



ARBITERSPORTS.COM – HELPFUL HINTS AND REMINDERS

(FOR UMPIRES)

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Go to <http://www.arbitersports.com> to SIGN IN.

Your email address is your user ID or sign-in. You are responsible for your password. Your support contact does not have access to your password. Should you forget your password, click on “Forgot Password” underneath the sign-on at the top of the page, and you will be sent an email with your password. OR go back to the Welcome email that you originally received from Arbiter Sports.

New Users Only – you will receive a Welcome email from Arbiter Sports with your password, which will usually be your last name. Follow the instructions included in the email. It is highly recommended that you change your password.

PROFILE: Click on the Profile tab to the far right of the top menu bar.

- INFORMATION TAB

- Enter your address and check the box that reads “Public to other officials and contacts”. Enter your SSN if you will be working high school baseball, as the schools will need that information to process your checks. Hit Save.
- In the left column under Account, click on Phones. Use the **GREEN +** sign to add all applicable numbers. Be sure the Public box is checked, and then click the floppy disk icon to save all phone numbers.
- If you want to upload a photo of yourself, click on Picture.
- Under Status, check the Ready box. **VERY IMPORTANT.** To get assignments, this box must be checked. You may also find a Ready box at the top of the Main Page.
- You should make all changes to the profile yourself, including email address. You do not have to contact your assigners to make the changes.

- PREFERENCES TAB

- Set Time Zone to GMT -05:00 Eastern Time
- Choose page size for displaying data. Default is 20 lines.
- Set date range to cover entire season.
- Set default printing format for reports.

- PASSWORD TAB

- For changing password. Will not display your current password. You must know it.

- SHARING TAB

- If you are a member of multiple groups in Arbiter Sports, you have the option to share game information with only the groups you decide to. It is recommended that you share with all groups, but that is your choice. Hit Save when completed.

CONNECTED

Connected Home

- This is an optional service from Arbiter Sports that provides game assignments and updates directly to your mobile phone. There are 3 options, 1 year at \$7.95, 2 years at \$6.95/year, and 3 years at \$5.95/year. Features are:
 - Mobile access
 - Text messages
 - Multiple emails
 - You can manage alerts

LISTS

- OFFICIALS

- Shows all joined officials on the site, sorted by name, A-Z. You can reverse the list to display Z-A by clicking the Full Name header.
- Click on the official's name to bring up address and phone numbers. You can also click View Map to get a Google map and directions to the address listed.
- The official's email address is also displayed. Clicking this will start an email. You can also start an email from the address shown in Email column.
- The screen will show as many lines of data as you have set up in your Profile Preferences; default is 20 lines. You can go directly to a name by entering the last name of the official in the Last Name Filter box at the top. You can also click on the letters of the alphabet at the bottom to show all officials that begin with that letter.
- **Utilities:** Click on Filter for more search options.
- **Reports:** Use this to print a list of all officials. You can choose whether to include address, phone numbers, and email addresses.

- ASSN OFFICERS

- Lists the assigners who use this site

- CONTACTS

- Shows all coaches, ADs, etc with email address and phone numbers.
- Use search options as shown in OFFICIALS above.

- SITES
 - Shows all field locations and contacts, if applicable.
 - Click on the address of any site to get a Google map and directions to the address listed. The GLBUA makes every attempt to identify the location of every field, but obviously some locations do not have a street address, so the closest address may be used.
 - Use search options as shown in OFFICIALS or CONTACTS above.

- TEAMS
 - Shows all teams serviced by the assigners in this group, and contacts. **This is a good way to find the names and numbers of the coaches in case you need to reach them in the event of a possible game cancellation.**
 - Use search options as shown above.

- FORMS
 - Check here for forms you may be required to use during the season.

