Horizonwebref.com

We are using an online scheduling program for all games in Kelowna and area this year. You must be a registered BC Soccer referee and have a valid account on Horizonwebref in order to be assigned games. Horizonwebref is the online scheduling program we are using. Below are the instructions for creating your Horizonwebref account.

Open http://my.horizonwebref.com in a web browser (Mozilla Firefox or Google Chrome recommended)

Click the New Users Registration link

Complete the form and select the appropriate user type & user positions. Note – you must enter a birthdate that makes you at least 13 in order to create an account. This is a US based program and that is their regulation. If you are 12 years old simply enter your year of birth as 2006. Next year you can readjust!

Email Al Ryder at alan@kelownaref.com if you are unclear of which selections to make.

Use the association # provided to you by your local organization's scheduler. *Association #205838*

Wait for approval. Your local organization must approve your account.

Once approved, you will receive an email with your new username and password.

You may now login with your username and password provided.

You can get help with any topics to do with the program at - Help for Officials

How do I Accept or Decline games on my schedule?

Accepting or declining games is done on your Personal Game Schedule page. You'll use the icons in the right-hand Action column to take action (accept or decline) on a particular game.

Do I have unaccepted games?

The first step is to determine if you even have any unaccepted games that need your attention. If you have unaccepted games, they will be displayed in the Reminders box on your Members Home page. Check there first to see if there is anything you need to do.

How do I find my games?

Your Personal Game Schedule page is organized and controlled by the Schedule Filters. See this support article for instructions and details on how to edit the filters. If necessary, you may need to change your Schedule Filters, particularly the date range, to locate your unaccepted games. Alternatively, you can also just click on the reminder displayed in the Reminders box on your Members Home page to be taken directly to the unaccepted game.

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Accepting or Declining

Taking action on your game (accepting or declining) will be done via the Action column on the right hand side of your Game Schedule page. You can simply click on the desired action to proceed. Alternatively, you can use the Accept All option in the top toolbar to accept all the visible unaccepted games.

Note: some officiating organizations do not permit officials to decline games, in which case, only the Accept icon would be shown.

After I have accepted a game how do I give it back?

Once you have accepted a game there is no automated process to remove it from your schedule. The reason being, is that once you have accepted the game, your scheduler is now planning on you taking that game and is no longer planning on scheduling officials for this particular game. You may make a REQUEST to your scheduler that you be removed from the game. You may do this by using the Turn Back Request feature. To use the turn back request feature, open your game details, and click the "REQUEST TURN BACK" link that is listed below your name on the game details page. This will send a request to the scheduler for you to be removed from the game. This is only a request, though. Many schedulers use the "Accept Game" as a mutual agreement that you will appear for that game. So unless your scheduler is willing to remove you from the game, the assignment will remain on your schedule as your responsibility.

There are 2 different game/event reporting systems:

The Game Reports System
This system is a system that is turned ON or OFF by your system's assignor / administrator. When turned ON, the assignor can specify certain positions that are required to complete a game report after the game has been completed. This report asks for information such as home score, away score, evaluations of each team's sportsmanship, facility conditions, spectator behavior, etc. There is also a place for general comments. When turned ON, if you need to complete a game report, a reminder will be displayed in your Reminders Box that is on your Members Home page. If you have a reminder, finding the place to complete the report is the same as accepting / declining a game. You would go to your schedule, find the game on your schedule using the schedule filters, and then click the ▶ icon in the "Action Column" to complete the game/event report. This system, if turned ON, is a system that will REQUIRE the report to be completed before your schedule details can be viewed. THIS IS TURNED ON.

The Incident Reports System
The incident reporting system is an ON DEMAND system that is used for reporting misconducts, ejections, disqualifications, match penalties, technicals, etc, etc and is turned ON or OFF by your system's assignor / administrator. When we say that the system is ON DEMAND we mean

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that, you fill out the report whenever you need to report something, and the system will not generate any reminders or requirements to complete the form. You do not need to submit an incident report unless and incident has occurred. To submit a new incident report, click the icon in the Action Column on your Game Schedule page next to any game in the past. This will bring you to the form to submit a new incident report for that game.