



KITMAN LABS

REFEREE GUIDE

24'/25'

Updated July 2024

Player	Position	Name
<input type="checkbox"/>	Goalkeeper	Herbert Austin
<input type="checkbox"/>	Centre Back	Jan Taylor
<input type="checkbox"/>	Central Midfielder	Myron Barnett
<input type="checkbox"/>	Def. Back	Michael Barr
<input type="checkbox"/>	Centre Back	Austin Cannon
<input type="checkbox"/>	Centre Forward	Jeremiah Charles
<input type="checkbox"/>	Centre Forward	
<input type="checkbox"/>	Wing Forward	
<input type="checkbox"/>	Wing Forward	
<input type="checkbox"/>		



INTRO

Welcome to the 24'/25' Kitman Labs-MLS NEXT Handbook, designed to start the season successfully:

- ▶ **Understand how to get up and running on Kitman Labs** for the 2024/25' season
- ▶ **Share best practices and workflows** to enable a smooth user experience
- ▶ **Summarize the common FAQs** that came up throughout last season

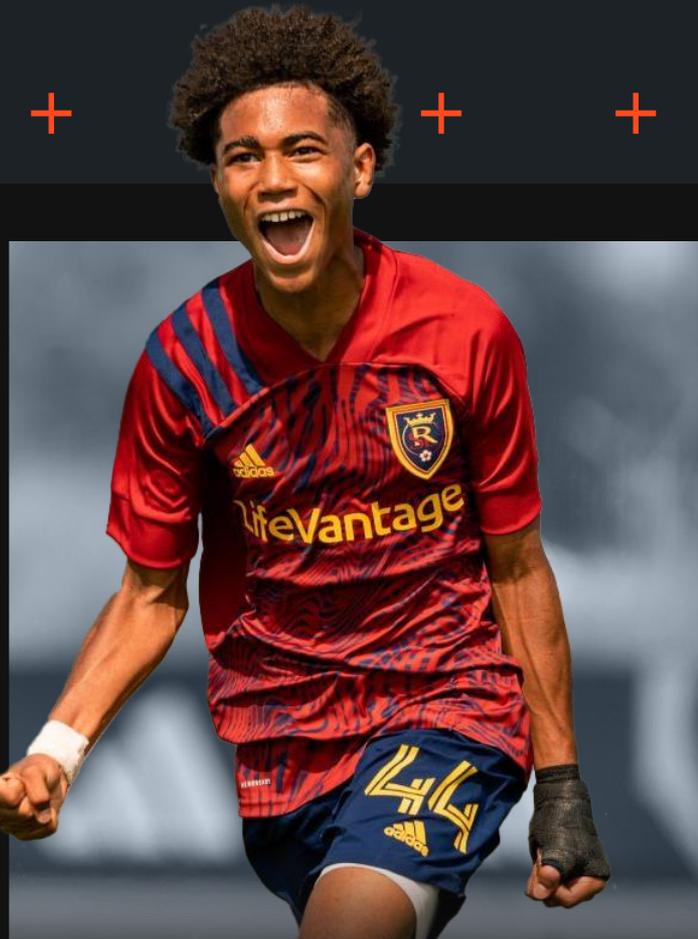


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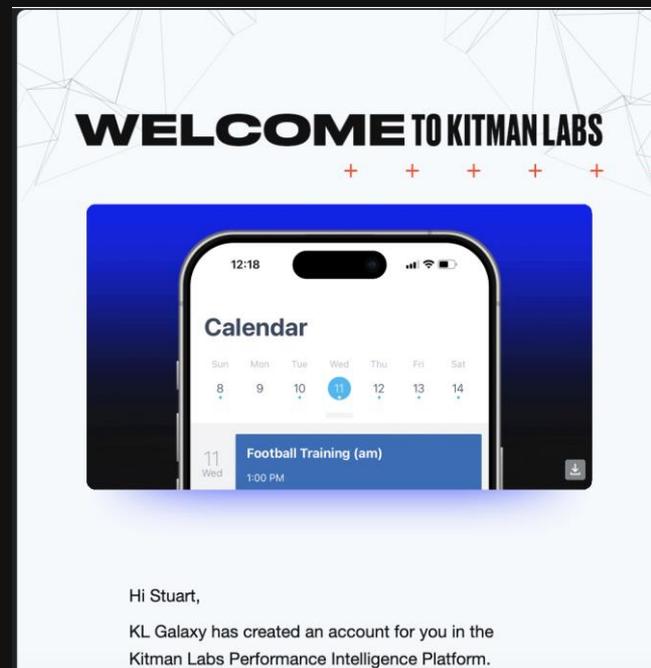
- ▶ Getting Started
- ▶ Referee Workflow
- ▶ Workflow Diagram
- ▶ FAQs



