

New Invoicing System Instructions

DO NOT submit invoices moving forward unless requested by the MPRB Athletics Department. That said, we still recommend tracking your payments on your end.

Games Worked Prior to 5/3/2024 – Invoices will need to be submitted asap for any games worked prior to 5/3/2024.

Post-Game Reports – Completing your post-game reports are equivalent to an invoice submission. It is imperative everyone completes their post-game reports after each game, after each night, or at the very least, within 24 hours of your scheduled games. I CANNOT run the invoicing report until everyone completes their post-game reports for the entire pay period because the system only allows me to run the report once. It will be a disservice to you and all the officials if you fail to complete your post-game reports on time because it will hold up the entire process and will delay everyone's payment. This means everyone needs to hold each other accountable for the betterment of the program.

Post-Game Reports

Attendance

- PENDING assignments WILL NOT receive payment. You need to either confirm or reject your assignments as soon as you know whether you can or cannot work. This needs to be done prior to your assigned games.
- All officials and field/court supervisors need to select whether they attended the game or not. If not, you need to include a reason why you did not make your assignment.

Score

- You will need to enter in the score for all games played. The HOME TEAM is always listed first, plus the team names are included to let you who is home and away. During your pre-game meeting, please confirm with the team managers/coaches their team's name and who is home and away. **It is very important that you enter the correct score for the correct teams after each game. Please double check your work before submission because you cannot edit your post-game report once submitted.**
- DO NOT enter in a score if the game was not played. Please leave the scores blank and select one of the following options:
 - Forfeit by home
 - Forfeit by away
 - Double forfeit
 - Cancelled/Postponed
- DO NOT enter in a score or select from the drop-down menu of a forfeit, cancellation, or postponement, if the game was started, but stopped before it could be classified as a regulation game.

Game Comments

- This is where you enter in your game report. If the game was started, but stopped before it could be classified as a regulation game, or you selected the game was forfeited, cancelled, or postponed, please include further details to provide clarity for invoicing payments.
 - Please note the time and date you were notified and include the staff's name along with how it was communicated. Below is an example.
 - **Example #1:** Jim Rask texted me at 2:31 pm on 6/7/24 that the home team forfeited their game on 6/8/2024.
 - If onsite, please note it was onsite and the reason why. Below are a couple of examples.
 - **Example #1:** We ended up scrimmaging because the away team didn't have enough players at the start of the game.
 - **Example #2:** The game was stopped at the top of the 3rd inning due to lightning, with the home team leading 3-1.
- This is also where you report your **5+ game bonuses**, penalties, ejections, good or bad sportsmanship, and any other pertinent information, including your partner was late or was a no show. If late, please include the time they arrived.
- **Note: If you are assigned to work 5 or more games in one day, I will send you a duplicate assignment titled, '5+ Game Bonus' for each game worked. Please confirm and complete these post-game reports as normal, just like all the others. This essentially means you will be completing two post-game reports for the same assignment. If you work 5 games, you will complete 10 post-game reports.**

Additional Information

- Please select, 'Solo Game,' ONLY IF you worked a game where you are eligible to receive time and a half. Below are the sports that qualify:
 - Youth Baseball (15U)
 - Youth Baseball (18U)
 - Youth Basketball
 - Youth Flag Football
 - Youth Hockey
 - Youth Soccer (13U – 6x6)
 - Youth Soccer (15U – 6x6)
 - Youth Soccer (18U – 11x11)
 - Adult Basketball
 - Adult Flag Football
 - Adult Soccer (11x11)

Below are screenshots of the post-game report for both the website and the mobile app.



Post-Game Report

(Website View)

Post Game Report 000, Minneapolis Park and Recreation Board

From this page you can view and edit your Post Game Report.

Date	Role/LOP	Game
05/19/2024 05:00 PM	U Recreation	Adult Softball Co-Ed Lgs (Doubleheaders), Co-Ed D Lg: Sun NEAF C117 DH Toxic Avengers vs Trouble Northeast Athletic Field Park - NEAF SB/KB 2

Attendance

Use this section to record your attendance of this game.

Attendance * I attended
 No, I didn't make it.

Did Not Attend Reason

Score

Use this section to record the scores for this game.

Toxic Avengers * Home Team

Trouble * Away Team

If game not played, select a reason:



- Select
- Forfeit by home
- Forfeit by away
- Double forfeit
- Canceled/Postponed

Game Comments

Use this section to record your comments for this game.

Comments

Additional Information

Use this section to complete the custom information your organization has created.

Solo Game Sports that qualify for solo games

Submit

Cancel

* Required Fields

Post-Game Report

(Mobile App View)

Verizon 11:45 AM

< Toxic Avengers vs Trouble

Did you attend?

Scores

Toxic Avengers Home Score

Trouble Away Score

Notes

If game not played, please select a reason:

Additional Info

Sports that qualify for solo games

Calendar Teams Officials Emails Account



- Forfeit by home
- Forfeit by away
- Double forfeit**
- Canceled/Postponed