

ARBITERGAME™ USER SCENARIO

Robert Allen is the Athletic Director for Dallas City AG High School, a 4A high school in Dallas, Texas. His school decided to purchase ArbiterGame™ since most of the other high schools in his district use it.

Robert's purchasing department gave him a link to ArbiterGame™ and his log-on credentials, but that's it. Now, Robert's got to figure this new program out on his own and manage his thriving sports department, too! Who's got time for this?

Fortunately for Robert, his friend and colleague, Emily Win, AD, has offered her assistance with ArbiterGame™ since her school implemented the program last year. Emily Win's school is Chicago Hall located in Chicago, Illinois.

Warm Ups

The Warm Ups section can be described as the set-up section. This chapter walks you through how to set up ArbiterGame™ for your school. It also covers several optional set up tasks that your school can take advantage of to make your ArbiterGame™ experience even better.

There are six parts to setting up ArbiterGame™. Each part of the process takes place using different tabs shown at right.



For best results, use the tabs in the order presented in this section to set up your ArbiterGame™.

Basic set-up features (in the order in which you will use them) are found in:

- 1. Settings** — You will start here to enter your school information and set preferences. If your school is licensed for SchoolDude integration, you will use this area for related settings (pg. 2 – 3).
- 2. Sites** — Here you can enter information about all the locations you use for scheduling events: your school, area parks, and other facilities as well as gyms, rooms, and fields at each location (pg. 4 – 10).
- 3. Teams** — In this tab, you will set up teams and assign sports, levels, and gender characteristics as well as rosters (pg. 11 – 14). You may also set defaults for using an ArbiterOne assigner (pg. 24 – 26).
- 4. Opponents** — Here you will set up the opposing teams you play during the season/year (pg. 15 – 16).
- 5. Students** — This area allows you to enter student data for different teams in bulk or individually for creating student lists, eligibility lists, and awards (pg. 17 – 23).
- 6. Officials** — Here, you can enter data about officials you want to assign to various events (pg. 24 – 26).

Optional features include linking your ArbiterGame™ to ArbiterPay™ for managing payments to officials and SchoolDude for coordinating facility and transportation logistics.

NEXT: Completing School Settings

ARBITERGAME™ USER SCENARIO

Robert Allen adds Emily to his speed dial and digs in.

The first time Robert logs into ArbiterGame™, he sees a blank Events List. Clicking through the other tabs, he notices that they're blank too. Emily?!?!

He knows that he needs to set up his school information first so that each time he logs in going forward, his school information will automatically display.

Completing School Settings

The ArbiterGame™ **Settings** tab allows you to set up your school's information (e.g. address, phone district ID, logo, etc.), making sure that the information is correct and complete. In addition to the contact information, you can also adjust the setting for your school if you plan to publish your games to ArbiterLive™ for the public. The **Settings** tab has three (3) components:

- School
- SchoolDude (optional; see pages 31 through 33.)
- Preferences

Let's Get Started

When you click **Settings** from ArbiterGame™ screen, the **School Settings** screen displays. This screen allows you to add your school's address, phone number, district license and other school-specific information.

1 Complete fields under **General** section.

2 Complete fields under the **Misc.** section. Here you can upload your school's logo.

3 Click **Save Settings** when complete.

NEXT: Completing Preferences

Completing Preferences

The items on the Preferences screen are optional. Use the Preferences sub-tab to keep other organizations from accepting your game contracts and/or to publish your game schedule on ArbiterLive™ for others to access. For more information on publishing events using ArbiterLive™, see pages 64 – 65.

1 Click the **Preferences** sub-tab under **Settings**. The **Preferences** screen displays.

2 Check this box if only your organization can accept or decline game contracts.

3 Check this box if you want your school's events to be published on the ArbiterLive™ website or if in Michigan, published to MHSAA.com. The **Team Schedule URL** displays automatically.

4 Click **Save Preferences**, when complete.

NEXT: Setting Up Sites & Sub Sites

ARBITERGAME™ USER SCENARIO

Whew! Okay, the Settings tab wasn't too bad. There may be hope for Robert and ArbiterGame™ after all!

Now that Robert has set up his high school via the Settings tab, he can start to tailor the set up to meet his school's needs.

Robert's friend, Emily Win, tells Robert to now use the Sites tab. Here, Robert learns, he will create sites and sub sites and tell ArbiterGame™ which locations are used for which events. Okay, that doesn't sound too hard.

Setting Up Sites & Sub Sites

The second step in the Warm Up process is to set up ArbiterGame™ with sites and sub sites where you will hold school events. Doing so allows ArbiterGame™ to determine available locations where these events can be held (e.g., gym, basketball court, community pool, etc.).

Because the **Sites** tab information will be used in other areas of ArbiterGame™, it is important to set up your sites early. Make sure your home team sites are properly listed; including all sites where you schedule games as the home team (e.g., home site or satellite sites). You do not need to subscribe to opponent's sites.

Let's Get Started

There are two areas that you can use to set up a satellite site or sub site:

1. The **Subscribe to Home Sites** screen (displayed on the following page)
2. The **Create Site** screen and related **Sub Sites** screen (discussed on pages 4 – 10)

Any location you use for home games should be listed in the **Site** or **Sub Site** area of ArbiterGame™. Your school's physical location is defaulted as your site, so you do not need to set that up. This material walks you through how to set up another satellite site. For example, your satellite site and sub sites might be:

- **Site:** Community pool, golf course, equestrian arena
- **Sub Sites:** Fields, gyms, or courts located on the site's property

NOTE: If new sites have more than one location on the premises where a game might be played, add those locations as sub sites.

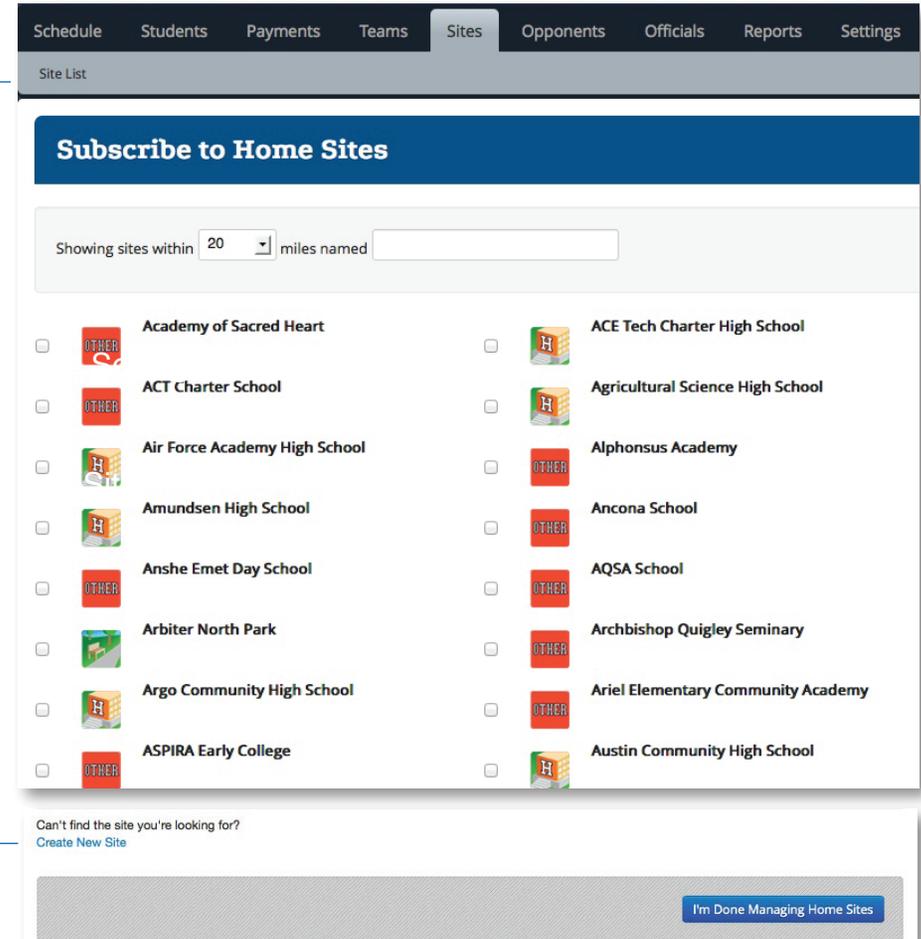
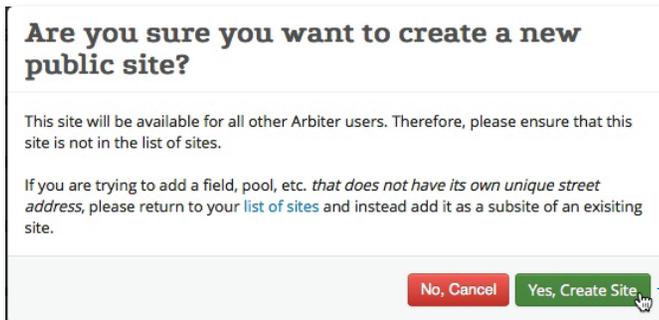
Setting Up Sites (Satellite Sites)

1 To begin setting up your satellite sites, click the **Sites** tab. Any sites that you set up will appear in your **Site List**.



