

TOURNEY DIRECT

Inviting Officials

Gathering Availability and Interest

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Getting Started with Tourney Direct | Assignor

1. Create an event or edit an event
2. Add availability blocks
3. Invite Officials to submit their interest and share their availability
4. Lock-in the availability of those Officials you want to have officiate at your event by confirming them.

Step 1: Create an Event or Edit an Event | Must Add Availability Blocks!

1. **Enter the key event details** in the form fields provided.
2. Use the **“Add Availability” widget** to define one or more availability blocks for each day of your event.
3. If **you are not the main point of contact**, make sure they complete the availability blocks on your behalf, so officials have accurate scheduling options.

Step 2: Gather Availability and Interest & Lock-in Officials

Once the Availability blocks have been created:

- Send an email from your personal account with the availability form link or use the 1-to-1 button to send a system-generated invite with the form link included.
- Officials will submit their availability using the form, and their responses will appear in the Event dashboard.
- Review and confirm the officials you want to lock in. Once confirmed, the system will automatically send them a confirmation email locking them into the availability block.

Inviting Officials | Availability and Interest | "Invite Officials"

Best for 1-to-1 personalized emails to a small number of recipients

- Log into the portal.
- Click the **Event** tab and choose the event from the dropdown.
- Go to the **Officials** tab and click **Invite Officials**.
- Enter the official's name and email and select "**Officials**" as the staff type.
- The email will be sent from you, using your name, to the official you invite.
See email template →

Hi Joey,

I'm helping staff officials for 2023 Testing Part 2 Portal Tournament, and wanted to see if you're interested in working.

We're looking for officials to cover games throughout the event. You'll be assigned to field(s) and game(s) based on your availability, experience, and event needs. If you're available and would like to work, please let me know:

- What days and times you're available by selecting your block of availability on the event dates by submitting the form below.

Event Details:

- Event Name: 2023 Testing Part 2 Portal Tournament
- Start Date: 10/28/23
- End Date: 10/28/23
- Location: testing
- Description: testing

Interested and Available?

Share your availability by completing and submitting this brief form:

[Register your interest for 2023 Testing Part 2 Portal Tournament](#)

Once we receive your availability, and based on event needs, we'll send you a confirmation email to hold your spot while we build the schedule. Your specific assignments — including complex, field, and game times — will be sent to you as soon as they're finalized.

Thanks, and I hope you can join us!

Kate Wellner

Inviting Officials | Availability and Interest | “Stipend Sign-up Form” Link

Best for mass emails where you are reaching out to a larger volume of contacts

1. Log into the portal.
2. Go to the **Event** tab and select your event from the dropdown.
3. Find the **“Stipend Sign-up Form”** link in the top right of the dashboard.
4. Click **“Copy to Clipboard.”**
5. Paste the link into an email and send it as usual.

Note: This link is also included in the personalized email shown on the previous slide.



Click on this text to copy the form link.

Sample Email Template (To Copy and Paste)

Email Subject: Interested in Officiating at **[Event Name]**?

Hi All,

The **[Event Name]** Tournament is **[Time]** away on **[Event Date]**. We are using a new process to gather your availability and interest in officiating at this event.

If you are interested, please use the link below to share your availability:

[Insert by pasting Stipend Sign-up Form Link Here]

Once you've submitted your availability, we will send you a confirmation email to lock in your time. After we've gathered availability and interest, we will begin assigning officials to complexes, fields, and game slots. Once your assignments are finalized, you will receive an email with your personal assignment details. Please note that assignments are subject to change, and you may receive updated notifications if adjustments are necessary.

Thank you for your time and commitment. I look forward to working with you!

[Your Name]

Availability and Interest Form

- If they're interested in officiating, officials click the link you shared and select their availability for May 17th (morning, afternoon, or full day).
- They'll also enter how many games they're willing to work in a row before a break and can add any special requests or notes in the comments section.

SandBox Event 2025

Start date: 7/11/25
End date: 7/12/25
Location: Testing
Company: Testing Company
Point of contact: Kate Wellner "kate@tourneydirect.com"
Description: Keep Play Fair

Register My Interest

I am a:

- Coach
- Event Staff
- Official
- Athletic Trainer

Name	Start Date	End Date	Availability
<input type="checkbox"/> Sandbox Shift Example 3 Full Day	July 12, 2025 07:00 AM	July 12, 2025 05:00 PM	Full Day Availability
<input type="checkbox"/> Sandbox Shift Example 1 Games	July 11, 2025 08:00 AM	July 11, 2025 12:00 PM	Morning Availability

What's the maximum number of games you'd like to officiate back-to-back before taking a break? This helps with the schedule assignments.

