



SCHEDULING GAMES ON EXPRESS ASSIGN

LEAGUE
OPERATORS

This guide walks league operators through scheduling games and assigning officials on Express Assign.

Creating an Event

1. Click the **Schedule** tab on the left-hand side of your Express Assign Dashboard.
2. In the top-right corner, click the **(+) Create Events** button.
3. Once the Create Event window opens, provide all the details:
 - a. *Affiliation* — select from the dropdown.
 - b. *Date* — the date the games will be played.
 - c. *Start Time* — the time of the first game.
 - d. *End Time* — the time the last game will end.
 - e. *Event Duration* — pre-configured in General Settings during account setup; adjust here if it doesn't match.
 - f. *Site* — where the game(s) will take place.
 - g. *Game Type* — select now if known, or edit once the game(s) are created.
 - h. *Spaces* — toggle on the spaces the games will be played on.

The screenshot shows the 'Create Event' modal window. It has a title bar with a close button (X). The main content is divided into two sections: 'Event Details' and 'Spaces'. In the 'Event Details' section, there are dropdown menus for 'Affiliation' (set to 'Arizona'), 'Date' (set to 'September 2, 2026'), 'Start Time' (set to '10:00 AM'), 'End Time' (set to '04:00 PM'), 'Event Duration (Minutes)' (set to '60'), 'Site' (set to 'Grand Park'), and 'Game Type' (set to 'Tournament'). In the 'Spaces' section, there are four toggle switches for 'Field 1', 'Field 2', 'Field 3', and 'Field 4', all of which are currently turned on. At the bottom of the modal is a dark button labeled 'Add Events to Preview'. Numbered callouts 1 through 8 point to the following elements: 1. Affiliation dropdown, 2. Date field, 3. Start Time field, 4. End Time field, 5. Event Duration field, 6. Site dropdown, 7. Game Type dropdown, and 8. The Spaces section header.

4. Click **"Add Events to Preview."**
5. Scroll down to see the events/games created.
6. You can assign or edit Game Types by clicking the gray text (e.g., changing *Tournament* to *Pool Play* at 10:00am across all fields).
7. Once everything is set, click **"Create X Games."**





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LEAGUE
OPERATORS

Preview & Manage Events

Event Information

These are preview events for each affiliation, date, site, space and time combination. Delete any games you don't want to include. If you would like to add additional events, change the date, time, site, or spaces. Only one affiliation may be selected at a time.

Wednesday, September 2nd (Arizona, Grand Park)

Time	Field 1	Field 2	Field 3	Field 4
10:00 AM	POOL PLAY	POOL PLAY	POOL PLAY	POOL PLAY
11:00 AM	TOURNAMENT	TOURNAMENT	TOURNAMENT	TOURNAMENT
12:00 PM	TOURNAMENT	TOURNAMENT	TOURNAMENT	TOURNAMENT
1:00 PM	TOURNAMENT	TOURNAMENT	TOURNAMENT	TOURNAMENT
2:00 PM	TOURNAMENT	TOURNAMENT	TOURNAMENT	TOURNAMENT
3:00 PM	TOURNAMENT	TOURNAMENT	TOURNAMENT	TOURNAMENT

Create 24 Games

Assigning Officials: Toolbar Overview

1. Make sure you're on the correct date before assigning officials. Next to the date, you'll see the total number of games on that date at that site.
2. Use the Assigning Toolbar in the top-right to access these features:
 - a. *Expand View* — see the officials assigned to each game.
 - b. *Add Game* — add a game that was created after completing the schedule.
 - c. *Bulk Edit* — mass delay or advance games, set game fees, unassign officials, or delete games.
 - d. *Quick Assign* — add a single user to a large number of games at once.
 - e. *Group Assign* — assign multiple users at once to a large number of games.
 - f. *Export* — export the schedule to an Excel spreadsheet.

Express Assign Schedule

Refresh

Export

Create Events

Filter 1

Past

Today

Next 7 Days

Upcoming

Showing 2/2 dates · 33/33 games

Wednesday, September 2nd

24 GAMES

Arizona, Grand Park

(24 games)

RELEASED

Expand All

Collapse All

1

2

3

4

5

6

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Time	Field 1	Field 2	Field 3	Field 4
10:00 AM EDT	POOL PLAY > Officials: 0/3	POOL PLAY > Officials: 0/3	POOL PLAY > Officials: 0/3	POOL PLAY > Officials: 0/3



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SCHEDULING GAMES ON EXPRESS ASSIGN

LEAGUE
OPERATORS

Quick Assign

1. Using the Assigning Toolbar, click the **Quick Assign** button (person with a plus sign).
2. Select a user — you can search by name or email. Other sorting tools include Name, Distance, and Conflicts.
3. After selecting a user (by clicking the plus button to the right of their name), they'll be highlighted in green text.

Quick Assign

Select a User

Search Users

Search by name or email...

