

*TOURNEY DIRECT*

# Assigning Games to Officials

Using the Tourney Direct Assignment  
Scheduler

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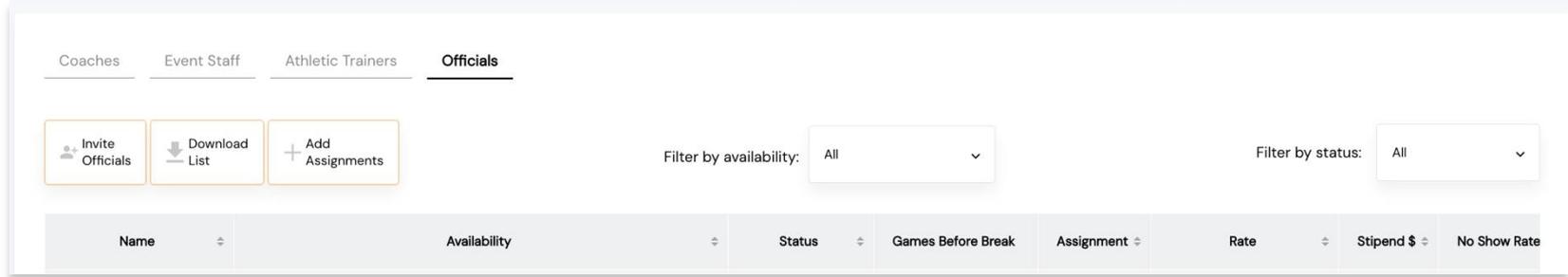
# Assigning Games with Tourney Direct | Assignor

## Finalize Assignments and Build Your Schedule

- Confirm interested officials to lock in their availability.
- Add game and field assignments using the schedule generator.
- Click each cell in the schedule to assign an official or schedule a break using the dropdown menu of confirmed officials.
- Save your assignments once completed.
- You can return at any time to make changes or continue where you left off. Need a fresh start? Use the **Clear Assignments** option to reset the schedule.
- Officials are automatically notified via email of their assignments and any updates.

# To Access Game Scheduler:

Log in to the event management portal, click **Events**, and select your event from the dropdown. Then go to the **Officials** tab and click **“Add Assignments.”**



The screenshot shows the 'Officials' tab selected in a navigation menu. Below the menu are three buttons: 'Invite Officials', 'Download List', and 'Add Assignments'. The 'Add Assignments' button is highlighted with an orange border. To the right of these buttons are two dropdown filters: 'Filter by availability:' and 'Filter by status:', both currently set to 'All'. Below the filters is a table with the following columns: Name, Availability, Status, Games Before Break, Assignment, Rate, Stipend \$, and No Show Rate. Each column header has a small double-headed arrow icon next to it.

Name	Availability	Status	Games Before Break	Assignment	Rate	Stipend \$	No Show Rate
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# Step 1: Add game and field assignments using the schedule generator.

## 1. Enter the key event details into the Game Schedule Generator

1. Select the complex location
2. Enter the start date
3. Enter the start time and end time
4. Add the game increments in minutes
5. Add the number of fields you'll be using for the event.

### Assign Officials to SandBox Event 2025.

Assign officials to specific fields, game times, and even scheduled breaks. The game increment should reflect both minutes, 60 minutes) and the time between games (e.g., 15 minutes, 0 minutes, etc.).

- Any slot starting with "O" (e.g., O1, O2) indicates an official assignment.
- Any slot starting with "B" (e.g., B1, B2) represents a break slot that an official can be scheduled for.

*Note: Your schedule draft is saved in your browser. It won't carry over across devices.*

#### Game Schedule Generator

Select Complex: Select a complex

Select Date:

Start Time:

End Time:

Game Increment (min):

Number of Fields:

Generate Schedule

# Game Scheduler

A blank game schedule is automatically generated for you. Scroll horizontally and vertically to begin assigning confirmed officials to game times, fields, and breaks.

Game Time	Field 1	Field 2	Field 3	Field 4	
8:00 AM	-- O1 --	-- O1 --	-- O1 --	-- O1 --	-- O1
	Kate wellner	-- O2 --	-- O2 --	-- O2 --	-- O2
	-- O3 --	-- O3 --	-- O3 --	-- O3 --	-- O3
	-- O4 --	-- O4 --	-- O4 --	-- O4 --	-- O4
	-- B1 --	-- B1 --	-- B1 --	-- B1 --	-- B1
	-- B2 --	-- B2 --	-- B2 --	-- B2 --	-- B2
	-- B3 --	-- B3 --	-- B3 --	-- B3 --	-- B3
	-- B4 --	-- B4 --	-- B4 --	-- B4 --	-- B4
8:45 AM	Kate wellner	-- O1 --	-- O1 --	-- O1 --	-- O1
	-- O2 --	-- O2 --	-- O2 --	-- O2 --	-- O2
	-- O3 --	-- O3 --	-- O3 --	-- O3 --	-- O3

