

Submitting Availability for Hiring at National Events



USA
FENCING

USA Fencing Events Department

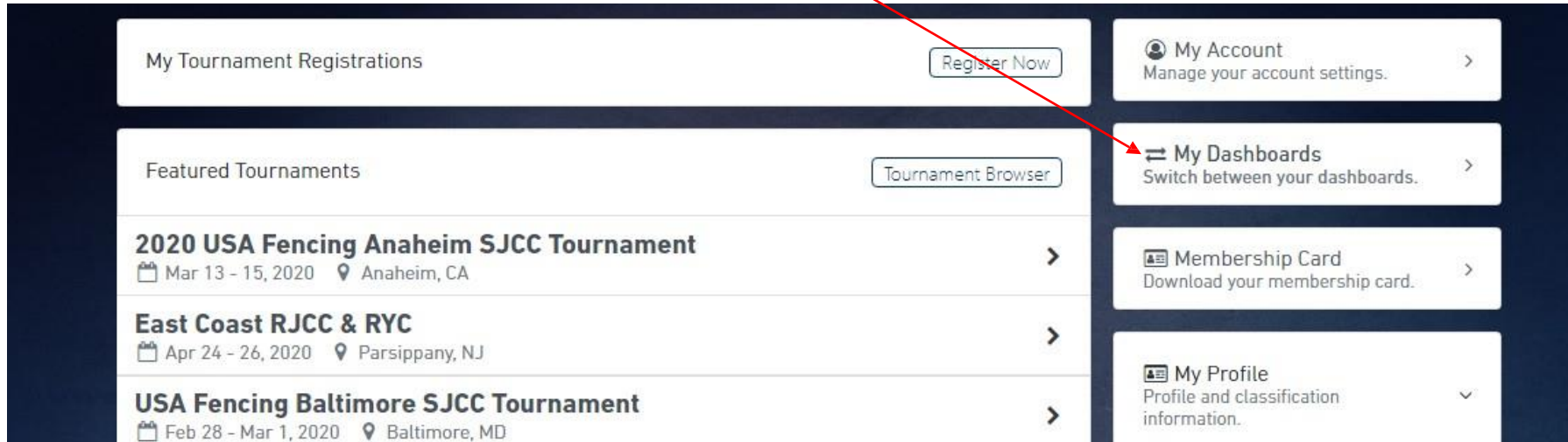
d.mott@usafencing.org

Referee Hiring

- Referee hiring will be done through the [USA Fencing database](#).
- Each month you will get a notification when hiring is going live and you will need to submit availability through the database.
- You can also check your profiles to see what national tournaments are currently hiring.
- The following pages are a step by step process of how to submit availability for hiring.
- Please reach out to Dan Mott at d.mott@usafencing.org with any questions.

Step 1

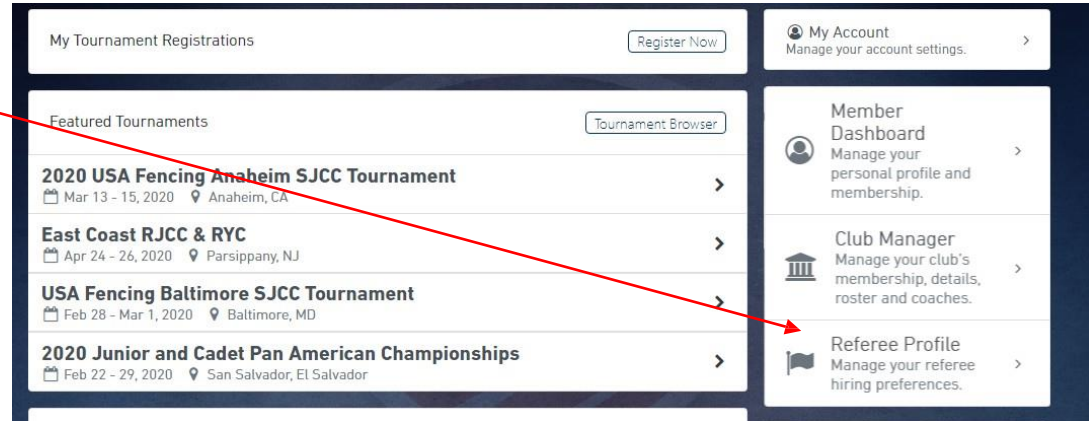
- Log Into your profile on member.usafencing.org
- After logging in, click “My Dashboards” on the right side



