



Welcome to the NFHS Center for Officials Services, powered by DragonFly. This platform is a one-stop-shop for all things officiating, including registration, assessments, assignments and payments.

## HERE'S HOW TO SET UP A GAME FEE

To access **Game Fee Policies**, select the Game Schedules feature from the primary navigation menu and click on the gear icon in the upper right corner of the page.

Click the Fee Policy option from the gear icon's dropdown menu.

The screenshot shows the 'Game Schedules' interface. On the left is a navigation menu with 'Game Schedules' highlighted. The main area has filters for Sport (Baseball), Level (All Levels), and Officiating Status (All Officiating Statuses). In the top right, there is an 'Academic Year' dropdown set to '2022-2023', a gear icon, and an 'Add Game' button. A red arrow points from the gear icon to a dropdown menu containing 'Fee Policies', 'Officiating Limits', and 'Officiating Links'. Below the filters is a table of game schedules with columns for Date, Host, Facility, Home, Away, Name, and Sport.

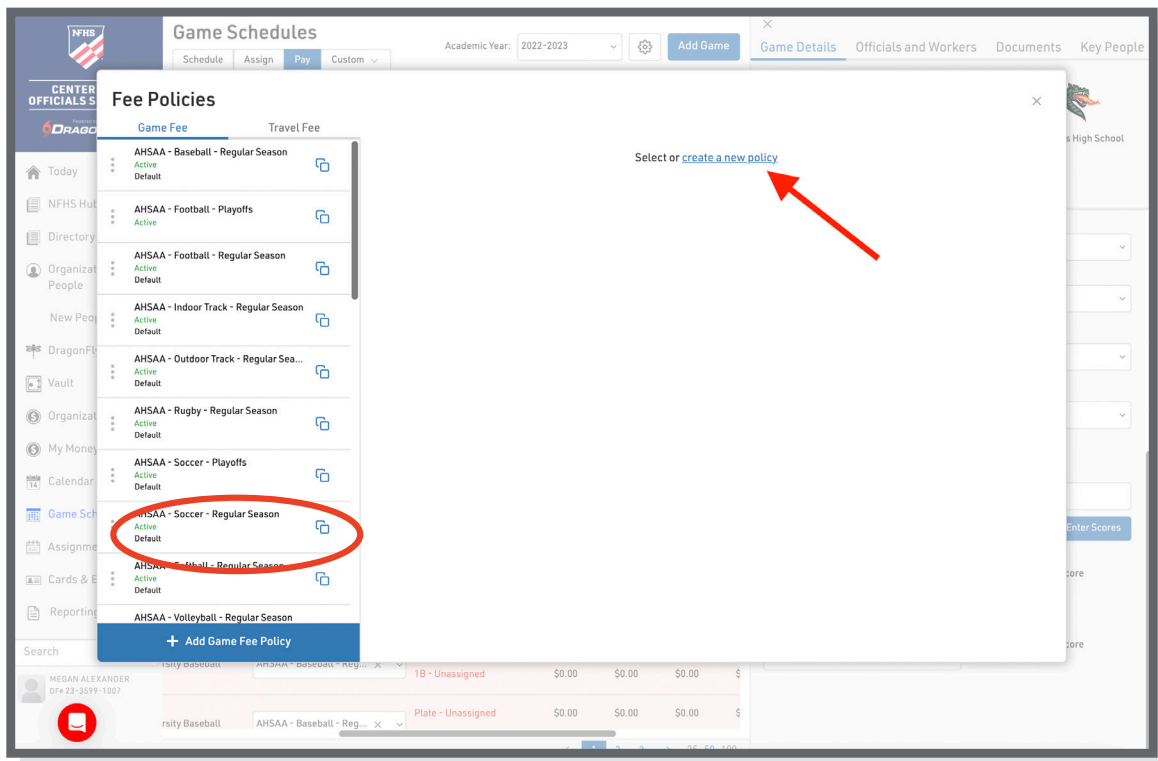
Date	Host	Facility	Home	Away	Name	Sport
Sun Dec 25 5:00 PM	AHSAA   Alabama School Systems - All Systems & Districts	AL Test School 1			AL Test School 2 vs AL Test School 1	Varsity Baseball
Sun Dec 25 5:00 PM	Blazers High School	Blazers High School			DragonFly High School vs Blazers High School	Varsity Baseball
Fri Dec 30 7:00 PM	DragonFly High School	DragonFly High School			AL Test School 1 vs DragonFly High School	Varsity Baseball
Sat Dec 31 5:00 PM	DragonFly High School	DragonFly High School			AL Test School 1 vs DragonFly High School	Varsity Baseball
Mon Jan 2 4:00 PM	Columbia High School	Columbia High School			Lee High School vs Columbia High School	Varsity Baseball
Wed Feb 1 7:00 PM	Chelsea Middle School	Chelsea High School			Columbiana Middle School vs Chelsea Middle School	Middle School
Wed Feb 1 7:00 PM	Chelsea Middle School	Chelsea High School			Columbiana Middle School vs Chelsea Middle School	Middle School
Thu Feb 2 4:00 PM	McIntosh High School (AL)	McIntosh High School (AL)			Chickasaw High School vs McIntosh High School (AL)	Varsity Baseball
Sat Feb 4 9:00 AM	Oxford High School	Oxford High School			Winterboro High School vs Oxford High School	JV Baseball
Sat Feb 4 9:00 AM	Oxford High School	Oxford High School			Walter Wellborn High School vs Munford High School	Varsity Baseball
Sat Feb 4 10:10 AM	Oxford High School	Oxford High School			Pell City High School vs Oxford High School	Varsity Baseball
Sat Feb 4 10:10 AM	Oxford High School	Oxford High School			Walter Wellborn High School vs Winterboro High School	Varsity Baseball
Sat Feb 4 11:20 AM	Oxford High School	Oxford High School			Munford High School vs Oxford High School	Varsity Baseball
Sat Feb 4 11:20 AM	Oxford High School	Oxford High School			Pell City High School vs Oxford High School	Varsity Baseball



