

# Arbiter Official Support

## Officials General Help

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## ArbiterSports Officials Online Help

- How do I set my availability?
- How do I view my schedule?
- How do I accept/decline games on my schedule?
- How do I print my schedule?
- How do I change my personal information?

### **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 set a general travel limit you prefer to stay within. Generally, assigners will not assign you to games that conflict with your settings without contacting you first.

To use any of these options, you must first be given permission by your assigner. Otherwise, you may not see some of these options.

BLOCK DATES

BLOCK SITES

BLOCK TEAMS

BLOCK PARTNERS

SET TRAVEL LIMITS

BLOCK POSTAL CODES

### **BLOCK DATES**

Begin by clicking the BLOCKS tab. Blocking dates allows you to set dates and times you are NOT available. Make sure you are on the DATES sub-tab. This screen will display a calendar of the current month. You may move to other months by clicking that month's name to the left or right of the current month or by using the drop-down menu located just above the right side of the calendar. Set when you are unavailable by using the different options under the "Action" section on the top left side of the screen. Also, if you are an official in more than one group, you need to check the box next the group number that you're setting blocks for. More than one group can be selected. This option is useful for making blocks that will apply to all of your groups.

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### Block All Day

Click the "Block All Day" button if you want to block an entire day. Next, click the date on the calendar that you want to block. The day you have blocked will then appear on the calendar. Continue clicking

additional days that you want to block. You can also use the Date Range function to apply blocks to multiple days at once. Click the calendar icon next to each field to set the start and end dates for the date range. Then check the boxes for each day of the week within the date range. For example, if you want to block every Tuesday, Thursday and Friday in the month of February, select the entire month in the date range, then check the boxes for Tuesday, Thursday and Friday. Now click the “Apply” button.

### Block Partial Day

Click the “Block Partial Day” button, adjust the time range you want to block, and then follow the same procedure as above to block partial days. For example, if you work 8:00am to 5:00pm Monday to Friday, set 8:00am to 5:00pm as the time range, set the date range accordingly, and click every box for Monday through Friday, then click the “Apply” button. Do not try to incorporate travel time into when you’re available. That will be included elsewhere.

Dates can have more than one blocked time. For example, you may set blocks from 8:00am to 12:00pm and from 7:00pm to 11:00pm which would still allow you 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 and click the date. Then set the second blocked time (7:00pm to 11:00pm) and click the date. To change a blocked date simply delete the existing block (see below) and then add the correct block.

### Making Blocks “Firm” and Making Notes on Blocks

A “firm” block is one that your assigner cannot override when making assignments. Normally, an assigner can still make an assignment even if you have a date blocked. They simply are notified that you’ve set a block, but they can still assign you. Making blocks firm prevents them from doing so. After you have blocked a date, click the View Schedule option in the “Action” section. Click on a date and the lower portion of the screen will show you the blocks that have been set on that date. You will see what group (or groups) it applies to, what kind of block it is (All Day or Part Day) and whether the block is firm or not.

To make a block firm, click the edit pencil to the left of the block. Simply check the box in the “Firm” column. Now click the blue disk icon to save.

Follow the same procedure to make a note on a block. Instead of checking the box, simply type your note in the field provided and click the blue disk icon to save. To make a note that applies to all blocks in a date range, simply check the Add Notes box in the “Action” section before you proceed with blocking dates. A small window will appear that will allow you to type a note that will be applied to all dates in the date range.

### Deleting Blocked Dates

Click the “Clear Blocks” button, then click the dates you want to remove blocks from. You can also use the procedure described above to clear blocks from a date or time range. Make sure that any Firm blocks have been removed before proceeding.

## Reports

On the left of the screen, below the “Action” section you will see the “Reports” section and the word “Calendar” in blue. Clicking that word will take you to a screen that will allow you to save a copy of your calendar with your blocks. Use the drop-down menus to choose the date range you want and the export format, then click the Print Preview button. Depending on the export format you chose, one of two things will happen. If you chose \*.pdf, \*.txt, or \*.htm you will go to a new web page that will display your calendar information. If you chose \*.xls, \*.rtf, or \*.tif a small window will open and prompt you to save the file.

