OMS Batch License Check
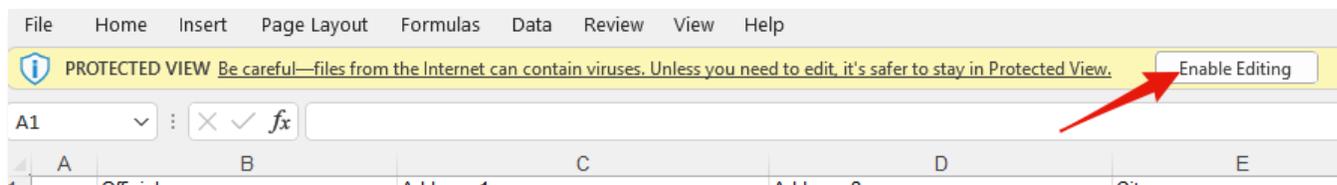## Game Officials

GameOfficials

1. Log into the assignor identity in GameOfficials and click on REPORTS under Main Menu.
   a. Under Directories click OFFICIALS, then click on GET REPORT in the top right.
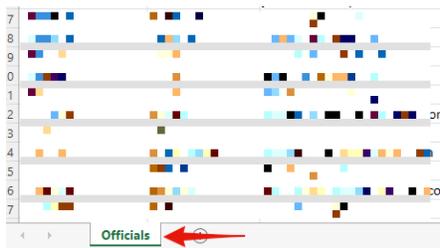

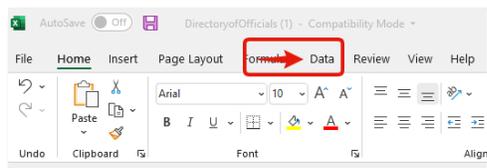2. In the top right of the screen click on EXCEL.

3. Open the downloaded Excel spreadsheet.
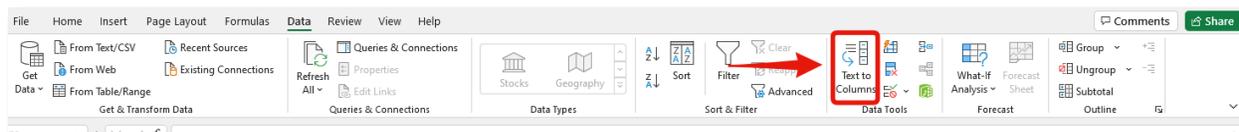
4. Enable Editing

5. Right click on the tab name Rpt1 and select RENAME. Rename the tab to REFEREES.

6. Select Column B (click on the letter B to select it all) click on DATA from the top menu.

   a. Click on TEXT TO COLUMNS.

   b. Keep the DELIMITED option selected and click NEXT.

c.   Click on the COMMA option then click FINISH. This will separate last and first names into different columns.


7.   Rename Column B LASTNAME (no space), Column C FIRSTNAME (no space), and Column M EMAIL.

8.   Delete Columns N-X by holding down the left mouse click and dragging it across the column letters to highlight all the selected columns. Then right click and select DELETE.

9.   Delete Columns H-L by holding down the left mouse click and dragging it across the column letters to highlight all the selected columns. Then right click and select DELETE.

10.   Delete Columns D-F by holding down the left mouse click and dragging it across the column letters to highlight all the selected columns. Then right click and select DELETE.

11.   Right click Column A and select DELETE.

12.   Add USSFID (no space) as the title for Column F.

13.   Check all Zip Codes. Make sure every person has a five-digit zip code. Delete any digits after five. If the official is missing a zip code, you can add in the missing zip code or may have to manually check the registration later if the check comes back not found.

14.   Click on Save As and choose .xlsx. Name the file and choose the desired location.
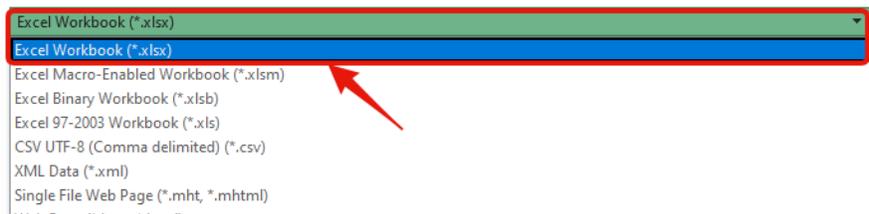
OMS

1.   Open OMS website (https://ntxreferees.omgtsys.com/).

2.   Click on Extended Services dropdown menu and select ASSIGNOR: CHECK REFEREE CERTIFICATIONS.
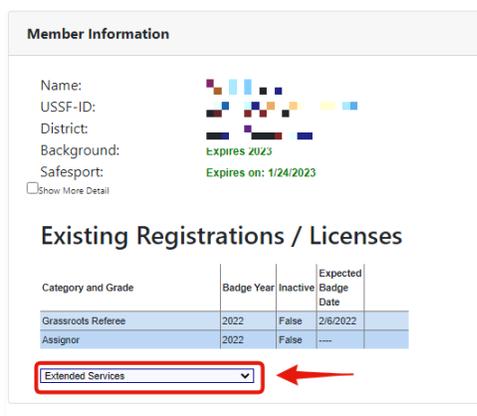
3.   Click on the blue BATCH LICENSE CHECKING button in top right of the screen.

4.   Click the CHOOSE FILE button to upload the recently saved Excel spreadsheet.

Batch License checking for Assignors

☐Arbiter Format Input File

Select File to Upload: Choose File   FortWorthRefs.xlsx

☐Export Results to Excel File

Upload and Match Names   ---- OR ----   Upload and N

5.   Click on UPLOAD AND MATCH NAMES. The list of names will appear. (The list can be downloaded as an Excel file by clicking on the EXPORT RESULTS TO EXCEL FILE prior to clicking on UPLOAD AND MATCH NAMES.)

NOTE: Make sure cookies are allowed for the OMS site by clicking on the eye in the search bar.