## HOW TO SET UP A GAME FEE CONT'D

To create a new fee policy, use the link in the Fee Policies modal or click the 'Add Game Fee Policy' button at the bottom of the menu.

To duplicate an existing fee policy, click the icon to the right of the Game Fee name. Rename the copy and make changes as needed.





## HOW TO SET UP A GAME FEE CONT'D

Next, complete the required **Fee Policy** fields including what Organization, Sports, Contest Types, Name, and Competition Levels the fee is for.

Select the checkbox by each setting that is applicable.

**Fee Policies** [X]

**Game Fee** | Travel Fee

**Organization \***  
Select item...

**Sports \***  
Select sports...

**Contest Types \***  
All [X]

**Name \***  
Enter policy name...

Is Active ⓘ     Is Default ⓘ     Pay single fee for linked games ⓘ     Has primary fee ⓘ

Fees vary by crew size ⓘ     Fees vary by game count ⓘ     Fees vary by match type ⓘ     Fees vary by playoff round ⓘ

**Levels**  
Select items...

**Positions**  
Position  
+ Add position...

+ Add Game Fee Policy    Save Policy



## HOW TO SET UP A GAME FEE CONT'D

To add the officiating positions and default fees, use the dropdown menu to select a position and enter the fee amount in each corresponding field depending on the number of games officiated.

Use the **+** icon to add positions and the **×** icon to remove a position.

Double check that the position listed under Fee Policy Positions match the actual game assignments to ensure correct payment. (For example, AR1 and AR2 are different positions than Assistant Referee 1 and Assistant Referee 2 in DragonFly and might result in payment discrepancy if mismatched.)

Click 'Save Policy' once you've added all positions and fees. The policy will now appear in the Fee Policy list which can be managed or reordered by anyone in your organization who has permissions.

Position	1 Game	3+ Games	5+ Games
	All Levels	All Levels	All Levels
<b>×</b> Referee	\$ 60.00	\$ 40.00	\$ 30.00
<b>×</b> Linesman	\$ 0.00	\$ 0.00	\$ 0.00

**+**

- Umpire
- Line Judge
- Back Judge
- ECO
- TCO
- Electronic Clock Operator

Reset Changes Delete Policy Save Policy



## HOW TO SET UP A GAME FEE CONT'D

To edit an existing fee policy, select the fee policy that you'd like to edit from the left side menu. Click 'Save Policy' when you're finished.

**Fee Policies**

Organization \* AHSAA | Alabama High School Athletics Association Sports \* Baseball

Contest Types \* All

Name \* AHSAA - Baseball - Regular Season

Is Active  Is Default  Pay single fee for linked games  Has primary fee

Fees vary by crew size  Fees vary by game count  Fees vary by match type  Fees vary by playoff round

Levels: Varsity | Other Levels

Position	Varsity	Other Levels
Plate	\$ 78.00	\$ 50.00
1B	\$ 50.00	\$ 25.00
3B	\$ 50.00	\$ 25.00
2B	\$ 50.00	\$ 25.00

+ Add Game Fee Policy Delete Policy Save Policy