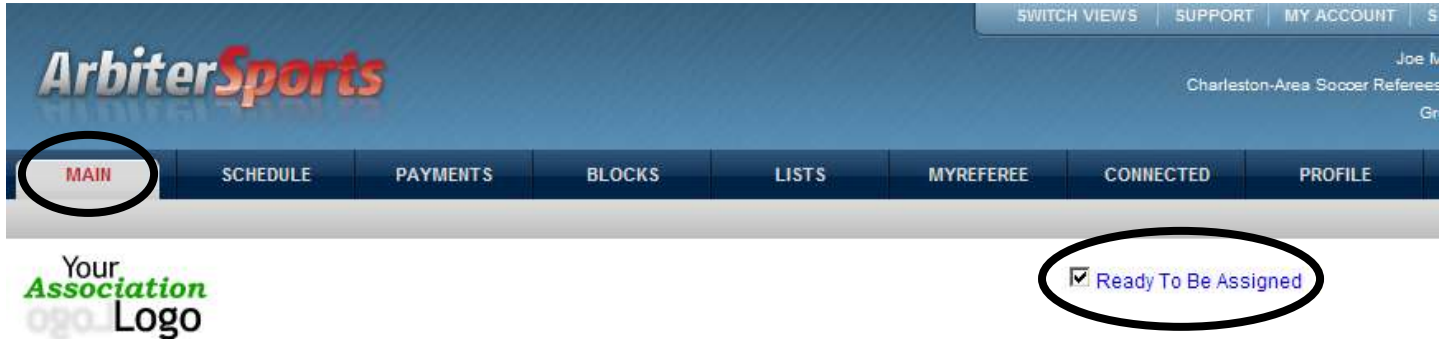


# ARBITER USER GUIDE

## THE BASICS

### MAIN SCREEN

After logging into [www.arbitersports.com](http://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.



Announcements	Special Notices
<p><b>Posted by Mike Flato</b> 9/9/2012 - 12:09 PM</p> <p>MPRD ADULT LEAGUE HAS STARTED MONDAY_THURS all games in MT. Pleasant please email if interested in working <a href="mailto:jmflato@gmail.com">jmflato@gmail.com</a></p>	<p><a href="#">Survey Results</a></p> <ul style="list-style-type: none"><li>Click <a href="#">HERE</a> to learn more about your internet browser.</li></ul>
<p><b>Posted by Michael Catlett</b> 9/3/2012 - 11:07 AM</p> <p>CSL Mens League will begin Fall 2012 Season on Sunday, September 9th. Please email assignor at <a href="mailto:Michaelcatlett2000@yahoo.com">Michaelcatlett2000@yahoo.com</a> if interested in working these men's amature games. Games will primarily be played on Sundays at 1pm, 3pm, and 5pm with a few games being played during the week on Tuesday, Wednesday, or Thursday.</p>	<p><a href="#">Follow ArbitersSports on Facebook</a></p>
<p><b>Posted by Jeffrey Hearn</b> 6/14/2012 - 9:12 AM</p> <p>Red cards – should be noted in the referee report. The referee must indicate the player who has received the red card on the certified game day roster which must be returned to the League Administrator. The League Administrator will then notify the referees (via the Ref Assignor) of any suspensions to players who have received red cards so these can be served in the subsequent game(s).</p>	<p><a href="#">How does the "Remove" setting function?</a></p>
<p><b>Posted by John Kenney</b> 2/25/2012 - 7:30 AM</p> <p>Field status updates can be obtained by signing up through the RainOut.com website. You can find links to some clubs directly from their website with immediate field status notifications. A good listing of local area clubs is posted on the CASRA website at <a href="http://casra.info/area_soccer_clubs.htm">http://casra.info/area_soccer_clubs.htm</a>. You May also search for clubs directly on RainedOut.com that do not have links on their sites - Cainhoy Athletic, MPRD and SCUMP should also be added to your notifications. EACH REQUIRES A SEPARATE VALIDATION CODE - it is highly recommended you complete one at a time. If you search for PMSL you can also sign up for field status updates with SCACL/PMSL notifications. They have a large list SC clubs to select individually which ones you want to receive notifications from as well.</p>	<p><b>NEW</b></p>
<p><b>Posted by Michael Catlett</b> 2/8/2012 - 10:07 PM</p> <p>CSL will kick off the spring 2012 season one week later than originally scheduled. The new start date will be next Sunday, February, 19. Michael Catlett will be assigning this season. Please email him at <a href="mailto:MichaelCatlett2000@yahoo.com">MichaelCatlett2000@yahoo.com</a> if you are interested in working these men's amature games.</p>	