Actions

## Step 2. Assign Officials to Games and Fields

Game Time	Field 1	Field 2	Field 3	Field 4	Field 5
8:00 AM	-- O1 --	✓ -- O1 --			
	-- O2 --	-- Game --			
	-- O3 --	Patrick O'Donoghue			
	-- O4 --	-- O4 --			
	-- B1 --	-- B1 --			
	-- B2 --	-- B2 --			
	-- B3 --	-- B3 --			
	-- B4 --	-- B4 --			
9:00 AM	-- O1 --	-- O1 --			
	-- O2 --	-- O2 --			
	-- O3 --	-- O3 --			

The image shows a screenshot of a scheduling interface. It features a grid with columns for Game Time, Field 1, Field 2, Field 3, Field 4, and Field 5. The rows represent different time slots, with 8:00 AM and 9:00 AM highlighted. A dropdown menu is open over the 8:00 AM slot for Field 2, showing options: -- O1 -- (selected), -- Game --, and Patrick O'Donoghue. Other fields in the 8:00 AM row show various officiating (O) and break (B) spots. The 9:00 AM row shows similar officiating spots for Fields 1, 2, and 5.

1. O1, O2, O3, and O4 = Officiating spots per game/field
2. B1, B2, B3, and B4 = Break spots per game/field
3. Click on the cell you want to assign. A drop-down list will appear organized by availability block and within each block the confirmed officials are listed alphabetically.
4. Select the name of the official you want to assign to that game/field.

## Step 2. Assign Officials to Games and Fields (Con't).

Game Time	Field 1	Field 2	Field 3	Field 4	
8:00 AM	-- O1 --	-- O1 --	-- O1 --	-- O1 --	-- O1 --
	Kate wellner	-- O2 --	-- O2 --	-- O2 --	-- O2 --
	-- O3 --	-- O3 --	-- O3 --	-- O3 --	-- O3 --
	-- O4 --	-- O4 --	-- O4 --	-- O4 --	-- O4 --
	-- B1 --	-- B1 --	-- B1 --	-- B1 --	-- B1 --
	-- B2 --	-- B2 --	-- B2 --	-- B2 --	-- B2 --
	-- B3 --	-- B3 --	-- B3 --	-- B3 --	-- B3 --
8:45 AM	Kate wellner	-- O1 --	-- O2 --	-- O3 --	

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✓ All assignments saved. Full schedule saved locally in your browser.

Actions

Excel, Save, Refresh, Close icons

OK

When you are done assigning or if you want to wrap-up for the day, click the "Save Assignments" icon. If everything is successful, you'll receive a success message. If you receive an error message, simply reach out to [Info@TourneyDirect.com](mailto:Info@TourneyDirect.com) and our team will help you get back on track!

# Assigned Officials, when saved, receive a confirmation email with their specific game times and field information.

**Subject:** Your Officiating Assignments for **Event Name**

Hi Kate,

Thank you for committing to officiate at **Event Name**. Below are your assigned details:

- ["8:00 AM - field1\_O1", "8:45 AM - field1\_O2"]

Please arrive at least 30 minutes before your first assigned game to check in and prepare. If you have any questions or conflicts with your schedule, please contact us as soon as possible [via the portal](#). Your assignment details may change between now and the start of the event. If they do, you will receive an updated email with the revised assignment details.

Thank you,

**Assignor's Name**

*Reminder: If you've created a stipend portal account, [login](#) and click the "My Events" tab and select the "event details" button next to the event name to view the latest details. If you haven't registered yet, please [create an account](#) to stay updated with the latest event information.*

# Making Changes or Finishing Assignments

Game Schedule Generator

Select Complex: Select a complex

Select Date: 05/17/2025

Start Time: --:-- --

End Time: --:-- --

Game Increment (min):

Number of Fields:

Generate Schedule

Actions

Resume Saved Draft  
Last saved: 4/29/2025, 8:44:07 AM

When you're ready to finalize or update assignments, click the **"Add Assignments"** button in the **Officials** tab of the event dashboard. You can either resume where you left off—using the timestamp as a reference—or clear the local draft to start fresh if your schedule needs a full reset.

# Game Scheduler Action Bar

## Actions



### From left to right:

- **Excel icon:** Click this to download a copy of the game scheduler to an excel file.
- **Save icon:** Click this to save your assignments
- **Multiple Arrows icon:** Hover over this to see the time/date stamp of your last saved version and click it to resume assigning with your last saved draft
- **X icon:** If you need to start over, simple click the "X" to clear any previous saved versions and begin again

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**Thank you!**

Questions?

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