



Game Sign-Up Instructions for Referees

Mantua Basketball

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Questions?

headref@mantuabasketball.org



Logging in

To sign up to referee basketball games, you need to log into your TeamSideline account:



Go to mantuabasketball.org

Click on **Sign In**

A screenshot of the TeamSideline login form. The form is titled 'Use your TeamSideline account' and contains two input fields: 'Email *' and 'Password *'. The email field contains the text 'johndoe@mantua.com' and the password field contains '*****'. Below the fields is a link that says 'First time signing in to this site? Create a new account. >'. The form has a white background and a thin border.

Log in with your username and password

Your account home page will show links related to officiating on the right-hand side

A screenshot of the user's account home page. The page has a dark blue header with a home icon and three dropdown menus: 'My Account', 'Officials Management', and 'Team Sites'. Below the header is a 'Home' section with a light blue box containing the text 'Use this page to navigate to "Mantua Basketball" functions which you have access to'. On the left side, there is a 'My Account' section with links for 'My Profile', 'Members', 'Order History', 'Enrollments', 'Volunteer Shifts', and 'Place Order'. On the right side, there is a 'Officials Management' section with links for 'Officials Profile', 'Assignments', 'Request Assignments', 'Post Game Reports', and 'Manage Blocks'. A red arrow points from the 'My Account' section to the 'Officials Management' section, which is enclosed in a red rounded rectangle.

Find available assignments

From your account home screen click on [Request Assignments](#)

The Available Assignment section of the page lets you search all games and the referee assignments. It usually makes sense to set the field "Unavailable" to "Hide" and then click "Search".

Game Date	<input type="text"/>		Role	All Roles ▼
Location	All Locations ▼		Level of Play	All Types ▼
Unavailable *	Hide ▼			

Date	Role/LOP	Game	
12/11/2022 06:15 PM	SEC Recreation	Mantua Basketball Registration, 56 Girls 56GT07_Silver vs 56GT05_Orange Mantua ES Gym - Court 1	✓
12/17/2022 02:05 PM	PRI Recreation	Mantua Basketball Registration, 34 Girls 34GT05_Orange vs 34GT07_Silver Mantua ES Gvm - Court 1	✓

Note that the referee slots shown are limited to those that you are approved to referee based on your experience level. For instance, if you are new to officiating, you may only see games for 3/4 Girls games.

Assign yourself to a game

Each referee slot in the list shows the following :

Date of the game

Role: PRI for the lead referee and SEC for the secondary referee.

Game Information: includes division, teams, and location.

Date	Role/LOP	Game	
12/11/2022 06:15 PM	SEC Recreation	Mantua Basketball Registration, 56 Girls 56GT07_Silver vs 56GT05_Orange Mantua ES Gym - Court 1	✓ 👤
12/17/2022 02:05 PM	PRI Recreation	Mantua Basketball Registration, 34 Girls 34GT05_Orange vs 34GT07_Silver Mantua ES Gym - Court 1	✓ 👤
12/17/2022 03:15 PM	PRI Recreation	Mantua Basketball Registration, 34 Girls 34GT06_Graphite vs Turnpike 3/4G Mantua ES Gym - Court 1	👤
12/17/2022 03:15 PM	SEC Recreation	Mantua Basketball Registration, 34 Girls 34GT06_Graphite vs Turnpike 3/4G Mantua ES Gym - Court 1	

Role	Official	Status	Contact Information
SEC	John Doe	Confirmed	john.doe@email.com 703-872-0935 (Preferred)

Action Icons:



clicking the people icon shows the referees that have so far signed up for that slot, if any



clicking the checkmark will sign you up for that slot



To assign yourself to one of the slots:

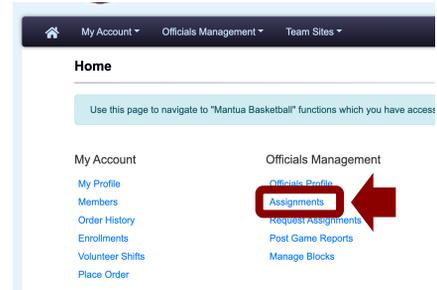
Click on the green checkmark

Note that the system does not give any indication that the assignment has been registered. But you can check that the assignment went through by checking your active assignments as described on the next page.

View your assignments

Go to the account home page

Click on **Assignments**



The **Confirmed Assignment** section shows all slots you have signed up for.

Confirmed Assignments

Confirmed Assignments are final. If changes are required, please contact your Officials Coordinator.
[Subscribe to your Confirmed Assignments Calendar](#)

Show all

Date	Role/LOP	Game	
02/26/2023 05:15 PM	SEC Recreation	Mantua Basketball Registration, 56 Girls 56GT05_Orange vs 56GT02_Purple Mantua ES Gym - Court 1	

Navigation: **1** Page size: 10 1 items in 1 pages

Clicking on the blue people icon shows all referees signed up for that game.

Role	Official	Status	Contact Information
SEC	John Doe	Confirmed	john.doe@email.com 703-872-0935 (Preferred)