



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

Current Password:

New Password:

Confirm New Password:

Change Password

[Help](#)

- 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](#)

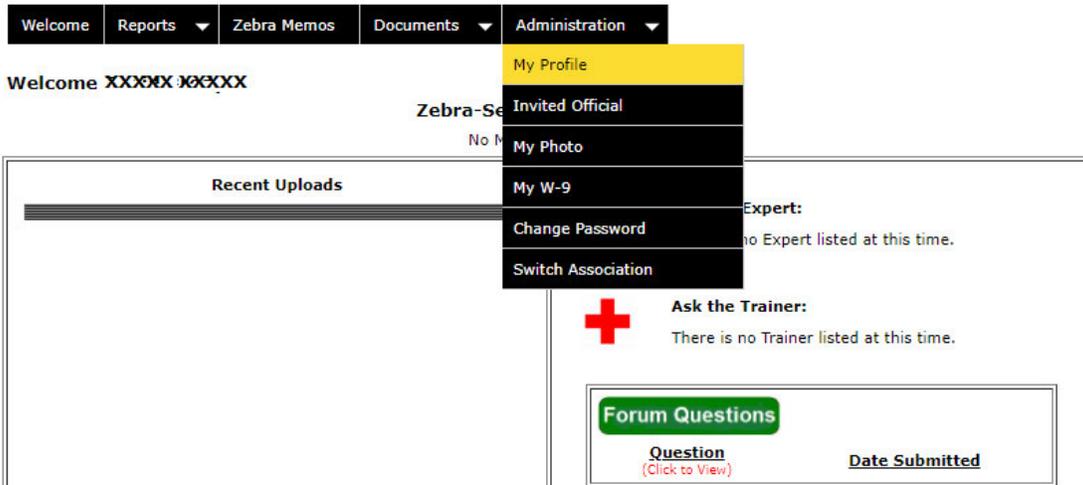
- 12.)System will take you to the “Zebra-Secretary Console”
- 13.)On the navigation bar, hover over Administration tab with your mouse and click “My profile”  
(See picture below)



## 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.

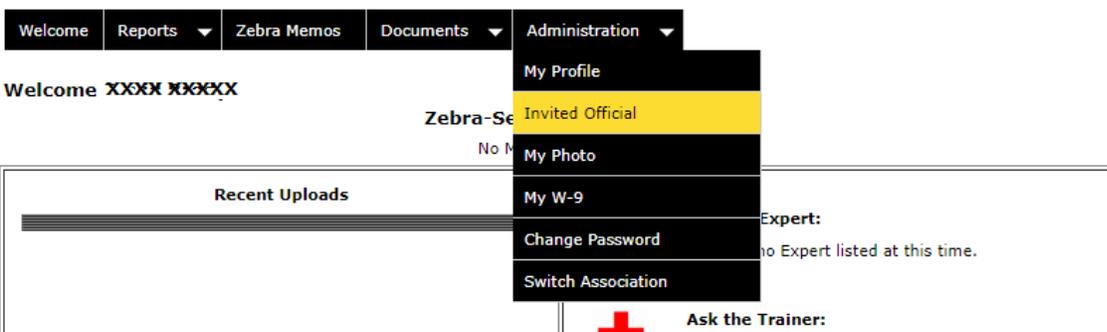
- 1.) Sign into ZebraWeb using your credentials. <https://www.zebraweb.org/sec/NJSIAA>
- 2.) Click Login
- 3.) Click on the association "New Jersey Interscholastic Athletic Association - NJSIAA" and then press go
- 4.) System will take you to the "Zebra-Secretary Console"
- 5.) On the navigation bar, hover over Administration tab with your mouse and in the drop down click on Invited Official. (see picture below)



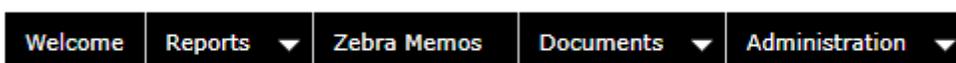
## Zebra-Secretary Console

New Jersey State Interscholastic Athletic Association | NJSIAA

[Sign out](#)



- 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.



### 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

- 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 assignors invite, the availability you created with the other assignors, will not update the new assignors 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:

[Support@ZebraWeb.org](mailto:Support@ZebraWeb.org)