

Entering and Changing Your Contact Information

(This assumes you have successfully logged into wnyreferees.gameofficials.net.)

1. Click on “My Info” under the Main Menu on the left.
2. Your “Full Name” shows by default. If it is incorrect, contact an administrator.
3. Under “Display First” (and “Last”), enter your name as you want it to appear to viewers.
4. Date of birth shows by default - if incorrect, notify an administrator.
5. Click option for correct gender.
6. You may add a photo if you like and if you are over the age of 18. The system does not allow entry of photos for users under the age of 18.
7. If it is not already expanded, click on “Contact Information” to display the data entry.
8. Enter address, telephone and e-mail information. Enter a minimum of one phone contact and one e-mail. If you select “Private”, the information will not be visible to other officials - only to administrators. By default, e-mail notices are sent to the first e-mail address listed. If you wish to have them sent to additional addresses, click in the “Auto emails” box.
9. Your Home Association should already show as WNY. Your USSF ID Number and any of your current or prior registrations (Referee, Assessor, Assignor, Instructor) should be listed, along with your most recent grade. Problems - notify an administrator.
10. Forum Information - Optional if you wish.
11. Click on Communication Preferences, and select the options you wish. At a minimum, you should check the first box for Security Alerts and Critical Notices.
12. When finished, click “SAVE (Modify User)”.
13. You can change this information at any time, but make sure to click the “SAVE” button after making changes.