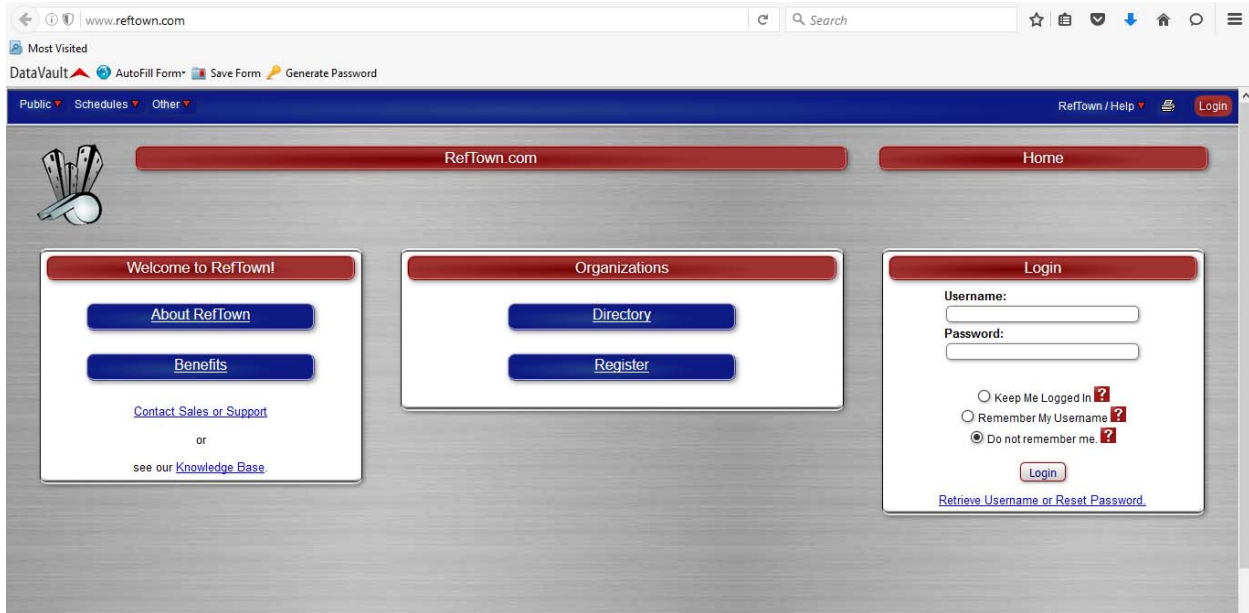
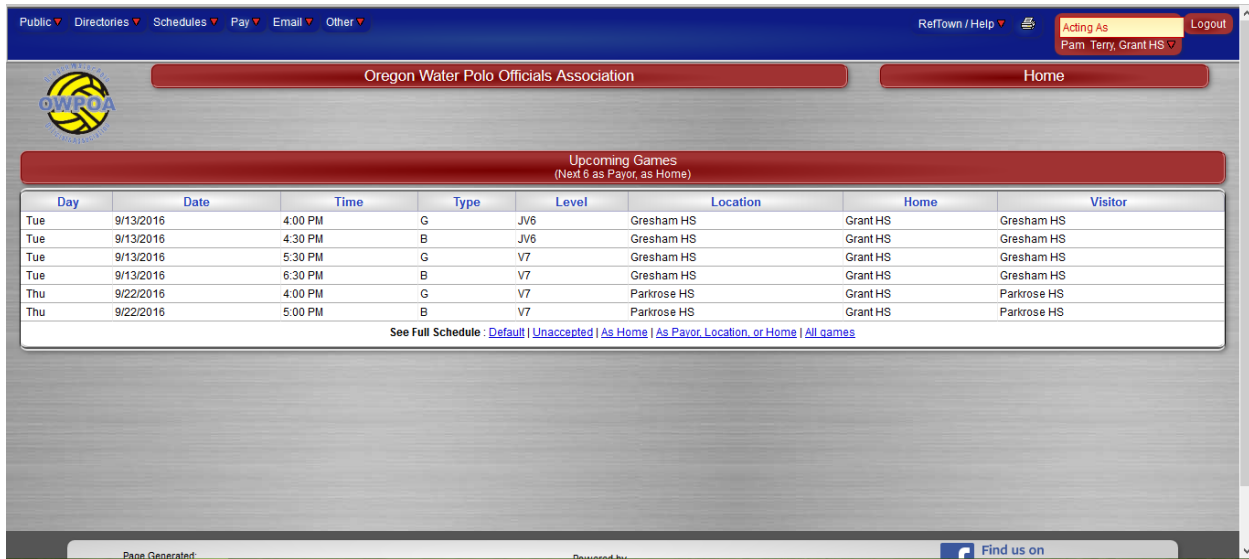


Step 1: Go to www.reftown.com and input your user name and password and press login.