2 Click **Manage Satellite Sites**, to subscribe to existing sites. The screen then displays any sites located 20 miles from your school's zip code.

3 If you cannot find your site on the provided list, you'll need to add a new site. From this same screen, click **Create New Site**.



4 A pop-up window displays. Choose **Yes, Create Site**.

NEXT: Setting Up Sites (Satellite Sites), Cont.

Once the **Create New Site** screen displays, you can enter your school's satellite site information. Remember, this should be the site's physical location.

1 Type your satellite site's name.

3 Click the **Choose Site Type** icon, and choose your site's type.

2 Type in your site's address and phone number.

4 When this screen is complete, click **Create Site**.

Step 2—Suggest Existing Sites

Did you mean any of these sites already in our system?

Dallas Thunder
Dallas, TX 75201

Dallas Home School
Dallas, TX 75201

E.S.D.
4100 Merrell Road, Dallas, TX 75229

Samuell
8928 Palisade Dr, Dallas, TX 75217

5 ArbiterGame™ then queries its database and suggests already existing sites. **If one of the suggestions matches your site**, click the name. If there is no match, follow the instructions on the next page.

6 Once you select your site from the list, this success message displays. Click **Sites** if you need to create an additional site.

NEXT: Setting Up Sites (Satellite Sites), Cont.

When Your Site is NOT Listed

- 1 If your satellite site is **not listed**, click **None of these are correct. Skip this Step** at the bottom of the screen.

Step 2—Suggest Existing Sites

Did you mean any of these sites already in our system?

- Dallas Thunder**
Dallas, TX 75201
- Dallas Home School**
Dallas, TX 75201
- E.S.D.**
4100 Merrell Road, Dallas, TX 75229
- Samuell**
8928 Palisade Dr, Dallas, TX 75217

None of these are correct. Skip this Step >

Close

- 2 Next, the **Edit Site** screen displays (because you previously completed the **Create a New Site** screen).

Edit Site

Reminder
When changing site information, please remember that all other schools, assigners, and officials share this site.

Name: *
Dallas City AG High School

Address 1: 1500 Marilla Street
Address 2:

City: * Dallas
State: * TX
Country: United States
Postal Code: * 75201
Phone Number:

Type:

High School

Cancel Save Site

- 3 Click **Save Site** and add your sub sites next.

NOTE: Once a site is added to your Site List, it cannot be removed. Contact ArbiterGame™ Support if you need to remove a site.

NEXT: Setting Up Sub Sites

Setting Up Sub Sites

Sub sites are the locations at a facility where events are held (e.g., football field, soccer field, baseball diamond, tennis courts, swimming pool, main gym, auxiliary gym, etc.). **Each of these locations should be set up as a sub site.** When scheduling an event, you must indicate the sub site, so it is important that you enter all sub sites for each of your home sites.

1 To add sub sites, click the **Sites** tab and select your site name.

The screenshot displays the 'Sites' management interface. At the top, a navigation bar includes 'Schedule', 'Students', 'Payments', 'Teams', 'Sites', 'Opponents', 'Officials', 'Reports', and 'Settings'. Below this, a 'Site List' section shows three sites: 'Dallas City' and 'Dallas City AG High School', both located at '1500 Marilla Street Dallas, TX 75201'. A 'Manage Satellite Sites' button is visible. An 'Edit Site' modal is open for 'Dallas City AG High School'. The modal includes a 'Reminder' box, a 'Name' field with 'Dallas City AG High School', a 'Type' dropdown set to 'High School', and several address and contact fields: 'Address 1' (1500 Marilla Street), 'Address 2', 'City' (Dallas), 'State' (TX), 'Country' (United States), 'Postal Code' (75201), and 'Phone Number'. At the bottom of the modal are 'Cancel' and 'Save Site' buttons. Below the modal, a 'Sub Sites' section contains an 'Add Another Sub Site' button.

2 The **Edit Site** screen then displays. At the bottom of this screen, click on **Add Another Sub Site**.

NEXT: Setting Up Sub Sites, Cont.

ArbiterGame™

3 When the **Sub Site** screen opens, name your new sub site.

4 Then, click on the **Type** icon.

5 Next, choose the image in the pop-up that best represents the type of location that matches your sub site.

6 Click on the **Suggested Sports** icon.

7 A popup will display, showing icons for different sports. Choose as many sports as might be played at this Sub Site.

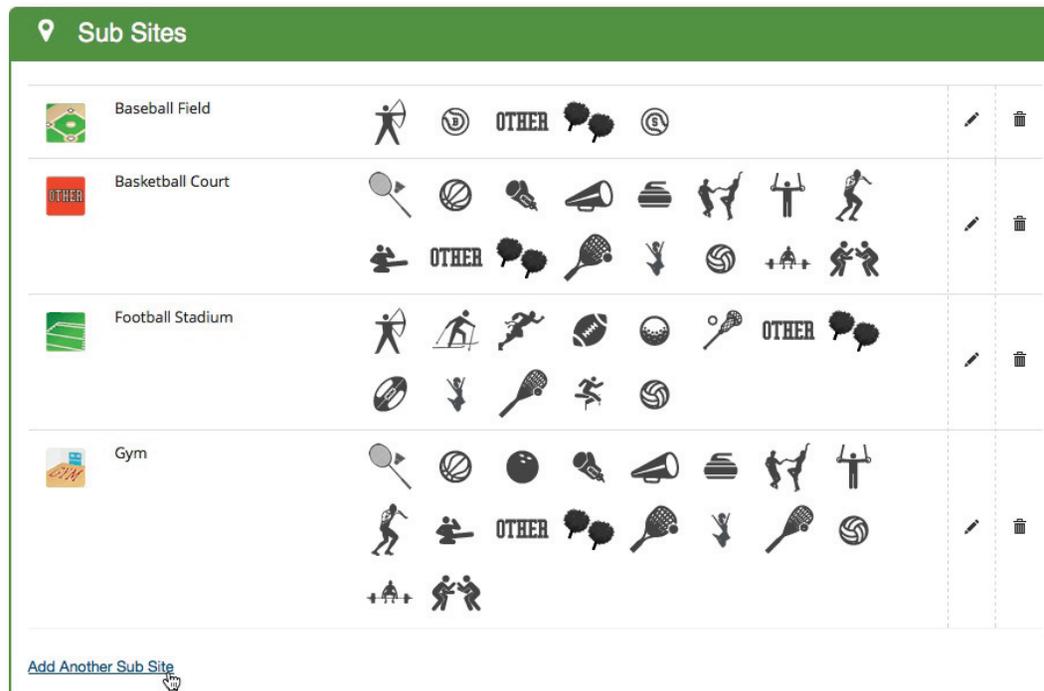
8 When you've selected all the sports that can be played at the sub site, click **I'm Done Selecting Sports**.

9 Click **Create Sub Site** to save your information.



ArbiterGame™

You can add more sub sites by clicking the [Add Another Sub Site](#) link at the bottom of the screen. Be sure to review all of your sites and sub sites for accuracy. You can click on any site name to view information for the site including sub sites.



NOTE: When you are adding a game for a particular sport, you will only see the sub sites that can be used for that sport. A sub site that has no sports assigned to it will show up for every sport.

NEXT: Adding Teams

ARBITERGAME™ USER SCENARIO

Athletic Director, Robert Allen, has now set up his school's settings and his sites. He tells Emily that he'll buy her a cup of coffee next time they see each other. Emily laughs and suggests taking a break next time their two schools are pitted in a tournament.

