (204198) <li style="padding: 2px;">SMITH, ADAM (213079) <li style="padding: 2px;">SMITH, ALLEN (208733) <li style="padding: 2px;">SMITH, ALLIE (994218) <li style="padding: 2px;">SMITH, ALYSSA (1052119) <li style="padding: 2px;">SMITH, AMY (203508) <li style="padding: 2px;">SMITH, ANDREW (996595) <li style="padding: 2px;">SMITH, ANNIE (994219) 	

- Type in any notes relevant to the officials in the list in the notes box in the corresponding row and click the 'Save' button to add the game to your schedule.

Name	Notes	
Eric Dziak (1074965)	<input type="text" value="This is a note"/>	<input type="button" value="Remove"/>
A PAT SMITH (204198)	<input type="text"/>	<input type="button" value="Remove"/>

The game can now be found in your schedule list. You can make changes to it by clicking the contest in the list.

Scheduled Contests					
Date	Home	Away	Location	Name	Officials
03/18/2019	Stevens Point	New School	@Stevens Point	Test Contest for Manual	Eric Dziak , A PAT SMITH

Adding a Football Crew to a Contest

Football contests allow you to add crews to them. This is the only sport which supports crews at this time. In order to add a crew to a contest the crew must exist beforehand. If it does not you can save the contest, go create the crew, and return to add the crew to the contest. More information on creating crews can be found in the Officiating Crews section.

1. While inside the schedule entry for a Football contest click the 'Select a Crew' dropdown to display a list of crews you are a member of.

Assigned Officials

Search for an official to add to the contest

Name

Number

Select a Crew

The assigned officials will change to reflect the members of the crew. You can modify positions and add or remove officials as desired but those changes will not update the crew itself just the individual contest.

Select a Crew

Name		Notes
TODD AHAL (830980)	Line Judge	<input type="text"/> <input type="button" value="Remove"/>
RICH FRONHEISER (204883)	Linesman	<input type="text"/> <input type="button" value="Remove"/>
JEREMY KAUTZA (921112)	Back Judge	<input type="text"/> <input type="button" value="Remove"/>
TIMOTHY POLCYN (211525)	Alternate	<input type="text"/> <input type="button" value="Remove"/>
AJ LIGMAN (208580)	Umpire	<input type="text"/> <input type="button" value="Remove"/>
Eric Dziak (1074965)	Referee	<input type="text"/> <input type="button" value="Remove"/>

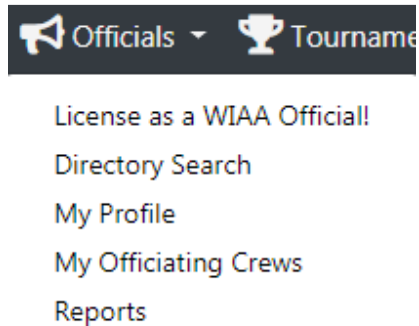
2. Click the 'Save' button to save the scheduled item.

Officiating Crews

Officiating crews are only available for the sport of Football at this time. Crews are a quick way to save officials and their positions and add them all at once to a contest. Ideally, the crew chief will be responsible for creating and adding crew members to contests. Only the crew chief can modify a crew. If another member wishes to update the crew they must be switched to have the crew chief designation. Any member of the crew can add the crew and members to a contest.

Creating a New Crew

1. To create a new crew go to Officials and then 'My Officiating Crews' on the menu



A list of crews you are a part of will appear.

Existing Crews

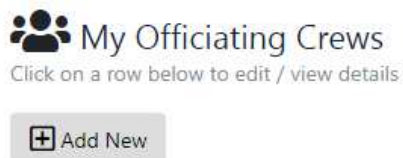
Click the 'Review' button on a crew below to edit / view details

Search 10 ▾ ☰ ▾

CrewChief	CrewName	LastModified	IsTourn	
ERIC DZIAK	Test2	9/10/2018 9:43:42 AM	False	Review
KRISTEN SPENCER	KRISTENS CREW	8/28/2015 11:54:37 AM	False	Review

« < 1 > » Showing 1 to 2 of 2 entries

2. Click the 'Add New' button.



3. This will open the Crew Details form. Provide a Name for the crew.

Crew Details

Crew Name

Tourn Crew Active

Note: You cannot click the 'Tourn Crew' checkbox as this is reserved for crews created by answering a football availability survey for the given year.

4. Search for and add Officials to the crew.

Ensure you are added to the crew or you will not see the crew after saving it. Also if you are not added as the chief you cannot edit it later unless the chief changes that role to you.

