



## ZebraWeb Procedures – Section VIII Sports Officials

- 1.) Your username and password are sent in Section VIII welcome email.
- 2.) Log into ZebraWeb.org <https://www.zebraweb.org>
- 3.) Type in that username and password from the email
- 4.) Press Login
- 5.) Select Association “NYSPSAA Section VIII – Nassau BOCES” (If you are not currently in another ZebraWeb group, it will send you straight to the change password feature (Step 7))
- 6.) You will be prompted to change your password (See image below)

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### ZEBRAWEB.org

Sports Officials Assigning System

#### Change Password

You must change your password before continuing. Password:

- must be 8 Charters or more
- must contain at least 1 Capitol Letter
- must contain at least 1 Number - (0 1 2 3 4 5 6 7 8 9)
- must contain at least 1 Special Charter - (! & # % & \* : < > ? \ / { | } ~ .)
- is case sensitive
- cannot use any of the last 3 password you had

Current Password:

New Password:

Confirm New Password:

Change Password

[Help](#)

- 7.) Under current password, use the password provided in the welcome email
- 8.) Create a New password that meets requirements set forth on the screen.
- 9.) When password is created, click change password.
- 10.) A screen will pop up. (See image below). Click “Main Console”



#### Change Password

Your password has been changed.

Back to [Main Console](#)

- 11.) System will take you to the “Zebra-Secretary Console”
- 12.) On the navigation bar, hover over Administration tab with your mouse and click “My profile”  
(See picture below)



## Zebra-Secretary Console

NYSPHSAA Section VIII - Nassau BOCES

[Sign out](#)

13.) Update your profile information here.

14.) You can also sign up for text messages by having your cell phone number and clicking your Cell provider.

15.) On the navigation bar, hover over Administration tab with your mouse and click "My photo"

16.) Instructions to upload a photo are listed here, a professional picture is recommended. This field is required by Section VIII and you will not be assigned games until a photo is uploaded.

### **Officials Invited for Assignor Portals and Accepting Invite**

When an official is invited for any assignor's portal within the NYSPSAA Section VIII – Nassau BOCES Portal, the official will receive an email notification asking to be invited into the assignor's portal. Listed below are the directions.

- 1.) Sign into ZebraWeb using your credentials. <https://www.zebraweb.org>
- 2.) Click Login
- 3.) Click on the association "NYSPSAA Section VIII – Nassau BOCES"
- 4.) System will take you to the "Zebra-Secretary Console"
- 5.) On the navigation bar, hover over Administration tab with your mouse and in the drop down click on Invited Official. (see picture below)



# Zebra-Secretary Console

NYSPHSAA Section VIII - Nassau BOCES

[Sign out](#)

Welcome | Reports | Zebra Memos | Documents | Administration

Welcome Sam Adams  
Back to [Main Console](#)

Zebra-Secretary Console

Administration dropdown menu:  
 My Profile  
 Invited Official (highlighted)  
 My Photo  
 Change Password

Invited Official dropdown menu:  
 Invited Official (highlighted)  
 Invited Official Accept Dates

Recent Uploads

Ask the Expert:  
There is no Expert listed at this time.

Ask the Trainer:  
There is no Trainer listed at this time.

- The system will bring up a list of any assignor’s invites and allow the official to Accept or Decline. We recommend that you accept all portal invites, if you do not, you will not be assigned. This will list the assignor and their assigning portal.

Welcome | Reports | Zebra Memos | Documents | Administration

### Invited Officials

[Check the Accept box next to each portal you want to work with]  
 [Check the Declined box next to each portal you DO NOT want to work with]  
 When response is sent the Assignor will receive an email weather you accept or decline.

Pending	Accept	Decline	Assignor	Sport Portal
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AdminUser	Test State Sport Football

- Select Accept or Decline and click the “Update Invited Official” button (the assignor will receive an email notification with the status.)
- You will need to log out of ZebraWeb and log back in to see the new portal(s) added to your selection.
- IMPORTANT: Section VIII has not yet invited any officials to any portals yet, this will be currently blank for you as of 6/22/2023.**

### Updating Availability

Note: Must be invited and accepted an assignor invitation to complete

- Sign into ZebraWeb using your credentials. <https://app.zebraweb.org/>
- Click Login
- Click the Sports Portal that you are trying to access.
- Press Go
- Click on “ZebraWeb Assigning”
- Click on **AVAILABILITY** in the navigation bar
- NOTE: All officials are blocked, you must go in and remove your blocks to be assigned.**

8.) Click the Date or Date Range you want to un-block

### Blocks for July 2022

Calendar interface for July 2022. It shows a header with navigation arrows and the month/year. Below are four colored circles representing block types: Accepted (green), Pending (yellow), Full Day (brown), and Partial Day (red). A row of days from Sun to Sat is shown, with dates 1 and 2 visible under Fri and Sat respectively.