She tells Robert to gather information on all of the teams that Dallas City AG has, including all levels of play, across all sports. Robert grimaces; oh boy, this should be interesting. Dallas City AG has so many of them! Emily provides encouragement that this is mostly a one-time set up, and the pay-off is great once Robert's school is up and running with ArbiterGame™.

So, Robert compiles the information about his various teams. He calls Emily back so that he get her help adding his teams.

Adding Teams

The next step in setting up ArbiterGame™ is to add all of your school's teams and any squads necessary. These are not the students themselves, but the teams of students that play during the season. After you establish your teams, then you can add students to the individual teams.

Let's Get Started

From the main ArbiterGame™ screen, click the **Teams** tab. As seen in the process described below and on the next page, the screen that displays allows you to customize your team information by sport, gender, and level as well as to link each team to appropriate site, sub site, and game or practice times. There is also an optional setting for having officials assigned by ArbiterOne™ or by the school.



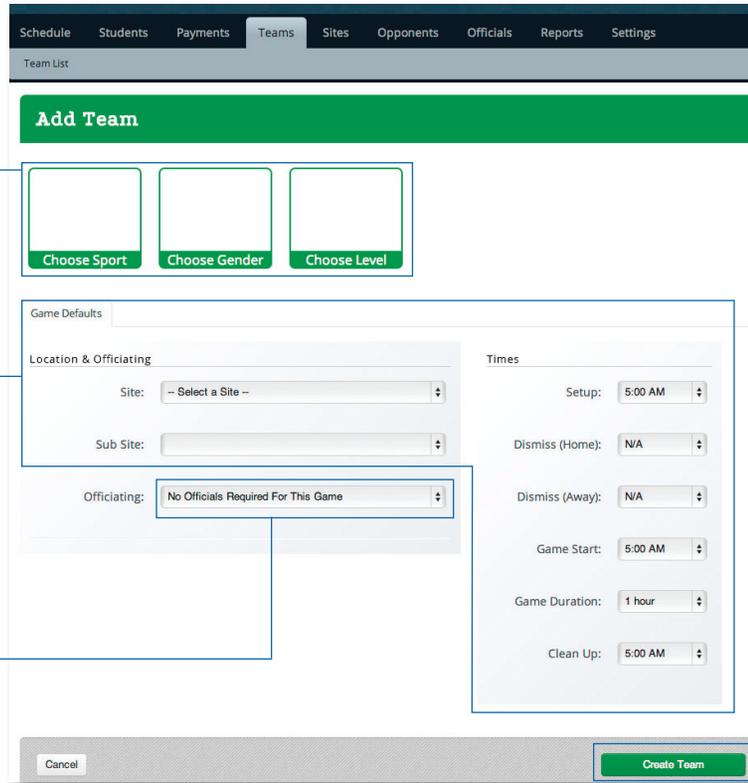
1 From the Teams tab, click **Create New Team**.

NEXT: Adding Teams, Cont.

ArbiterGame™

2 Once you click **Create New Team** (see previous page), the **Add Team** screen displays. Choose **Sport**, **Gender**, and **Level** from the three boxes near the top of the screen. For each box you select, a pop-up window opens with clickable icons for you to choose from.

NOTE: You will need to complete all three boxes to add a team.



6 From the drop-down menus shown, select a site, sub site, and game or practice times in the **Game Defaults** section of the page.

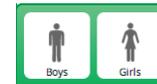
7 If applicable, change this default setting to EITHER: **Assigned by School OR An ArbiterOne™ Assigning Group**. This **Officiating** field is optional at this point. ArbiterGame™ recommends that you indicate the need for officials when you set up events.

NOTE: To learn more about the ArbiterOne™ Assigning Group, go to the Officials section, pages 24 — 25.

3 Choose from the **Sport** pop-up options.



4 Choose from the **Gender** pop-up options.



5 Choose from the **Level** pop-up options.



8 Click **Create Team** to return to the **Team List**, which now displays an updated list of your school's teams.

NOTE: To add students to your team, select your team from the **Team List** and click on **Roster**, then **Add Players**. See also the Students section, page 23.

NEXT: Adding Squads

Adding Squads

Adding a squad to your team list can be done easily. You will want to create a new team that mirrors an already existing team. Because you've already created that team, ArbiterGame™ knows that it exists and signals renaming subsequent teams as squads. You can only add four (4) squads per sport/gender combination.

1 Click the **Teams** tab and then **Create New Team**. Create a new team with the exact parameters as the existing team for which you want to build a squad.

2 Because the same team is being created, ArbiterGame™ automatically displays the **Add Squad Name** screen.

3 Type in the original team name and the name of the squad.

4 Click **Done Adding Squad Name** to proceed.

NEXT: Adding Squads, Cont.

Add Team

Basketball Boys Junior Varsity

Game Defaults

Location & Officiating

Site: Dallas City AG High School

Sub Site: Basketball Court
5 Sub Sites found for Dallas City AG High School

Officiating: No Officials Required For This Game

Times

Setup: 3:00 PM

Dismiss (Home): N/A

Dismiss (Away): N/A

Game Start: 4:00 PM

Game Duration: 2 hours

Clean Up: 7:00 PM

Cancel Create Team

- 5 After you have named your new squad, complete the **Game Defaults** items: **Location & Officiating**, and **Times**.

- 6 Remember to click **Create Team** when you are complete.

To change any of your squads, click the team name from the **Team List** screen. This displays the **Edit Team** screen and allows you to change data or delete the squad.

When an opponent adds a game for your school, they will not see your list of squads. It defaults to your original team. You can change the squad on a game without having to get it accepted by opponents.

ARBITERGAME™ USER SCENARIO

Robert is so glad that setting up his teams is complete. He's starting to understand that ArbiterGame™ is just a big, blank play book of sorts that just needs information fed into it, so that the best "plays" or events can be organized.

His next step is to add his opponents. This should be easier!

Robert clicks on the Opponents tab and gets started.

Adding Opponents

The **Opponents** tab sets the list of schools that you play. Only schools that you have selected as opponents appear as options when adding a game. In this area of ArbiterGame™, you can "subscribe" to opponents already listed, or notify ArbiterSports™ if another opponent needs to be added to the system.

Let's Get Started

Click first on the **Opponents** tab; the screen that appears lists any previously set-up opponents. Once you have selected opponents from the supplied list, you will see your school's list of opponents here whenever you open this screen. To begin this process, click on **Add Opponents**.

**NEXT: Adding Opponents, Cont.**

ArbiterGame™

Once you select **Add Opponents**, the **Subscribe to Opponents** window opens, featuring those schools located in the vicinity of your school's zip code. You can change the radius (in miles) as well as the zip code to find opponents outside your area.

Subscribe to Opponents ×

Find within miles of Postal Code

59 potential Opponents found within 10 miles of 75201.

Filter by name:

<input type="checkbox"/>  A Plus Academy 10327 Rylie Rd Dallas, TX 75201	<input type="checkbox"/>  Alex W Spence Middle School 4001 Capitol Ave Dallas, TX 75204
<input checked="" type="checkbox"/>  Bishop Dunne Catholic School 3900 Rugged Dr Dallas, TX 75224-4183	<input type="checkbox"/>  Bishop Lynch High School 9750 Ferguson Rd Dallas, TX 75228-3891
<input type="checkbox"/>  Bryan Adams High School 2101 Millmar Dr Dallas, TX 75228-3399	<input type="checkbox"/>  Cambridge School of Dallas 3202 Royal Lane Dallas, TX 75204
<input type="checkbox"/>  Christ the King 4100 Colgate Dallas, TX 75225	<input type="checkbox"/>  Comstock Middle School 7044 Hodde St Dallas, TX 75217
<input type="checkbox"/>  Conrad	<input type="checkbox"/>  Cornerstone Crossroads Academy

[I can't find an Opponent I'm looking for.](#)

Please email missing opponents to support@arbitersports.com. Include the name, address, city, state, and postal code for the school.

1 Place check boxes next to all of your opponents.

2 If an opponent is not listed, click **I can't find an Opponent I'm looking for.** The on-screen directions display for sending an email to ArbiterSports™.

3 Once you have selected all of your opponents, click **I'm Done Subscribing To Opponents.**

Remember, to access your opponents list, click on the **Opponents** tab at any time.

NEXT: Adding Students

ARBITERGAME™ USER SCENARIO

Robert Allen, AD, is almost done with customizing ArbiterGame™ with his school's information. Yahoo! The next big part of set up, Emily warns him, is adding all of his students and their unique information, including what teams they will play on.

