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# **Manual: Day-by-day Officials Assignment**

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on [my.wbsc.org](https://my.wbsc.org)

# Manual: Day-by-day Officials Assignment

## on my.wbssc.org

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## PREMBLE

Starting 2021, WBSC Europe has used WBSC management system for its competitions.

This manual is created for the TCs/Scorers/Umpires managing the day-by-day assignments at the Softball Europe Competitions. To be visible in the play-by-play on the website and on the daily reports, it is necessary that each person (Umpire, TC or scorer) is assigned to each game.

## INSTRUCTIONS


1. Access [my.wbssc.org](https://my.wbssc.org) with the email you were registered with.  
In case of technical issues, please read this manual: [link](#).  
In case the technical issues persists, please contact [eghilardi@wbsceurope.org](mailto:eghilardi@wbsceurope.org)



### Login

☐ Ricordati di me [Resetta la password](#)

☐ Non sono un robot

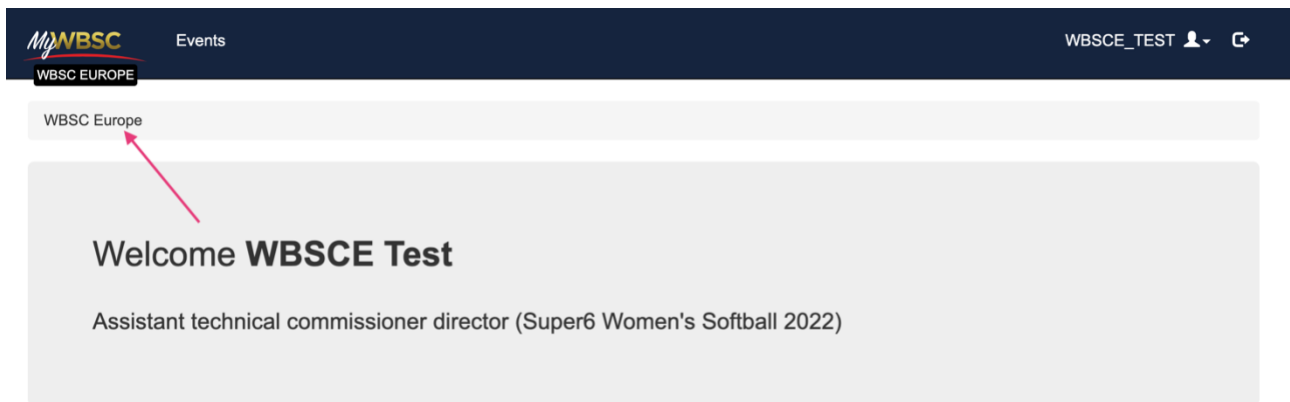
  
reCAPTCHA  
[Privacy](#) - [Termini](#)

Invia

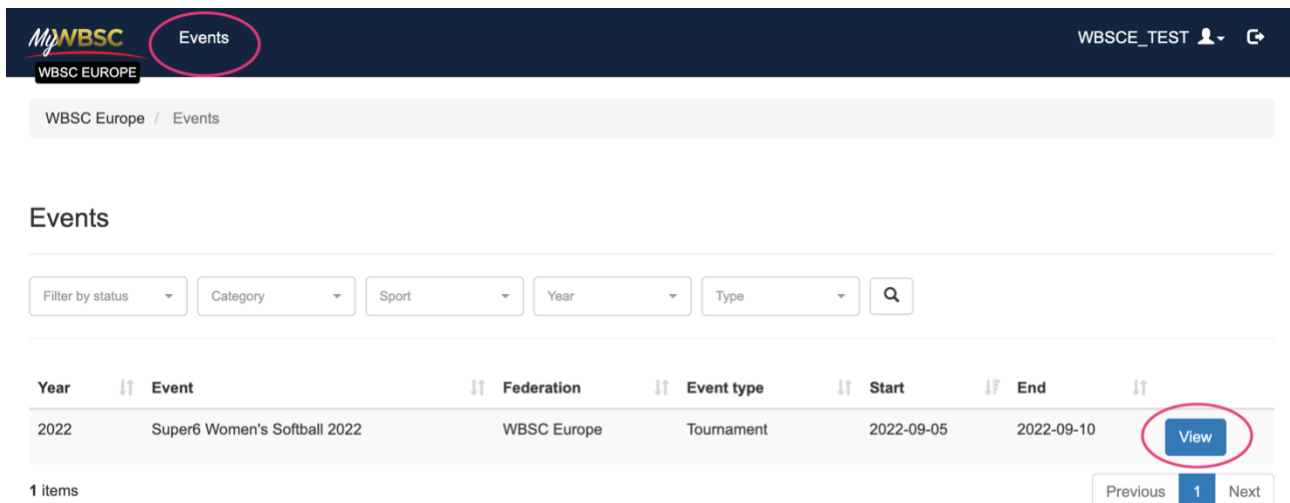
[Autenticati con Google](#)