The screenshot shows a user's dashboard with a dark blue background. On the left, there are three main sections: 'My Tournament Registrations' with a 'Register Now' button, 'Featured Tournaments' with a 'Tournament Browser' button, and a list of three tournaments: '2020 USA Fencing Anaheim SJCC Tournament' (Mar 13-15, 2020, Anaheim, CA), 'East Coast RJCC & RYC' (Apr 24-26, 2020, Parsippany, NJ), and 'USA Fencing Baltimore SJCC Tournament' (Feb 28-Mar 1, 2020, Baltimore, MD). On the right, there is a vertical menu with four items: 'My Account' (Manage your account settings), 'My Dashboards' (Switch between your dashboards), 'Membership Card' (Download your membership card), and 'My Profile' (Profile and classification information). A red arrow points from the text 'My Dashboards' in the instructions to the 'My Dashboards' menu item in the screenshot.

Step 2

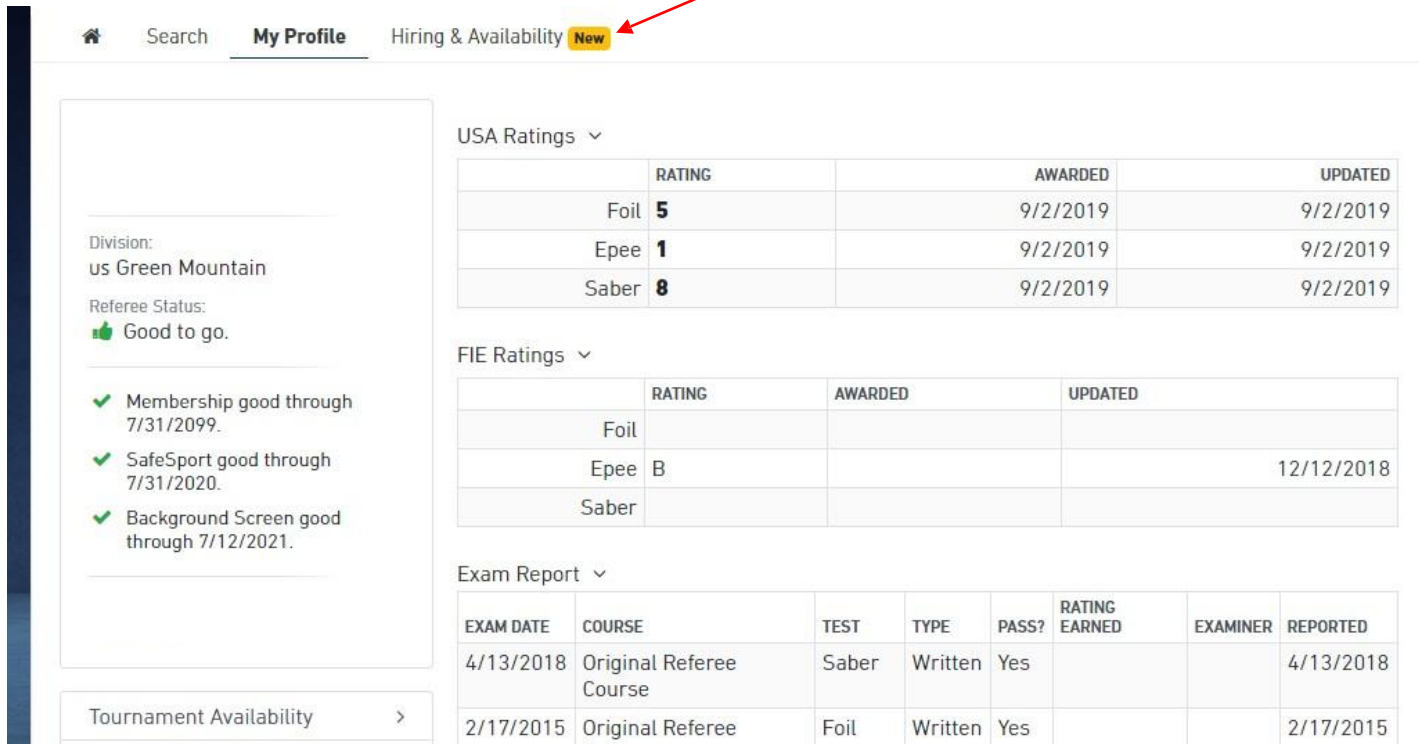
- Click Referee Profile on right side



The screenshot shows a user dashboard with two main columns. The left column is titled "My Tournament Registrations" and contains a "Register Now" button. Below this is a "Featured Tournaments" section with a "Tournament Browser" button. It lists four tournaments: "2020 USA Fencing Anaheim SJCC Tournament" (Mar 13 - 15, 2020, Anaheim, CA), "East Coast RJCC & RYC" (Apr 24 - 26, 2020, Parsippany, NJ), "USA Fencing Baltimore SJCC Tournament" (Feb 28 - Mar 1, 2020, Baltimore, MD), and "2020 Junior and Cadet Pan American Championships" (Feb 22 - 29, 2020, San Salvador, El Salvador). The right column contains a "My Account" section with a "Manage your account settings" link, a "Member Dashboard" section with a "Manage your personal profile and membership" link, a "Club Manager" section with a "Manage your club's membership, details, roster and coaches" link, and a "Referee Profile" section with a "Manage your referee hiring preferences" link. A red arrow points from the text "Click Referee Profile on right side" to the "Referee Profile" link.

Step 3

- This will bring up your referee profile. Click on the Hiring & Availability Tab



Home Search **My Profile** Hiring & Availability **New**

Division:
us Green Mountain

Referee Status:
👍 Good to go.

- ✓ Membership good through 7/31/2099.
- ✓ SafeSport good through 7/31/2020.
- ✓ Background Screen good through 7/12/2021.

Tournament Availability >

USA Ratings

	RATING	AWARDED	UPDATED
Foil	5	9/2/2019	9/2/2019
Epee	1	9/2/2019	9/2/2019
Saber	8	9/2/2019	9/2/2019

FIE Ratings

