Presentation for OHSAA Officials

www.ArbiterSports.com

Officiating Management Software
www.ArbiterSports.com

• Logging on
• Setting up Your Account
• Blocking Dates
• Accepting Assignments
Logging On: www.ArbiterSports.com

Type in the e-mail address from your myOHSAA profile, then type in your password. Your initial password will be your last name.

If you have already logged in and have forgotten your password, click “Forgot Password” to receive a Password Reset email.
Terms and Conditions

Before using ArbiterSports.COM, please read and accept the following terms and conditions.

Privacy Policy

Arbiter, LLC ("ArbiterSports") has created this privacy statement in order to demonstrate our firm commitment to your privacy. This document describes ArbiterSports' practices with respect to the collection of user information from this website and the use and disclosure of such information. This document only applies to the ArbiterSports site ArbiterSports.com and our Arbiter Online URL and does not address the privacy of information we obtain from places other than our website. In addition, other sites on the web (including those we link to) have their own privacy policies and practices. In all cases we encourage you to ask questions and to provide data only to sites whose practices and personnel you trust.

Information collected and how it’s used

We do not collect any personally identifying information about you unless you or the organization to which you belong voluntarily submits such information to us. The information that we have about you is sensitive information and we are diligent in our efforts to protect it. Depending on your group and the particular Arbiter features they use, that information may include your name, address, phone numbers, email address, social security number, and date of birth. Your social security number and personal information may be distributed by an assignor to those responsible for your compensation and for other similar purposes. Since ArbiterSports cannot control how your assigner or others protect your social security number and other personal information, ArbiterSports cannot and does not ensure or warrant the security or privacy of any of your personal information. Some or all of this information may be necessary for the application to perform some function correctly or for providing information required or requested by government agencies. When requesting technical support you may be asked to provide some personal information that we deem necessary to identify who you are and to associate you with one of our user groups. An ArbiterSports sales representative may contact you to determine if you are interested in other ArbiterSports products or services. Such representative may ask you if you would like to receive additional information on our products and services. If you are not interested, please advise the ArbiterSports sales representative accordingly, and you will not be contacted again by ArbiterSports. From time to time, we may also notify you about new products and services we are offering. If you do not want to receive such mailings, simply tell us when you give us your personal information.

ArbiterSports collects user information to make it easier and more efficient for you to use our site. We collect non-personally identifying information about you in a way that does not identify you. This includes your IP address, a count of the number of visitors to the site, and the number of days that people visit the site. We also collect information about your interaction with the site (such as the pages you visit, the products you query, and the links you click). This information helps us to make the site easier to use and more relevant to you.

Cookies

ArbiterSports uses cookies to store your preferences and help you to use the site. Cookies are small pieces of information that are sent to your browser by web pages you visit. They are used to identify you between visits. We use the following types of cookies:

- Session cookies: These cookies are used to identify you and store your preferences while you are on the site. They are not stored on your computer when you leave the site.
- Persistent cookies: These cookies are used to store your preferences for a longer period of time, even after you leave the site. They are stored on your computer even after you leave the site.

About | Contact | Privacy
You Must Change Your Password

Passwords are case sensitive

Change Password
Your password has expired. Please follow the directions below and click "Change" to change your password.

Before we can change your password, we need you to enter your old password.

Current Password: 

Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)

New Password: 
Confirm Password: 

Change
Change Password
Click 'OK' to continue.

Your password has been changed.

Ok
Once you log on you may be invited to join one or more organizations. This may also be done from any page by clicking the ‘Switch Views’ button in the top, right corner. If you want to join an organization that is not listed here, contact the assigner for that group.
Switch Views – Selecting “Switch Views”

Rob Johnson
Below we have listed groups inviting you to be part of their organization. Click ‘Accept’ if you would like to control the group.

Below are groups inviting you to join them.

<table>
<thead>
<tr>
<th>Group</th>
<th>Group Name</th>
<th>Account Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>102206</td>
<td>TheArbiter.net Test Group</td>
<td>Official</td>
<td></td>
</tr>
</tbody>
</table>

Which Account would you like to sign into?

