

The Hitchhikers guide to “the commissioner”

(Everything you always wanted to know but were afraid to ask)

May 11, 2010 3:00pm

1.0 Getting into the system

Presently, “the commissioner” can be accessed only through the SEWSA website (SEWSA.org) Also, “the commissioner” can only be access by individuals that are members of the SEWSA. To become a member of SEWSA **you must:**

- >> **complete the online membership application**
- >> **pay your membership dues** (get your money to the association president or secretary)
- >> **wait for the association to acknowledge the previous steps by enabling your account**

Once these steps are complete, your name will show up in the online membership list and you will be ready to access “the commissioner”

1.1 Navigating to the website

To navigate to “the commissioner’s” website, do the following:

- >> goto the SEWSA website (SEWSA.org)
- >> click on the Members button to goto The Members Page
- >> click on the Update My Profile button to goto your Profile Page
- >> enter all required information (first & last names and password)

WAIT! I forgot my password!

Don’t Panic! Click on the I Forgot My Password button. Your password will be sent to the email address you previously supplied. Note: due to various internet issues, it may take several minutes to receive this email.

Oh No! I changed my email address and I don’t know if “the commissioner” has the new one.

Don’t Panic! Send an email to the association’s webmaster. He’s your friend and can help. Note: Responses from the webmaster are usually very prompt but, on occasion can take several days. Need more urgent help? Try the telephone, but no promises.

Oh No! I forgot / changed my name.

Panic! You’re on your own!

Assuming that you’ve successfully completed the above, click the Submit button. Your full profile will appear along with a button labeled Update My Schedule. Click it. Don’t worry, it won’t hurt!

Welcome bold traveler. You have reached “the commissioner”.

2.0 First Contact

Now that you’re here, take a moment, catch your breath, smell the roses and look around. You’ll see that this place isn’t all that different from other official’s assigning websites. Notice the top row of red buttons. See the one with the yellow text labeled Log In. Check out the second row of red buttons. See the one with yellow letters labeled Account Main? You are now on the main screen of your account in “the commissioner”.

Wait! I didn't log in!

Don't panic! The SEWSA website was good enough to take care of that little detail for you. You're logged in. Take a look at the upper left of the screen. Do you see your name? Do you see that Account Status reads Active.

Yup!

Great, your ready!

Nope!

Panic! Warning! Warning! Warning! Leave now!

Assuming that all is well, lets continue...

2.1 Setting up your calendar

Your personal calendar is a very important part of "the commissioner". This is where you'll tell the system on which days you want to work ball games and check for games you have selected or been assigned. Note: by default, you are available to work ball games 24 hours a day / 365 days a year. Don't want to work a ball game on July 19 2010. You better tell the system or you may end up with one! Can't work a ball game at 3am on June 5, 2010? Shouldn't be a problem because there probably isn't a game at 3am on June 5, 2010, but you never know...

Click on the Calendar button. See the new row of buttons? Click on the one labeled Help.

Wow! What just happened?

Don't panic! You have just found the Online Help System. In times of stress and despair the Online Help System can be your friend! Look here whenever you need guidance. Look here Before contacting the webmaster! Woe be it to him who contacts the webmaster before trying the Online Help System - Enough Said!

Now that you've met the OnLine Help System, let's continue. Click on the big red help box to close it and click on the button labeled My Calendar. You're now looking at your online calendar. To the right is the Month's window. The Command window is below the Month window. The day window is on your left.

Oh look, it's showing me what's happening today.

What else is a calendar going to do? Show you information about cooking fish - not here! Feel free to use the scroll bar on the Month window to move back and forth. You'll see that you can travel back in time for a full year and into the future for two years. An almanac and crystal ball all in one! Well sort of. You can look up games you've worked over the past year and you can book games out as far as two years. Take a moment and click on a day in the Month window. Go ahead, just pick one.

Hay, the Day window changed to the day I just clicked on.

