Arbiter Online Help for Officials

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- How do I decline/accept games on my schedule?
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How do I set my availability and other constraints?

From your account you can set dates and times you are unavailable, select teams for which you prefer not to officiate, set the sites you prefer not to visit, choose postal codes to which you prefer not to travel, select partners with whom you prefer not to officiate, and a general travel limit you prefer to stay within. Generally, assignors will not assign you to games that conflict with your settings without contacting you first.

- Block Dates
- Block Teams

Block Dates

The Block Dates procedure is found by clicking the BLOCK DATES AND TIMES link on the Start Page. This screen will display a calendar of the current month. You may move to future months by clicking the next month's name located to the right of the current month or move back a month in similar fashion. This procedure only allows you to set dates and times you are NOT available. This is done by first setting the time you are unavailable using the Start Time and Ending Time fields. Check the ALL DAY box if you want to block entire days. Next, click the day on the calendar to which you want to apply the unavailable time. The time for which you have blocked that day will then display beneath the calendar. Continue clicking additional days to which you want to apply the same blocked times. Adjust the times for blocking days with different availabilities. The dates will then become blue if applying a partial-day block or red if applying an all-day block. If you work every day, you may want to enter a block of 12:00am to 5:00pm (or whatever time you are actually able to leave work, please do not attempt to incorporate travel time as the Arbiter.NET already includes this) and then click every Mon-Fri day of the season.

A day can have more than one blocked time. For instance, an official may set blocks from 8:00am to 12:00pm and from 7:00pm to 11:00pm which would still allow the official to work an afternoon game between 12:00pm to 7:00pm. To do this, set the first blocked time (8:00am to 12:00pm) as instructed above. Then change the Start Time and Finish Time to reflect the second block (7:00pm to 11:00pm) and click the BLOCK button. Both blocks for the highlighted day will then be displayed beneath the calendar.
To change a blocked date simply delete the existing block (see below) and then add the correct block.

Deleting Blocked Dates

Click on the date that is currently blocked to display the block details beneath the calendar. Click the trash can icon to remove the block.

Block Teams

The Block Teams procedure is found by clicking the BLOCK TEAMS link on the Start Page. Please note that some organizations do not allow this feature (or limit the number of teams that can be blocked). From this screen you may select teams for which you prefer not to officiate. This differs from blocking a site in that you can block a specific team (a school's girls varsity as opposed to their boys JV for instance) both home and away. Blocking a site blocks you from all that school's teams but only at home. If your organization does not allow officials to block teams your button will not be visible. To block yourself from officiating for a team click the button. Select the team you wish to block from the pull-down that appears. The pull-down displays the Team Name, Sport, and Level. Be sure to select the correct team. For instance, Alta Football Varsity is a different team than Alta Football JV (Alta's Varsity football team as opposed to their JV football team). You may also determine whether you should only be blocked from their home games or also their away games by checking the boxes for which you do wish to be blocked. Click the green checkmark once all information is complete. Click DONE when all appropriate teams have been blocked.

Deleting Blocked Teams

Click the trash can icon next to the blocked team to be deleted.

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How do I view my schedule?

Your schedule can be viewed by clicking the MY GAME SCHEDULE link from the Start Page. However, you are not officially assigned to the game until you ACCEPT the game.

How do I accept/decline games on my schedule?

Games can be accepted or declined by checking the appropriate box for each game on your schedule and then clicking SUBMIT. Games must be accepted by the date posted in the far-right column. If the games have not been accepted (or declined) by this date they will automatically be removed. Be aware that once you have accepted a game you can no longer decline the game from your account, but must contact the assigner to turn the game back. Similarly, once a game has been declined it is removed from your schedule and you can no longer accept the game without contacting your assigner. Once game has been accepted you can click on the game number of any game for further details regarding the game (including partners when allowed). Also, the site for each game can be clicked on to produce a map of the location.

How do I print my schedule?

A schedule of your game assignments can be printed by clicking the printer icon on the game schedule screen.. Select the date range of games the schedule should include (Click the button to display a calendar to assist in selecting the date range. Simply click two dates on the calendar). Next, select the format you would like the schedule to print in. Current formats include Adobe Acrobat Format (*.pdf), Microsoft Excel Sheet (*.xls), and Microsoft Word Document (*.doc). Please note that you must have Adobe Acrobat installed in order to display or print your schedule in this format. If you do not have Adobe Acrobat installed click the GET ACROBAT LINK provided. Similarly, Microsoft Excel or Microsoft Word needs to be installed to display your schedule in those formats. Click the OK button once all information is complete. Your schedule will display in whatever format you selected. Use the print option from this formatted report to print a hard copy.

How do I change my personal information (including PIN)?

Your personal information can be found under HOME/PERSONAL INFO. From this screen all personal information can be edited. Click the SAVE button once all information is complete. Click the phone icon to edit your phone numbers. To add a new phone number, click the ADD button. This will display a new window below the existing phone numbers. Select the Phone Type for the number you will be entering. Enter the phone number and any necessary extension. A small note field is available if necessary (such as SPOUSE WILL GENERALLY ANSWER or USE AS LAST RESORT ONLY). These notes are for your assigner to view only. Check the printable field if this phone number is a number you want made available to other officials and schools. Otherwise, the phone number can only be viewed by your assigner. Click the SAVE button once all information is complete.

How can I contact my assigner?

Your assigner's information can be viewed by going to VIEWASSIGNER INFORMATION () button in the taskbar. Clicking on the email address will open an email message addressed to your assigner.

What are the buttons on the upper-right corner of my screens for?

This task bar is displayed in the upper-right taskbar of all screens. Below is a description of each button.

The Home button returns you to your start page.

The Assigner button (image of a person) displays your assigner's contact information.

The Question Mark button opens the help for the current screen.

The Paper and Pencil button opens a text field for you to submit comments to the makers of Arbiter.NET