

"CONFIGURING" ARBITER SPORTS FOR YOUR PERSONAL SCHEDULE

• Once you have completed your ARBITER SPORTS Registration, **READ ALL** the ARBITER SPORTS Home Page "Announcements" as they contain IMPORTANT items you need to **COMPLETE** and things you **MUST BE AWARE OF**.

• The **2 MOST IMPORTANT** THINGS FOR YOU TO DO ARE:

1) **ATTACH** yourself, if you are a soccer player or a coach, to **YOUR OWN GAMES**

2) Enter and **MANAGE** your own **AVAILABILITY**

- **YOUR AVAILABILITY:**
 - SEE BELOW INSTUCTIONS BELOW FOR A STEP BY STEP on how to "Managing Your Availability
 - ARBITER SPORTS allows **YOU** to control and dictate **YOUR OWN AVAILABILITY** and you **MUST DO THIS**. If you have any questions after reading the documentation, email the LISRA G9 Group at G9@LISoccerRefs.org for assistance!
 - There should be almost **NO REASON** for you to ever 'DECLINE' a game since **YOU ARE IN CONTROL** of WHEN AND WHERE you can work!
- Remember that 'DECLINES' and 'NO-SHOWS' are grounds for your possible **dismissal** from the G9 Program. Your game assignments are to be taken seriously! Players, coaches and, most of all, your fellow Officials are **COUNTING ON YOU!**

Managing Your Availability

You are able to set your own AVAILABILITY by using the BLOCKS facility in The Arbiter.

In this system, by DEFAULT, you are AVAILABLE ALL OF THE TIME.
To limit this, you set BLOCKS to establish when you are NOT AVAILABLE for Assignments.

Follow the screen pictures below which illustrates how to set a "Partial Block" for 1 Sunday:

Click the Calendar link found under the BLOCKS Menu Section found in the left hand column of the page:

The screenshot shows the ArbiterSports website interface. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Michael Roamer (Official) LISRA, Group ID: 103312. The main menu has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS (highlighted), LISTS, MYREFEREE, and PROFILE. Below the main menu, there are sub-tabs for DATES, SITES, TEAMS, PARTNERS, and SUMMARY. The left sidebar contains an 'Action' section with radio buttons for View Schedule, Block All Day, Block Part Day (selected), and Clear Blocks, along with an Add Notes checkbox. Below this is a 'Reports' section with a 'Calendar' link. A 'Legend' section lists various game statuses with corresponding colored boxes: Assigned Game (blue), Attached Game (green), Pending Game (light blue), Full Day Block (red), Part Day Block (orange), and Open Day (white). The main content area is titled 'Calendar' with the action 'Block Part Day'. It features a 'Time Range' section with 'From' set to 1:00 PM and 'To' set to 5:00 PM. To the right is a 'Date Range' section with 'From' and 'To' input fields and an 'Apply' button. Below these is a calendar grid for September 2010, with the 4th of September highlighted in yellow. The bottom of the screenshot shows the Windows taskbar with various open applications and the system clock at 10:09 AM.

Select the correct MONTH in the drop-down menu on the Right:

Arbitersports.com - League Administration Software - Windows Internet Explorer

https://www.arbitersports.com/Official/BlockDates.aspx

Arbitersports

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES SITES TEAMS PARTNERS SUMMARY

Action

View Schedule

Block All Day

Block Part Day

Clear Blocks

Add Notes

Reports

Calendar

Legend

Assigned Game

Attached Game

Pending Game

Full Day Block

Part Day Block

Open Day

Calendar

Action - "Block Part Day"

Time Range

From 1:00 PM

To 5:00 PM

Date Range

From

To

S M T W T F S

Month Sep 2010

August		September 2010					October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	8	9	

Select the ACTION you want from the left hand side RADIO BUTTONS:
Note you can VIEW, Block An ENTIRE DAY, Block PART or PARTS of a DAY and CLEAR BLOCKS

In this example we chose "Block Part Day" and 9:30 AM as the START TIME for the BLOCK

ArbiterSports.com - League Administration Software - Windows Internet Explorer

https://www.arbitersports.com/Official/BlockDates.aspx

ArbiterSports

Michael Roamer (Official)
LIBRA
Group ID: 103312

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES SITES TEAMS PARTNERS SUMMARY

Action

View Schedule
 Block All Day
 Block Part Day
 Clear Blocks
 Add Notes

Reports

Calendar

Legend

- Assigned Game
- Attached Game
- Pending Game
- Full Day Block
- Part Day Block
- Open Day

Calendar

Action - "Block Part Day"

Exit

Time Range

From 9:30 AM
To 5:00 PM

Date Range

From
To

Apply

S M T W T F S

Month Sep 2010

August			September 2010				October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	8	9	

Start

Info... Mat... Sent... Purc... Arbi... Part... RE: ... FW: ... RE: ... Et(B... Man... Docu...