Per qualsiasi problema o richiesta, contattare l'ufficio  
WBSC all'indirizzo [my@wbssc.org](mailto:my@wbssc.org)

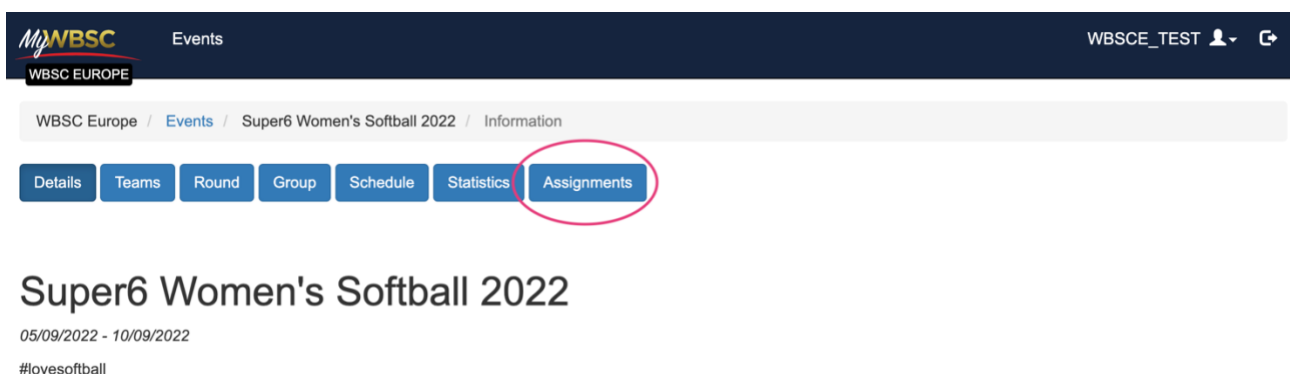
3. Make sure you selected the WBSC Europe environment




4. Enter the Tab 'Events', and click on 'view' for the event you are working at.



5. Once selected the correct event, click on assignments.



7. Make sure “List” is selected and then click on “+ Add assignment”


Events
WBSCE\_TEST

WBSC Europe / Events / Super6 Women's Softball 2022 / Assignments

Details Teams Round Group Schedule Statistics Assignments

Recap assignments

List

+ Add assignments

Export TC eval.

Select games
Location
Away team
Home team
Round
Type
Person

From date
To date
Q

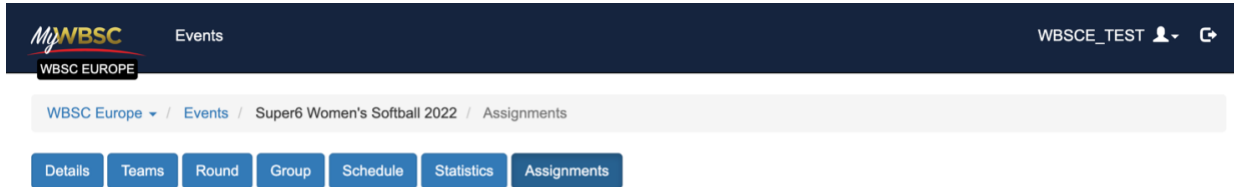
Export CSV Assignments | Export CSV Unavailability |

Game	Game label	Location	Visiting team	Home team	Start time	Round	Status	Confirm	Email sent	Person	Type	Crew chief
No matching records found												

Previous
Next

9. Select the game and click on “Select”.

*Please note that the game must be previously created by the SiC.*



The screenshot shows the MyWBSC Events page with the Assignments tab selected. The breadcrumb trail is: WBSC Europe > Events > Super6 Women's Softball 2022 > Assignments. The Assignments tab is highlighted among other tabs: Details, Teams, Round, Group, Schedule, Statistics, and Assignments.

