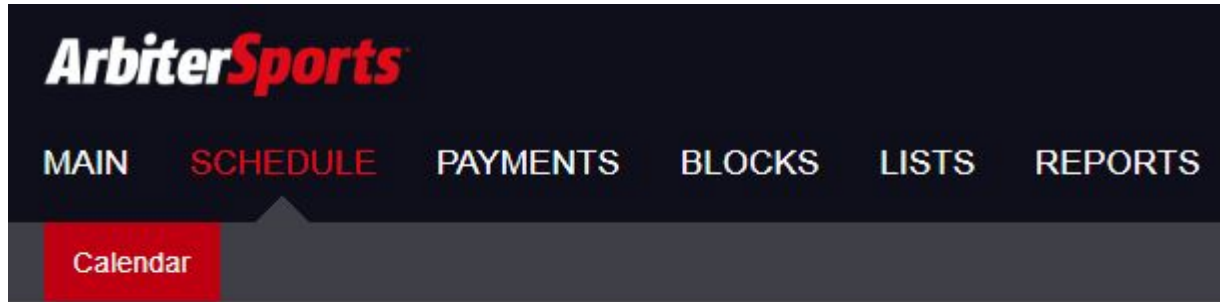


# Putting in for Mileage

IAC schools: Notre Dame, Watkins Glen, Odessa/Montour, Watkins Glen  
and Waverly Only

**Step One:** Mileage only gets paid to the Referee who drives the furthest. Click on Game Number



**Reports**

- Schedule
- Outlook Export
- Declined Games

**Display**

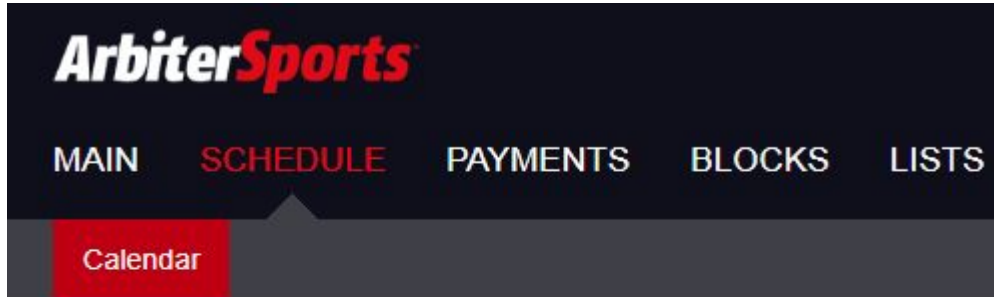
- List View
- View By Day
- View By Week

### Schedule


Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished.

Filter					
Date	<input type="text" value="Future"/>	Group			
Game	Notes	Group	Position	Date & Time	Sport & Level
10917		CVSOA	Lead	3/15/2021 Mon 5:00 PM	Soccer, Boys JV

# Step Two: Click on “Notes”

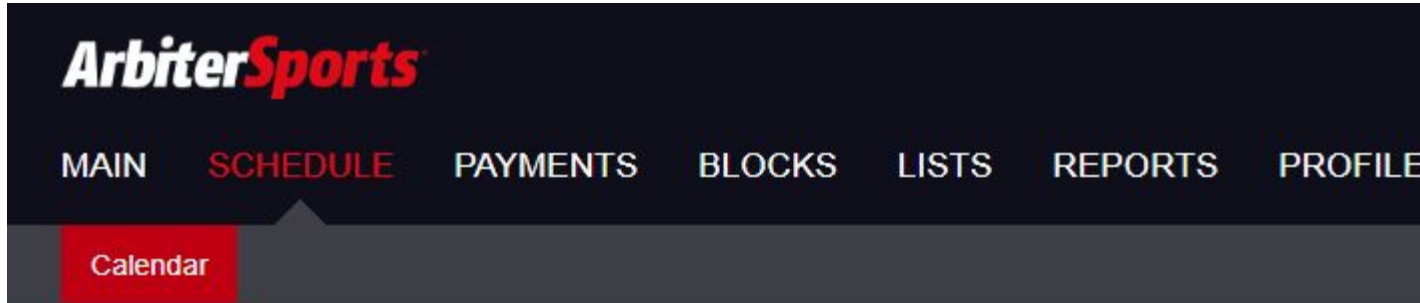


## Game Details (Game 10917)

Game	Notes	Date & Time	
10917		3/15/2021 Mon 5:00 PM	

Official	Status	Position
Montgomery Sibley	Accepted	Lead
Daniel Benjamin	Accepted	Trail

## Step Three: Click on the green plus (+) sign



### Game Notes (Game: 10917)

Game	Date & Time	Sport & Level	Site
10917	3/15/2021 Mon 5:00 PM	Soccer, Boys JV	Coming H.S., Stadium

	Note	Viewable By
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You will then see this screen:





MAIN SCHEDULE PAYMENTS BLOCKS LISTS REPORTS PROFILE

Calendar

Game Notes (Game: 10917)

Game	Date & Time	Sport & Level	Site	Home
10917	3/15/2021 Mon 5:00 PM	Soccer, Boys JV	Corning H.S., Stadium	Corning School District - Hawks

	Note	Viewable By
 	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	<input type="checkbox"/> Officials <input type="checkbox"/> Bill-Tos <input type="checkbox"/> Sites <input type="checkbox"/> Teams

**Step Four:** In the “Note” box, the Referee getting mileage types “**Mileage yes**” and their mileage amount: (i.e.: **50 miles @ \$.47/mile = \$23.50**). The Referee not getting mileage types: “**Mileage no**”. Then each Referees must check the boxes “BillTos” and “Officials”.

**Step Five:** Finally, hit the Blue Floppy Disk icon to the left of the comment box. This is what saves it for the paymaster to see it. If the Referee hits the Red “X”, it will delete what was entered.

**Game Notes** (Game: 10917)

Game	Date & Time	Sport & Level	Site	Home
10917	3/15/2021 Mon 5:00 PM	Soccer, Boys JV	Corning H.S., Stadium	Corning School District - Hawks

	Note	Viewable By
 	Mileage Yes. Mileage amount: (50 miles @ \$.47/mile = \$23.50) or Mileage No	<input checked="" type="checkbox"/> Officials <input checked="" type="checkbox"/> Bill-Tos <input type="checkbox"/> Sites <input type="checkbox"/> Teams

## Game Fees:

Varsity: \$96.50;

JV: \$65.00;

Modified: \$50.00

Mileage to be calculated Home-to-Game-to-Home for the farthest traveling referee at \$.47/mile.



The End