	RATING	AWARDED	UPDATED
Foil			
Epee	B		12/12/2018
Saber			

Exam Report

EXAM DATE	COURSE	TEST	TYPE	PASS?	RATING EARNED	EXAMINER	REPORTED
4/13/2018	Original Referee Course	Saber	Written	Yes			4/13/2018
2/17/2015	Original Referee	Foil	Written	Yes			2/17/2015

Step 4

- Fill out your hiring preferences similar to the Sign Me Up form used in the past.
 - This includes, room preferences, roommate preferences, dietary restrictions and contact information. These will save to your profile so you do not need to fill out every tournament. You WILL have the ability to edit these as you submit availability for each specific tournament.
 - At the bottom of the page, please make sure to click save preferences after completing the form
 - Also, on the left side of page you can see when your SafeSport and NCSI background screen expire
 - This step must be completed prior to submitting availability

Referee Database

Home Search My Profile **Hiring & Availability** New

Division:
us Green Mountain

Referee Status:
🟢 Good to go.

✓ Membership good through 7/31/2099.

✓ SafeSport good through 7/31/2020.

✓ Background Screen good through 7/12/2021.

Tournament Availability >

Update Hiring Preferences >

Hiring Preferences

Your hiring preferences will be used and preloaded in to any future [Tournament Availability](#) applications your submit.

Hotel Rooming ▾

I need a **handicap accessible** room.

I prefer a **SINGLE** room.

Roommate Preferences ▾

Please list up to 5 individuals who you would prefer as a roommate.

ⓘ Unless a single room is requested, officials will automatically be housed in a double room with another official as a roommate.

#1	<input type="text"/>	<input type="button" value="🗑️"/>
#2	<input type="text"/>	<input type="button" value="🗑️"/>
#3	<input type="text"/>	<input type="button" value="🗑️"/>
#4	<input type="text"/>	<input type="button" value="🗑️"/>

Step 5

- Click Tournament Availability on left side of screen

Referee Database

[Home](#) [Search](#) [My Profile](#) [Hiring & Availability New](#)

Division:
us Green Mountain

Referee Status:
👍 Good to go.

✓ Membership good through
7/31/2099.

✓ SafeSport good through
7/31/2020.

✓ Background Screen good
through 7/12/2021.

Tournament Availability >

Update Hiring Preferences >

Hiring Preferences

Your hiring preferences will be used and preloaded in to any future [Tournament Availability](#) applications you submit.

Hotel Rooming ▼

- I need a **handicap accessible** room.
- I prefer a **SINGLE** room.

