# RefWatch
# User Manual



## Game Reporting

**Prepared By:** RefWatch Enterprises L.L.C.
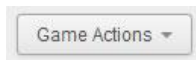
**Date:** 05-25-2018

# Game Reporting

Game reporting is based on your schedule with in the RefWatch system.  Prior to the day of a contest, all game reporting functionality will be disabled for the game and the button will be gray in color.

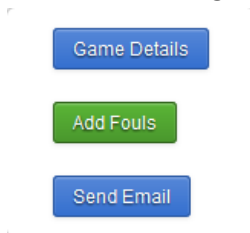On the day of the game the game reporting buttons will become active.

Game Reporting can be performed as the game is being played or following the completion of the game.

There are 4 ways to access the game reporting area:

1.  From the Officials Dashboard click the [Full Schedule icon] icon at the top of the screen.  This will direct you to the "My Schedule" screen.  This screen will list all of your games by week.  Clicking on the [Game Actions ▾] button at the left of the game will present you with drop-down window.

    [Game Details]

    [Add Fouls]

    [Send Email]

    From this drop-down window, you can view the details of the game, add fouls to the game or send an email to the crew of the game.

    Clicking the **"Add Fouls"** button will take you to the Game Reporting area.

2.  The My Schedule area of the Officials Dashboard will display your next 4 week schedule.

    ☰ My Schedule

    01-11-2016  🏆 Cleveland vs San Jose @ Spec Martin Stadium   [Add Fouls]

    Clicking the "Add Fouls" button will take you to the Game Reporting area.

3. Using the left-side navigation, expand **"Games Reports"**. Click **"Game/Foul Listing"**. This will direct you to the "Game Listing" screen.



This screen lists all your games for the season sorted by game date and game number. By default this screen will show the first five games. Use the **"Show entries"** drop-down to expand or use the pagination buttons on the bottom left of the screen.

Clicking on the "Action" button to the left of each game will present you with an actions drop-down window.
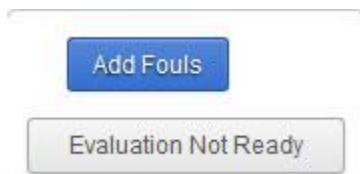


Clicking the "Add Fouls" button will take you to the Game Reporting Area.

4. Using the left-side navigation expand the "Schedule" button. Click "My Schedule" and follow the steps outlined in #1.

All four of the above options will direct you to the **"Submit Foul Report"** screen. The "Submit Foul Report" screen is the main screen where all game reports are entered. At the top of the screen you are presented with a "Reports" navigation bar. This bar lists all sub-reports that may need to be filled out.
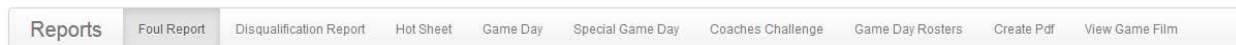


Complete the foul information first and then complete all sub-reports.

**NOTE – All Sub-Reports need to be completed before the "Report Complete" button is clicked.**

This screen also presents you with a form where you will add the details of each foul in the game. This form can be filled out as the game is being played or after the game.

## Submit Foul Report

The Submit Foul Report is divided into 4 areas:

a.  Game Summary
b.  Game Time
c.  Foul Details
d.  Fouls

### 1.  Game Summary



This area mostly is generated and filled out by the RefWatch System. You are required to enter the Home Score and the Visitor Score.

NOTE – These fields are required. If a field is missed or an incorrect value is entered the system will return and an error and the form will not be submitted.

The **Submit Game Data** button will submit the Game Summary and Game Time information to the system. It will not submit any foul information.

### 2.  Game Time



1.  **Start Time**: Enter the actual start time of the game. This will be the actual time of the kick-off. The start time can be manually entered or can be entered using the time dialog.
    The time needs to be entered in the following format; HH:MM AM/PM.

    To access the time dialog click the button next to the time field.

2.  **End Time**: Enter the actual start time of the game. This will be the actual time of the kick-off. The start time can be manually entered or can be entered using the time dialog.

The time needs to be entered in the following format; HH:MM AM/PM.

3. **Injury Time**:  Enter the amount of time lost during the game for injuries.
   The injury time should be entered using only minutes and seconds (ex: 00:04:34).

4. **Halftime:**  Enter the length of halftime for the game.

5. **Total Time:**  The total time is auto calculated once the game report is complete.
6. **Extra Periods:**  If the game went into over-time, enter the number of extra periods that were played.