## 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.

MAIN	SCHEDULE	PAYMENTS	BLOCKS	LISTS	MYREFEREE	CONNECTED	<b>PROFILE</b>
INFORMATION	PREFERENCES	PASSWORD					
Account							
Phones							
Custom Fields							
Picture							
Status							

### Update My Information

Ready

User Identification	
First Name	Joe
Middle Name	
Last Name	Referee
Suffix	

Email Address	
Username	referee@gmail.com

Save

Phone Numbers	Ext	Type	Carrier	Public	Note	Test	
843-123-4567		Home		<input checked="" type="checkbox"/>			
843-123-4568	Ext.	Cellular		<input checked="" type="checkbox"/>			

Save

Address
<input checked="" type="checkbox"/> (Public to other officials and contacts)

## 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 10<sup>th</sup>, 11<sup>th</sup> and 17<sup>th</sup> of September by individually clicking on those numbers in the calendar.

The screenshot shows the 'BLOCKS' screen with the 'BLOCKS' tab selected. The 'Action' menu on the left has 'Block All Day' selected. The 'Calendar' section shows a 'Time Range' from 12:00 AM to 11:59 PM and a 'Date Range' section with an 'Apply' button. The calendar view for September 2013 shows dates 10, 11, and 17 blocked (red). The month is set to 'Sep 2013' in a dropdown menu.

September 2013						
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 15<sup>th</sup>.

**Calendar**  
Action - "Block Part Day"

Time Range  
From: 8:00 AM  
To: 11:00 AM

Date Range  
From: [ ] To: [ ]  
Apply

Month: Oct 2013

September		October 2013					November
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	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	31	1	2	
3	4	5	6	7	8	9	

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.

**Calendar**  
Action - "Block All Day"

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

Date Range  
From: 11/3/2013  
To: 11/27/2013  
S M T W T F S

Month: Nov 2013

October		November 2013					December
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	6	7	

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.

**SCHEDULE**

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

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	Accept by 9/30/2012	<input type="checkbox"/>	<input type="checkbox"/>
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			

**SCHEDULE**

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

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
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155			AR2	9/30/2012 Sun 9:30 AM	2012 SCU/MP Girls, U14 Blue	JIYSC 1	98 Palmetto	Swoosh	\$20.00	Accept by 9/30/2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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			

Once done, select the "Submit" button.

Reports

- [Schedule](#)
- [Outlook Export](#)
- [Declined Games](#)

### Schedule

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

Display

- Show All
- [Standard View](#)
- [View By Day](#)
- [View By Week](#)
- [View By Month](#)

- Events
- Games
- Both

[Save Settings](#)

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	JYSC 1	TBA	TBA	\$40.00	Accepted on 9/26/2012		
155			AR2	9/30/2012 Sun 9:30 AM	2012 SCU/MP Girls, U14 Blue	JYSC 1	98 Palmetto	Swoosh	\$20.00			
109			AR1	9/30/2012 Sun 11:00 AM	2012 SCU/MP Girls, U18 Maroon	JYSC 1	TBA	TBA	\$30.00			
151			Referee	9/30/2012 Sun 12:30 PM	2012 SCU/MP Girls, U15 Maroon	JYSC 1	DSC 97 Lady Green	CESA 97G Select	\$34.00			