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## **BLOCK SITES**

Click the SITES sub-tab. Check the “Show All” box on the right to display all possible sites. Navigate to other pages by clicking on the numbers along the bottom of the list or click on the letters to navigate alphabetically. Choose which sites you want to block by checking the box to the left of the name of the site. Click the Save button to finish.

### Deleting Blocked Sites

Uncheck the box next to any site you want to remove a block from and click the Save button.

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## **BLOCK TEAMS**

Click the TEAMS sub-tab. Blocking a team differs from blocking a site in that you can block a specific team when it’s home or away or both. This is important because blocking a site only blocks you from all that school's teams at home. Check the “Show All” box on the right to display all possible teams. Navigate to other pages by clicking on the numbers along the bottom of the list or click on the letters to navigate alphabetically. Check the box to the left of the teams that you want to block, then check the corresponding boxes in the Home and Away columns and click the Save button.

### Deleting Blocked Teams

Uncheck the box next to any team you want to remove a block from and click the Save button.

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## **BLOCK PARTNERS**

Click the PARTNERS sub-tab. Check the “Show All” box on the right to display all possible partners. Select the officials you wish to block by checking the box next to their name. Click the Save button when all appropriate partners have been blocked.

### Deleting Blocked Partners

Uncheck the box next to any partner you want to remove a block from and click the Save button.

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### **SET TRAVEL LIMITS**

Click the TRAVEL LIMITS sub-tab. By default, the postal code shown on your personal information screen will be selected for each day of the week and will have a travel limit of 999. This means that your travel distance will be calculated from this postal code. However, if on any day of the week you leave for game assignments from a postal code different than your home postal code, you will want to change it. DO this by putting the new postal code in the provided field, checking the boxes for the appropriate days of the week (checking the top-most box will select all days) and clicking the Apply button. You can change the distance you are willing to travel by putting that number in the provided field, checking the boxes for the appropriate days of the week and clicking the Apply button. Click the Exit button once all your information is complete.

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### **BLOCK POSTAL CODES**

Click the POSTAL CODES sub-tab. Click on the green plus icon on the left. In the text field, enter the postal code you want to block then click on the blue disk icon to save or the red X icon to cancel. Repeat this procedure for all postal codes you want to block.

#### Deleting Blocked Postal Codes

Click the red X next to the postal code you want to delete.

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### **Viewing Your Schedule**

Click the SCHEDULE tab that appears along the top of your screen.

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### **Accepting/declining Games on Your Schedule**

Check the appropriate box for each game on your schedule and then click 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 a game has been accepted you can click on the game number of any game for further details regarding the game (including partners if allowed). You can also click on the name of the site to view a new screen with its details, including school contacts and a link to the school's location on Google Maps.

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### **Printing Your Schedule**

Click the Schedule link in the “Reports” section on the top left area of your screen. Select the date range of games the schedule should include. Click the calendar icon to the right of the date fields to display a calendar to assist in selecting the date range and 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), Microsoft Word/Rich Text Format (\*.rtf), Plain Text File (\*.txt), HTML Web Page (\*.htm), and Tagged Image File (\*.tif). If you choose \*.pdf, \*.txt, or \*.htm you will go to a new web page that will display your calendar information. From there, you can choose to save the file to a location on your computer. If you choose \*.xls, \*.rtf, or \*.tif a small window will open and prompt you to save the file. 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 [HERE](#) to do so. Similarly, Microsoft Excel and Microsoft Word need to be installed to display your schedule in either of those formats.

By default, only games with a Normal status will appear on the schedule you print. Check the Print All Status box if you want all other games to appear as well. This includes games with a Canceled, Rainout, Forfeit or Suspended status.

Click the Print Preview button once you’ve selected your date range and format. Your schedule will display in whatever format you selected. Use the print option from this formatted report to print a hard copy.

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### **Changing Your Personal Information**

Click the PROFILE tab. From this screen you can edit all your personal information.

Click the Phones link in the “Account” section to edit your phone numbers. To add a new phone number, click the green plus sign. Choose the type of number, then enter the actual number in the proper field. Add an extension if applicable. Check the Public box if you want this phone number to be available to other officials and schools. Otherwise, the phone number can only be viewed by your assigner. 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. Click the blue disk icon to save your number or the red X to cancel. Repeat this process for as many numbers as you want to enter. Click the Exit button when you’re done.

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