GETTING STARTED

Setting up your user

- ▶ An activation mail will be sent to once the League admin has created your account
- ▶ The mail will contain your username & a link to create a password
- ▶ The create password link will automatically bring you to the login page for the account



GETTING STARTED

Accessing the Intelligence Platform

- ▶ Once your account is activated you can login into the Intelligence Platform by selecting the “Login with Kitman Labs” option on the login and entering your username & password
 - ▶ NEVER select “Login with okta”
- ▶ Please note your username is not your email but is contained in the activation email



REFEREE WORKFLOW - SCHEDULE



Reviewing the Schedule

- ▶ Once logged into the Intelligence Platform you will need to navigate to the Schedule tab
- ▶ Within the schedule tab, you will see a fixture list of all the matches that have been assigned to you
- ▶ If your schedule is empty, this means games have not been assigned to you within the Kitman Platform yet. Please reach out to Jeffrey Hajek with MLS Next League to inquire about assignments

Home team	Score	Away team	Match ID	Squad	Competition	Date	Time	Location / Pitch	Status
Florida Rush	2:0	Tampa Bay United	mfs-39706	U13	League	9 Mar, Sat	9:00 am (America/New_York)	The National Training Center - NTC 1	Report Available
Weston FC	6:0	Athletum FC Academy	mfs-40231	U13	League	9 Mar, Sat	9:00 am (America/New_York)	Weston Regional Park - WRP #1	Report Available
Atlanta United	5:1	Lanier Soccer Association	mfs-40759	U16	MLS NEXT Flex	9 Mar, Sat	9:00 am (America/New_York)	--	Report Available
Michigan Wolves	5:3	Chicago FC United	mfs-42054	U19	MLS NEXT Flex	9 Mar, Sat	9:00 am (America/New_York)	Schoolcraft College - SL Joe's Sports Dome	Report Available

REFEREE WORKFLOW - ACCESSING MATCH REPORTS + +

Ease of access for match reports

- ▶ Click on a match from your schedule to open the match report.
- ▶ This will bring up the list view and pitch view of the submitted rosters for each team.
- ▶ Subs and staff will appear under the pitch view

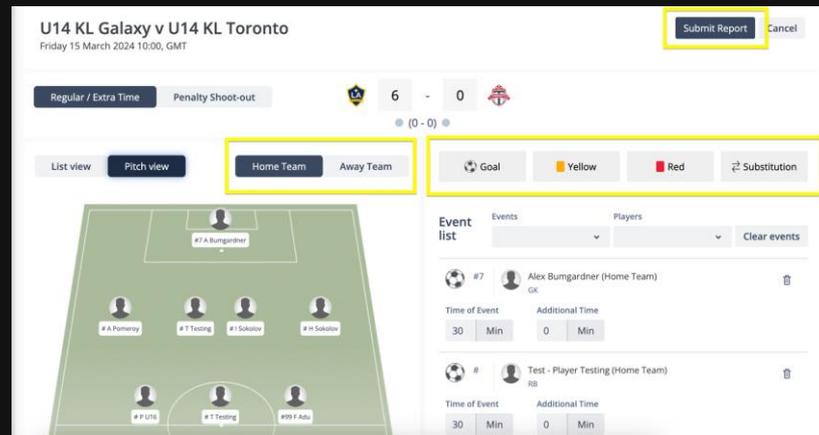
The screenshot shows the match report interface for U14 KL Galaxy v U14 KL Toronto on Tuesday 12 March 2024 at 10:00 GMT. The score is 0-0. The interface includes a 'List view' button (highlighted with a yellow box) and a 'Pitch view' button. Below these are tabs for 'Home Team' and 'Away Team'. A table lists players with columns for Player, Jersey, Position, DOB, and Designation. The 'Event list' section is also visible.

Player	Jersey	Position	DOB	Designation
Jon Adamson	#	GK	09	Primary (P)
Alex Bumgardner	#9	GK		Primary (P)
Helen King	#	GK		Primary
Luis Robles-Player	#8	GK		Primary (P)
Jonjoe Test	#7	GK	23	Primary
Alex Pomeroy	#	RB		Primary (P)

REFEREE WORKFLOW - UPDATING MATCH REPORTS + +

Streamlined for efficiency and accuracy

- ▶ In the match report game events e.g Goals, Cards & Substitutions can be added in the right-hand side panel on both list view and pitch view.
 - ▶ The game event action must be clicked e.g Goal before selecting the players name/image to assign the game event
- ▶ A user can manually add the scoreline or type in the events to populate the scoreline.
- ▶ This view also allows users to
 - ▶ Toggle between home and away
 - ▶ Toggle between List and Pitch view
 - ▶ Add game notes and disciplinary reasons on both pitch and list view



