

## INSTRUCTIONS FOR CONTACTS USING ARBITERSPORTS (11/14/12)

(Contacts are ADs, Secretaries, coaches, etc)

Use **ctrl + click** to access the hot links to the websites which are highlighted yellow

### LOGIN TO ARBITERSPORTS:

Go to the ArbiterSports website → <https://www.ArbiterSports.com/>

In the boxes next to Sign-in (upper right), enter your email address (1st box) and your password (2nd box) and click GO.

If you have never logged in before, your password will be your last name.

If you forget your password, click on the link [Forgot password?](#) ArbiterSports will email it to you.

If you have been a member of ArbiterSports in the past, you must now accept to **Join Section 6** (account #103437).

- You will need to accept the terms and then change your password (see below)
- Click on the "image of a person" under "sign-in" on the line marked #103437 SECTION 6

### PLEASE ENTER/UPDATE YOUR PERSONAL INFORMATION:

- Click on the tab **PROFILE** (top right). Then click on the sub-tab called **INFORMATION**. Enter (or update) your address and other information on this page. Please do not change the Title field. We have a specific naming convention. Your Title = "League Athletic Director" "League Secretary" or "Coach Sport School". Choices for League are ECIC, NO, NFL, CCAA, Buffalo, MM.
- On this *Information* page, click on **Phones** in the left column. To change a phone number, click on the pencil to left of the number you wish to change. Make the change. Click on the **picture of a disc** (on the left) to save it. To add a phone number, click on the **+** in the blue bar. Then:
  - Click on the drop down box next to "home" to select which phone number you are entering (cell, work, etc)
  - Enter the phone with AREA CODE first.....e.g.: 716-123-4567
  - Make sure there is a check mark in the box called PUBLIC
  - Click on the **picture of a disc** on the left to save this phone number
  - When you are done, click on the **Exit** button
- On the *Information* page, Click on **Password** in the left column to change your password.

### SCHEDULES:

Click on the tab at the top **SCHEDULE** to get to the [Games Schedules Page](#) Your sports and levels will be listed individually in rows. While on the [Games Schedules](#) Page you can do the following:

- PRINT THE SCHEDULE:** At the end of each row, in the column labeled "Print", is a picture of a printer. Click on that picture to print. On the Print Schedule Screen, enter the information requested and click Print Preview. If a box does not pop-up with your schedule, you need to turn off the pop-up blocker on your internet browser.
- PRINT A VOUCHER:** In the top row labeled "bill-to" for your high school (only ADs have this option), click on the number in the "games" column. Find the game of interest and click on the picture of the printer in the column labeled "Voucher". This does not appear for coaches
- BLOCK OFFICIALS:** Click on "No Blocks" in the Blocks column and select up to 2 officials per sport that you do not want assigned to your school, either away or home or both.
- VIEW MASTER SCHEDULE:** Click on the sub-tab **MASTER SCHEDULE** You will see all games in Section 6. You can filter the master schedule by sport, site, home team, away team using the drop down arrows next to each category. Click "GO" when you have selected the games to view. Click "View Slots" to see the officials assigned.
- VIEW THE SCHEDULE:** In each row on the Games Schedules page, in the column labeled "games" is the number of games for that team. Click on that number and it will list all your games in that level and sport. If there are errors in your schedule, contact the assigner for that sport/league! Options on this [Edit Game Schedule Page](#):
  - **View officials assigned:** Click on the (2/2) or (3/3) etc. in the column labeled "slots" (or click on *Show all slots* under Options on the left).
  - **Create a NOTE for home games:** Click on the green + in the Notes column. On the [Game Notes Page](#), click on the +, Type in your note and click on whom it should visible to. Eg: "Officials use side street entrance" and click Viewable by officials. Click on the picture of a disc to SAVE the note
  - **To see past games:** click on "show all" on the left
  - **View game SCORES and INCIDENTS in the Game Report:** Click on the R in the Notes column to view the game report written by the lead officials.

### TO VIEW A LIST OF OFFICIALS, CONTACTS or SITES: Click on the tab **LISTS**

- OFFICIALS:** Click on the sub-tab **OFFICIALS** This will list every official in Section 6. Click on the official's name to see address, phone, email info. Click on **Filter** on the left to set up a filter for a certain sport. To filter for girls soccer officials, select the sport "girls soccer". To filter for girls soccer officials in the north (Group 22), Click the drop down box under ADD. Select *Group #* and enter \*22\* in the box labeled text. The Group #'s for officials group are listed in the Section VI directory pages 47-54.
- CONTACTS** (AD's Secretaries, coaches, etc): Click on the sub-tab **CONTACTS** This will list every AD, AD secretary and coach in Section 6 that has been entered. Click on **Filter** on the left to set up a filter by Title: Enter "ECIC A" for

ECIC ADs “ECIC S” for secretaries, “NFL A”, “NFL S”, “NO A”, “NO S”, etc....To filter for coaches, enter “coach sport” e.g. coach ice hockey

- c) **SITES**: Click on the sub-tab **SITES**. This will list every site in Section 6 and the contact at that site. Click on the address for a map. Click on *Filter* on the left to set up a filter for a certain postal code. Click on the address for a site to get a Google map.

**TO EVALUATE OFFICIALS** or view evaluations already done:

- a) Click on the tab called “EVALUATIONS” at the top
- b) Enter the date range you are interested in (on the left). Click GO. Note: This can only be done for games that have already been played.
- c) Click on Start next to the game whose officials you will be evaluating
- d) This takes you to the Game Reports page. Read the information on the official and the scoring description. Then do the following for each official:
  - Use the drop down box next to each category to score the official in that category. Enter comments in the box to the right
  - Enter a Summary comment if desired.
  - Click Next to evaluate the next official - click Finalize and Submit after the last official has been evaluated. This returns you to the Game Reports page.
- e) Click on the word Completed to see the evaluations you just did.

If you have any questions, contact your assigner (on Section 6 website below) or call If you have any questions, contact your assigner or call **ArbiterSports tech support 801-576-9436** Mon-Thurs. 7am-9pm, Fri. 7am-7pm, Sat 10am-4pm EST!

For a list of ASSIGNERS, and SCHOOLS by League, Assigning Timelines, etc. go to this link → [ArbiterInfo](#)