Please share any additional details that might help the Assignor when building the schedule for this event.

Kate

Wellner

Staying Organized

As interest is submitted, you can filter by status or availability block and use the column header sort feature to efficiently organize and manage responses.

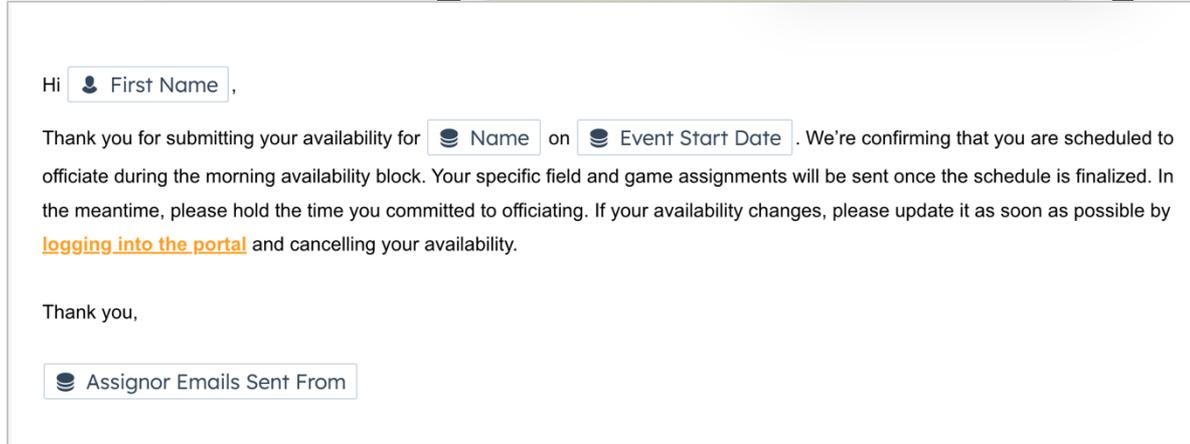
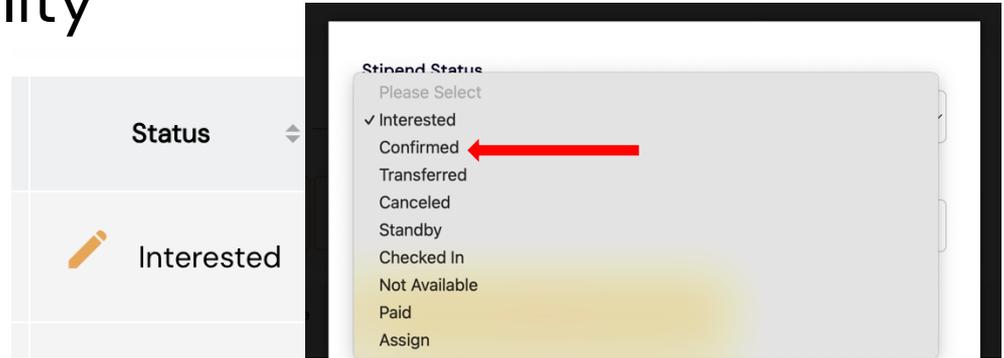
Note: The availability blocks you create power the filter dropdowns—be sure to label them in a way that’s meaningful to both you and your officials.

The screenshot displays a management interface for officials. At the top, there are tabs for 'Coaches', 'Event Staff', 'Athletic Trainers', and 'Officials'. Below the tabs are three buttons: 'Invite Officials', 'Download List', and 'Add Assignments'. To the right, there are two filter dropdowns: 'Filter by availability:' and 'Filter by status:'. The 'Filter by availability:' dropdown is open, showing a list of options: 'All', 'Full Day Availability', 'Game', 'Morning Availability', and 'Morning Shift'. Below the filters is a table with the following data:

Name	Availability	Status	Games Before Break	Assignments
Patrick O'Donoghue	Game July 11, 2025 08:00 AM - 04:00 PM	Confirmed		--
Joey Maxwell	Morning Availability July 11, 2025 08:00 AM - 12:00 PM	Standby	4	--
Joey Maxwell	Full Day Availability July 12, 2025 07:00 AM - 07:00 PM	Standby	4	--

Lock-in Officials Availability

- Click the **orange pencil** in the **Status** column to open the confirmation form.
- Select "**Confirmed**" and hit **Submit**.
- The official will receive an email confirming their availability and letting them know the detailed schedule will follow. The email is personalized – their name, the name of the event and start date, and is sent from you, the Assignor



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Thank you!

Questions?

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