Luckily, this task is made easier because schools can upload student information in bulk via a spreadsheet. The other option is to type in each student's information one entry at a time.

Emily Win, Robert's friend and colleague, explains the use of the spreadsheet template and that it can be a big time saver. Robert, who's all about saving time, speaks with his administrative unit to find out if there are any student lists kept in a spreadsheet.

One of the school's administrators emails Robert a spreadsheet that may be of use. Robert opens it and calls Emily to tell her the kind of information it contains. Emily smiles and says that yes, Robert can use the spreadsheet with some modifications.

With spreadsheet in hand and Emily on the phone, Robert tackles the next part of set up.

Adding Students

Adding individual students to ArbiterGame™ lets you assign students to teams, print eligibility lists and certificates, print student reports, and notify parents about schedules. In this area of the website, you can:

1. Import existing student lists
2. Add/edit individual student information
3. Assign students to teams

Let's Get Started

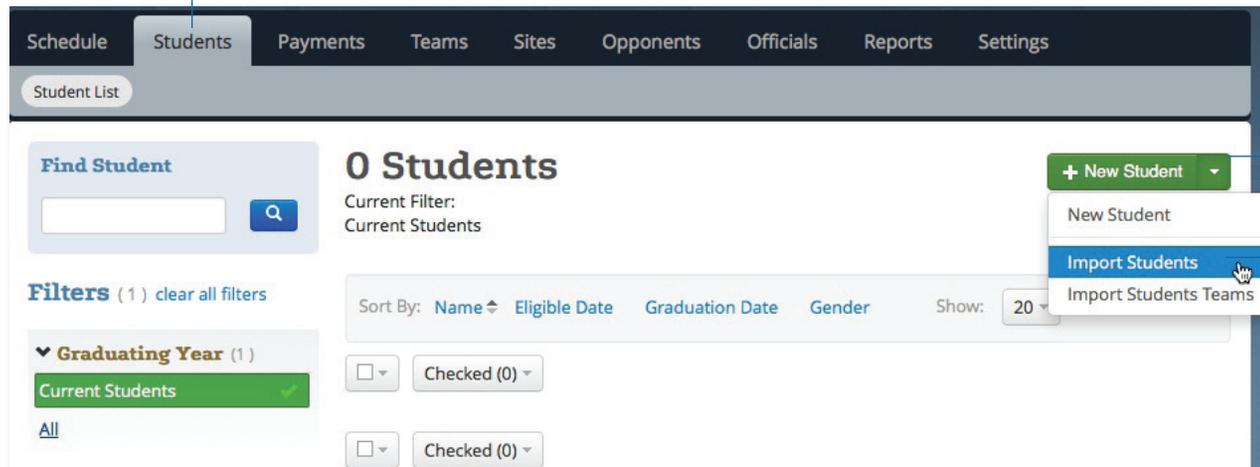
If you have a number of students to add, you may import your roster using one of the spreadsheet templates on the ArbiterGame™ website: the **Import Students** template or the **Import Students Teams** template. Pages 18 through 20 illustrate this process.

If you only have a few students to add, page 21 guides you through steps to add individual student information.

Import Existing Student Lists

To import student lists, you will need to:

- Download the appropriate spreadsheet template from the ArbiterGame™ website to either add students in bulk ([Import Students](#) template) or to add students already listed by teams ([Import Students Teams](#) template).
- Enter your student information.
- Upload your spreadsheet to ArbiterGame™.



- 1 To begin adding your students, click the [Students](#) tab.
- 2 Then click the arrow next to [New Student](#). A drop-down menu will appear.
- 3 To add students in bulk, click [Import Students](#).
To mass add students already in ArbiterGame™ to teams, select [Import Students Teams](#).
- 4 The [Import Students](#) screen displays where you can download whichever type of template you chose in step three above.

- 5 Click the [Download Template](#) link, and save the file to your computer hard drive.

Import Students

Importing students is easy. Simply [download the template](#), type or copy the student details, save the file and then upload it! **Need help?** Use the support link above for online help or to contact us!

[Download Template](#)

Browse... No file selected.

Upload

NEXT: Entering Student Information

Entering Student Information

- 1 If using the **Import Students** template, copy and paste relevant information from an existing spreadsheet and/or type individual student information into the spreadsheet shown below. At a minimum, you will need to enter the **First Name**, **Last Name**, and **Graduating Year** required fields.

Import Students Template

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Graduating Year	Email Address	Student ID	Birth Date	Street	City	State
2									
3									
4									
5									
6									
7									

- 2 You can access any formatting guidelines for a particular column by clicking the red “notes” indicator in the upper-right corner of the cell where it appears.

NOTES:

Please import your StudentID for the student so that you can match up that student in the future.
 Once you have selected the team from the drop down menu, you can copy that field for other rows.
 Do not delete any of the columns on either spreadsheet.

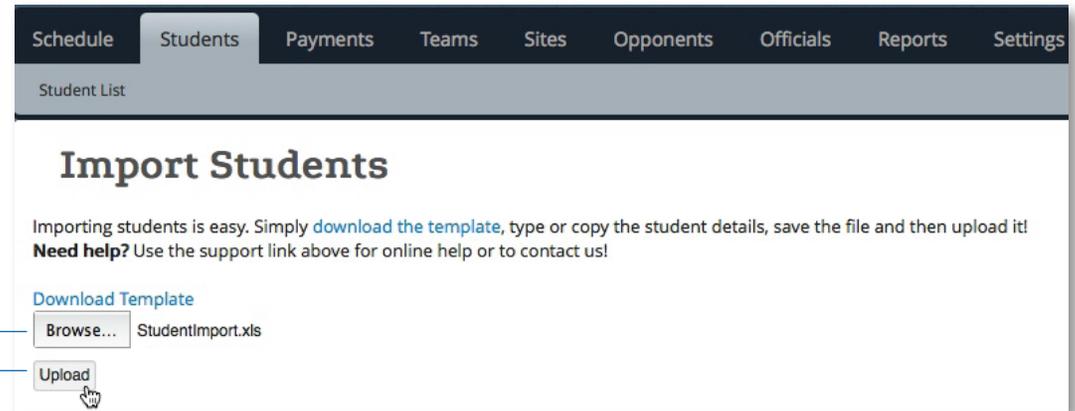
Import Students Teams Template

A	B	C	D	E
FirstName	LastName	StudentID	SchoolYear	Team

- 3 If using the **Import Student Teams** template, this downloadable option comes pre-loaded with team information from your ArbiterGame™ account. Use drop-down arrows to select the proper School Year and/or Team.

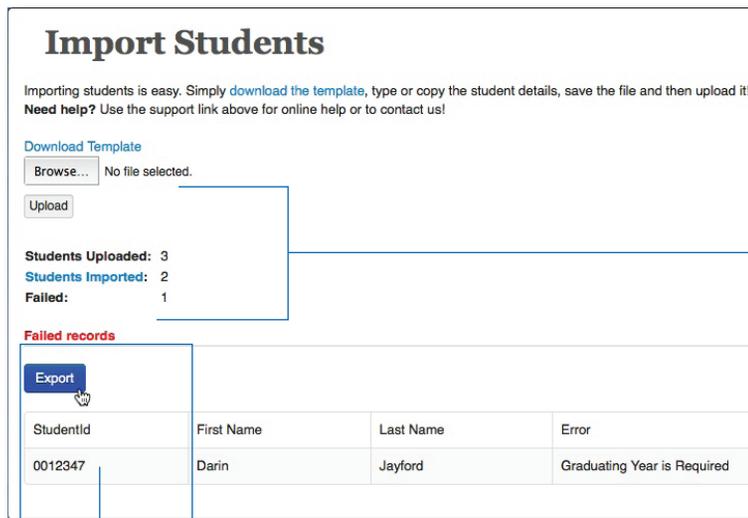
NEXT: Uploading the Completed Template

Uploading the Completed Template



1 For either template, once you've added your students and saved the file, upload it to ArbiterGame™ by clicking the **Browse** button and selecting your saved file from its location. Then, click **Open**.

2 Once the file name appears in the space to the right of the **Browse** button, click the **Upload** button to load the file into ArbiterGame™.