<table>
<thead>
<tr>
<th>OrganizationID</th>
<th>Organization Name</th>
<th>Account Type</th>
<th>Sign In</th>
</tr>
</thead>
<tbody>
<tr>
<td>103300</td>
<td>Northwest Louisiana Soccer Referees Association</td>
<td>Official</td>
<td></td>
</tr>
</tbody>
</table>
You have successfully joined your group. Press “Sign In” to go to “Main Page” or click “Switch Views” to switch accounts.

<table>
<thead>
<tr>
<th>OrganizationID</th>
<th>Organization Name</th>
<th>Account Type</th>
<th>Sign In</th>
</tr>
</thead>
<tbody>
<tr>
<td>102206</td>
<td>TheArbiter.net Test Group</td>
<td>Official</td>
<td></td>
</tr>
</tbody>
</table>
Switch Views

Choose an account type to sign in

Rob Johnson
Below we have listed groups inviting you to be part of their organization. Log in accessible for use in that group. Click 'Sign In' if you would like to continue group.

Which Account would you like to sign into?

<table>
<thead>
<tr>
<th>OrganizationID</th>
<th>Organization Name</th>
<th>Account Type</th>
<th>Sign In</th>
</tr>
</thead>
<tbody>
<tr>
<td>102206</td>
<td>TheArbiter.net Test Group</td>
<td>Official</td>
<td></td>
</tr>
</tbody>
</table>

You have accepted an invitation to join a group. That account is now shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Organization Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>102206</td>
<td>TheArbiter.net Test Group</td>
<td>Central Hub</td>
</tr>
<tr>
<td>102206</td>
<td>TheArbiter.net Test Group</td>
<td>Official</td>
</tr>
</tbody>
</table>
www.ArbitersSports.com

- Logging on
- Setting up Your Account
- Blocking Dates
- Accepting Assignments
Update user information by selecting the “Profile” tab and “Information” sub-tab.
Adding a phone number

Click “+” to add a phone
Edit your entry and click the blue floppy disk to save, click ‘x’ to quit without saving.
Phone Numbers (Rob Johnson)
Public phone numbers will display in the order listed here.

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Public</th>
<th>Note</th>
<th>Up</th>
<th>Down</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>8017981234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular</td>
<td>9015551212</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>8015769436</td>
<td>100</td>
<td></td>
<td>Please don’t call after 5 PM, Thanks!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click the “Pencil” to edit an entry
- Click “X” to remove an entry
- Click an “Arrow” to move an entry
Phone Numbers (Rob Johnson)
Public phone numbers will display in the order listed here.

<table>
<thead>
<tr>
<th>Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Public</th>
<th>Note</th>
<th>Up</th>
<th>Down</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>8017981234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>8015769436</td>
<td>100</td>
<td></td>
<td>Please don't call after 5 PM, Thanks!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular</td>
<td>8015551212</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click “Exit” when you are finished
(Either button can be clicked)
Official’s User Information

Account
Phone
Emails
Custom Fields
Picture
Registration

Profile

Update My Information

User Identification
First Name: Rob
Last Name: Johnson
Email: Rob@johnson.com

Address
Address 1
Address 2
City: (unknown)
State: (unknown)
Postal Code: (unknown)

Other Information
Official Number
BBN
Date Of Birth

Save
Cancel
Change Your Preferences

User Preferences

User

Time Zone:
(Specify the time zone that you are in. Applicable dates will be adjusted based upon this time zone.)

(GMT-05:00) Eastern Time

Page Size:
(When viewing grids of data, this value is used to determine how many rows are visible at a time.)

20

Date Range:
(Used to only show data that is within your season.)

7/29/2009 to 1/29/2010

Default Printing Format
(Used to print a report with this format)

Adobe Acrobat Format (.pdf)

Save  Cancel
www.ArbiterSports.com

- Logging on
- Setting up Your Account
- Blocking Dates
- Accepting Assignments
Blocking Dates

- Select the “Blocks” tab and the “Dates” sub-tab
1) Select the Month you want to block dates for – you will find this option to select on the right-hand of the screen right below the Date Range box.

