How to Create Development Assessment Forms

After logging in to the WAReferees.org system, from Member Information Page and from the Extended Services dropdown, select Assessor Services.

Assignor 8	2014
Referee 15	2014
Extended Services	
Assignor: Check Referee Certification	ns
Assignor: Add Assignor Directory Ent	tries
Instructor Services	
Accessor Senices	
Assessor dervices	

The following Dialog will be displayed:

	Assessment List	
Sort By By Game Date V Assess Number Member	Assessment Type Assessment Status Assessment Badge Year All Assigned to Me Current/Future Assess Type Assess Game Assess Type Assess Game Number Officials Game Location Game Date Time Assessor	unt Paid ER Status Paid
	Create New Developmental Assessment Exit Assessment List	

Click the [Create New Developmental Assessment] button. A new dialog will be displayed to enter the name of the Official and/or the official's USSF ID.

Last Name Favour Lookup	and / or	USSFID Format: 16 digits (no dashes)	Tools for use on the field: <u>Download/Print Blank Form</u> <u>Download/Print Focus Criter</u>

Enter the last name and/or ID. Click the [Lookup] button. If only the last name is entered, one or more names may be displayed

Last Name		a	nd / or	USSFID	2.1
Lookup				Format: 16 digits (no dashes)	Tools for use on the field:
Name	USSF ID	Location	Select Official		Download/Print Blank Form Download/Print Focus Criteria
Favour, Kristin R		Bellevue	Select]	
Favour, Madeline		Bellevue	Select]	
Favour, Peter J		Bellevue	Select	1	

Click the [Select] button to the right of the Official to for whom you want to create a Developmental Assessment. A confirmation will be displayed.



A Blank Developmental Assessment form will be displayed. It will be prefilled with the Official's personal information on file. The fields that can be filled are highlighted in dark grey.

USSF Match Official Developmental Assessment	Form	
Assessment #:	Game Date:	Game Time:
Official's Name: Werner Henn	Teams	
Official's Grade: 15		Game Gender:
Official's USSFID: DOUBLE DUBLE DUBLE	Age Group:	O Male O Female
Official's State: WA	Game Location:	Field #:
Position:	Competition Level:	
○Referee ○AR1 ○AR2 ○4th Official		
Difficulty of Game:	Overall Performance:	
○ Easy ○ Competitive ○ Difficult ○ Very Difficult	○ Acceptable ○ Needs Impro	ovement
Performance Summary / Feedback (NA- Not Acceptable A-/	Acceptable VG-Very Good O-Outstanding)	
Referee NA	A VG O Assistant Referee	NA A VG O
Personality/Presence and Communication:	OOO Involvement/Assistance	ce: 0 0 0 0
Game Control and Foul Selection/Recognition:	Offside:	0000
Teamwork: O	O O Positioning / Movement	nt 0 0 0 0
Points of Emphasis / Directives:	Signals :	0000
Managing the Technical Areas:	000	
Positioning / Movement / Signals:	000	
Positive Areas of Performance:		
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2.		Ô
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Areas For Improvement:		
1.		Û
2.		~
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3.		^
		~
Additional Comments / Suggestions:		
1.		Ô
2.		A
		<u>~</u>
3.		^
Create Form Exit without Save		

At any time during data entry, you may exit the process without saving the data by clicking the [Exit without Save] button.

If the information is correct, complete all of the fields and click the appropriate options. When done click the [Create Form] button. Any fields that are required and not completed will be highlighted in Red. Required fields are shown in the blank form below highlighted in Red. The Performance Summary options are required although not highlighted in Red.

Assessment #:	Game Date:	Game Time:
Official's Name: Werner Henn	Teams:	
Official's Grade: 15	1	Game Gender:
Official's USSFID:	Age Group.	O Male O Female
Official's State: WA	Game Location:	Field #:
Position:	Competition Level:	
O Referee O AR1 O AR2 O 4th Official		
Difficulty of Game:	Overall Performan	ce:
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dditional Comments / Suggestions:		
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The text fields for 'Positive Areas of Performance', 'Areas for Improvement' and 'Additional Comments / Suggestions' have character limitations as follows:

Positive Areas of Performance: 1=372; 2 & 3=440. Areas for Improvement & Additional Comments / Suggestions: All=332. If you exceed these text character limitations, text entry will be stopped and the following warning will be displayed.



Complete the form.

ssessment #: 129	Game Date: 12/02/2013	Game Time: 2:00pm
Official's Name: Werner Henn	Teams: Tam 1 vs Team2	
Official's Grade: 15		Game Gender:
official's USSFID:	Age Group: U18	Male Female
Official's State: WA	Game Location: LSSP	Field #: 17
osition:	Competition Level: Rec	
Referee O AR1 O AR2 O 4th Official		
Difficulty of Game:	Overall Performan	108:
Easy Competitive Difficult Very Difficult	Acceptable Nes	eds Improvement
erformance Summary / Feedback (NA- Not Acceptable A	A-Acceptable VG-Very Good O-Outsta	nding)
Referee NA	A VG O Assistant Ref	Ieree NA A VG O
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When all of the fields have been completed, click the [Create Form] button. If all of the fields are satisfactory, the buttons at the bottom will be changed. Click the [Submit the Assessment & Exit] button.

You will be returned to the original dialog to view your completed Assessments or create a new Assessment.

				A	ssessment List						
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125	Favour, Peter	2014: Developmentai 8	Developmental	-None	LSSP, WA	9/22/2013	9:00 AM	Henn, Werner	\$0.00	ADPD True	<u>View/Edit</u> ER
		Creste New Developmental As	sessment	Exit Asse	ssment List						

If this assessment was not assigned through the system you must select the "All" option in the Assessment Status dropdown to view your completed assessment. When finished, click the [Exit Assessment List] button.

Upon completion of the Assessment, an email will be sent to the Official with a PDF copy of the Assessment and with copies to the SDA and SDI and you, the Assessor.

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