Roommate Preferences ▼

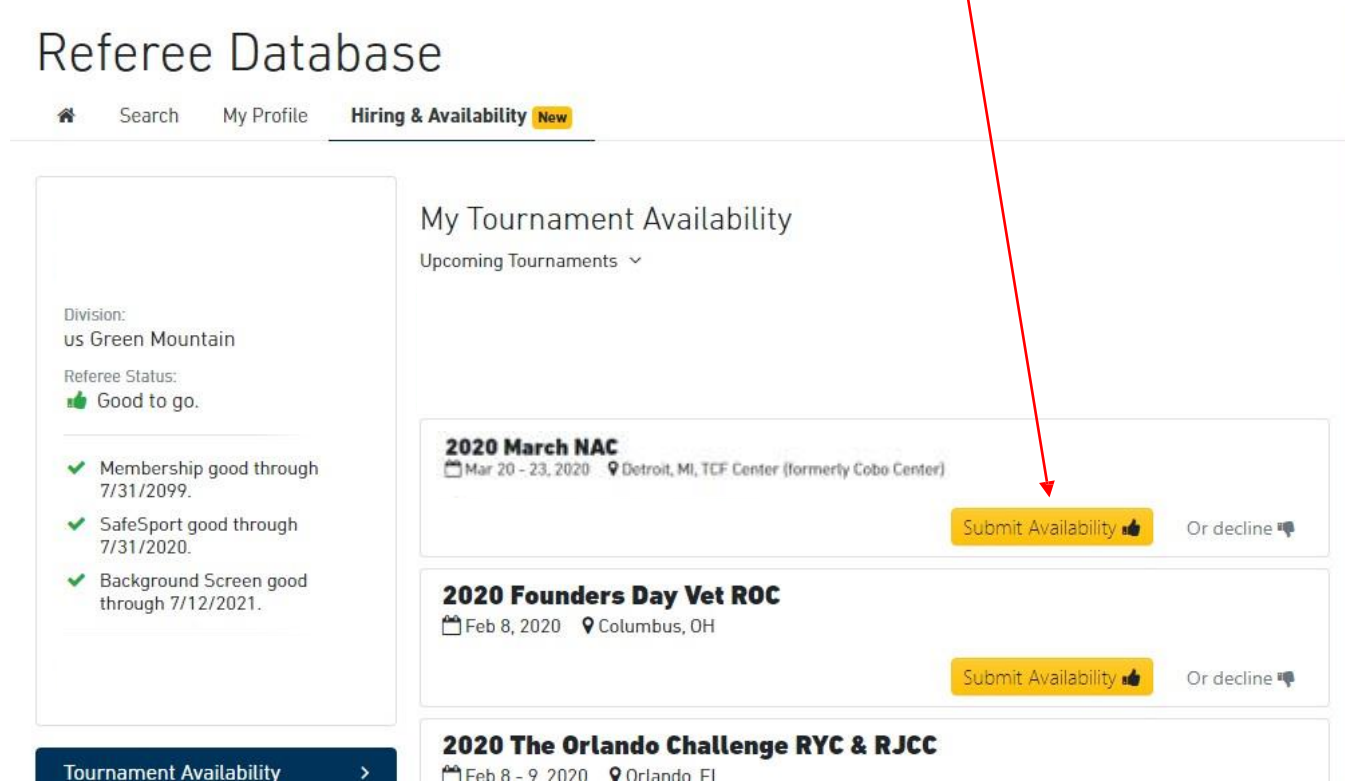
Please list up to 5 individuals who you would prefer as a roommate.

ⓘ Unless a single room is requested, officials will automatically be housed in a double room with another official as a roommate.

#1	<input type="text"/>	
#2	<input type="text"/>	
#3	<input type="text"/>	
#4	<input type="text"/>	

Step 6

- Click Submit Availability if you wish to work the event. You will get an email notification when each NAC goes live for hiring.



Referee Database

Home Search My Profile **Hiring & Availability** New

Division:
us Green Mountain

Referee Status:
👍 Good to go.

- ✓ Membership good through 7/31/2099.
- ✓ SafeSport good through 7/31/2020.
- ✓ Background Screen good through 7/12/2021.

[Tournament Availability](#) >

My Tournament Availability

Upcoming Tournaments ▾

2020 March NAC
📅 Mar 20 - 23, 2020 📍 Detroit, MI, TCF Center (formerly Cobo Center)

[Submit Availability](#) 👍 [Or decline](#) 🗨️

2020 Founders Day Vet ROC
📅 Feb 8, 2020 📍 Columbus, OH


[Submit Availability](#) 👍 [Or decline](#) 🗨️



2020 The Orlando Challenge RYC & RJCC
📅 Feb 8 - 9, 2020 📍 Orlando, FL

Step 7

- Fill out your availability
- Contact information, ratings, rooming preferences will autofill.
 - You do have ability to edit contact info and rooming preferences.
- Fill out your desired travel mode and dates.
 - Default dates are Thursday to Tuesday of each event.
 - Please ensure this area is filled out correctly as this will be how we book hotels
- Please note once you submit your availability any changes will need to be sent to the hiring referee.