Officials

Search for an Official to add to the Crew

Name **Number**

Name	Position	IsChief	
AJ LIGMAN (208580) - Yrs: 13, Level: MAS	Referee	<input type="checkbox"/>	Remove
RICH FRONHEISER (204883) - Yrs: 16, Level: MAS	Umpire	<input type="checkbox"/>	Remove

5. As you add Officials, select a position from the dropdown box on each row.

Name	Position	IsChief	
AJ LIGMAN (208580) - Yrs: 13, Level: MAS	Referee	<input checked="" type="checkbox"/>	Remove
RICH FRONHEISER (204883) - Yrs: 16, Level: MAS	Umpire	<input type="checkbox"/>	Remove
TODD AHAL (830980) - Yrs: 24, Level: MAS	Linesman	<input type="checkbox"/>	Remove
JEREMY KAUTZA (921112) - Yrs: 14, Level: MAS	Line Judge	<input type="checkbox"/>	Remove
TIMOTHY POLCYN (211525) - Yrs: 10, Level: MAS	Back Judge	<input type="checkbox"/>	Remove
TIM SHAW (207665) - Yrs: 12, Level: MAS	Alternate	<input type="checkbox"/>	Remove

6. Check the crew Chief checkbox next to the appropriate official.

7. Enter the effective date. This date is used to add officials to existing contests that contain this crew. Mainly used when editing crew members, new or removed members will be added or taken off of contests this crew has been scheduled for based on this date.

Effective Date

8. When finished click the 'Save' button.

The newly created Crew will appear on the list of Officiating Crews and can now be added to contests.

[Modify an Existing Crew](#)

As noted above in the section regarding creating an officiating crew, only the crew chief can modify a crew. If you are not the crew chief you must be made the chief before you can save any changes. Only the WIAA Office or existing crew chief can perform this.

1. To modify an existing crew simply click on the 'Review' button on the row of the crew you wish to edit from the list of crews displayed.

Existing Crews

Click the 'Review' button on a crew below to edit / view details

Search 10 ▾

CrewChief	CrewName	LastModified	IsTourn	
ERIC DZIAK	Test2	9/10/2018 9:43:42 AM	False	Review
KRISTEN SPENCER	KRISTENS CREW	8/28/2015 11:54:37 AM	False	Review

« < 1 > » Showing 1 to 2 of 2 entries

2. Modify the makeup of the crew as desired.
3. Enter an effective date of the change.

Effective Date

07/27/2018

This will update contests appropriately to add or remove officials as they are taken off or added to the crew. If you wish to protect certain existing contests from this edit simply use a date that is after the date of those contests.

4. Click the 'Save' button to return to the crew list.

Availability Surveys

Availability Surveys are sent out by the WIAA Office by each Tournament Sport Director to obtain information and availability to work the WIAA Tournament series. These are completed inside the Officials Center and are available for the WIAA Office to see and use to create assignments.

To access the availability survey for a particular sport you must be licensed and added by the Sport Director. Typically all non-high school and reciprocity licensed Officials for a sport are added to an availability survey but this depends on the sport and requirements of the Tournament Director. Please contact the WIAA Office if there are questions surrounding requirements to work the postseason Tournaments.

Availability surveys can be accessed either by using the link contained in the invite email from the WIAA Office or from the menu inside the Officials Center.

1. To access using the menu click on Tournament, then select 'Tournament Availability'.

- If accessed using the menu you must select a 'Year' and then click 'View Surveys' to display a list of surveys you can complete (or have completed). The email link will direct you past this step.



Availability Surveys

Review availability surveys for WIAA Tournaments open to you as a licensed official

Year

View Surveys

- Select a Year and click the 'View Surveys' button
- From the list of availability surveys that appears, select the one you wish to answer by clicking on the 'Answer' button on the corresponding row.

Sport	Gender	SchoolYear	OpenDate	ClosedDate	Total Questions	
Softball	Girls	2017-2018	7/1/2018	7/31/2018	5	Answer

« < 1 > »

Showing 1 to 1 of 1 entries

A summary of the Availability worksheet will appear. Note the progress area of the form. As you answer questions this progress, along with a prompt on the screen, will update automatically.



Availability Survey Worksheet

There is no submit process for availability surveys. Your responses are received and viewable by the WIAA Staff as soon as each question is answered.

Also please remember, if needed you have until the survey closes to return and change an answer!

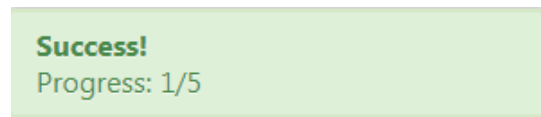
Official LIGMAN, AJ - #208580	Progress 0/5
Sport (SchoolYear) Softball (2017-2018)	Gender Girls
Open Date 7/1/2018	Closed Date 7/31/2018

- As you scroll down simply answer the questions. The responses will be saved as you click on them.