   \*\*NOTE:  If no extra periods occurred enter the number zero.

7. **Helmet Stoppage:**  Enter the number of times the game was stopped because a players helmet came off.

 All the fields in the Game Time area are required.  If a field is missed or an incorrect value is entered the system will return and an error and the form will not be submitted.

8.  The [Submit Game Data] button will submit the Game Summary and Game Time information to the system.  It will not submit any foul information.


## 3.  Foul Detail

The Foul Detail area is one of the most important areas of the Submit Foul Report screen.  Please pay close attention when entering data.  All fields in this area are required fields.  . If a field is missed or an incorrect value is entered the system will return and an error and the form will not be submitted.

Please enter all fouls that occurred during the game.  This includes accepted, declined, off-set, pick-up flags and plays that need reviewed by the observer or supervisor.

1.  **Quarter:**  using the drop-down menu, enter the quarter the foul occurred.  If the foul occurred during over-time select the "OT" option.
2. **Foul Time:**  Record the time on the game clock that the foul occurred.  The time should be entered in **minutes:seconds** (ex: 00:mm:ss).
3. **Team:**  Select from the drop-down that team that caused the foul.
4. **Foul:**  Select from the drop-down the foul that was committed.

The drop-down includes all fouls with the abbreviation and names in alphabetical order.  If a play occurred that needs to be reviewed by a supervisor or observers select the **REV-Play** for Review option.

5.  **Off/Def:**  Select whether the team that committed the foul was on Offense/Defense/Kicking/Receiving.
6.  **Player:**  Enter the player number who committed the foul.  If the player number is not known or reported enter "NR".
7.  **Acc/Dec:**  Enter whether the foul was Accepted, Declined, Pick-up, Off-Set or a play for Review.
8.  **Position(s) Calling:**  Select any and all officials that threw a flag on the play.
9.  **Position Credit:**  The official who is taking credit for calling the foul.
10. **Category:**  If there is a category associated with the chosen foul. The category field will become active.  Chose from the categories visible for the foul.
11.  **Video Number:**  Using the **"View Game Film"** button on the Game Report navigation at the top of the Submit Foul screen, will open the **"Game Video"** dialog window.
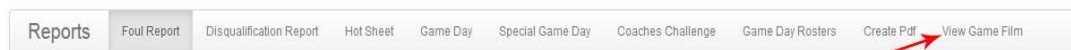


Scroll through the game's play by play and chose the video that corresponds with the foul that is being entered.  Enter the video number of the video.



12. **Foul Description:**  Enter in your words the description of what you saw and what caused the foul.

NOTE:  All major fouls require a description

13. Once all the fields have been entered click the **Submit Foul** button. This will add the new foul to the system and the Fouls area of the Submit Foul screen will update.
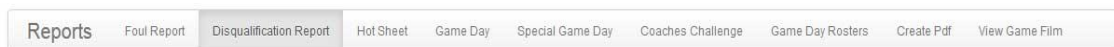
14. Once all fouls have been entered click the **Report Complete** button. This will set the foul report as complete and the supervisor, coach, referee and observer will receive an email indicating that the foul report is complete.

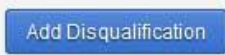Use the "Create Pdf" button to save the foul report in pdf format to your hard-disk.

## Disqualification Report

Use the disqualification report to document any disqualifications that may occur during the game. If there are no disqualifications for the game, this report can be skipped.

1. To access the disqualification report screen. Click the disqualification Report from the top sub-menu of the Submit Foul Report screen.
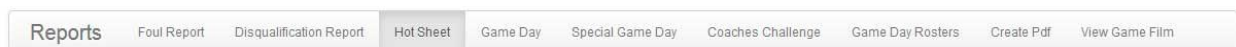
Reports  Foul Report  Disqualification Report  Hot Sheet  Game Day  Special Game Day  Coaches Challenge  Game Day Rosters  Create Pdf  View Game Film

2. The **Date, Game Number, Home** and **Visitor** fields are automatically populated by the system.
3. **Quarter:** Select the quarter the disqualification occurred.
4. **Time:** Enter the time from the game clock that the disqualification occurred.
5. **Player Number:** Enter the number of the player disqualified.
   If more than one player is disqualified, enter a separate report for each player.
6. **Player Name:** Enter the name of the player disqualified.
7. **Player Team:** Select the team of the disqualified player.
8. **Detailed Description:** Enter a detailed description of the incident. Be very detailed of what happened that caused the disqualification.

