

## HOW TO VIEW OFFICIALS AND SEND EMAILS IN THE ASSIGNING SYSTEM

The list is available in the system.

You have to log in and then you can send emails in the system.

Here are the instructions:

**To see the other officials and send messages, you have to follow these steps:**

1. Log in to your account and find the tournament.
2. All the way to the right you will see a Blue Button that says "Regs", click that
3. A list will open up with all approved officials with their levels, their email addresses, and phone numbers.
4. Click the long Blue button at the top that says "Email Approved users in NAME OF TOURNAMENT"
5. A box will open up with the title of the tournament filled in the subject line. Fill out the email body to give the officials all information you need. You can also add an attachment (i.e. the schedule)
6. Click send message and you are good to go!

Contact [events@krva.org](mailto:events@krva.org) if you have trouble.