Tournament Availability Chart ▼

 Availability Submission Deadline: **Friday, 3/20**

2020 March NAC
 Mar 20 - 23, 2020  Detroit, MI, TCF Center (formerly Cobo Center)

Describe your availability.
 Full Availability Partial Availability

Confirm your availability dates in detail.


DAY	AVAILABILITY
Day 1 Friday 3/20	<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon
Day 2 Saturday 3/21	<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon
Day 3 Sunday 3/22	<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon
Day 4 Monday 3/23	<input checked="" type="checkbox"/> Morning <input checked="" type="checkbox"/> Afternoon

Travel & Transportation ▼

Mode of Transportation? What city are you leaving from?

By Plane ⌵

Arrival Date Departure Date

03/19/2020  03/24/2020 

Step 8

- At bottom of the screen check the two boxes then click Save and Submit Application

- I understand that by filling out this request it does not guarantee I am hired.
- I understand my hiring and subsequent travel arrangements are contingent upon my successfully passing the CheckED background screen and SafeSport Training.

What happens next?

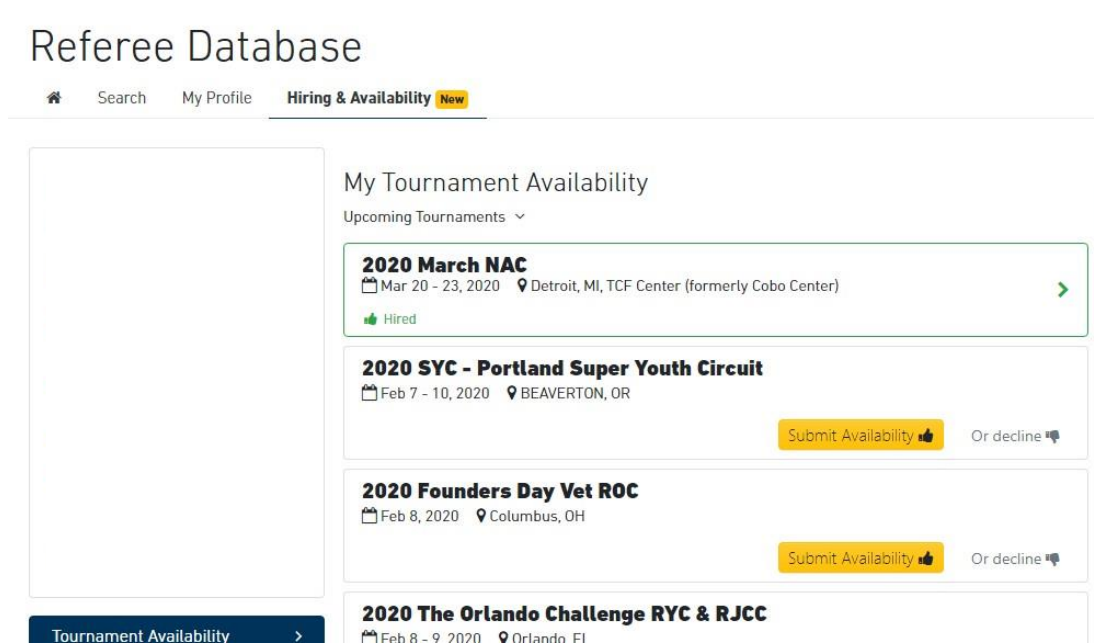
If you are hired, you will be contacted in a subsequent email message. In that message you will be asked to make your travel arrangements immediately. Please do not delay in responding. All travel and rooming arrangements must be made by deadline stated in the hiring email.

- The submission deadline for this tournament is **Friday, 3/20**.

Save & Submit Application

Step 9

- At this point the availability will go to the hiring referee.
- If hired, you will receive an email confirming that you are hired for the event and how to go about booking travel.
- You may go back and look in your profile if you have been hired as well. If you need to make any updates to availability you will then need to reach out to the hiring referee directly.



Referee Database

Home Search My Profile **Hiring & Availability** New

My Tournament Availability

Upcoming Tournaments ▾

- 2020 March NAC**
Mar 20 - 23, 2020 Detroit, MI, TCF Center (formerly Cobo Center) ➤
Hired
- 2020 SYC - Portland Super Youth Circuit**
Feb 7 - 10, 2020 BEAVERTON, OR
[Submit Availability](#) 👍 [Or decline](#) 🗨️
- 2020 Founders Day Vet ROC**
Feb 8, 2020 Columbus, OH
[Submit Availability](#) 👍 [Or decline](#) 🗨️
- 2020 The Orlando Challenge RYC & RJCC**
Feb 8 - 9 2020 Orlando, FL

[Tournament Availability](#) ➤