9. Once all fields have been entered click the **Add Disqualification** button. This will add the report to the system and update the disqualification screen.

   Note: Enter a disqualification report for each player, person disqualified from a game.

## Hot Sheet Report

Reports  Foul Report  Disqualification Report  Hot Sheet  Game Day  Special Game Day  Coaches Challenge  Game Day Rosters  Create Pdf  View Game Film
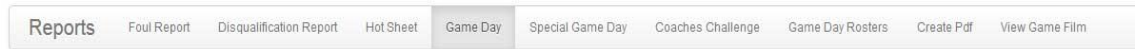
Use the "Hot Sheet Report" to document any calls that had a direct effect on the outcome of the game. Any missed calls that had a direct impact on the outcome of the game. Any situation caused by players, coaches, team staff, fans that caused a disturbance during the game.

If there are no incidents that occurred during the game this report can be skipped.

1. The **Date, Game Number, Home** and **Visitor** fields are automatically populated by the system.
2. **Quarters**: Enter any incident or call that occurred during each respective quarter.
3. Once the report is complete click the [Add Hot Sheet] button.

# Game Day Report

| Reports | Foul Report | Disqualification Report | Hot Sheet | Game Day | Special Game Day | Coaches Challenge | Game Day Rosters | Create Pdf | View Game Film |

The Game Day Report is used to document the condition of the field, game day personnel and the conditions for the officials. Any Bad or Poor rating requires a documented reason for the rating.
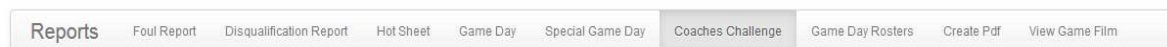
1. The game information fields are automatically populated by the system.
2. **Field Condition:** Select Good or Bad.
3. **Locker Room:** Select Good or Bad.
4. **Parking:** Document where the officials parked at the venue.
5. **Beverage:** Document beverages that were provided to the officials.
6. **Game Day Personnel & Field Conditions:** Select either Good, Fair or Poor.
7. **Reason for poor ratings:** Describe any Bad or Poor ratings.
8. Once all fields have been entered click the [Add Game Day] button.

# Special Game Day Report

| Reports | Foul Report | Disqualification Report | Hot Sheet | Game Day | Special Game Day | Coaches Challenge | Game Day Rosters | Create Pdf | View Game Film |

The Special Game Day report is a report that is automatically generated by the RefWatch system. This report is generated from information entered from the foul report. There is no input required for this report.
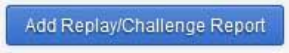
# Coaches Challenge/Replay Challenge

| Reports | Foul Report | Disqualification Report | Hot Sheet | Game Day | Special Game Day | Coaches Challenge | Game Day Rosters | Create Pdf | View Game Film |

The Coaches Challenge/Replay Challenge report is used to document and coaches challenges or replay challenge that occurred during the game.

1. **Challenge Type:** Select whether the challenge came from a coach of the game or the replay official.

2.  **Time:**  Enter the time on the game clock when the challenge occurred. The time should be entered in minutes:seconds (ex: 00:mm:ss).
3.  **Offense/Defense:** Select whether the team was on offense, defense, kicking or receiving.
4.  **Quarter:**  Enter the quarter the challenge occurred.
5.  **Down:**  Select which down did the challenge occurred.
6.  **Distance:**  Enter the distance before the challenge.
7.  **Team:**  Select the team who is requesting the challenge.
8.  **Result:**  Select whether the challenge was won or lost.
9.  **Replay Description:**  Document a detailed description of the replay or challenge.  Document the outcome and why.
10. Once all fields are complete click the [Add Replay/Challenge Report] button.
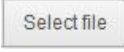
## Game Day Rosters

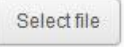If your league/conference does not require game day rosters please disregard this section.

The Game Day Roster screen is used to upload both the Home and Visitor rosters.  Files can be uploaded from your personal computer or any mobile device.

1.   **Home Roster Upload:**  Upload a scan of the Home Team Roster.

    **Uploading from your personal computer:**
    a.   Click the [Select file] button.  A File Upload dialog window will open.  Navigate to where the home roster is saved on the computer.
    b.  Select the file and click "Open".  The file upload dialog window will close and the name of the file will be displayed in the Home Roster field.
    c.  Click the [Upload] button.
    d.  Once the upload is complete, the upload roster will be displayed below the forms on the Upload Roster screen.