### Insert assignments

Select game

Nothing selected

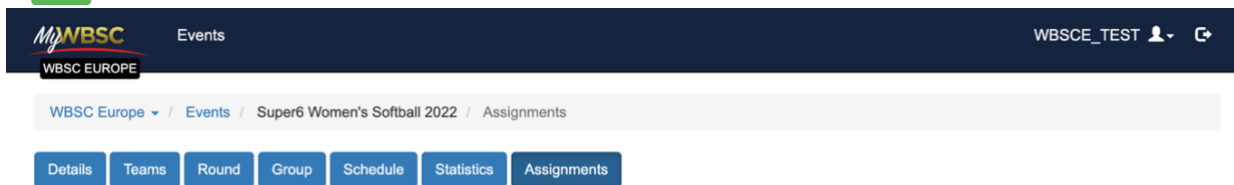
Select

Filter games

Select round

Nothing selected

Filter



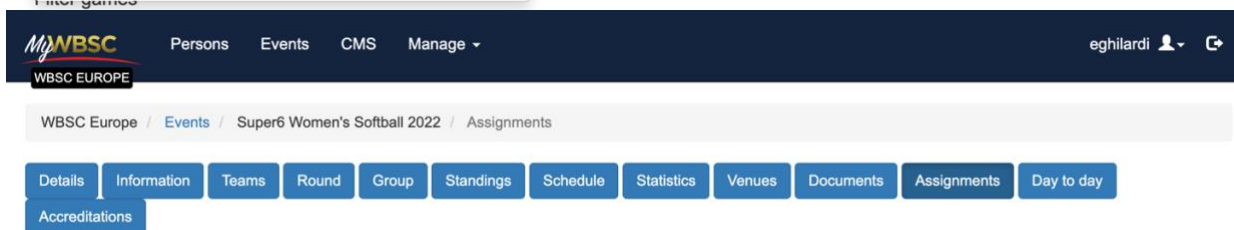
This screenshot is identical to the one above, showing the MyWBSC Events page with the Assignments tab selected.

### Insert assignments

Select game

Nothing selected

Game# 1 - Test Game - A (BOL vs FOR) - 2022-03-31 12:00:00 (UTC)



The screenshot shows the MyWBSC Events page with the Assignments tab selected. The breadcrumb trail is: WBSC Europe > Events > Super6 Women's Softball 2022 > Assignments. The Assignments tab is highlighted among other tabs: Details, Information, Teams, Round, Group, Standings, Schedule, Statistics, Venues, Documents, Assignments, Day to day, and Accreditations.


### Insert assignments

Select game

Game# 1 - Test Game - A (BOL vs F

Select

## 10. Click on TC/Scorer/Umpire


Events

WBSCE\_TEST

WBSC Europe / Events / Super6 Women's Softball 2022 / Assignments


Details Teams Round Group Schedule Statistics Assignments

### Insert assignments

Select game  
Game# 1 - Test Game - A (BOL vs F)  
Select

Setup assignments:  
Game# 1 - Test Game - A (BOL vs FOR) - 2022-03-31 12:00:00 (UTC)  
TC  
Save

Filter games  
Select round  
Nothing selected  
Filter


Events

WBSCE\_TEST

Select game  
Game# 1 - Test Game - A (BOL vs F)  
Select

Filter games  
Select round  
Nothing selected  
Filter

Setup assignments:  
Game# 1 - Test Game - A (BOL vs FOR) - 2022-03-31 12:00:00 (UTC)  
TC

Assignments	Person*	Role*	Crew chief*	Notes	Transport authorization	Last email sent	Send email	Status*
	Select one	Select one	Select one		Select one		Select one	Waiting for acceptance

+ Add

**11.** Fill in all the request datas.

Select “no” in Crew chief, “no” in Send email and “accepted” in Status.