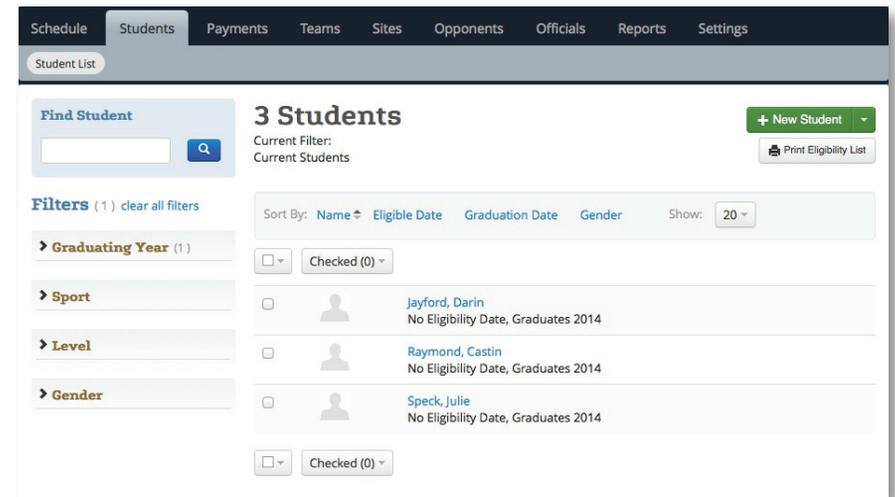


4 If your upload has any errors, they will display for you. You may click the **Export** button to view the errors in a spreadsheet format.

When this occurs, you need to correct the errors in your original spreadsheet, and try the upload again.

3 Once your upload is complete, the **Import Students** screen displays the number of student records that were uploaded, imported, and failed.

5 To view your students, after an upload, click the **Student** tab.



NEXT: Adding Individual Students

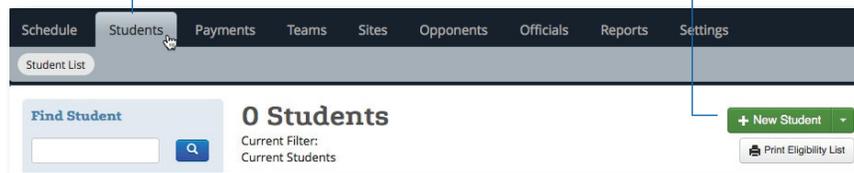
Adding Individual Students

If you only need to add a few students, you can do so by completing the required fields for adding individual students as shown below. Remember, beyond these required fields, the more information you can provide, the more information you will have at your fingertips later.

1 Start by clicking the **Student** tab, and then selecting the **New Student** button.

2 On the **Create Student** screen, complete the **Student Info** with at least the first and last name, and graduation year.

3 To complete the **Eligibility** section, check the required fields: **Class Requirements Complete** and **Is Physical Current**.



The 'Create Student' form is divided into several sections:

- Student Info:** Includes fields for First name, Last name, Gender (dropdown), Birth Date, Student ID, Graduation Year (required), Email, Weight (lbs), and Height (dropdown).
- Eligibility:** Includes checkboxes for 'Class Requirements Complete' (required) and 'Is Physical Current' (required). Below these are fields for Physical Date, Confirmed Eligible, Waiver Received Date, Enrollment Date, and Number of Semesters/Trimesters Enrolled (including current). There is also a 'Sport History...' button.
- Address:** A section with a right-pointing arrow.
- Emergency Contact:** A section with a right-pointing arrow.
- Notes:** A section with a right-pointing arrow.
- Student Teams:** A section with a dropdown arrow. Below it, a message states 'Student information must be saved before assigning teams'.

At the bottom of the form is a 'Save Student' button.

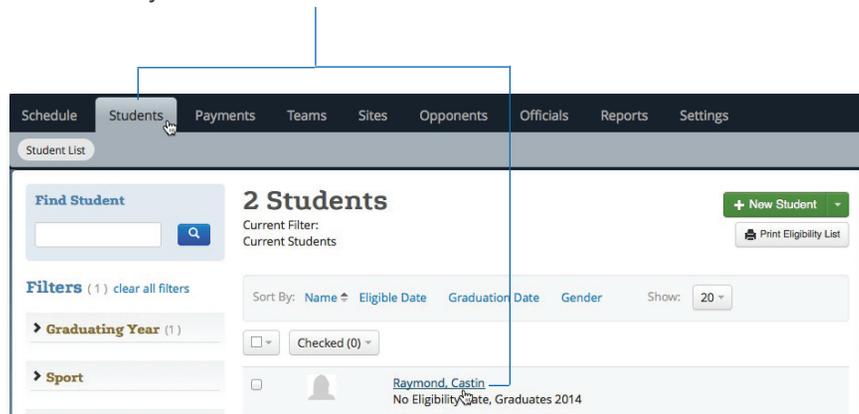
4 When your student's information is complete, click **Save Student**.

NEXT: Adding/Editing Student Info

Adding/Editing Student Information

As student information changes over time, you can make additions and edits by selecting the student's name from the **Student List** under the **Students** tab. If you need to add a student, you would click on **New Student** and complete information as illustrated on the previous page. To edit existing student information, follow the directions below.

- 1 Start by clicking the **Students** tab, and then selecting the student's name you wish to edit from the **Student List**.



- 2 The **Edit Student** screen displays. Simply change whatever field you need to (including the **Address**, **Emergency Contact**, **Notes**, and any **Student Teams**.)

- 3 If you need to remove a student from your ArbiterGame™ list, click the **Delete** button.

- 4 When complete, click **Save Student**.

NEXT: Assigning Students to Teams

Assigning Students to Teams

Now that you have students and teams set up in ArbiterGame™, you're ready to assign your students to the various teams you've set up in the system. Start by clicking on your student's name under the **Students** tab to see the **Edit Student** screen. NOTE: You can also assign students to teams via the **Teams** tab (see page 12).

1 At the bottom of the **Edit Student** screen, click **Student Teams**. A drop-down screen (as shown at right) will appear, showing the different levels for teams.

2 Click **Add To Team** under the appropriate year (i.e., Freshman, Sophomore, Junior, Senior) to open a pop-up window (e.g., Senior Year Teams) displaying all available teams at the level you chose based on the student's gender.

3 Select the team on which you want to place your student.

4 Another pop-up then displays, asking you for both the position your student will play on the team and the player (Jersey) number.

5 When you have finished entering information into these two, pop-up windows, click **Save Student** in the **Student Teams** window.

NEXT: Adding Your Officials

ARBITERGAME™ USER SCENARIO

Robert is almost through with all the set up for ArbiterGame™! Robert now promises Emily a lunch when they next meet.

The last task to accomplish is to add officials that Robert might use for events. Emily explains to Robert that he needs to find out if Dallas City AG uses ArbiterOne™ or not. Since Robert has not heard of this program before, he investigates with his principal and other ADs in the district.

Robert discovers that two other schools in his district use ArbiterOne™, but his school is still considering it. Robert's principal is interested to hear his professional opinion on ArbiterOne™ when he understands it more.

Robert calls Emily to say that Dallas City AG does not use ArbiterOne™ now, but may in the future, so he wants to know about how it would work with ArbiterGame™. Emily's school, Chicago Hall, does use an assigner, so she can certainly explain the benefits of ArbiterOne™ to Robert.

Adding Your Officials

The last step to setting up ArbiterGame™ is to add your officiating staff. This part is a little tricky in that someone else in your school/organization may be responsible for assigning officials using ArbiterOne™. If this is the case, you do not need to add officials, only assign officials to your games. So, prior to performing the steps on the next pages, find out from your school whether or not someone else (sometimes called an “assigner”) is setting up official staff information in an “assigning group.”

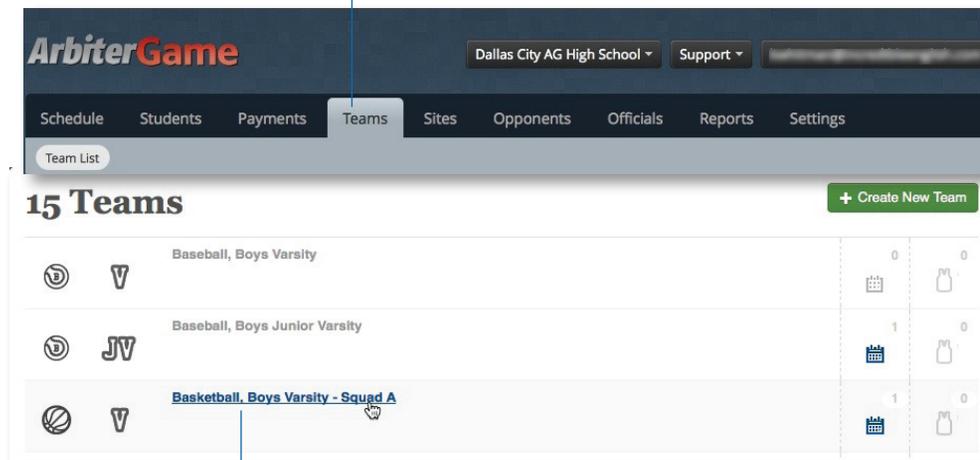
Based on which process works for your school, the following pages will illustrate how to:

- Choose an assigning group in ArbiterOne™ (if an assigner is responsible for your officials.)
- Assign officials yourself.

