

SDSA

Swipe Machine Referee Manual Guide

1. When Do I Not Let Players Play?

- If Card reads ineligible Player, Not allowed to permit, No card or Exemption Letter. Simply saying that I talked to an office staff is not acceptable.

2. When Do I Allow players to Play?

- If card can be punched in manually, if card says already on team, has exemption letter, or youth to adult permit form with card.

3. What happens if I swipe cards and its says Ineligible player but the ID # still comes up on screen?

- Allow player to play but send card in with sticky note stating the occurrence/situation so office can fix problem

4. What happens if a player comes to a game without a card but has the ID number memorized?

- The player is not allowed to play without a card or exemption from the office. Anyone can memorize a 6-digit number.

5. What happens if machine is not there, not powered, or not working?

- Simply go to the admissions office and get a game sheet. Leave game sheet at admissions when done.

Referees ONLY

What you need to Know about the Machines?

1. First thing I do when I come upon the machine?

- Make sure the orange light is on bottom left corner. This guarantees power is getting to the machine.

2. What if machine screen is black? What can I do?

- Can take stick and reset the machine. Reset button is located on back of Dell machine, need stick to be able to push and reset it. Slide it back into display and give it a minute to come on. Hit the start button icon on top left-hand corner that will give the option of EGS. This will take you to the swiping ref card screen. **If you feel this is taking to long and unsuccessful please grab a gamesheet and carry on.**

3. What do I do if I can't finalize, or screen freezes, or I know I made an administrative error?

- Make a note of goal scorers, any fouls and call or e-mail the office so errors can be corrected as soon as possible as its fresh in your memory. The machine may need to be reset so that the next ref can carry on.

4. When swiping of Cards-Things to Remember?

- Swipe the card only once, if it won't swipe try it manually by punching the numbers in. Inform any player with a card that won't swipe to take it into the office or leave it with admissions to get fixed.

5. At the End of Games?

- Make sure at the end of each game that the machine is being synced. This gives game results instantly.

How to Work the Handheld Machine

1. Make sure the unit is turned on. Swipe your card to gain access to the unit.
2. If the EGS program is active you will see a screen to select game date, time, field, etc. Select the appropriate details and press Next. If the EGS program is not active and you see the handheld desktop, select the Start Menu, programs, EGS to start the program.
3. Once you have selected your game, press the tab for Home Team on the bottom left corner. Swipe player cards to add them to the handheld. If a card does not swipe you can enter the 6 digit player number manually. Click on a player jersey number to change their number.
4. Repeat for all players on the team.
5. Repeat for all players on the other team by selecting the other (Away) tab and swiping cards.
6. Lock the machine while you are away so that others may not access the unit.
7. Swipe your card to unlock the unit.
8. Mark player goals in the appropriate column. Mark cautions and send offs as well. The column for cards allows you to select the offence. Remember, send offs require a separate written report to be submitted as well.
9. Once all goals and cards have been added for both teams hit Next.
10. Double check the screen to make sure information is correct. If correct select Finalize from the drop down menu. Click Next. Swipe card to make game official.
11. To remove a player from the list press that players name on the screen and hold for 2 seconds. An option to remove will pop up.
12. After you are done your game(s) then sync the handheld to the system by pressing the SYNC button. This process can take up to 3 minutes so if fields are behind do not sync, wait until the end of the evening. Make sure the device is synced before you start your game. The device will tell you when it was last synced. If it can not connect to the system make sure the WIFI is turned on (button on the left side edge of the device).

If you have any questions regarding the operation of the handheld devices please contact the SDSA office, an SDSRA Executive member, or ask a fellow official at the building if they can help.