You were expecting a picture of a tree? Of course you can take a closer look at any day you click on in the Month window. The calendar wouldn't be much good otherwise. Now let's have some fun. Click on the white box next to the Full Block label in the Command window. That's the area below the Month window, you remember.

Ok, now there's an "x" in that box, the other two boxes turned grey and I have two more buttons.

Don't panic! You've just activated the "Block Full Day Function". Click on the Update button.

Now the screen says "Please select at least one day"!

Oops! My bad! We've just woken up the OnLine Error System, part of the Online Help System. Don't worry, It won't hurt much! Just kidding! No fuss! No muss! Just select a day in the Month window before you click on Update.

Ok, now the day I selected turned red in the Month window and the Command window has gone back to the way it was before.

Good! The system is working as expected. You have just fully blocked your first day. Now click on that day.

Wow! The Day window is all red!

Well, you did just fully block that day so... Let's try something else. Click on the white box next to the Partial block label.

Ok, now it looks like the "Block Partial Day Function" is active and I've got more boxes on the screen.

Great! Now we can block part of a day. Say, 5pm to 8pm. In the box next to the From label, click the down arrow and select 05. In the next box select 00 and in the last box on that line select PM. Repeat the procedure on the next line to select 8pm. Now select two days in the Month window and click Update.

The two days I selected turned pink.

Also great! You've just blocked part of two days. Click on one of the pink days in the Month window and use the Day window scroll bar to move around a bit.

The time slots between 5pm and 8pm are pink.

Just as expected. The hours between 5pm and 8pm on the given day are now blocked. We need to try one more thing before we go. Click on the white box next to the Clear Block label, click on one of the pink days in the Month window and click update. Go ahead, it's ok!

What the pink! The pink is gone!

Relax, you've just unblocked a day. Nothing to worry about unless you really don't want to work a game on that day.

I think we've had enough of playing with your calendar for the moment. We'll come back here later. Now let's go grab some of those ball games everyone is talking about!

3.0 Online self assign and you

Ah, a reason for being! The commissioner was created to allow you to select the ball games you want to work and make them your very own, so let's get to it!

Take a look at the second row of red buttons, up near the top of the screen, and click on the one labeled Events. This is where it gets interesting.

Hay, it looks like I'm seeing a list of games. Can I have them all?

Not so fast my young official! Remember what your mommy told you, "You have to play nice with the other children". If you were able to select all of the games none of your friends would get any. Not to mention that you'd have to clone yourself because some of the games share the same date and time but not the same location. I don't even want to go there! Instead, let's take a closer look at what we've got here.

Looks like your old friend, the Online Help System is still hanging around. Let's take a look at what he has for us. Click on the red button labeled Help.

Now I've got this big red box covering up most of my screen telling me how to select an event.

Good! You're catching on! You've remembered that the Online Help System can give you valuable information on what to do and how to do it. Let's see... The screen says that all you need to do to select a game is to click a check box and the Update button. Let's give it a try! But first, don't forget to put away the Online Help System. Something your mother told you about picking up your toys...

3.1 Selecting your first game

You have arrived! You're on the threshold of selecting a ball game. Let's pause here, clear our head and enjoy the moment... Ready to proceed? Good!

Take a look at the list of games. Do you see a yellow line of text at the top? Look closer. Level, Date, Time, location, Teams - everything you need to know about a game.

So what's this Select thing?

Select is how you're going to choose a game. You're going to SELECT it. Let's give it a try. Look down the list of games. Find one that you'd like to call your own. Got it? Good! Now click on the white box next to the level of that game.

Now there's a black "x" inside the white box. Is the game mine! Is it mine!

Not just yet! You still need to save your selection. You need to click the Update button. Go ahead.

Hay! The screen changed and my game is gone! Have I lost it?

Don't panic! Your game is safe! It's just been moved into your Event List, another part of "the commissioner". Don't worry, you'll see it again. For now, let's select another game. Go ahead, pick one.

Wait! Now I've got the black "x" and a whole lot of grey boxes. Did I break something?

