

RefTown Login Instructions

www.reftown.com

To Athletic Directors , Coaches, Athletic Secretaries and Officials:

The Tacoma-Pierce County Volleyball Officials Board is going to be using a new Assigning System and we would like you to log into the system. Right now this system is under the name of the Tacoma-Pierce County Volleyball Officials Board (TPCVOB in the menu—far right column). Simply follow the instructions below. Once your matches have been posted by us, you will be notified and asked to go into the system to verify their accuracy as to date, time, opponent and location.

The system can accept multiple personal accounts per school. Each person's account can also be connected to more than one school (for district AD's or those who otherwise more than one school). Note that ALL accounts connected to each school have equal privileges.

Registration procedure for all users:

1. Go to www.reftown.com.
 2. Click TPCVOB.
 3. **Log in with your username and password** if you have one...if not, proceed to the next step.
 - To get your login information, see the section titled **To get a username and password.**
 4. Under the "Public" menu, select "Registration"
 5. Select the type of registration (either "Official" or "School/Team Contact").
 6. Fill out the form. It will immediately email me to inform me that you've registered.
 - If you are logged in, it will automatically update your information.
 - If you are not logged in, it will immediately email me that your registration form has been completed but you will not have access to the site until I approve the registration form. You will be notified via email once you are added. This email will contain your username and password needed to access RefTown.
- **Note that**
 - *No information is ever made publicly available.*
 - *Items marked as "Private" can only be accessed by administrators*
 - *School Personnel: If you need access to multiple schools, select one on the form and contact me to have the rest added.*

General Instructions for Athletic Directors, Coaches, & Athletic Secretaries with access to more than one school: You are actively logged into only one school at a time. In the "My Account" menu (top right) you will find a list of schools to which your name is linked. To change to another of your linked accounts, click the name of the desired school in the "My Account" menu. If you do not see one of your schools in the list, contact me to have it added (a form to request such access will be available soon).

General Instructions

- If at any time you need to update any account information, log in and click "My Account" in the upper right-hand corner and then "Edit Account".
- RefTown currently has 2 types of accounts: Officials, and School Contact. *Each account must have a unique username.* If you have already set the username for one type of account to a preferred username, you will not be able to use that same username for another type of account unless you first change the first one to something else.

- Each association/sport is fully independent. You may choose to set your passwords and usernames the same in more than one association but you must make the change in each. At this time, there is no automatic linking of accounts in different associations.

To get a username and password:

1. Go to www.reftown.com
2. Click **Login** (*In top right corner*)
3. Click “First Time on RefTown” (on the right)
4. Enter your email address
5. Click “Send My Password”. A username and password will be sent to you if the email address is listed on the roster of any organization using RefTown. It should arrive in just a few minutes. If you don’t receive it in 5-10 minutes, you should check your junk mail folder.

To login:

1. Go to www.reftown.com
2. Click **Login** (*In top right corner*)
3. Select the association (TPCVOB etc.)
4. Enter your username (email address by default but can be changed)
5. Enter your password
6. Click the Login button.
7. Once logged in, the name of the account you’ve logged into will appear in the upper right near the login/logout buttons.

To change your password:

1. Two ways to get there.
 - a. Go to the login screen (while logged out)
 - b. Or Go to “My Account” (in top right of screen) and “Edit Account”
2. Click “Change My Password”
3. Enter the association, username/email and old password as in #3, 4, and 5 above.
4. Enter the new password in both new password boxes.

To see your games while logged in:

1. Select “Matches” in the “Schedules” menu.
 - a. This defaults to your matches
 - b. You can use the “Search for Matches” to narrow the list of games to only JV, Varsity, etc. You can also use the “Search for Matches” to see other games serviced by this association.
 - c. You can also find games for any specific school through the Schools Directory or the “Search for Games”.

Official’s Availability:

Follow the directions to input your availability.

Having trouble:

- Contact
 - Rich Rohde, Webmaster, Rich@RefTown.com
 - Camron Rust, RefTown Developer, Camron@RefTown.com