BLOCKS

- BLOCK DATES
 - Keeping your calendar up to date is one of the most important components in effectively using Arbiter Sports assigning. For your assigners to know when you are available, you must make this a part of your routine. If you are a member of more than one Arbiter group, you only have to maintain one calendar. Updates you make to the calendar will affect all groups that you have checked in the left hand column.
 - By default, the initial screen will be “**View Schedule**” for the current month. The previous and next month can be accessed by clicking on the months shown in the upper left and right.
 - The blocks and assignments are displayed below the calendar.
 - Any blocks with a Red X to the left can be removed by clicking on that X. Blocks that do not have an X to the left are system blocks and cannot be removed without the assigner’s help. System blocks occur when you decline games and the time range is blocked.
 - **Block an entire day** – select the **Block All Day** option under the Action menu to the left. On the calendar, click the day you want to block.
 - To block a date range, choose Block All Day under the Action section on the left, and then add From and To dates in the box above the calendar. You can type in the dates, or use the small calendar icon to the right of the From/To boxes. Click on the days of the week below that if you only want to block certain days in that date range (Mondays only, etc.).

- **Block a partial day** – select the **Block Part Day** option under the Action menu.
 - Select the “From Time” and “To Time” under the time range and click on the date you want to block from the Calendar. **Be careful when choosing the time you are blocked because Arbiter calculates travel time based on your availability.**
 - To block multiple “partial days”, enter the Time Range as stated above. Input the desired Date Range above the calendar. Check off the days of the week you want to block, and click Apply.

- **Clear Blocks** – select **Clear Blocks** option under the Action menu.
 - Click on the date you want to remove the blocks from the calendar. All blocks on that date will be removed.
 - To remove multiple blocks, enter the date range above the calendar and put a check in the days of the week for the blocks you want to remove, and then click Apply.

- **Notes** – to add a note to your block, check **Add Notes** from under the Action menu.
 - Select the action you want to perform (Block All Day or Block Part Day), then click the day you want to block on the calendar.
 - A screen will pop up on the screen to add a note. Type in the note and click Save.
 - To add a note to a day that is already blocked – check the Add Notes box under the Action menu and click on the blocked day. Instead of having to add a note for each group, the Add Note screen will pop up. Whatever you type in the Add Note screen will apply to all the groups blocked for that day. Assigners can see your notes.

- **BLOCK SITES**

- If you would prefer NOT to work at a certain site, for any reason, you can block your assigner from giving you games at that site. The limit at this time is 3 sites. If you have a valid reason for increasing that limit, please contact your assigner(s) directly. The assigner may block you from a site as he/she sees fit.
- To block sites, check the box marked “Show All”. Select the site(s) and hit Save. If you select more than the limit, you will get an error message.

- **BLOCK TEAMS**

- If you would prefer NOT to work games that involve a certain team, or league, for any reason, you can block your assigner from giving you games for those teams. The limit at this time is 3 teams. If you have a valid reason for increasing that limit, please contact your assigner(s) directly. The assigner may block you from a team as he/she sees fit.
- To block teams, check the box marked “Show All”. Select the team(s) and hit Save. If you select more than the limit, you will get an error message.

- **BLOCK PARTNERS**
 - If you would prefer NOT to work games with a certain partner, for any reason, you can block your assigner from giving you games with that person. The limit at this time is 3. If you have a valid reason for increasing that limit, please contact your assigner(s) directly. The assigner may block you from a partner as he/she sees fit.
 - To block partners, check the box marked “Show All”. Select the partner(s) and hit Save. If you select more than the limit, you will get an error message.

- **TRAVEL LIMITS**
 - You can set your own travel limits, by day of the week, from any postal code. This will tell the assigner that you are willing to travel up to that distance on each of those days. You may set a separate zip code and travel limit for each day, based on where you may be driving from on each given day (work, home, etc.).
 - To change a travel limit, click on the pencil icon to the left of the day of the week.

- **BLOCK POSTAL CODES**
 - If you would prefer NOT to work in a certain postal/zip code, for any reason, you can block your assigner from giving you games at that code. The limit at this time is 3 zip codes. If you have a valid reason for increasing that limit, please contact your assigner(s) directly. The assigner may block you from a site as he/she sees fit.
 - To add a postal code, click on the green + sign, add the 5 digit number and then click on the floppy disk icon to save. Use the appropriate icons to edit or delete the zip codes.

- **SUMMARY**
 - Shows a list of all blocks, to include dates, sites, teams, travel limits, etc that you can export to a variety of different formats for printing.

