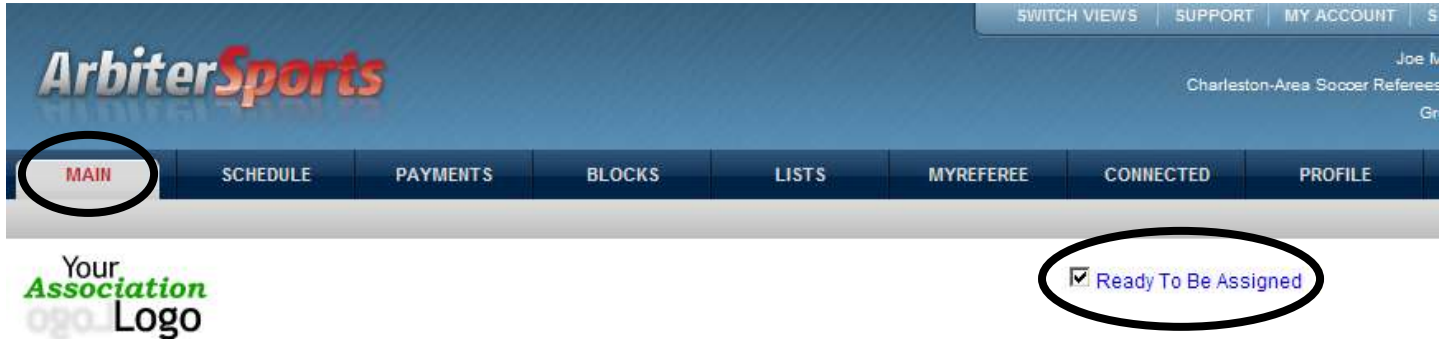# ARBITER USER GUIDE

THE BASICS

MAIN SCREEN

After logging into www.arbitersports.com, the system will bring you to the MAIN screen. This screen contains informational postings from the Assignors. If you want assignments, it is vital that you place a checkmark in the box labeled "Ready to Be Assigned" near the top of the MAIN screen. Failure to do this will result in you not receiving assignments.

PROFILE SCREEN

You may enter or update your personal information on the PROFILE screen. You must provide an email address, and it is suggested you provide a phone number (preferably both a landline and a cellular number). When done, you may select the "Save" button.

BLOCKS

At this point, it is highly suggested that you proceed to the BLOCKS screen. On this screen, you may block out any dates/times which you cannot referee. This is important because you could receive assignments on dates/times which you leave open (i.e., unblocked), and declining assignments because you forgot to block out dates/times when you are otherwise involved is considered unacceptable behavior. So, if you know you are unavailable on certain dates or at certain times, please block those out. Some assignors schedule as much as one month in advance, so bear that in mind. Obviously, as in everyone's life, things will change. You may block or unblock dates/times at will, and it is important that you are disciplined and maintain your availability, or lack thereof, on the BLOCKS screen as soon as possible as things change.

To block the entire day on a specific date, select "Block All Day" under "Action" on the left-hand side of the screen. Then, in the calendar view below, click on the number which represents the date which you would like to block out. That cell will then turn red. You may do this for as many dates as you need. For example, here I have blocked out the 10th, 11th and 17th of September by individually clicking on those numbers in the calendar.

MAIN	SCHEDULE	PAYMENTS	BLOCKS	LISTS	MYREFEREE	CONNECTED	PROFILE

DATES | SUMMARY

Action

○ View Schedule
● Block All Day
○ Block Part Day
○ Clear Blocks
☐ Add Notes

Reports

Calendar

Legend

■ (blue)	Assigned Game
■ (green)	Attached Game
■ (light blue)	Pending Game
■ (red)	Full Day Block
■ (salmon)	Part Day Block
☐ (white)	Open Day

Calendar
Action - "Block All Day"

Time Range
From 12:00 AM
To 11:59 PM

Date Range
From _____
To _____   Apply

S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐

Exit

Month Sep 2013

Action - "Block All Day"

August	September 2013					October
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	**10**	**11**	12	13	14
15	16	**17**	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

You may change the calendar to a preceding or a subsequent month by either clicking on the month's name in the blue bar of the calendar view or by using the dropdown box immediately above and to the right of the calendar.

If you need to block out only part of a certain date, select "Block Part Day" under "Action". You will then see that the dropdown boxes under "Time Range" will become active. Select the starting time and ending time which you would like to block (i.e., when you are unavailable), then click on the number(s) in the calendar view corresponding to the date(s) you would like to apply this partial day block. The cell(s) will then turn pink. For example, here I have blocked out from 8:00AM to 11:00AM on October 15th.

To unblock an entire day or a partial day which you have previously blocked, select "Clear Blocks" under "Action" and repeat the process by clicking on the number(s) in the calendar view corresponding to the date(s) you would like to unblock (meaning you are available for assignments). The cell(s) will then turn white.

If you like (this is optional), there is also a method for blocking or unblocking a range of dates/times. To do this, select either "Block All Day", "Block Part Day" or "Clear Blocks" under "Action" (depending upon your needs) and then use the dropdowns and checkboxes under "Date Range". Here you select a starting date and an ending date you would like to block or unblock and then use the checkboxes immediately below to inform the system of which days of the week in that range you would like this to apply. You may choose as many days of the week here as you need, but you must choose at least one. Then select the "Apply" button. For example, here I am blocking the full day from 11/3 to 11/27, but only for Mondays, Tuesdays and Wednesdays.

When you are done with any of the above actions, use the "Exit" button and your changes will be saved.

ASSIGNMENTS

When you receive assignments, you will be notified via email. These assignments will be detailed on the SCHEDULE screen and will indicate your position (i.e., Referee, AR1, AR2) as well as the date, time and site of the assignment. It will also show the date by which you need to accept the assignment. For each assignment, you will need to use the checkbox to either accept or decline. Note that sometimes assignments come in groups, meaning you must accept or decline the entire group of assignments. If you decline an assignment or group of assignments, you will be asked to enter an explanation.

Once done, select the "Submit" button.

Reports
Schedule
Outlook Export
Declined Games

Display

☐ Show All

- Standard View
- View By Day
- View By Week
- View By Month

○ Events
○ Games
◉ Both
Save Settings

Legend

Schedule

Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.

[Submit] [Exit]

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
107	📋		Referee	9/30/2012 Sun 8:00 AM	2012 SCU/MP Girls, U18 Maroon	JIYSC 1	TBA	TBA	$40.00			
155	📋		AR2	9/30/2012 Sun 9:30 AM	2012 SCU/MP Girls, U14 Blue	JIYSC 1	98 Palmetto	Swoosh	$20.00	Accepted on 9/26/2012		
109	📋		AR1	9/30/2012 Sun 11:00 AM	2012 SCU/MP Girls, U18 Maroon	JIYSC 1	TBA	TBA	$30.00			
151	📋		Referee	9/30/2012 Sun 12:30 PM	2012 SCU/MP Girls, U15 Maroon	JIYSC 1	DSC 97 Lady Green	CESA 97G Select	$34.00			

[Submit] [Exit]