REFEREE WORKFLOW - SUBMITTING A REPORT



Finalising the match report

- ▶ Submitting a report will change the report status on the schedule page to report available and if there is any disciplinary action it will change the status to disciplinary issue.
- ▶ Once submitted a match report will go to the league for review.
- ▶ Upon submission, the report status will update and the ability to edit the match report will lock

Submit Report Cancel

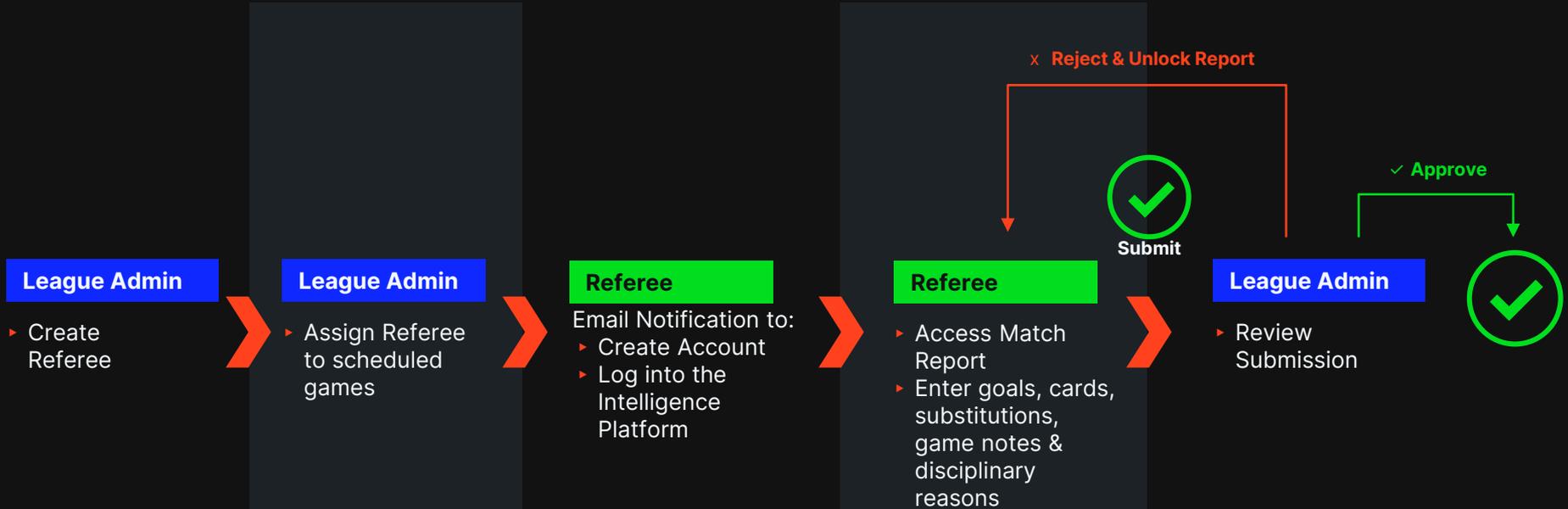
0 - 0

Goal Yellow Red Substitution

Event list

Events	Players	
#7	Alex Burkgardner (Home Team) GK	
Time of Event	Additional Time	
30 Min	0 Min	
#	Test - Player Testing (Home Team) RB	
Time of Event	Additional Time	
30 Min	0 Min	

REFEREE WORKFLOW



FAQ'S

- ▶ Q: “My profile was created but when I went to RESET the password and login, I get an error message”
 - ▶ A: You must activate your account and create a password first, via the activation email that was sent to you when your profile was created. You must use the “Set Password” link to create and save your password before you can “Reset your Password”
- ▶ Q: “When I log in, I do not see any matches listed on my schedule”
 - ▶ A: The MLS Next League will assign you to your matches in the Kitman platform 24-48 hours before match kickoff. Once you have been assigned, the matches will appear within your schedule. For any questions or concerns, please reach out to Jeffrey Hajek (Jeffrey.Hajek@mlsoccer.com)
- ▶ Q: “I submitted a match report with incorrect game event information, how can I edit this?”
 - ▶ A: You will need to reach out to the MLS Next League to get the match report unlocked, so you can update the incorrect information or the MLS Next League will update the match report themselves
- ▶ Q: “Me and my referee crew are still awaiting payment for this weekend’s games. Can Kitman help with this?”
 - ▶ A: Kitman does not handle referee payments and all questions regarding payments should be directed to Jordan Rouse and Jeffrey Hajek with the MLS Next League