1. Question 1 is...

Yes No

By clicking the 'Yes' checkbox to this the question a message will appear in the top left corner of the screen showing your progress. This message will disappear after a second or two



Move to the next question(s) and answer them. When you are finished simply close the page or navigate somewhere else. There is no save button as your responses are saved as you answer them. Make sure before leaving the page to scroll up and verify the 'Progress' section shows you have answered all the questions.

Availability Survey Worksheet

There is no submit process for availability surveys. Your responses are received and viewable by th

Also please remember, if needed you have until the survey closes to return and change an answer

Official	Progress
LIGMAN, AJ - #208580	5/5
Sport (SchoolYear)	Gender
Softball (2017-2018)	Girls
Open Date	Closed Date
7/1/2018	7/31/2018

Reports

As a Licensed Official there are also reports available to you. These can be found within the 'Officials' option on the menu, then selecting 'Reports'.

Official Reports

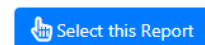
Select a report option from the list

Choose a Report

Once you select a report from the dropdown list a brief description of the report will appear along with a selection option to run the specific report.

Report Function


Report that shows officials a summary of their rankings by sport. Shows current average, 3 year average, and state average. This is visible to Officials.



Ranking – My Ranking Summary

This report shows a summary of the rankings received for an Official by Sport Season. It also contains the ranking average, 3 year average, and state average.

1. Select the 'Ranking – My Ranking Summary' option from the report dropdown list.
2. Click the 'Select this Report' button.
3. Select a 'Year' and a 'SportSeason' and click the 'View Report' button

 **Official Reports**
Select a report option from the list

Choose a Report

Ranking - My Ranking Summary ▼

My Ranking Summary


Select report criteria and click the 'Download Report' button to generate and download an Excel version

Year

2018 ▼

SportSeason

-Select One- ▼


 **View Report**

4. A list of supplied rankings for the selection criteria will appear. You can sort the list by clicking a column heading or export to Excel by clicking the Excel icon under 'Report Options'.

Report Options



Report Results

Search 10 ▼ 


ContestDate	EventName	RankBy	RankByOrg	Official
4/6/2017	Owen-Withee @ Greenwo...	Darren Obyn	Owen-Withee	AJ LIGMAN
4/6/2017	Owen-Withee @ Greenwo...	KENT HINKER	Greenwood	AJ LIGMAN
4/18/2017	Wausau West @ Wisconsi...	Bob Gawlitta	Wisconsin Rapids Lincoln	AJ LIGMAN
4/25/2017	Gilman @ Columbus Cath...	Robin Rosemeyer	Gilman	AJ LIGMAN
4/25/2017	Gilman @ Columbus Cath...	Joe Seitz	Columbus Catholic	AJ LIGMAN
5/2/2017	Neillsville @ Spencer	DAVE MATSON	Neillsville	AJ LIGMAN
5/4/2017	Merrill @ Marshfield	Shawn Schultz	Merrill	AJ LIGMAN
5/16/2017	Loyal @ Neillsville	DAVE MATSON	Neillsville	AJ LIGMAN
5/22/2017	Phillips @ Pittsville	Bill Urban	Pittsville	AJ LIGMAN
5/22/2017	Phillips @ Pittsville	Bob Dural	Phillips	AJ LIGMAN

« < 1 2 > » Showing 1 to 10 of 13 entries

Ranking – Official Scheduled Contests

This report shows a listing of your scheduled contests with the number of ranks completed and not completed. It also contains the ranking average, 3 year average, and state average.

1. Select the 'Ranking – My Ranking Summary' option from the report dropdown list.
2. Click the 'Select this Report' button.
3. Select a 'Year' and a 'SportSeason' and click the 'View Report' button

 **Official Reports**
Select a report option from the list

Choose a Report

Ranking - Official Scheduled Contests

Scheduled Contests - Ranking Summary

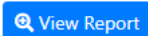
Select report criteria and click the 'Download Report' button to generate and download an Excel version

Year

2018

SportSeason

-Select One-


 View Report

5. A list of scheduled contests and rankings for the selection criteria will appear. You can sort the list by clicking a column heading or export to Excel by clicking the Excel icon under 'Report Options'.

Report Options



Report Results

Search 10 

RankBy	Contests	Ranks
Stevens Point	1	0

« < 1 > » Showing 1 to 1 of 1 entries

Tournament Assignments

Section coming soon!!!

Help

The help section is available to provide information for Officials.

Future sections under development are a FAQ's section to search for 'Frequently Asked Questions' and a feature request form to request new features and enhancements.

The Help options can be found under the 'Help' option on the main menu. The 'Help Home Page' page currently contains a link to this document.

Help Page

Guides and assistance for using the WIAA Officials Center

Manuals



Officials Guide

Guide for Officials - features of the Officials Center