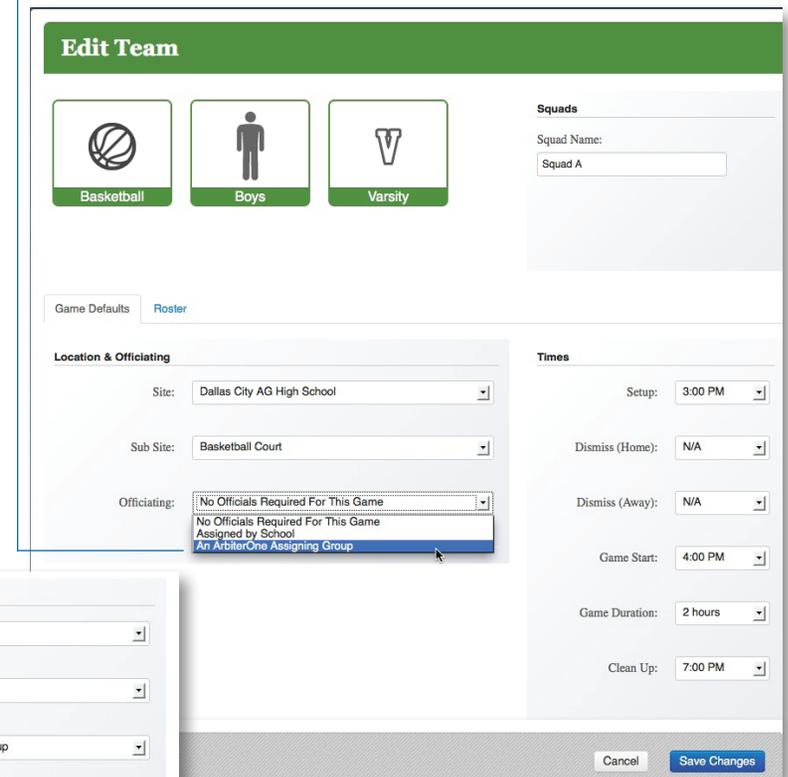
Choosing an Assigner Group (Using an ArbiterOne™ Assigner)

When using an ArbiterOne™ Assigner, be sure to use the **Teams** tab (see page 12, step seven). The **Officials** tab is only for assigning officials yourself (see next page). To ensure that your school's assigner can assign officials to your events and that those officials will appear on the ArbiterGame™ Events List, follow the process illustrated below. This process also facilitates paying officials (see the Post Game section, pages 76 through 77).

- 1 If you've determined that your school will use an ArbiterOne™ assigner, click the **Teams** tab to select the team for which you need to assign an official.

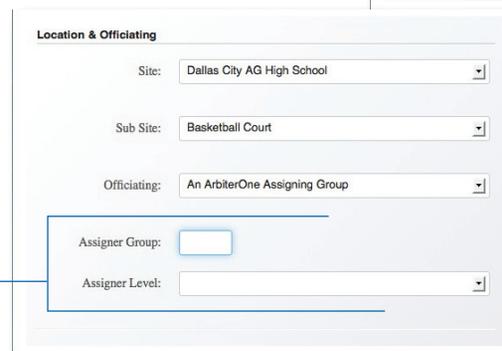


- 3 The **Edit Team** screen then displays. From the **Officiating** field, choose **An ArbiterOne™ Assigning Group**.



- 2 Choose the team for which you want to assign officials.

- 4 The **Location & Officiating** portion of the screen expands to allow you to enter the **Assigner Group** number and choose the **Assigner Level** from the drop-down menu.



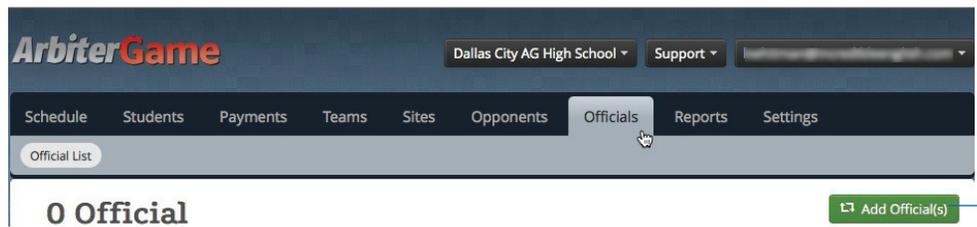
- 5 Click **Save Changes** at the bottom of the **Edit Team** screen.

NEXT: Assigning Officials Yourself

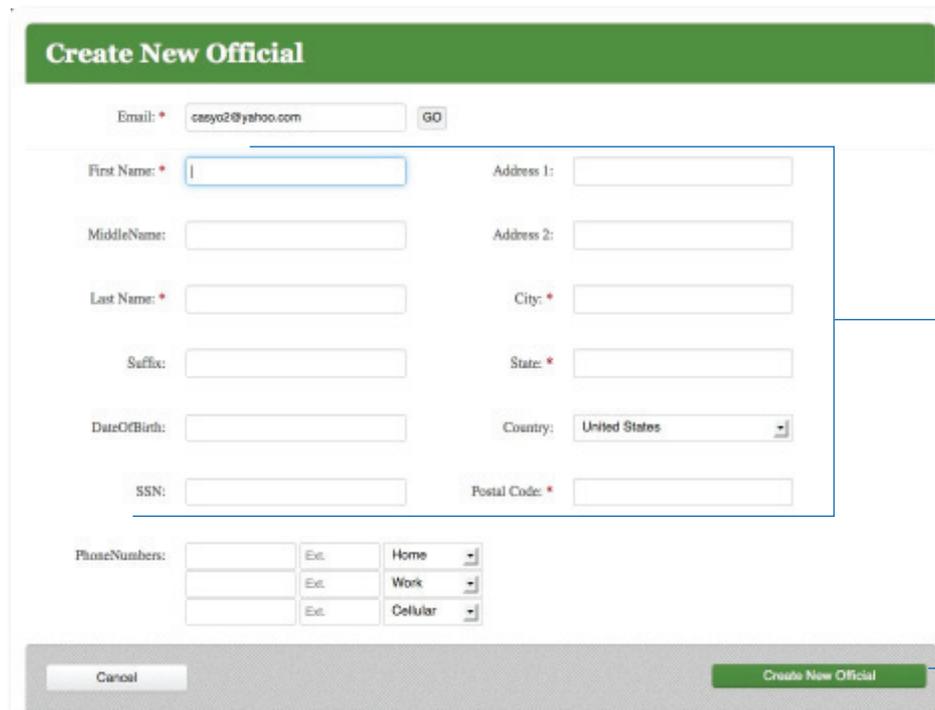
Assigning Officials Yourself

To add officials yourself, use the Officials tab; do not use the **Officials** tab to list officials assigned through ArbiterOne™. Remember, if you add officials yourself, only you will be able to assign them to games. You can view already assigned officials in the **Events List**.

- 1 Under the **Officials** tab, click **Add Official**.



- 2 The **Create New Official** window appears. Type in your desired official's email address, and click **Go**. If the email is already on file with ArbiterSports™, you do not need to provide any further information about the official.



- 3 If, however, the official is new to ArbiterSports™, provide the official's personal information (e.g., first and last name, address, etc.).

- 4 When you have completed the required information, click **Create New Official**.

NEXT: Assigning Officials Yourself, Cont.

5 Once you have clicked **Create New Official** (previous page), the **Sports for New Official** screen displays. Click on the appropriate gender box for each sport that your official can officiate.

