

Referee Registration and Game Reporting Process

Please print out this form for reference

◆ **One Time Processes.**

If you think you need to repeat any of the steps in this section, please review and look for the confirmation for any step. It is likely you do NOT need to repeat any step.

- Create an account on LMAA.org. This is a one time process (no annual repeat of this step)
 - This is located in the upper row of the website.
 - It will request a user name and password.
 - Usernames are unique to an email address – you can not have two usernames on one email address.
 - Once you submit your username and password, the system will email you a confirmation. This is to verify that the information entered is a valid email address.
 - Follow the instructions on the email and Click on the link to confirm your account.
- Complete Referee Registration (this step is completed once per year just like the former paper process).
 - On the left column on LMAA.org website, one of the page titles is Referees. Click on this page (you are on this page now if you read this document from the website).
 - Click Referee Registration (it will include the year in the title)
 - This will connect you to a welcome page with instructions including Continue buttons as appropriate.
 - When done, one of the pages will be a summary of what you entered. If correct, Submit the form.
 - You will receive an email confirmation of your ref registration.
 - Just like the paper form, this process is repeated one time per year to update records.

- ◆ Game Reporting Process and Ref Contact page
This step is repeated any time you want to report a game.
 - Prerequisite steps (details on the prior page)
 - Create a user name on the LMAA.org website (one time step good for multiple years)
 - Complete the annual Ref registration form.
 - Completing the Ref Registration form grants you access to a private page on the LMAA.org website within the Referees page called Game Reporting & Contacts.
 - Game Reporting (first time and additional times if you do not use the Bookmark suggestion below for subsequent reports). If your first report is in the same session as ref registration, you may already be at step 3 below – if so, proceed from the page you are on within the site.
 - 1) Access the internet, Connect to LMAA.org
 - 2) Log in with our username and password
 - 3) Click on the Referees page
 - 4) Click the Game Reporting & Contacts page now visible in the left column.
 - 5) Click Referee Game Report Form (read Bookmarking below before proceeding)
 - This will look like the registration process you completed on an annual basis.
 - Your name should auto fill. If not, correct your name.
 - Enter the appropriate Date, District, Field, # of games, and optional comments.
 - At the end of each report, you are given the option to report (register) more games.
 - When done and submitted, you will receive an email confirmation for each game reported.
 - Bookmarking is recommended and will allow you to skip a few steps for reports after you complete one. When you get to the Welcome page in Step 5 above, Bookmark this page. When you want to report another game and you have not gone to LMAA.org or logged in,
 - Access your internet and Click the Bookmark.
 - This will trigger the Login screen
 - Once logged in, you will be on the Welcome page of the Game Reporting Form and ready to go.
 - After submitting the report, your email confirmation will come to your email address in the system.