TC

Assignments

Person\*

Role\*

Crew chief\*

Notes

Transport authorization

Last email sent

Send email

Status\*

Test WBSCE - 0001-01-01 (SUI)

TC1

No

Select one

No

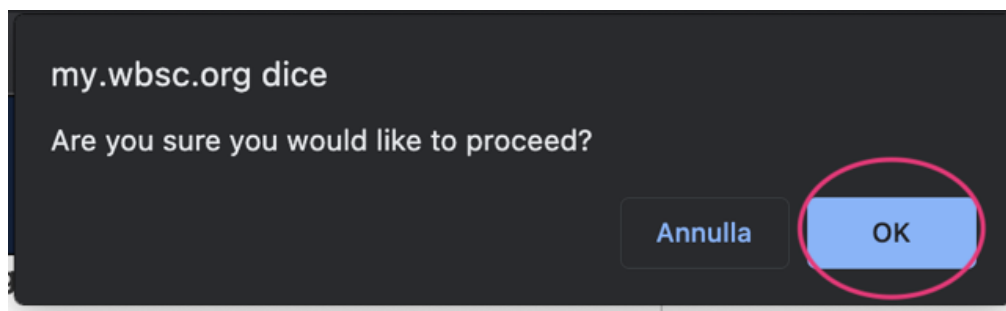
Accepted

+ Add

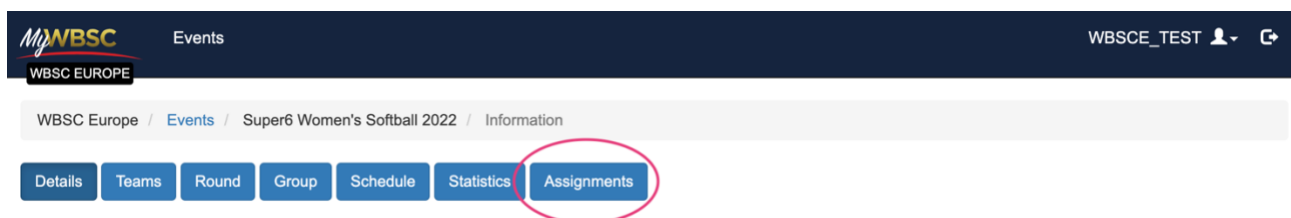
**12.** Save!

Save

14. The system will ask you if you wish to proceed, click on okay.



15. You will now see the assigned TC/Scorer/Umpire in the list under the tab "Assignments".




*Example:*

WBSC Europe / Assignments

### Recap assignments

List Invitations

Filter by federation Filter by events Select games Location Filter by status Q

ID	Start time	Federation	Event	Game label	Location	Status	Details	Reply
145980	2022-03-31 12:00:00(UTC)	WBSC Europe	Super6 Women's Softball 2022	Test Game		Accepted		



17. In case you will need to cancel the assignment or modify it, under “assignments” click on the pen on the very right and modify the status.

MyWBSC

WBSC EUROPE

Persons

Events

CMS

Manage

eghilardi

WBSC EUROPE

Events

Super6 Women's Sevens 2022

Assignments

Details

Information

Teams

Round

Group

Standings

Schedule

Statistics

Venues

Documents

Assignments

Day to day

Accreditations

Recap assignments

List

Invitations

+ Add assignments

Select games

Location

Away team

Home team

Round

Type

Person

From date

To date

Q

Export CSV Assignments

Export CSV Unavailability

TC

Assignments

Person\*

Select one

Role\*

Select one

Crew chief\*

Select one

Notes

Transport authorization

Last email sent

Send email

Status\*

Select one

Accepted

Waiting for acceptance

Withdrawal

Substitution

Postponed

Canceled

Suspended

+ Add

Save

**18.** You can choose a substitution.

Substitution official

New official\*

Select one

Send email to substitute

Select one

Transport authorization substitute

Select one

**19.** Always remember to save!

Save

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