Sports for New Official

Sport	Boys	Girls
Baseball	<input checked="" type="checkbox"/>	
Basketball	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Football	<input checked="" type="checkbox"/>	
Gymnastics		<input type="checkbox"/>
Softball		<input type="checkbox"/>

Done Managing Sports for this Official

6 When you have selected the applicable sports for this official, click **Done Managing Sports for this Official**. ArbiterGame™ refreshes and displays the **Official List**. You can now see any officials added to your school.

Schedule
Students
Payments
Teams
Sites
Opponents
Officials
Reports
Settings

Official List

1 Official

Add Official(s)

Official, New
Dallas, TX 75201

casyo@wow.com

Manage Sports
✕

ARBITERGAME™ USER SCENARIO

Athletic Director, Robert Allen, can now celebrate! His ArbiterGame™ site is customized for his school.

After a mini celebration over the phone with Emily, she encourages Robert to look into some optional features that can make his job even easier. The two additional options are using ArbiterPay™ and SchoolDude. Robert promises that he'll look into these, but only after his parents and coaches social scheduled for tomorrow.

Robert is quite satisfied that he can begin his sports seasons with confidence.

Using Optional Features

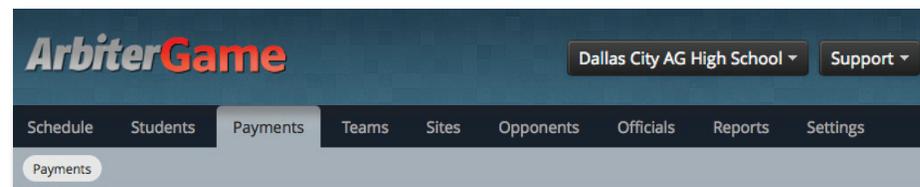
ArbiterGame™ offers two, optional set-up features that automatically link to related programs for managing your events. These programs are:

- **ArbiterPay™** — An online payment system, similar to PayPal™, that is designed specifically for paying officiating staff. You would need to have an ArbiterPay™ account already set up before you can use the ArbiterGame™ link to ArbiterPay™.
- **SchoolDude** — An online, automated approach to event scheduling that simplifies facility management and transportation scheduling for school and community events.

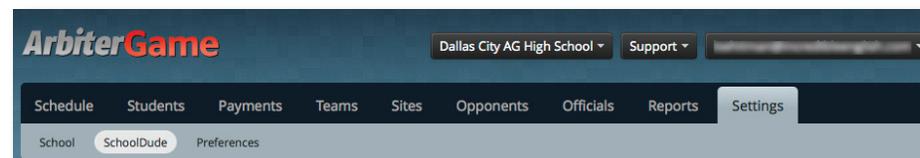
Currently, you access these two options in different areas of ArbiterGame™.

Let's Get Started

For ArbiterPay™, you will use the **Payments** area. Pages 29 through 30 cover how to link your ArbiterGame™ to ArbiterPay™.



For SchoolDude (which is a setting), you will use the **SchoolDude** area of the **Settings** tab. Pages 31 through 33 cover how to map your sites and sub sites to SchoolDude's locations.



NEXT: Using ArbiterPay™

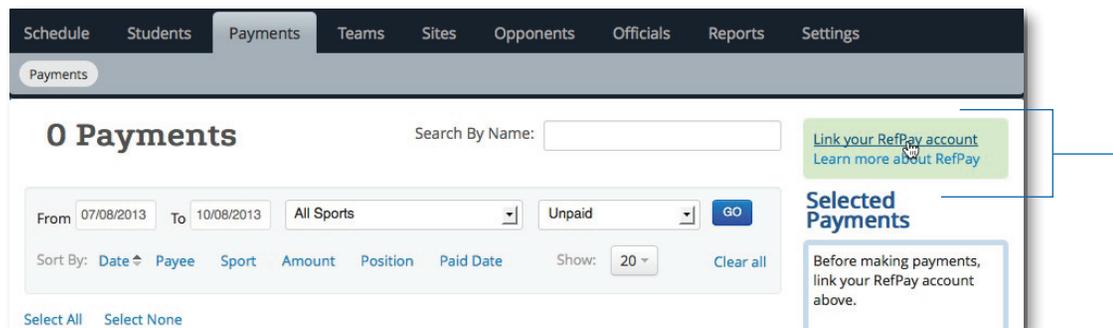
Using ArbiterPay™

Check with your business office to see if your school already has an existing ArbiterPay™ account. If so, you will need the following account information before you can use the ArbiterGame™ link to ArbiterPay™:

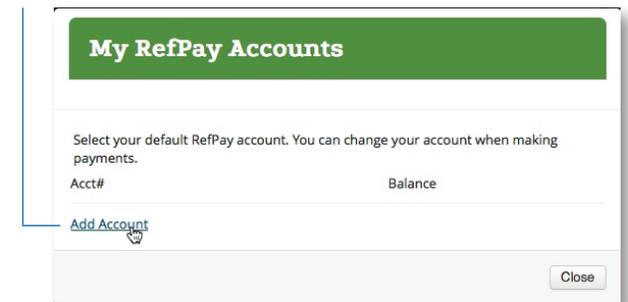
- ArbiterPay™ Username
- Account Number
- Security Key/PIN

This section details how to link your existing ArbiterPay™ account with ArbiterGame™.

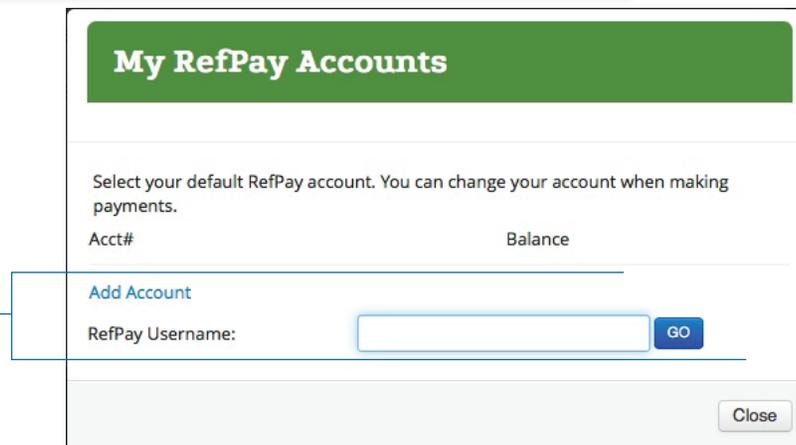
1 Under the **Payments** tab, click on **Link your ArbiterPay account**.



2 A new window appears: **My ArbiterPay Accounts**. Click **Add Account**.



3 The **My ArbiterPay Accounts** window refreshes. Type in your **ArbiterPay Username**, and click **Go**.



NEXT: Using ArbiterPay™, Cont.

ArbiterGame™

My RefPay Accounts

Select your default RefPay account. You can change your account when making payments.

Acct#	Balance
Add Account	
RefPay Username:	<input type="text"/> <input type="button" value="GO"/>
Account:	<input type="text"/> <input type="button" value="Save"/>
Security Key:	<input type="password"/> <input type="button" value="Save"/>
<input type="button" value="Close"/>	

4 The My ArbiterPay Accounts window refreshes again. This time, type your account number and security key/PIN into the appropriate fields, and press Save.

Schedule Students Payments Teams Sites Opponents Officials Reports Settings

Payments

0 Payments

Search By Name:

From To

Sort By: [Date](#) [Payee](#) [Sport](#) [Amount](#) [Position](#) [Paid Date](#) Show: [Clear all](#)

RefPay

Balance: \$223.22

Acct:

[Change Account](#)

5 Your Payments screen refreshes to show your account and any funds balance. You may now use the Payments tab to initiate payments for your officials.

NEXT: Using SchoolDude

ArbiterGame™

ARBITERGAME™ USER SCENARIO

Robert Allen is excited because his school just signed a contract with SchoolDude.

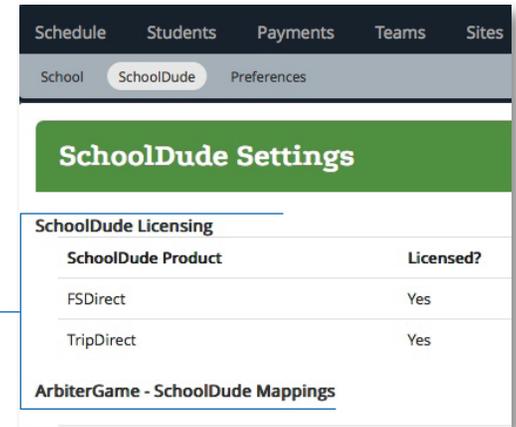
In the past, every time there was an event at the school, Robert would have to run around and talk to facilities and transportation people as well as fill out and email individual requests to ensure that the room requested was unlocked, lights turned on, sound system checked, and buses and drivers scheduled.

