

Setting up password for Reftown (only needs to be done first time signing in)

- Go to <https://www.reftown.com/default.asp>
- Click on forgot password (using password that you used to register)
- Follow directions on email sent from reftown to setup password
- Return to login page and log in

Set up AVAILABILITY (Needs to be done once a season or anytime your availability changes), but only if you want games.

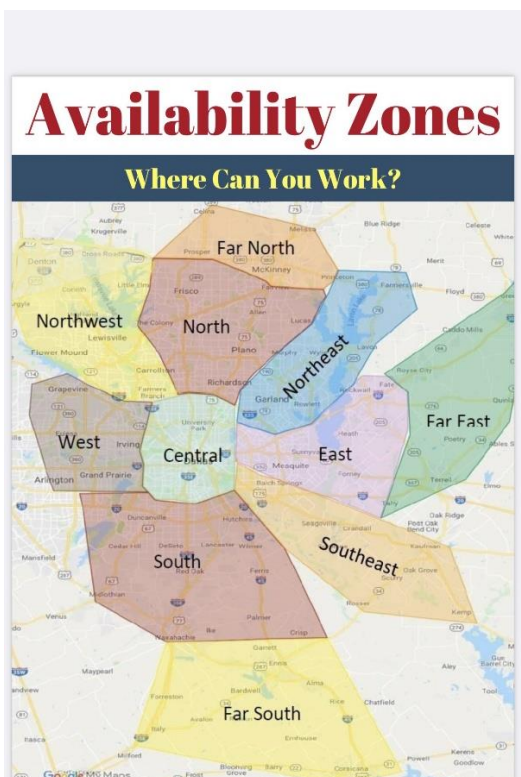
- Click on your name in top right corner
- Click on "profile"
- Click on "availability"
- Click on "edit availability"

All of these steps need to be followed for you to show as available to the assignors when they are scheduling matches

STEP 1- Click on "Day of the week availability". This sets general availability for each day of the week across the entire season. For each day you are generally available, click available, set the time available and the zip code that you will leave from on that day, and make sure you click save changes at the bottom. If there is a day of the week that you are not available all season, click "NA". DO NOT LEAVE ANY DAY AS ASSUMED AVAILABLE. This will put you at the lowest level for available officials and will affect how many matches you are scheduled for.

STEP 2- Go back to availability menu and click on "Specific dates for DVBOC" (first box). For each month of the season, you are able to edit a specific date that you are not available. An example of this may be, I am available every Friday, but on one specific Friday I have a commitment. Go to that specific date and click NA. Don't forget to save changes.

STEP 3- Lastly, click on your name and then profile again. On this menu, half way down on the right, click on zones. Click on the zones that you are available and willing to work in. See map below. Don't forget to save.



You are now all set in Reftown to receive assignments!