

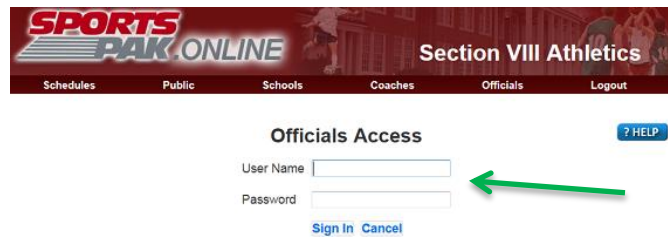
To: Girls' Officials
From: Grace Chianese
Subject: Availability

You are now able to enter your availability on line. Please follow the directions below for SportsPak on-line. Your availability is due **AS SOON AS POSSIBLE.**

1. Go to Nassauboces.org, click on "Interscholastic Athletics" on the left side of the screen. Then click on "SportsPak on-line" on the right side of the screen. You will see a page with a red background, **SAVE THIS PAGE AS YOUR FAVORITE FOR FUTURE REFERENCE.**



2. Click on Officials and the drop down screen, go to "Availability" and click. Enter your Username (your Official #) and your Password and click "Sign in."



3. Click the box next to the appropriate sport and click "Go."



4. Click the box on the days of the week you are able to work. NOTE: If you work multiple sports, Boys and Girls Basketball or Boys and Girls Basketball, you must enter different days for Boys and Girls. Example: M-W-F Boys and Tu-Th-Sat Girls, or whatever way you wish to divide it. After your schedules are released to you, you can go back and open all dates to all sports for possible additional assignments.

Day	Avail	Start Time	End Time
Mon	<input checked="" type="checkbox"/>	4:00PM	9:00PM
Tues	<input type="checkbox"/>		
Wed	<input checked="" type="checkbox"/>	4:30PM	
Thu	<input type="checkbox"/>		
Fri	<input checked="" type="checkbox"/>	4:00pm	
Sat	<input type="checkbox"/>		

- Put a reasonable start time in for all days; if you do not get out of work until 3:30pm, DO NOT put 4pm as your available start time. Leave your end time open unless there is a specific time you need to be done by. (REMEMBER: All games are assigned in 120 minute blocks, so if you put 6pm as an end time, you can only be assigned 4pm games.)

Select the Schools you do NOT do, whether home, away, or both, and provide a reason.

School	Home	Away	Both	Reason
VS NORTH HS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
FARMINGDALE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

[Submit](#) [Close](#)

- You can put in up to three non-preferred teams. Click “Submit” when you are finished. You will get a message saying that your availability has been updated if done correctly. Click “Close.” Zones are not able to be entered on-line, you MUST call in a zone change. If you are not sure what zones we have on file for you, you can call the office to check and/or update.



- Go back to Officials and the drop down screen to “Closeouts.” Select a season (ex. FALL) and click on the first date box, the dates for the season will appear. Click “Go” and your calendar will appear.



- To Closeout dates you cannot work, go to the specific day or days and click the box, scroll to the bottom of the calendar and click “Submit.” If done correctly you get a message saying that the

calendar has been updated. Click “OK” and scroll up to see your selected dates are now red, if not your Closeouts did not take. Try again or call the office for assistance.

Season **FALL** Date(s) 09/01/2013 To 12/10/2013 [Go](#) [Close](#)

Click on any dates you are not available:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <input type="checkbox"/> After : Before:	2 <input type="checkbox"/> After : Before:	3 <input type="checkbox"/> After : Before:	4 <input type="checkbox"/> After : Before:	5 <input type="checkbox"/> After : Before:	6 <input type="checkbox"/> After : Before:	7 <input type="checkbox"/> After : Before:
8 <input type="checkbox"/> After : Before:	9 <input type="checkbox"/> After : Before:	10 <input type="checkbox"/> After : Before:	11 <input type="checkbox"/> After : Before:	12 <input type="checkbox"/> After : Before:	13 <input type="checkbox"/> After : Before:	14 <input type="checkbox"/> After : Before:

- Closed Date
- Assignment - cannot be closed
- Conflict between Assignment and Closed Date