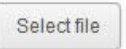    **Uploading from a Mobile device (iphone, ipad, tablet):**

    a.  Take a picture of the roster and save it to your mobile device.
    b.  Click the [Select file] button.  A dialog window will open.  Choose Photo Library.
    c.  Your mobile device will access the photos on your device.  Choose the image of the roster to upload.
    d.  Once the upload is complete, the upload roster will be displayed below the forms on the Upload Roster screen.

2. **Visitor Roster Upload:** Upload a scan of the Visiting Team Roster.

   **Uploading from your personal computer:**

   e. Click the [Select file] button. A File Upload dialog window will open. Navigate to where the home roster is saved on the computer.
   f. Select the file and click "Open". The file upload dialog window will close and the name of the file will be displayed in the Home Roster field.
   g. Click the [Upload] button.
   h. Once the upload is complete, the upload roster will be displayed below the forms on the Upload Roster screen.

   **Uploading from a Mobile device (iphone, ipad, tablet):**

   e. Take a picture of the roster and save it to your mobile device.
   f. Click the [Select file] button. A dialog window will open. Choose Photo Library.
   g. Your mobile device will access the photos on your device. Choose the image of the roster to upload.
   h. Once the upload is complete, the upload roster will be displayed below the forms on the Upload Roster screen.

When uploading using a mobile device, please keep in mind that the privacy settings on the device may need to be adjusted for the browser that is being used.

# Editing a Foul Report

There may come a time that you need to edit a foul or modify one of the reports before the reports are complete and have been submitted. This section documents how to edit a foul and edit any of the existing reports.

**If the Report Complete button has been clicked all forms are complete and are no longer editable. The supervisor is the only person that can make the reports re-editable.**
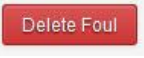
## Editing a Foul

Each foul that has been submitted can be viewed in the "Fouls" section of the Submit Foul Report screen.

1. Clicking the [Edit] button to the right of each foul will direct you to the "Foul Detail" screen where the foul and can modified.

2. The Foul Detail screen contains much of the same information as the Submit Foul Report screen. With the exception of the RefWatch Video player at the top of the screen.

3. Using the RefWatch video player at the top of the Foul Detail screen, scroll through the game play by play select the video number of the foul that is being modified.
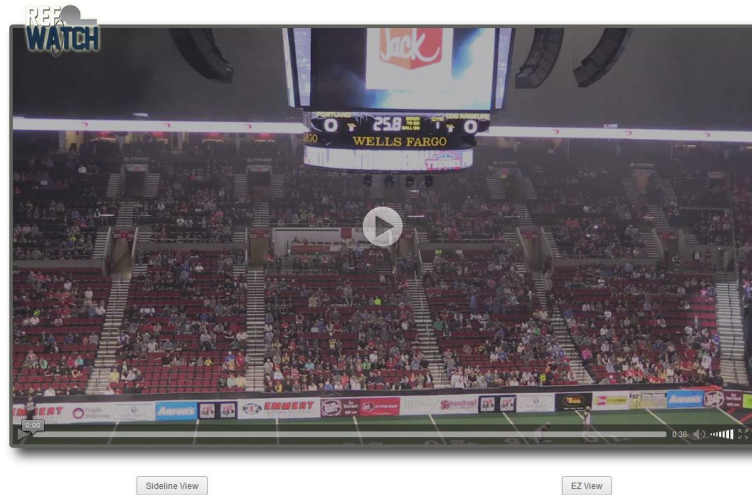


| Sideline View | | | | | | | | EZ View |

| 3 | 1 | LA Kiss | 1 | 10 | 23 | No Play | | | View |
| 4 | 1 | LA Kiss | 1 | 10 | 23 | No Play | Penalty | | View |
| 5 | 1 | LA Kiss | 1 | 5 | -22 | Pass | | | View |
| 6 | 1 | LA Kiss | 1 | 10 | -16 | Screen | Penalty | | View |
| 7 | 1 | LA Kiss | 1 | 3 | -3 | Pass | | | View |
| 8 | 1 | LA Kiss | 2 | 3 | -3 | Pass | | | View |
| 9 | 1 | LA Kiss | | | | PAT | | | View |

4. Click the **Save Foul** button to update the foul information.
5. Click the **Delete Foul** **Cancel** buttons to delete a foul or cancel any modifications.

## Sub-Reports

Modification to all Sub-Reports is performed in the same manner. Use the Toolbar, sub-menu at the top of the screen to access all sub-reports. On report below the form will list all information that has been entered. Use the edit button to modify the existing data.