


How To Add Games In RefTown

To add games to the system:

1. Go to www.RefTown.com
2. Login (If you don't remember your username/email or password or if you have not set up an account, please call me at (972) 822-0032)
3. Go to the Schedules (located in the upper left corner) -> Games Request
4. Click  located in the center of page.
5. On the page that opens, completed the required fields marked with red asterisks (***). Some additional fields are needed as well.
 - a. **Date** enter the date of game
 - b. **Time** enter the time of game (i.e. 7:00PM)
 - c. **Type**, select from drop down (i.e. District, Non-District)
 - d. **Level**, select from drop down (i.e. B-V [Boys Varsity])
 - e. **Location**, enter the location of game from drop down
 - f. **Visitor**, enter the opponent from the drop down (if team name not listed, leave it blank)
 - g. **Crew Type**, enter 2 for a 2 person crew or 3 for a 3 person crew
6. Save the game by clicking "Update this Item".

Add New Request for
DAL W T White HS

Items marked *** are required.
Requests will not appear on the main schedule until an administrator approves the request.
They can be viewed on the Game Request Page until that time.

Game Count

1

When

Date ***

(m/d/yyyy)

? Time ***

Details

Type

Level

Participants

? Payor (Bill To)

DAL W T White HS

Copy Down

Show All

? Location ***

DAL W T White HS

Copy Down

Show All

? Sub-Location

Home

DAL W T White HS

Show All

Visitor

Show All

? Crew Type ***

Other

Comment

Comments to Assignor About Request

Update This Item

Batch Mode enabled...click close on the next page if this is your final entry.

Close

Close & Reload

7. After saving the game, the Add-Game form will remain open for adding another game. It will be pre-filled with the data from the just saved game. You can then modify those items which are not the same as the prior entry and save again without needing to re-enter much of the same info. If you do not need to enter another game, you can simply close the form....click "**Close and Reload**" to have the main listing show the saved information. Even if you do not click "Save and Reload" the information was already saved at the time of the Update.

Coaches/ADs, requested games will only appear on the main schedule when the request is approved by the Assignment Team.

Tips for game entry...

"**Copy Down**" - will repeat that line's information on all of the location/home lines below it so that you can enter a school/team just once from the dropdown lists.

"**Show All**" - By default, a school/team may be enabled only for some types of use (location, home, or visitor). If you do not see the school in the list, you can click the "Show All" button to override these defined uses and can use any school/team in any spot.

Please contact me at (972) 822-0032 if you have any questions or concerns or you are unable to log into RefTown.

Regards,
Johnny Wilkins
Assignment Secretary – Dallas Basketball Officials Association
(972) 822-0032