### Add Blocked Time

Select Time: \*

Please select the week day(s) you wish to apply blocks to when selecting Date Range:

Date Range  TO

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday

Saturday

9.) Select Remove Block

Select Block Type: \*

10.) Explain the removal of block, this can be whatever you want. It will accept "open" or whatever you would like.

Reason(s) for Block: \*

11.) Select the association or associations you want to remove the block for. You can remove blocks for specific sports. You do not need to remove them from all portals.

### Block Associations:

Select All

- NYSPHSAA Section VIII - Nassau BOCES

- NYSPHSAA Section VIII - Girls Lacrosse

- NYSPHSAA Section VIII - Boys Lacrosse

12.) Press

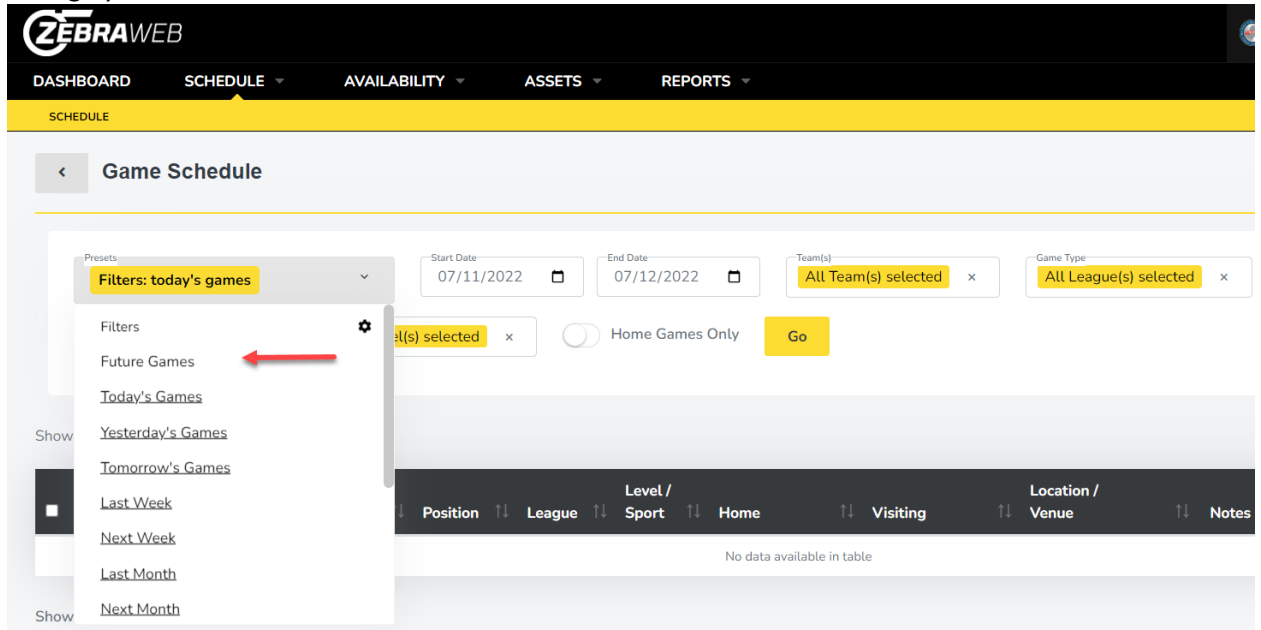
Note: If you click all associations to update your availability and then accept a new assignor's invite, the availability you created with the other assignors will not update the new assignor's portal. You will need to update availability for the new assignor's portal separately.

### Accepting Games

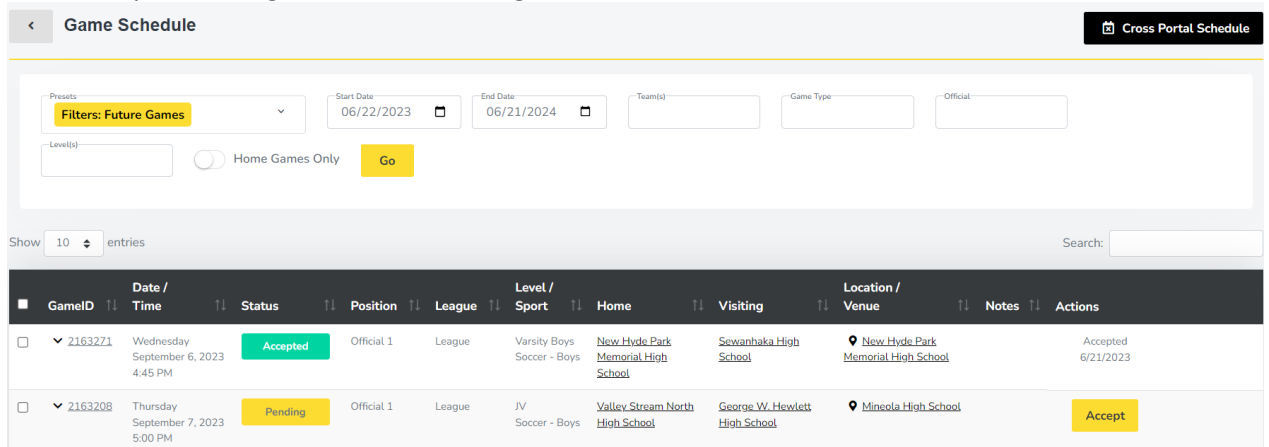
Note: Must be invited and accepted an assignor invitation to complete