SCHEDULE

- Click on the Schedule tab to see games that have been assigned to you. When games are assigned, an email is sent to you with the following message: *New game assignments are available for you online. Log on to ArbiterSports.com to view your updated schedule. Your new assignments are highlighted in yellow. You must accept or decline them by X/XX/2015.*
- Note that you must accept or decline each game by the date shown on each assignment. Currently, the deadline is 2 days, but that may change at the discretion of the assigners. Accepted games will remain on your schedule and declined games will be removed. You may accept or decline more than one game at a time.
- If you are offered 2 games that overlap one another, Arbiter Sports will not allow you to accept both. When you accept 1 game, it will automatically decline the other.
- Click on the game number on the left to see who your partner will be, their email address and phone #. You can also see the distance to the site from your home address.

- Click on the site location to get the address and contact information. Click on the address to open a Google map of that location.
- Click on the home team name to get contact information.
- Check for notes from the assigner on your game assignments.
- The assigners may add Events to your schedule, so be sure to select “Both” games and events in the Display section in the left column. (The GLBUA does not assign events at this time.)
- Note the legend and the colors that correspond with different statuses of assignments.
- You may also print your schedule by clicking on Reports in the left column.
- After your games are complete, you will see a **red R** in the Notes column, for Game Report. The lead official (plate in a 2-man game) will be asked to submit the report. The lead official’s name will be bolded. Add comments on the report and click Save. When you return to the schedule, the R will be in yellow and viewable only. The game report will then be visible to the assigner.
- SELF ASSIGN
 - o To search for games that you can self-assign, click the Self Assign tab under Schedule.
 - o On any given day, you may only assign yourself to a limited number of games, pre-determined by your assigners.
 - o Select a date range, sites, etc and search for games. If the screen is blank, there are no games available based on your availability. If there are games, select the game you want by clicking on the GO button in the Assign column to the right of the screen. Once you have assigned yourself, the screen will refresh itself with a new set of potential assignments. Note: you may not be the only official on this screen at any given time!
 - o Self-assigned games will automatically go to your schedule and show as Accepted.

MISC

- ✓ If you do not Accept or Decline an assignment by the deadline shown, you will be blocked for the game time range of the assignment (Not all assigners use this option; GLBUA does).
- ✓ If you Decline an assignment, you will be blocked for the game time range of the assignment (Not all assigners use this option; GLBUA does).
- ✓ Email reminders will be sent to officials 2 days in advance of each assignment.
- ✓ Changes to an assignment or cancellation of an assignment will result in another email reminder. When there is a change to the assignment, you have to go back to your schedule to either accept or decline the game, based on the new information. If the game is cancelled, you do not have to do anything; the game will show as Cancelled.
- ✓ If a game is rescheduled, most assigners will attempt to put the same officials in the rescheduled game. If you are not available for the date/time of the rescheduled game, you will not be offered the new assignment.
- ✓ Multiple games may appear in an email if published by the assigner at the same time.
- ✓ Home team coaches are responsible for calling the officials in the event of a same-day cancellation. A league president or designee may be responsible for making these calls in some leagues. If you have not received a call late in the day when there is a possibility of a

cancellation due to rain, etc, be proactive and call the home team coach or league administrator listed on your assignment. Do not call your assigner!

- ✓ ALWAYS contact your partner before the game to confirm that you both have the right date, time, and location, as well as who has the plate/bases. Discuss where to meet at the site, what time, what color shirt to wear, etc. This practice minimizes mistakes and ensures all assignments are covered. Missed assignments almost always result in negative consequences. Another good practice is to put fellow official's names and phone numbers into your cell phone. This will pay off for you more than once.
- ✓ Some assigners allow you turn back assignments using the Arbiter. If so, you will see a Turnback Assignment option on your list of games, in the Status column. If you are unable to make an assignment due to a change in your schedule (work, home, etc.), please return the game to the assigner. Do NOT find your own replacement without telling your assigner. Each assigner has their own criteria for replacing officials, but the safest option is to contact the assigner with as much advance notice as possible.

PLEASE KEEP THIS DOCUMENT FOR REFERENCE.