

## Nassau BOCES Website Usage Solutions

The Nassau BOCES website is [HYPERLINK "http://www.nassauboces.org" \t "\\_blank" www.nassauboces.org](http://www.nassauboces.org).

Under "**QUICK LINKS**" you should click on **Interscholastic Athletics** and then "**Sportspak Online (Home Page)**" under the SPORTSPAK logo.

Move your cursor to the "**OFFICIALS**" link and click it. Then click on any **one of the available choices**. The "OFFICIALS ACCESS" page will appear. Enter your USERNAME (your BOCES number) and PASSWORD and hit "**SIGN IN**".

If you've forgotten your password, you'll have to contact BOCES directly. E-mail Jay Gallagher ( [HYPERLINK "mailto:JGALLAGH@nasboces.org" JGALLAGH@nasboces.org](mailto:JGALLAGH@nasboces.org)) or Laurie Gandolfo ( [HYPERLINK "mailto:LGANDOLFO@nasboces.org" LGANDOLFO@nasboces.org](mailto:LGANDOLFO@nasboces.org)) to request your password.

You should now be able to access all the available links on the website with their many options. Check out all the links on this page. You should be able to navigate your way rather easily. To get out of a web page and select another link, you'll probably have to click "**CLOSE**". It should be located somewhere on the page you're on.

Check out all the links under the "OFFICIALS" category. The first four are very important (Officials Info, Availability, Closeouts and Assignments).

Verify that the information under "**Officials Info**" is correct. If not, make the appropriate changes and/or addition and hit "SUBMIT". To get out of a page without changes, hit "CLOSE"

The "**AVAILABILITY**" link will let you set the starting times you are available each day of the week. A starting time must be filled in for the days you're available. A blank day means you won't receive games on those days.

For example, if you would be available on Mondays, Wednesdays and Fridays starting at 4:00 PM (enter as shown, the time with a colon, space, AM or PM in CAPS), enter that time. If you're available on Saturdays starting at 10:00 AM, enter that time.

If you're not available on Tuesdays, leave Tuesday blank and you won't be assigned games on that day.

The "**CLOSEOUT**" link will give you calendars for each month to block out individual dates. Check the box on the days you want to closeout entirely. Un-checking a box and updating it (by hitting **SUBMIT**) will make you eligible for games on that date again.

This is useful tool if you're not available on a certain date that you would normally be free to work on and need to block it out during the season for personal reasons.

You'll need to go through every month from March to June. Select **SPRING** and then enter the date range you want to update from the pop up calendars.

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This page also lets you enter a before and after time you're available on a certain day of the month. Enter the specific times the same way you would on the availability page (Ex., after 4:00 PM but before 7:00 PM). By doing this, you will make yourself available for games on that day only in that time frame.

All remaining open dates will be used to assign your schedule and any additional games during the season.

Make sure you hit "**SUBMIT**" once you've made your entries on each page.

Dates that are completely closed out will now show up in "RED". The dates you are assigned games to in a few weeks should appear in "GREEN". Overridden dates will appear in BLUE

YOU CAN AND SHOULD UPDATE THIS INFORMATION DURING THE SEASON, WHEN NECESSARY.

\* \* \* \* \* **VERY IMPORTANT** \* \* \* \* \*

When you get an e-mail informing you of game assignments, you must go into **ASSIGNMENTS** and confirm those games by checking the box on that line at the right side right and hitting **SUBMIT**.

Failure to do so in a timely manner (like immediately in most cases) can result in losing those games (as well as possibly leaving a game uncovered). **This is NOT GOOD.**

If you get an e-mail informing you with a "Game Change Notice", you must verify and confirm the change. Many of these come on short notice (sometimes the same day as the game).

**Make it a habit to check your e-mail daily during the season.** You might find you been given a chance to pick up a game, a game location or time may have been changed or you might have a new partner.

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If you've tried all the above solutions and still have a problem, send me an e-mail or give me a call and I'll try to help you.

Engin Suvak  
NCLOA Secretary

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