Internet 100%

10:11 AM

and we chose 12:15 PM as the TO or END TIME for the BLOCK

The screenshot displays the ArbiterSports.com interface for managing blocks. The main content area is titled "Calendar" and shows an "Action - 'Block Part Day'" for the 4th of September. The time range is set from 9:30 AM to 2:15 PM. A legend on the left side of the page lists various block types, including "Assigned Game", "Attached Game", "Pending Game", "Full Day Block", "Part Day Block", and "Open Day". The calendar grid shows the dates for August, September 2010, and October, with the 4th of September highlighted in yellow.

August			September 2010				October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	8	9	

Next, we click on the 4th date in the Calendar which sets the 9:30 AM to 12:15 PM BLOCK on the 4th of September

ArbiterSports.com - League Administration Software - Windows Internet Explorer

https://www.arbiterSports.com/Official/BlockDates.aspx

ArbiterSports

Michael Roamer (Official)
LISRA
Group ID: 103312

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

MAIN SCHEDULE EVALUATIONS PAYMENTS **BLOCKS** LISTS MYREFEREE PROFILE

DATES SITES TEAMS PARTNERS SUMMARY

Action

View Schedule
 Block All Day
 Block Part Day
 Clear Blocks
 Add Notes

Reports

Calendar

Legend

Assigned Game
 Attached Game
 Pending Game
 Full Day Block
 Part Day Block
 Open Day

Calendar
Action - "Block Part Day"

Time Range
From 9:30 AM
To 2:15 PM

Date Range
From
To
Apply

S M T W T F S

Exit

Month Sep 2010

August			September 2010				October
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
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Start

Info... Mat... Sent... Purc... Arbi... Part... RE: ... FW: ... RE: ... E:\B... Man... Docu...

Internet 100%

10:15 AM

Try to set ALL your BLOCKS for your own games, be SURE to take TRAVEL TIME into account and the fact you are expected to arrive 30 minutes before game time. Also set BLOCKS for any personal commitments you have so we do NOT have issues with Game Turn Backs!

BE AWARE THAT YOU ARE SUBJECT TO A FINE OR SUSPENSION IF YOU TURN BACK A PREVIOUSLY ASSIGNED AND ACCEPTED GAME!

- **ATTACH YOURSELF** to your own games: use the ATTACH function in ARBITER SPORTS to associate yourself with your own games. Find your Age Group and then your Team. Then ATTACH yourself to your games to **PREVENT assignments to Officiate your own game!** **NOTE:** Arbiter Sports **WILL HAVE YOUR OWN GAME SCHEDULE** once we announce it. You **WILL** be able to ATTACH to your own game schedule long before your coach has your team's playing schedule each season!

NOTE: ATTACHMENTS must be done **PER GAME** so you MAY need to do **this several times** as additional games are imported into the system at the start of the season.

After clicking the ATTACH Function link the following window is displayed. It includes 3 pull-down menu boxes that show DEFAULT VALUES of Boys Soccer, U19 and the Boys Soccer U19 current season's team list.

YOU NEED to use these pull-down menus to NAVIGATE to the proper selections for YOUR TEAM.

1. **Boys Soccer / Girls Soccer**
2. **Correct Age Group U14 thru U19**
3. **Once you have made those 2 selections, you will use the Team Details pull-down to find your team.**

Once you select your team, your team's scheduled games will be displayed. Click EACH GAME'S ATTACH checkbox to associate yourself with each game. This will BLOCK the system from showing you as AVAILABLE for these specific games as well as these specific time frames.

Click the SUBMIT button at the bottom of the screen to register your ATTACHMENTS.

Add Attachments Submit Exit

Select the sport, level, and team to view their game schedule:

Sport: Boys Soccer Level: U-14 Team: Longwood Pumas Team Details

Game	Date & Time	Site	Home	Away	Attach
465	9/7/2008 Sun 10:00 AM	Longwood, MS	Longwood Pumas	Ronkonkoma Riot	<input type="checkbox"/>
373	9/14/2008 Sun 2:20 PM	Commack, 3	Commack Hurricanes	Longwood Pumas	<input type="checkbox"/>
773	9/21/2008 Sun 3:00 PM	Soccer Park, SP4	Longwood Pumas	Dix Hills Dynamos	<input type="checkbox"/>
825	9/28/2008 Sun 12:30 PM	Brentwood, 12	Brentwood Strikers	Longwood Pumas	<input type="checkbox"/>
1185	10/5/2008 Sun 10:30 AM	Longwood, MS	Longwood Pumas	West Islip Lightning	<input type="checkbox"/>
1486	10/19/2008 Sun 2:40 PM	North Babylon, 2	North Babylon Raiders	Longwood Pumas	<input type="checkbox"/>
1729	10/26/2008 Sun 11:30 AM	Middle Country, EA5	Middle Country Bull Dogs	Longwood Pumas	<input type="checkbox"/>

back to top

Submit Exit

Now that you have set YOUR UNAVAILABILITY you can Click READY and the Assignors will now see your name.