Step 2: Upon logging in you will see a listing of your next 6 home games. To review your home games press the blue “As Payer, Location or Home” hyperlink.



Step 3: You will see a listing of all your games. To request a change click the blue "Request Change" hyperlink.

Public Directories Schedules Pay Email Other RefTown/Help Admin As Palm Term Grant HS Logout

Oregon Water Polo Officials Association Games

From Today
 Payor: Grant HS
 or Location: Grant HS
 or Name: Grant HS
 Match Any Selected Location/School/Team
 Ordered by Date/Time

Game Search Showing Records 1 through 23 of 23

Game#	Status	Approval	Date/Time	Type	Level	Payor/Owner @ Location Name Visitor	Crew Type	Officials	Comments
8852	OK	Request Change	Tue 9/13/2016 4:00 PM	G	JV6	Grant HS @ Gresham HS Grant HS Grant HS	2-person	R1 Unassigned R2 Unassigned	
8853	OK	Request Change	Tue 9/13/2016 4:30 PM	B	JV6	Grant HS @ Gresham HS Grant HS Grant HS	2-person	R1 Unassigned R2 Unassigned	
8854	OK	Request Change	Tue 9/13/2016 5:30 PM	G	V7	Grant HS @ Gresham HS Grant HS Grant HS	2-person	R1 Unassigned R2 Unassigned	
8855	OK	Request Change	Tue 9/13/2016 6:30 PM	B	V7	Grant HS @ Gresham HS Grant HS Grant HS	2-person	R1 Unassigned R2 Unassigned	
8856	OK	Request Change	Thu 9/22/2016 4:00 PM	G	V7	Grant HS @ Parkrose HS Grant HS Parkrose HS	2-person	R1 Unassigned R2 Unassigned	
8857	OK	Request Change	Thu 9/22/2016 5:00 PM	B	V7	Grant HS @ Parkrose HS Grant HS Parkrose HS	2-person	R1 Unassigned R2 Unassigned	
8858	OK	Request Change	Tue 9/27/2016 3:30 PM	G	JV6	Grant HS @ David Douglas HS Grant HS David Douglas HS	2-person	R1 Unassigned R2 Unassigned	
8859	OK	Request Change	Tue 9/27/2016 4:30 PM	B	JV6	Grant HS @ David Douglas HS Grant HS David Douglas HS	2-person	R1 Unassigned R2 Unassigned	
8860	OK	Request Change	Tue 9/27/2016 5:30 PM	G	V7	Grant HS @ David Douglas HS Grant HS David Douglas HS	2-person	R1 Unassigned R2 Unassigned	
8861	OK	Request Change	Tue 9/27/2016 6:30 PM	B	V7	Grant HS @ David Douglas HS Grant HS David Douglas HS	2-person	R1 Unassigned R2 Unassigned	
8862	OK	Request Change	Tue 10/4/2016 3:30 PM	B	JV6	Grant HS @ Rainier HS Grant HS Rainier HS	2-person	R1 Unassigned R2 Unassigned	
8863	OK	Request Change	Tue 10/4/2016 4:30 PM	G	JV6	Grant HS @ Rainier HS Grant HS Rainier HS	2-person	R1 Unassigned R2 Unassigned	
8864	OK	Request Change	Tue 10/4/2016 5:30 PM	B	V7	Grant HS @ Rainier HS Grant HS Rainier HS	2-person	R1 Unassigned R2 Unassigned	
8865	OK	Request Change	Tue 10/4/2016 6:30 PM	G	V7	Grant HS @ Rainier HS Grant HS Rainier HS	2-person	R1 Unassigned R2 Unassigned	
8866	OK	Request Change	Thu 10/6/2016 4:00 PM	B	V7	Grant HS @ Centennial HS Grant HS Centennial HS	2-person	R1 Unassigned R2 Unassigned	
8867	OK	Request Change	Thu 10/6/2016 5:00 PM	G	V7	Grant HS @ Centennial HS Grant HS Centennial HS	2-person	R1 Unassigned R2 Unassigned	
8868	OK	Request Change	Mon 10/17/2016 3:30 PM	B	JV6	Grant HS @ Sam Barlow HS Grant HS Sam Barlow HS	2-person	R1 Unassigned R2 Unassigned	
8869	OK	Request Change	Mon 10/17/2016 4:30 PM	G	JV6	Grant HS @ Sam Barlow HS Grant HS Sam Barlow HS	2-person	R1 Unassigned R2 Unassigned	
8870	OK	Request Change	Mon 10/17/2016 5:30 PM	B	V7	Grant HS @ Sam Barlow HS Grant HS Sam Barlow HS	2-person	R1 Unassigned R2 Unassigned	
8871	OK	Request Change	Mon 10/17/2016 6:30 PM	G	V7	Grant HS @ Sam Barlow HS Grant HS Sam Barlow HS	2-person	R1 Unassigned R2 Unassigned	
8872	OK	Request Change	Thu 10/20/2016 4:30 PM	Col	JV6	Grant HS @ Hood River Aquatic Center Grant HS Hood River Valley HS	2-person	R1 Unassigned R2 Unassigned	
8873	OK	Request Change	Thu 10/20/2016 5:30 PM	B	V7	Grant HS @ Hood River Aquatic Center Grant HS Hood River Valley HS	2-person	R1 Unassigned R2 Unassigned	
8874	OK	Request Change	Thu 10/20/2016 6:30 PM	G	V7	Grant HS @ Hood River Aquatic Center Grant HS Hood River Valley HS	2-person	R1 Unassigned R2 Unassigned	