Now that Robert has access to SchoolDude, all he has to do is enter the request in ArbiterGame™. The system automatically notifies everyone associated with prep and clean up of the facility as well as those handling transportation.

What a time savings! Plus, this helps ensure that none of these functions falls through the cracks.

Using SchoolDude

If your district uses SchoolDude, ArbiterGame™ and SchoolDude work together to set up your school’s account. To see if this set up is complete, click the **Settings** tab, and then click **SchoolDude**. If the screen displays **SchoolDude Licensing** and **ArbiterGame™ — SchoolDude Mappings**, then your school’s information has been integrated with SchoolDude. If you don’t see this on your screen, call ArbiterGame™ Support for assistance.



Once your school’s information has been integrated with SchoolDude, your task is to “map” the ArbiterGame™ sites and sub sites to the SchoolDude locations and rooms (as illustrated on pages 32 – 33). What this does is equate a site you’ve established by others in ArbiterGame™ to a particular location established in SchoolDude. The sub sites in ArbiterGame™ are called “rooms” in SchoolDude.

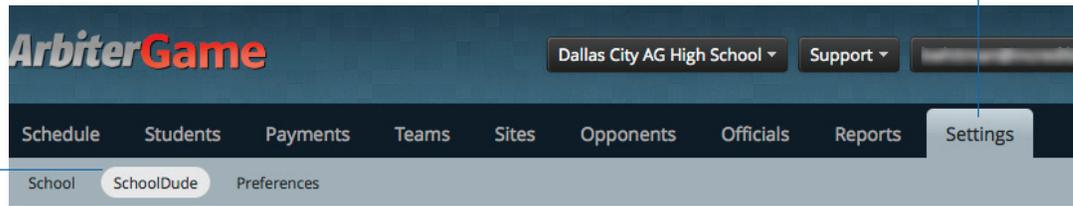
ArbiterGame™	SchoolDude
Site	Location
Sub Site	Room

Why is mapping important? When you need facilities set up for your upcoming game, you will log this request in ArbiterGame™, which automatically notifies SchoolDude of the facility request. This way, your facility staff members know which room needs to be set up for the event. In addition, this same process is followed for any transportation request. So, for instance, if you have two gyms at your middle school and you’ve named them “Gym 1” and “Gym 2” in ArbiterGame™, those two gyms may be named differently in SchoolDude. This mapping makes the notification process to transportation staff easy and accurate.

NEXT: Using SchoolDude, Cont.

ArbiterGame™

- 1 The SchoolDude settings are under the **Settings** tab within ArbiterGame™. Click the **Settings** tab, followed by the **SchoolDude** sub tab.



SchoolDude Settings

SchoolDude Licensing

SchoolDude Product	Licensed?
FSDirect	Yes
TripDirect	Yes

ArbiterGame - SchoolDude Mappings

ArbiterGame Site	SchoolDude Location
TEST - Grand County High School -- <input type="button" value="Map"/>	

ArbiterGame Subsite	SchoolDude Room
Gym	

- 2 The **SchoolDude Settings** screen displays, where you will be able to link both sites and sub sites. To link a site, first click the **Map** button under the **SchoolDude Location**. (On the next page, you will learn to link a sub site.)

SchoolDude Settings

SchoolDude Licensing

SchoolDude Product	Licensed?
FSDirect	Yes
TripDirect	Yes

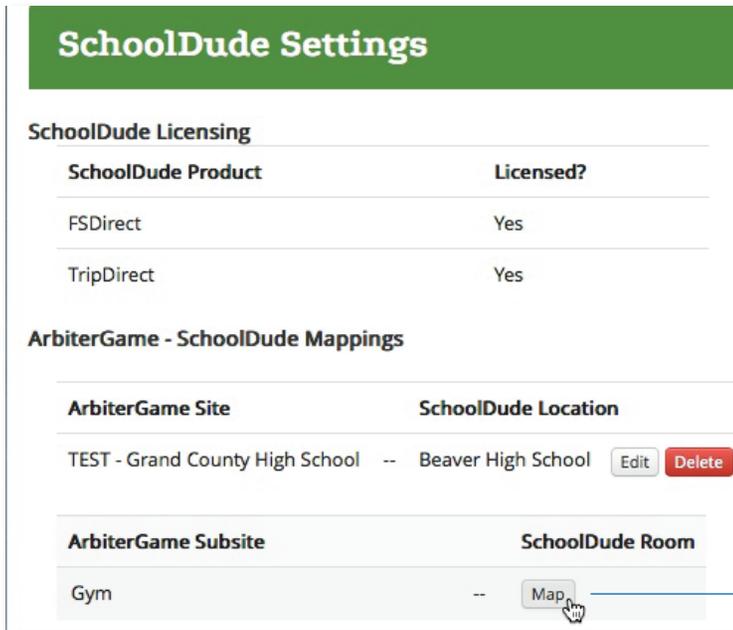
ArbiterGame - SchoolDude Mappings

ArbiterGame Site	SchoolDude Location
TEST - Grand County High School -- <input type="button" value="Map"/>	<div style="border: 1px solid gray; padding: 2px;"> Beaver High School <ul style="list-style-type: none"> Beaver High School Jordan High School Lehi High School Location 001 </div> <input type="button" value="Save"/> <input type="button" value="Cancel"/>

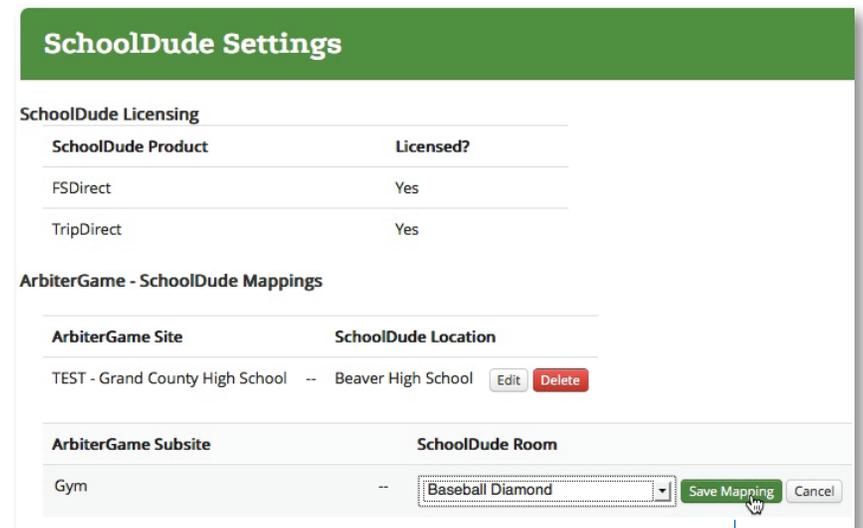
ArbiterGame Subsite	SchoolDude Room
Gym	

- 3 The screen refreshes to give you a drop-down menu. Select the location that corresponds to the ArbiterGame™ site listed, and click **Save**.

NEXT: Using SchoolDude, Cont.



4 Next, click the **Map** button under the **SchoolDude Room** to link the sub site to the room.



5 When the screen refreshes, select the room that corresponds to the ArbiterGame™ sub site listed, and click **Save Mapping**.

NEXT: Review Checklist

ArbiterGame™

ARBITERGAME™ USER SCENARIO

Robert Allen, Athletic Director for Dallas City AG High School has now completed his set up of ArbiterGame™. He's become much more familiar with the various tabs in ArbiterGame™, what each contains, and how they are used. The set up wasn't as bad as he feared.

Of course, that's probably thanks in a large part to his friend, Emily Win. Perhaps he should send her a fruit basket?

Congratulations! You have now set up ArbiterGame™ for your school! Use the checklist below to make sure you're ready to "Get your game on."

Required Tasks	Complete	Comments
Completing School Settings		
Setting Up Sites		
Setting Up Sub Sites		
Adding Your Teams		
Adding Your Opponents		
Adding Your Students		
Adding Your Officials		
Optional Features	Complete	Comments
Setting Up ArbiterPay™		
Integrating with SchoolDude		

In the next section, you will learn how to add information (e.g., about events or students) and further build your ArbiterGame™ "Game Plan."