2) Then choose under “Action” what type of block you would like to do – “Block All Day”, “Block Part Day”, or “Clear Blocks”.

[Diagram showing calendar interface]

[Text on diagram explaining how to select Month and choose Action]
• When you block dates, the block will apply to every group you have selected (upper left corner)

• If you want the block to only apply to one group, leave it checked, and uncheck any groups you do not want the block to apply to.
Set the Date Range for the “Block All Day” Action
It now shows the applied “All Day” Block for the selected Date Range.
Remember!

• First – Select the type of block you need:
  • “Block All Day”, “Block Part Day”, or select “Clear Blocks”

• Second- Ensure you have the desired groups selected.

• Next – Select the date range. If you selected “Block Part Day” don’t forget to include the time “From” & “To”. Click “Apply” to apply your settings.

• Finally – Once you are done, select “Exit”.
Select an output format

Print Blocks Summary - OPTIONAL
Sample “Blocks Summary” Printout

```
Arbitersports
126 W Sego Lily Dr
Sandy, UT 84070
801-576-9436

Rob Johnson
Sandy, UT 84070

Official Blocks Summary

Date & Time Blocks

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/15/2009</td>
<td>Wed</td>
<td>3:00 PM</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>7/20/2009</td>
<td>Mon</td>
<td>all day</td>
<td>all day</td>
</tr>
<tr>
<td>7/22/2009</td>
<td>Mon</td>
<td>all day</td>
<td>all day</td>
</tr>
<tr>
<td>7/27/2009</td>
<td>Sat</td>
<td>all day</td>
<td>all day</td>
</tr>
<tr>
<td>7/29/2009</td>
<td>Mon</td>
<td>all day</td>
<td>all day</td>
</tr>
<tr>
<td>7/30/2009</td>
<td>Sat</td>
<td>all day</td>
<td>all day</td>
</tr>
<tr>
<td>7/31/2009</td>
<td>Fri</td>
<td>all day</td>
<td>all day</td>
</tr>
</tbody>
</table>

Team Blocks

- None

Site Blocks

- None

Postal Code Blocks

- None

Partner Blocks

- None

Day of Week | Postal Code  | Travel Limit |
------------|--------------|--------------|
Sunday      | Sandy, UT 84070 | 50           |
Monday      | Sandy, UT 84070 | 50           |
Tuesday     | Sandy, UT 84070 | 50           |
Wednesday   | Sandy, UT 84070 | 50           |
Thursday    | Sandy, UT 84070 | 50           |
Friday      | Sandy, UT 84070 | 50           |
Saturday    | Sandy, UT 84070 | 50           |
```
Set travel limits - OPTIONAL

Set your mileage limits generously so that you don’t limit your availability.

Mileage is based on the zip code in the “Postal Code” field.

Once you are done click on the “Exit” button to exit the screen.
www.ArbiterSports.com

• Logging on
• Setting up Your Account
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Click the checkbox next to “Ready to be assigned”

***You must select this for every group that you are invited to join***
Click to accept or decline assignments

Note: clicking on the site will display the site’s contact information and display a map of the site location.
Then press “Submit”
After you have clicked “Submit”, the accepted game displays the date it was accepted and a declined game will be removed from your list.
Check for Notes

### Contract for 'Rob Johnson'

If you choose to accept the following contract click 'Accept', otherwise click 'Decline'.