Dallin Anderson

Johnny Appleseed

Johnny Appleseed

Johnny Appleseed

Gage Baker

Billy Beane

4. Scroll all the way down to the full Game Schedule.
5. Select which game(s) that user should be assigned to by clicking the specific game and time — a green checkmark will show once selected.

Quick Assign

Game Selection

Click one or multiple game cells to assign. Select a user to assign to selected positions. Confirm and select additional users as needed.

Time	Field 1	Field 2	Field 3	Field 4
10:00 AM EDT	POOL PLAY Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	POOL PLAY Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	POOL PLAY Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	POOL PLAY Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00
11:00 AM EDT	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00
12:00 PM EDT	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00
1:00 PM EDT	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00	TOURNAMENT Officials: 0/3 Referee: UNASSIGNED \$30.00 Line Judge: UNASSIGNED \$30.00 Back Judge: UNASSIGNED \$30.00



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SCHEDULING GAMES ON EXPRESS ASSIGN

LEAGUE
OPERATORS

6. Scroll further down after selecting the game(s) to assign that user to their specific position.

Quick Assign

Assigning User: Dallin Anderson

10:00 AM - Field 1 - Pool Play

☒ Referee: Dallin Anderson
☐ Line Judge: Unassigned
☐ Back Judge: Unassigned

11:00 AM - Field 1 - Tournament

☒ Referee: Dallin Anderson
☐ Line Judge: Unassigned
☐ Back Judge: Unassigned

12:00 PM - Field 1 - Tournament

☐ Referee: Unassigned
☒ Line Judge: Dallin Anderson
☐ Back Judge: Unassigned

1:00 PM - Field 1 - Tournament

☐ Referee: Unassigned
☒ Line Judge: Dallin Anderson
☐ Back Judge: Unassigned

Confirm Changes

7. Click "Confirm Changes."

Group Assign

1. Using the Assigning Toolbar, click the **Group Assign** button (person with +).
2. Select which game(s) the users should be assigned to by clicking the specific game(s) and time(s) — a green checkmark will show once selected. Once selected, scroll to the bottom and click "**Continue to Position Selection.**"

Group Assign

Select Games Select Positions Select Users Review

Select Games

Select the games you would like to assign. Once you have selected the games to assign, continue to the next step for position selection.

Time	Field 1	Field 2	Field 3	Field 4
10:00 AM EDT	POOL PLAY Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	POOL PLAY Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	POOL PLAY Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	POOL PLAY Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION
11:00 AM EDT	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION
12:00 PM EDT	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION	TOURNAMENT Officials: 0/3 Referee UNASSIGNED \$30.00 Line Judge UNASSIGNED \$30.00 Back Judge UNASSIGNED \$30.00 NEEDS ACTION



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SCHEDULING GAMES ON EXPRESS ASSIGN

LEAGUE
OPERATORS

3. Select the positions you would like to assign by toggling them on. Once selected, click "**Continue to User Selection.**"

Group Assign

Select Games Select Positions Select Users Review

Select Positions
Select the positions you would like to assign. Once you have selected the positions to assign, continue to the next step for user selection.

☒ Referee ☒ Line Judge ☒ Back Judge

[Back to Game Selection](#) [Continue to User Selection](#)

4. Select user(s) — you can search by name or email. Other sorting tools include Name, Distance, and Conflicts.
5. After selecting a user (by toggling on their position), scroll to the bottom and click "**Continue to Review.**"

Group Assign

Select Games Select Positions Select Users Review

Selected Games

- Grand Park, Field 1, 10:00AM
- Grand Park, Field 1, 11:00AM
- Grand Park, Field 1, 12:00PM

Search Users
Search by name or email...

Dallin Anderson
Johnny Appleseed
Johnny Appleseed
Johnny Appleseed
Gage Baker
Billy Beane

☒ Referee ☐ Line Judge ☐ Back Judge
☐ Referee ☐ Line Judge ☐ Back Judge
☐ Referee ☒ Line Judge ☐ Back Judge
☐ Referee ☐ Line Judge ☐ Back Judge
☐ Referee ☐ Line Judge ☐ Back Judge
☐ Referee ☐ Line Judge ☒ Back Judge

6. Review the assignment and click "**Save Assignments.**"

11:00 AM EDT

Referee **Dallin Anderson** \$30.00
Line Judge **Johnny Appleseed** \$30.00
Back Judge **Billy Beane** \$30.00

12:00 PM EDT

TOURNAMENT
✓ Officials: 3/3

Referee **Dallin Anderson** \$30.00
Line Judge **Johnny Appleseed** \$30.00
Back Judge **Billy Beane** \$30.00

☒ Notify Users of Game Changes

Released Games
Some changed games are currently **released**. By toggling this switch, users will receive a notification about the game changes only. Users just assigned to this game **will receive** a "Games Released" notification regardless of this setting.

[Back to User Selection](#) [Save Assignments](#)



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