



ZebraWeb Procedures - NJSIAA Sports Officials

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

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:

[Help](#)

Change Password

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



Change Password

Your password has been changed.

Back to [Main Console](#)

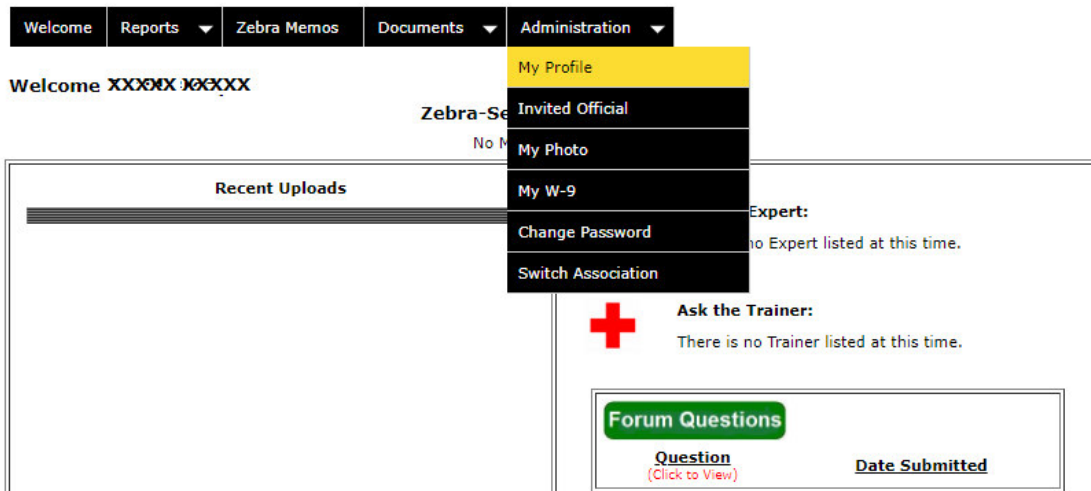
- 12.)System will take you to the “Zebra-Secretary Console”
- 13.)On the navigation bar, hover over Administration tab with your mouse and click “My profile”
(See picture below)



Zebra-Secretary Console

New Jersey State Interscholastic Athletic Association | NJSIAA

[Sign out](#)



- 14.) Update your profile information here.
- 15.) You can also sign up for text messages by having your cell phone number and clicking your Cell provider.
- 16.) On the navigation bar, hover over Administration tab with your mouse and click "My photo"
- 17.) Instructions to upload a photo are listed here. A professional picture is recommended.
- 18.) On the navigation bar, hover over Administration tab with your mouse and click "My W-9"
- 19.) Your name and address should automatically be populated. (Edit if you need too)
- 20.) Type in your social security number
- 21.) Check off the box that says "By Checking this box and clicking the Complete W-9 button you electronically sign this W-9 Form"
- 22.) Press "Complete W-9"

Officials Invited for Assignor Portals and Accepting Invite

When an official is invited for any assignor's portal within the New Jersey Interscholastic Athletic Association - NJSIAA State 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/sec/NJSIAA>
- 2.) Click Login
- 3.) Click on the association "New Jersey Interscholastic Athletic Association - NJSIAA" and then press go
- 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

New Jersey State Interscholastic Athletic Association | NJSIAA

[Sign out](#)

Welcome

Reports

Zebra Memos

Documents

Administration

Welcome XXXX XXXXX

Zebra-Secretary Console

No Members

Recent Uploads

My Profile

Invited Official

My Photo

My W-9

Change Password

Switch Association

Ask the Trainer:

- 6.) The system will bring up a list of any assignor's invites and allow the official to Accept or Decline. This will list the assignor and their assigning portal.

Welcome

Reports

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Administration

Invited Officials

[Check the Accept box next to each portal you want to work with. Those assignors will be able to view your availability and schedule.]

[Check the Decline box next to each portal you DO NOT want to work with]

When response is sent the Assignor will receive an email whether you accept or decline.

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

Update Invited Official

- 7.) Select Accept or Decline and click the "Update Invited Official" button (the assignor will receive an email notification with the status.)
- 8.) If you accepted the invite, you will be added to the assignor's portal.
- 9.) You will need to log out of ZebraWeb and log back in to see the new portal(s) added to your selection.

Updating Availability

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

- 1.) Sign into ZebraWeb using your credentials. <https://www.zebraweb.org/sec/NJSIAA>
- 2.) Click Login
- 3.) Click the Assignor Association that you are trying to access
- 4.) Press Go
- 5.) Click on ZebraWeb.org Sports Officials Assigning System
- 6.) Hover your mouse over the Officials tab and select "My availability"
- 7.) Click the date or Date Range you want to select
- 8.) Select either Full Day or partial block
- 9.) Give explanation of block
- 10.) Select the association or associations you want to block
- 11.) Press update

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://www.zebraweb.org/sec/NJSIAA>
- 2.) Click Login
- 3.) Click the Assignor Association that sent you a game
- 4.) Press Go
- 5.) Click on Zebraweb.org Sports Officials Assigning System
- 6.) Hover your mouse over the Games tab and select "Game Schedule"
- 7.) Press Submit. (The start date will be auto-filled for the same day)
- 8.) Press Accept on the individual game or click "Accept All Assignments" on towards top of schedule. (If you click Accept All Assignments, it will say are you sure, click "OK")
- 9.) A screen will pop up to block out the other associations
- 10.) Press "Accept Game" or "Accept All Games" depending on option chosen

Support Contact info:

VantageSportz, LLC – ZebraWeb.org Friendly Support Team Contact info:

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