Click on any dates you are not available:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <input type="checkbox"/> After : Before:	2 <input type="checkbox"/> After : Before:	3 <input type="checkbox"/> After : Before:	4 <input type="checkbox"/> After : Before:	5 <input type="checkbox"/> After : Before:	6 <input type="checkbox"/> After : Before:	7 <input type="checkbox"/> After : Before:
8 <input type="checkbox"/> After : Before:	9 <input checked="" type="checkbox"/> After : Before:	10 <input type="checkbox"/> After : Before:	11 <input type="checkbox"/> After : Before:	12 <input type="checkbox"/> After : Before:	13 <input type="checkbox"/> After : Before:	14 <input type="checkbox"/> After : Before:
15 <input type="checkbox"/> After : Before:	16 <input checked="" type="checkbox"/> After : Before:	17 <input type="checkbox"/> After : Before:	18 <input type="checkbox"/> After : Before:	19 <input type="checkbox"/> After : Before:	20 <input type="checkbox"/> After : Before:	21 <input type="checkbox"/> After : Before:

- Closed Date
- Assignment - cannot be closed
- Conflict between Assignment and Closed Date

22 <input type="checkbox"/> After : Before:	23 <input type="checkbox"/> After : Before:	24 <input type="checkbox"/> After : Before:	25 <input type="checkbox"/> After : Before:	26 <input type="checkbox"/> After : Before:	27 <input type="checkbox"/> After : Before:	28 <input type="checkbox"/> After : Before:
29 <input type="checkbox"/> After : Before:	30 <input type="checkbox"/> After : Before:	31 <input type="checkbox"/> After : Before:				

[Submit](#) [Close](#)

Click on any dates you are not available:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 After : Before:	2 After : Before:	3 After : Before:	4 After : Before:	5 After : Before:	6 After : Before:	7 After : Before:
8 After : Before:	9 After : Before:	10 After : Before:	11 After : Before:	12 After : Before:	13 After : Before:	14 After : Before:
15 After : Before:	16 After : Before:	17 After : Before:	18 After : Before:	19 After : Before:	20 After : Before:	21 After : Before:

Closed Date

Assignment - cannot be closed

Conflict between Assignment and Closed Date

9. An Override is ONLY used when your available times on a specific date are different than the times you submitted in your availability. (ex. Mondays you are available at 5pm, but on Columbus Day you can be available from 9aam on... You go to that specific date, put 9:00am in the “After” box and 10:00pm in the “Before” box. Scroll to the bottom of the page and click “Submit.”) If done correctly, you will receive a message saying the calendar has been updated, click “OK” and scroll up to check that your selected Override date has the correct times and is now blue, if not your Override did not take. Try again or call the office for assistance. **DO NOT USE THIS FOR EVERY DAY!!!!!!** Scroll to bottom and click “Close.”

Click on any dates you are not available:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 After : Before:	2 After : Before:	3 After : Before:	4 After : Before:	5 After : Before:	6 After : Before:	7 After : Before:
8 After : Before:	9 After : Before:	10 After : Before:	11 After : Before: 5PM 10PM	12 After : Before:	13 After : Before: 4PM 10pm	14 After : Before:
15 After : Before:	16 After : Before:	17 After : Before:	18 After : Before:	19 After : Before:	20 After : Before:	21 After : Before:

Closed Date

Assignment - cannot be closed

Conflict between Assignment and Closed Date

Click on any dates you are not available:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 After : Before:	2 After : Before:	3 After : Before:	4 After : Before:	5 After : Before:	6 After : Before:	7 After : Before:
8 After : Before:	9 After : Before:	10 After : Before:	11 After : Before: 05:00PM 10:00PM	12 After : Before:	13 After : Before: 04:00PM 10:00PM	14 After : Before:
15 After : Before:	16 After : Before:	17 After : Before:	18 After : Before:	19 After : Before:	20 After : Before:	21 After : Before:

Closed Date

Assignment - cannot be closed

Conflict between Assignment and Closed Date

10. Go to right side of homepage and click “Logout” when you have completed the above steps.