

\*\*\*\*\* **Section VI: Instructions for Sports Officials Using ArbiterSports** \*\*\*\*\*  
(Updated 10/11/2022)

In order to receive Section VI sports assignments, please complete the following:

1. **ArbiterSports website** à <http://www.arbitersports.com>
2. **SIGN-IN:**  
Click “Sign On” at the top, right hand side of the page and then click on “Sign in Now”. Enter your email address and your password and click “Sign-In” – then choose the account you want to sign in as.
  - a) If it is your first time signing in, click “forgot password” and follow the prompts. To change your password at any time; click on the tab **PROFILE**, then on the sub-tab **PASSWORD**
  - b) If you are a member of ArbiterSports in other organizations, you must accept to join the Section 6 (account #103437).
3. **VERIFY ALL PERSONAL INFORMATION:**
  - a) Click on the **PROFILE** tab, and then click on the **INFORMATION** sub-tab. Enter (or update) your address, phones, etc. Click **SAVE**. To add a phone number, click on the + sign. If you change your address please notify Section 6 office personnel listed in #5 below.
4. **UPDATE YOUR AVAILABILITY:**
  - a) Click on the **BLOCKS** tab.
  - b) **To block a full day:** Click on **Block all Day** under Action (on the left). Then click on each day you are blocking. The day will turn red. (OR..... use the date range box on the right to block all Mondays, all Tuesdays, etc within a date range. Click Apply when done with this box)  
**To block a partial day:** For those unavailable for any time frame during the day, click on **Block Part Day** under **Action** (on the left). Use the **time range box on the left** to specify the part of the day you are blocking e.g.: 8:00am-4:00pm. Then use the **date range box on the right** to select the days for which the partial day block applies. Enter the date when this applies e.g.: From 8/30/2022 to 6/30/2022. Click **Apply** when done with this box. The days will turn pink.)
4. **The “Ready” box** under “**Profile**”, “**Status**” must be checked in order to receive assignments. Remember to click on “SAVE” after checking the ready box.
5. Contact your assigner or send email to Dan Finucane [danfinucane@verizon.net](mailto:danfinucane@verizon.net) in Section VI office if you want your leave zip code changed to your work zip code.
6. Notify your assigner or Section VI staff to be blocked from a school(s) due to a conflict of interest (ie: if you are an alumnus of a district, if you or a relative works or attends that school, etc.) We will block you from assignments at that school.

**For Support / If you Need Assistance:**

1. Contact your assigner
2. Contact Arbiter support : 1-800-311-4060 or [support@arbitersports.com](mailto:support@arbitersports.com)
3. Contact the Section VI Office Staff: Dan Finucane [danfinucane@verizon.net](mailto:danfinucane@verizon.net) or [bfadeley@e1b.org](mailto:bfadeley@e1b.org)

ArbiterPay Quick Guide for Officials

<https://arbitersports.force.com/officials/s/article/ArbiterPay-Quick-Guide-for-Officials>

How to Register for Arbiter Pay

<https://arbitersports.force.com/officials/s/article/How-Do-I-Register-For-An-ArbiterPay-Account>

Linking ArbiterPay with ArbiterOne - Officials Payments Screen

<https://arbitersports.force.com/officials/s/article/Linking-ArbiterPay-with-ArbiterOne-Officials-Payments-Screen>