



SETTING UP EXPRESS ASSIGN

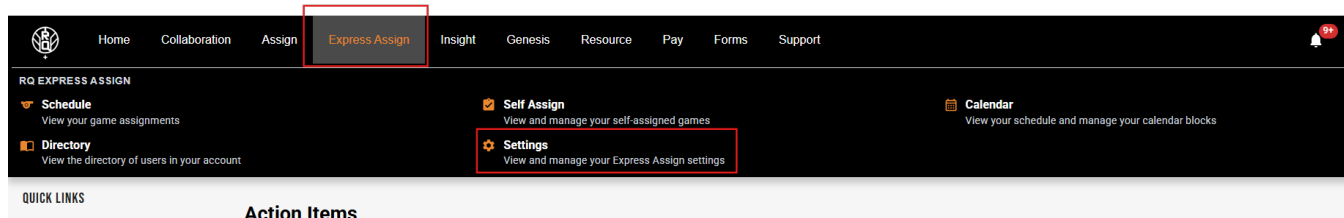
LEAGUE
OPERATORS

This guide walks league operators through configuring Express Assign settings, including pay modes, sites, spaces, positions, game types, and release settings.

General Settings

Configure default pay, event duration, and assignment behavior for your affiliation.

1. Click "Settings" in the left-hand navigation column of your Express Assign Portal.



2. Select a Pay Mode:
 - a. **Fixed Pay** — sets a single default pay amount for all assignments.
 - b. **Pay by Position** — allows you to set pay amounts for specific positions.
 - c. **Pay by Game Type** — sets all position pay amounts based on the game type.
3. If **Fixed Pay** is selected, enter the **Fixed Pay Amount**.
4. Enter the **Event Duration (Minutes)** — the default length of each assignment. This can be changed later during event creation.
5. Optional: Toggle **Accept By Date** to require officials to accept assignments within a set window after release, then enter the number of **Hours After Release** they will have to respond.
6. Optional: Toggle **Enable Self Assign** to allow games in this affiliation to be self-assigned by officials. (Managed further during game creation or editing.)
7. Optional: Toggle **Disable Team Select** to prevent teams from being selectable during game creation or editing.
8. Optional: Toggle **Unaccepted Assignment Reminders** to send officials a daily email reminder for released, unaccepted assignments. Email only — text messages are not supported.
9. Optional: Toggle **Next-Day Game Reminders** to send officials a daily email the evening before, listing their released assignments for the following day. Email only — text messages are not supported.
10. Click "Save Changes."



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Pay Mode *

Fixed Pay sets a default pay amount for all assignments. Pay by Position allows you to set pay amounts for specific positions. Pay by Game Type sets all position pay amounts based on the game type.

Fixed Pay

Fixed Pay Amount *

\$30.00

Event Duration (Minutes) *

The default duration of each assignment within an event. This can be altered during event creation.

60

☒ Accept By Date

When enabled, the user will have X hours to accept the assignment(s) upon release.

Accept By Date (Hours After Release)

The number of hours after the assignment is released that the user will have to accept assignments.

72

☐ Enable Self Assign

When enabled, games created in this affiliation are able to be self-assigned. This is managed during game creation or editing.

☒ Disable Team Select

When enabled, teams will not be selectable during game creation or editing.

☐ Unaccepted Assignment Reminders

When enabled, officials with released, upcoming, unaccepted assignments receive a daily reminder email. Email only - text messages are not supported.

☐ Next-Day Game Reminders

When enabled, officials receive a daily email the evening before, listing their released assignments for the FOLLOWING DAY. Email only - text messages are not supported.

Save Changes

Sites

A Site represents a physical location of competition.

1. Click "(+) Create Site" to add a new location of competition.
2. Enter the **Site Name**.
3. Select the **Affiliation** this Site should belong to.
4. **Optional:** add the Site's **Address** (visible to users).
5. Select the **Timezone** this Site will operate in.
6. Click "Save Changes."

1 →

⊕ Create Site

Grand Park 4 SPACES

2 →

Site Name *

Sundance Park

3 →

Affiliation

Affiliation cannot be changed.

Arizona

Institutional Affiliation

4 →

Alternate Address

(Optional) Add an alternate address for this site.

Grand Park Sports Campus, Grand Park Boulevard, Westfield, IN, USA

5 →

Timezone

Default timezone is Eastern Time. Site timezones are important for partial time blocks.

Eastern

Cancel

Save Changes

6



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Spaces

Spaces are the individual competition areas within a Site (for example, fields or courts).

1. Click the **(+)** button in the top-right corner of the Site.
2. Scroll down to the **Space Name** box.
3. Type the name of the Space (e.g., *Field 1*, *Field 2*).
4. Click **"Add Space."**

Space Name *

Field 1

Cancel Add Space

Field 1
Field 2
Field 3
Field 4

Positions

Positions define the officiating roles available for assignment (for example, Referee or Line Judge).

1. Click **"(+ Add Position)"** on the right-hand side.
2. Type the Position name (e.g., *Referee*, *Line Judge*, *Back Judge*).

Arizona Positions Add Position Reorder Positions

Create New Position

Name *

☐ Skip Upon Creation
When enabled, this position will not be created when a game is created.

☐ Add to All Affiliations

☐ Duplicate Upon Creation
Duplicate this position X times after you create it. Ex. If name is "Official" and you duplicate 2 times, the output will be "Official 1" and "Official 2".

Cancel Add Position

Referee
Line Judge
Back Judge

3. Click **"Reorder Positions"** in the top-right corner to change the display order of existing positions.
4. Click **"Save Changes"** after reordering.



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Reorder Positions

Referee

Line Judge

Back Judge

Cancel

Save Changes

Game Types

Game Types categorize games for pay and position purposes (for example, Pool Play or Tournament).

1. Click "(+) Add Game Type" on the right-hand side.
2. Type the new Game Type name (e.g., *Pool Play*, *Tournament*).
3. Click "Add Game Type."

Arizona Game Types

⊕ Add Game Type

Create New Game Type

Name *

☐ Add to All Affiliations

☐ Enable Positions By Game Type

When enabled, positions will be set by game type. When games are created, the positions will be set based on the game type.

Cancel

Add Game Type

Pool Play

Tournament

Release Settings

Release Settings control which game details are visible to officials.

1. Set the **Release Through Date** — all game details through this date will be marked as released to officials.
2. Click "Save Changes."





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Release Settings

Release Through Date

All game details through this date will be marked as released.

October 1, 2026

October 2026						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Save Changes

Tip: Any games scheduled after the Release Through Date will remain hidden from officials until you update this setting.