<table>
<thead>
<tr>
<th>Game</th>
<th>Notes</th>
<th>Group</th>
<th>Position</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Home</th>
<th>Away</th>
<th>Fees</th>
<th>Status</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td></td>
<td>100003</td>
<td></td>
<td>10/16/2007 Thu 5:00 AM</td>
<td>Note for some people</td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>4/10/2008 Fri 8:00 AM</td>
<td>Banquet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>5/20/2009 Wed 5:00 AM</td>
<td>Softball</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>6/10/2009 Wed 6:00 AM</td>
<td>jb</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456327</td>
<td></td>
<td></td>
<td></td>
<td>5/12/2009 Sat 2:00 AM</td>
<td>Baseball, Varsity DH</td>
<td>Orem</td>
<td>Orem</td>
<td>TBA</td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456327</td>
<td></td>
<td></td>
<td></td>
<td>5/13/2009 Sun 2:00 AM</td>
<td>Baseball, Varsity DH</td>
<td>Orem</td>
<td>Orem</td>
<td>TBA</td>
<td>30.00</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample “Game Notes”

### Game Notes (Game: 123454326)

<table>
<thead>
<tr>
<th>Game</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Home</th>
<th>Away</th>
<th>P</th>
<th>Notes</th>
<th>Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>123454326</td>
<td>9/12/2009 Sat 2:00 AM</td>
<td>Baseball, Varsity DH</td>
<td>Orem</td>
<td>Orem</td>
<td>TBA</td>
<td>5</td>
<td>[2/2]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
<th>Viewable By</th>
<th>Posted On</th>
<th>Posted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watch out for #15 red, she hates you!</td>
<td>Officials, BillTos, Sites, Teams</td>
<td>7/29/2009 1:42 PM</td>
<td>Nate Evans</td>
</tr>
</tbody>
</table>
Printing your Schedule - OPTIONAL

Contract for 'Rob Johnson'
If you choose to accept the following contract click 'Accept', otherwise click 'Decline'.

<table>
<thead>
<tr>
<th>Game</th>
<th>Notes</th>
<th>Group</th>
<th>Position</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Home</th>
<th>Away</th>
<th>Fees</th>
<th>Status</th>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td></td>
<td></td>
<td></td>
<td>10/18/2007 Thu 8:00 AM</td>
<td>Note for some people</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>Accepted on 7/29/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>100003</td>
<td></td>
<td></td>
<td>4/10/2009 Fri 8:00 AM</td>
<td>Banquet</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>Accepted on 7/29/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>100003</td>
<td></td>
<td>9/20/2009 Wed 8:00 AM</td>
<td>std</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>Accepted on 7/29/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td></td>
<td></td>
<td>6/3/2009 Wed 8:00 AM</td>
<td>Jo</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>Accepted on 7/28/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123454326</td>
<td></td>
<td>Bases</td>
<td></td>
<td>9/1/2009 Sat 2:00 AM</td>
<td>Baseball, Varsity DH</td>
<td>Cren</td>
<td>Cren</td>
<td></td>
<td>TBA</td>
<td>Accepted on 7/29/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123454327</td>
<td></td>
<td>Bases</td>
<td></td>
<td>9/1/2009 Sun 2:00 AM</td>
<td>Baseball, Varsity DH</td>
<td>Cren</td>
<td>Cren</td>
<td></td>
<td>TBA</td>
<td>Accepted on 7/29/2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select the date range and format, then press “Print Preview”
Sample “Schedule” printout

<table>
<thead>
<tr>
<th>Game</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Home</th>
<th>Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234543</td>
<td>9/12/2009 (Sat) 2:00 AM</td>
<td>Baseball Varsity DH</td>
<td>Orem</td>
<td>Orem</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Plate</td>
<td>Kyler Wilson</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bases</td>
<td>Rob Johnson</td>
<td>26</td>
</tr>
<tr>
<td>[7/29/2009 3:42 PM by Nate Evans] - Watch out for #15 red, she hates you!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Game</th>
<th>Date &amp; Time</th>
<th>Sport &amp; Level</th>
<th>Site</th>
<th>Home</th>
<th>Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234543</td>
<td>9/13/2009 (Sun) 2:00 AM</td>
<td>Baseball Varsity DH</td>
<td>Orem</td>
<td>Orem</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Plate</td>
<td>Kyler Wilson</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bases</td>
<td>Rob Johnson</td>
<td>26</td>
</tr>
</tbody>
</table>

Total: $0.00
For further assistance and resources, please check the OHSAA ArbiterSports Resource Center for Officials by visiting:

http://www.ohsaa.org/arbiter/ArbiterFAQs-Officials.asp