Relax, all is well! You've just selected a game that happens to be at the same day and time as several other games. The game with the black "x" is being held for you, but you can't possibly cover the other games too so the system is telling you that. They're aren't really two of you are there? No? Good. Don't forget to click the Update button.

Hold on. I screwed up. I really wanted to select the game just below the one I clicked on but now the box is grey and I can't click on it.

Don't panic! This sort of thing happens all of the time. There's an easy fix. Just click again on the game you just selected, the one with the black "x". Go ahead, don't be afraid.

Now all of the boxes are white.

Good. Now find the game you really want. Be careful this time.

Ok, now the “x” is in the right spot. So I’ve got another game, right?

Did you remember to click the Update button? If you did, you have another game. If you didn’t ...

Ok, I clicked the Update button... Wait a minute! Before, the line of text just above the Update button said I could select 4 events. Now it says I can only select 3. I’m getting ripped off!

Not at all! The system is set up to allow you to select only a given number of games per day.

Remember about playing nicely with the other children? So far, you have selected two games and the system was originally willing to allow you to select up to 5. You probably didn’t notice. Let’s see, $5 - 2 = 3$. Yup, that’s right, by my calculation you should still be able to select 3 games. When you get to 0, you’re done. Go ahead, I’ll wait.

Oh no! I’m so confused! I’ve got all of these gray boxes and white ones with a black “x”. I don’t know what I just did. Help!

Don’t panic! This too happens all of the time. If you don’t like what you’ve done just click on the Cancel button. Do this BEFORE you click on the Update button.

Whew! That was close! Ok, I’ve fixed it but in all the excitement I’ve forgotten the first two games I selected. I’m screwed!

Don’t panic! Your games aren’t lost. I’ll help you find them.

4.0 Looking up your list of games

Now that you’ve chosen some games let’s go take a look at them. Locate the red button labeled Calendar, it’s in the second row of buttons, and click it. See the button in the third row labeled My Event List? Good, click it.

Now I’m looking at the list of games again. I’ve already been here.

Not quite. Look closer. Ring any bells? This is the list of games you’ve selected, not the full list of games. Told you we’d find them. Look closely. Notice anything different?

The yellow line of text at the top has changed. Now it says Remove not Select and it looks like I can see the names of all the officials working each game.

That’s right, you can see all of the officials working each game. Only see your name? Don’t worry someone else will show up to work the game with you, they just haven’t selected the game yet.

So what’s this Remove thing?

This is how you “give a game back” to the system. Life is a fluid thing and stuff happens every day. Something may happen to you that makes it impossible for you to work a game you’ve previously selected. This is your way out. WARNING: Under certain conditions you will not be able to “give a game back”. In this case you’re stuck and must change the other things in your life that prevent you from working a game or you must contact your assigner and beg! Remember what happened when your father came home and you forgot he had told you to mow the lawn - Enough Said!

If you’re sure you want to give a game back we’ll continue. Take a look at the box next to the unwanted and unloved game. Is it grey? Yup, see above. Nope, it’s white - we’ll continue. Click on the white box, the black “x” will appear. Now click the Update button.

Ok, the game is gone. What are these names under my other game? I thought this was my game?

Relax, these are the names of the officials that are working the game. One of the names is yours. Have you forgotten your name? No? Good! The other names are the officials that are working the game with you. Don't see any other names? Be patient, some one will come along. Oh, by the way, it's a good idea to contact the other officials working with you prior to the event. This is your opportunity to work out all those little details that help an event run smoothly. Don't know how to contact the other officials? Your Official's Association will have all the details.

5.0 In closing...

Congratulations! You've made it! You've mastered the world of Online Official's Assigning via "the commissioner". Well, ok, maybe "mastered" is too strong a word but you've got the basics. Go out and assign yourself to all the games you want; all the games you can. Enjoy!

WARNING: These instructions were intended to be helpful and funny but remember, the information and tools you need may change at any time. It may be a good idea check for updates periodically.