1.) Sign into ZebraWeb using your credentials. <https://app.zebraweb.org/>

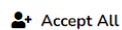
- 2.) Click Login
- 3.) Click the Assignors Association that sent you a game
- 4.) Press Go
- 5.) Click on "ZebraWeb Assigning"
- 6.) Click on **SCHEDULE** in the navigation bar
- 7.) Change your advanced filter to Future Games



- 8.) Press Accept on the right-hand side of the game under the actions menu



- 9.) You can also click on the checkboxes next to each game number and then hit Accept All



on the right-hand side actions menu to accept all checked games

10.) A screen will slide out to block out the other associations

**Game #2163208** x

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**ACCEPT ASSIGNMENT**

Valley Stream North High School vs. George W. Hewlett High School

📅 9/7/2023 5:00 PM

📍 [Mineola High School](#)

⚽ Soccer - Boys

**BLOCK TIME FOR THIS EVENT: (MUST PICK ONE)**

Game Block

**BLOCK ASSOCIATIONS:** Select All

NYSPHSAA Section VIII - Nassau BOCES	<input type="checkbox"/>
NYSPHSAA Section VIII - Boys Football	<input type="checkbox"/>
NYSPHSAA Section VIII - Girls Soccer	<input type="checkbox"/>

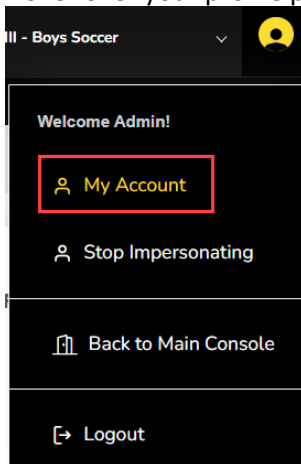
**Accept**

11.) Press "Accept" or "Accept All Games" depending on option chose

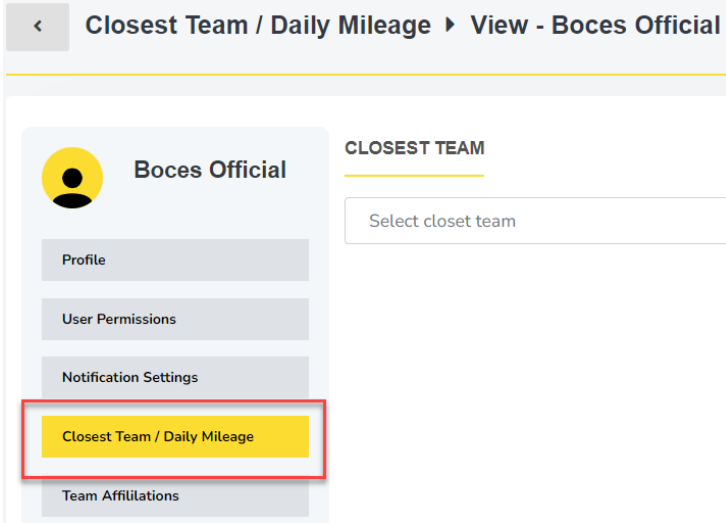
12.) NOTE: You can not decline games and if you need to Turn Back any games, please contact the Section Office

### Setting your Daily Address and Max Mileage

- 1.) Sign into ZebraWeb using your credentials. <https://app.zebraweb.org/>
- 2.) Click Login
- 3.) Click the Assignors Association that sent you a game
- 4.) Press Go
- 5.) Click on "ZebraWeb Assigning"
- 6.) Hover over your profile picture at the top right and click "My Account"



7.) On the next page, click on Closest Team / Daily Mileage on the left-hand menu



8.) Once that is selected, click Edit **Edit** at the top right of the page.

9.) This will open up the selection below where you can chose what address (Primary or Alternate) that you are coming from on any given day as well as enter what your max mileage would be on that day

**MILEAGE CALCULATIONS**

\*If you leave a day blank, it will default to your Primary Address and Max Miles will list as -0- (zero). \*If Max Miles listed as -0- (zero), No Maximum will be set.

Day of the Week	Address	Max Miles
Sunday	Select <input type="text"/>	<input type="text"/>
Monday	Select <input type="text"/>	<input type="text"/>
Tuesday	Select <input type="text"/>	<input type="text"/>
Wednesday	Select <input type="text"/>	<input type="text"/>
Thursday	Select <input type="text"/>	<input type="text"/>
Friday	Select <input type="text"/>	<input type="text"/>
Saturday	Select <input type="text"/>	<input type="text"/>

Support Contact info:

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