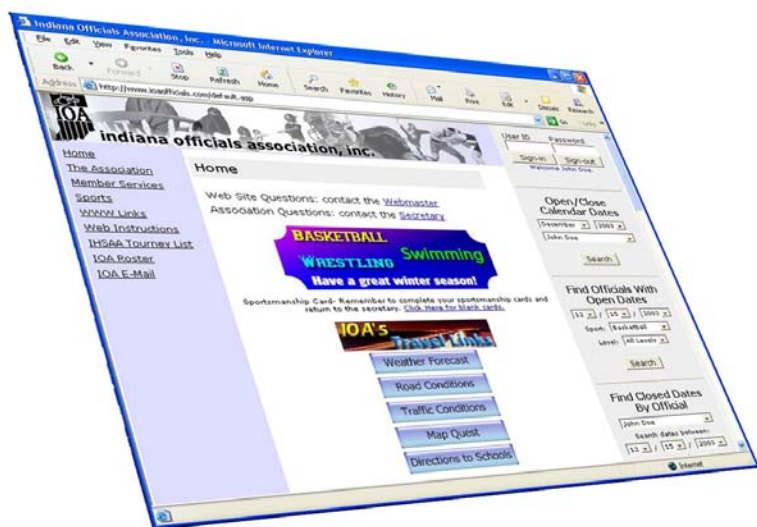




indiana officials association, inc.

# The ioaofficials.com Website Handbook for Schools



# Letter from the Webmaster

---

---

IOA Schools,

I hope this Website handbook will be of great assistance to help with any questions that you might have. It is complete with pictures, has descriptive text, and will be continually modified to bring it up-to-date with the most recent changes to the IOA Website as we add more features in the coming months. Once again, I hope this handbook answers any questions regarding features that you are unsure about on the Website. Let me know if something is not understandable or was not covered well enough. I will make the changes appropriate in future editions.

Terry Magnuson  
IOA Webmaster  
<http://www.ioaofficials.com>  
[webadmin@ioaofficials.com](mailto:webadmin@ioaofficials.com)

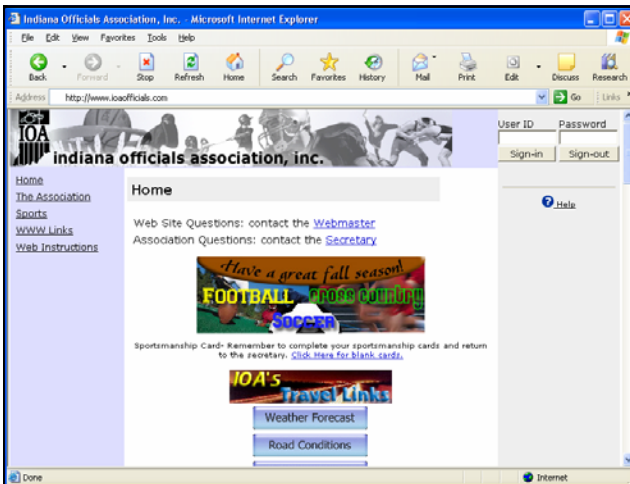
# Getting Started

To access the IOA Web Site, open a browser and enter <http://www.ioaofficials.com> into the address bar.



Click **“ENTER”** on the keyboard or click **“GO”**  Go

It will then Load up a page that might look something like



Now that the Website has loaded up, let's login

# Logging In

Currently, every school in the state of Indiana is listed in the IOA database. For corrections, please e-mail [webadmin@ioaofficials.com](mailto:webadmin@ioaofficials.com).

## UserID

For all schools, the UserID is going to be their School Name. If you are not sure what your school is entered into the database as, click on The Association on the left column, and then click Directory. Find your school, and then enter the name that you see into the UserID box.

## Password

If this is your first time visiting the IOA Website, then your school's password should be (**school**)

If you are a returning user, your password will be what you changed it to. We recommend that you make it something that is easy to remember.

## Logging In

User ID	Password
<input type="text"/>	<input type="password"/>
Sign-in	Sign-out
<a href="#">Forgot Password?</a>	



User ID	Password
School	.....
Sign-in	Sign-out
<a href="#">Forgot Password?</a>	

Once your information is entered, click **Sign-in**.

User ID	Password
<input type="text"/>	<input type="password"/>
Sign-in	Sign-out
<a href="#">Forgot Password?</a>	
Welcome School.	

If the sign-in was successful, you will see the welcome message.

If you receive a message saying "Login failed," then something is wrong with the way your user-name or password were entered

User ID	Password
<input type="text"/>	<input type="password"/>
Sign-in	Sign-out
Login failed.	

---

---

## School Services

---

---

### School Services

[Your Account](#)

[IOA Forums](#)

[Announcements](#)

This is located on the left column of the home page. School Services is an area where schools can update their profiles, view announcements, and access the forums.

---

---

## School Quick Links

---

---

This is located on the left column of the home page. Currently this area has one link to the Football crews. If a school want to find an open crew on a specific date, look here to see what crew is available to work your game.



## Your Account

This area, is located under the School Services link on the left column. It is where you can keep update your profile. It is very important to keep updated.

### Edit School Profile

Update

#### School

Street Address	123 Main Street
Suite No	
City	Indianapolis
State	IN
Zip	46201
Contact Name	John Doe
Home Phone	(317) 555-1212
Work Phone	(317) 555-2121
Mobile Pager	
Fax	
Email	jdoe@domain.com
Alternate Contact Name	Jane Doe
Alternate Home Phone	(317) 222-1212
Alternate Work Phone	(317) 222-2121
Alternate Mobile Pager	
Alternate Fax	
Alternate Email	

It is very important that this information is filled out and kept up to date. This will allow any official to contact the school if they have a question. Once you are done filling out the form, it is very important that you click **Update** to save the changes you made.

# The Right Column

The right column is the area that schools will use the most. It is where any school can perform a search to find officials that are open on a certain date.

This is where you can view any member's calendar, by choosing the month, year, and then the member and finally clicking **Search**

This feature allows you to search for an official who has an open date. In a specific sport, and at a specific level.

This is where anyone can get a printout of the closed dates for any official.

In this area, you can search for a member or school by name, by typing it in and choosing whether it is a member or a school, and clicking **Search**

The screenshot shows a web interface with five distinct search sections, each with a 'Search' button. The sections are: 1. Login: Fields for 'User ID' and 'Password', buttons for 'Sign-in' and 'Sign-out', and links for 'Forgot Password?' and 'Welcome School.'. 2. Open/Close Calendar Dates: Dropdowns for month (January) and year (2004), a dropdown for member name (Mike Abbott), and a 'Search' button. 3. Find Officials With Open Dates: Dropdowns for month (1), day (2), and year (2004), a dropdown for sport (Basketball), a dropdown for level (All Levels), and a 'Search' button. 4. Find Closed Dates By Official: A dropdown for member name (Mike Abbott), a label 'Search dates between:', dropdowns for month (1), day (2), and year (2004), the word 'and', another set of dropdowns for month (1), day (2), and year (2004), and a 'Search' button. 5. Keyword Search: A text input field, radio buttons for 'Members' (selected) and 'Schools', and a 'Search' button.