Showing Records 1 through 23 of 23

Page Generated: 8/19/2016 5:50:14 PM Pacific
 Season Timeout: 8/19/2016 7:20:14 PM Pacific

Copyright © 2016 OWPAA
 Design © 2005-2016 Cannon Root

Powered by RefTown

Terms and Conditions RefTown Sales and Support

Find us on Facebook

OL Code 9.29.2008

Step 4: The following dialog box will appear. Update the pertinent field and press update this item. Your postponement, cancellation or change request will be submitted to the OWPOA for approval.

Requesting Change for Game 9866

Game Number	9866
Canceled	<input type="checkbox"/>
Postponed (New Date TBD...leave original date below)	<input type="checkbox"/>
When	
Date ***	<input type="text" value="10/6/2016"/> (m/d/yyyy)
Time ***	<input type="text" value="4:00 PM"/>
Details	
Type	<input type="text" value="B"/>
Level	<input type="text" value="V7"/>
Participants	
Location ***	<input type="text" value="Centennial HS"/> <input type="button" value="Copy Down"/>
Gym/Field/Court/Rink	<input type="text"/>
Home	<input type="text" value="Grant HS"/>
Visitor	<input type="text" value="Centennial HS"/>
Crew Type ***	<input type="text" value="2-person"/>
Other	
Comment	<input type="text"/>
Comments to Assignor About Request	<input type="text"/>

NOTE: "Delete This Item" only deletes the request for a change.
It does not cancel/delete the Game

Step 5: To request a game select Game Request from the Schedules dropdown list.

The screenshot shows the website interface for the Oregon Water Polo Officials Association. At the top, there are navigation menus for 'Public', 'Directories', 'Schedules', 'Pay', 'Email', and 'Other'. The user is logged in as 'Acting As Pam Terry, GrantHS'. The main header displays the organization's name and a 'Games' button. Below this, there are links for 'Quick Links' and 'From Today' with filters for 'Paper: GrantHS', 'Location: GrantHS', and 'Home: GrantHS'. A search bar is present with the text 'Game Search' and 'Showing Records 1 through 23 of 23'. The main content is a table with the following columns: 'Game# Status Approval', 'Date Time', 'Type Level', '\$ Paper/Center @ Location Home Visitor', 'Crew Type Officials', and 'Comments'. Two game entries are visible:

Game# Status Approval	Date Time	Type Level	\$ Paper/Center @ Location Home Visitor	Crew Type Officials	Comments
9852 Game OK Request Change	Tue 9/13/2016 4:00 PM	G JV6	\$ GrantHS @ GrantHS H GrantHS V GrantHS	2-person R1:unassigned R2:unassigned	
9853 Game OK Request Change	Tue 9/13/2016 4:30 PM	B JV6	\$ GrantHS @ GrantHS H GrantHS V GrantHS	2-person R1:unassigned R2:unassigned	

Step 6: The following screen will appear, press the green “+” button.

The screenshot shows the 'Game Request' screen on the Oregon Water Polo Officials Association website. The navigation menu is the same as in the previous screenshot. The main header now displays 'Oregon Water Polo Officials Association' and a 'Game Request' button. Below the header, there is a search bar with 'All Dates' and 'Ordered by Date/Time'. A search bar with 'Game Search' is also present. A yellow message box in the center states 'No games found matching selected criteria'. Below this message, there are three buttons: a green plus sign (+), a double-headed arrow (↔), and a red X (✗). At the bottom right, there is a 'Find us on' button.

Step 7: The following dialog box will appear:

You are adding a request for Grant High School

When

Date *** (m/d/yyyy)

Time *** ⓘ

Details

Type

Level

Participants

Location *** ⓘ

Gym/Field/Court/Rink

Home

Visitor

Crew Type ***

Other

Comment ⓘ

Comments to Assignor About Request

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

Step 8: Input the information for the game that you would like to add and press “Update This Item Button”. Your requested game will be submitted to the OWPOA for approval. Continue this process for each game that you would like to add.