

## Arbiter Sports Officials Quick Start Guide

Umpires,

We will use ArbiterOne for game assignments this season. You will be able to select games, track your schedule, and complete the invoicing process. Umpires will be given an initial rating, by the head umpire, at the start of the season. This will determine which games/levels you will be able to see when signing up for games. As Youth umpires gain experience, their rating will be adjusted to allow for greater access to games. If you have any system questions please contact Matt Waggoner at [mwaggoner@wsllbaseball.net](mailto:mwaggoner@wsllbaseball.net).

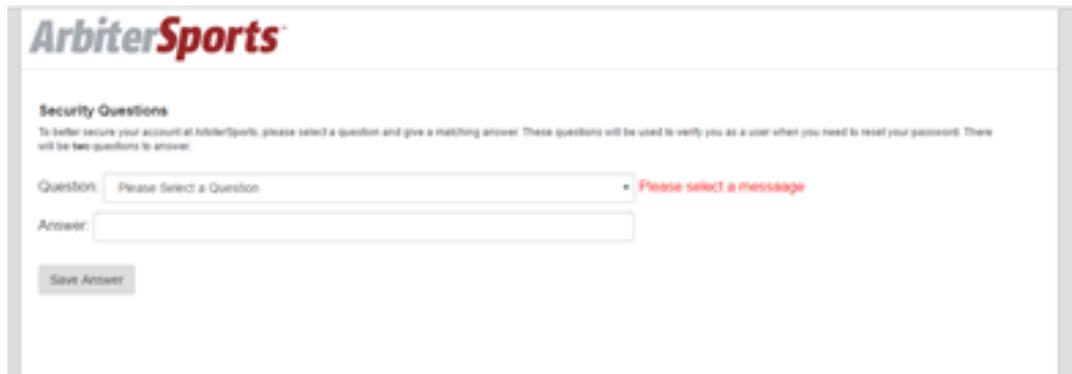
### Arbiter Log-on Instructions

- Follow ALL of these steps for the first time that you log in. The last few steps are **CRITICAL**.
- Go to **Arbitersports.com** and click the log in button in the top right hand corner.

\*The first time you log in, your username will be your email (the one the welcome message was sent to) and your password will be your last name ENTIRELY in lowercase.

### Starting Up:

1. Once you've logged in, you will arrive at this screen. Choose two security questions & click "next".



The screenshot shows the 'ArbiterSports' logo at the top. Below it, the heading 'Security Questions' is followed by a brief instruction: 'To better secure your account at Arbitersports, please select a question and give a matching answer. These questions will be used to verify you as a user when you need to reset your password. There will be two questions to answer.' The form contains a 'Question' dropdown menu with the placeholder text 'Please Select a Question' and a red error message 'Please select a message' to its right. Below the dropdown is an 'Answer' text input field. At the bottom left of the form is a 'Save Answer' button.

2. Accept the terms and conditions.



The screenshot shows the 'ArbiterOne' website interface. The main content area displays the 'Terms and Conditions' page. The text is small and dense, but the 'ArbiterOne' logo is visible at the top left. At the bottom of the page, there are two buttons: 'Accept' and 'Decline'. The 'Accept' button is circled in red, indicating the required action.

3. Type in your old password and create a new one. Arbiter requires that it have a number. I would include a special character also. (!@#\$\$%^&\*)

The screenshot shows the 'Change Password' page on the ArbiterOne website. The page has a blue header with the 'ArbiterOne' logo and a navigation menu with links for HOME, COMPANY, CONTACT, TESTIMONIALS, STORE, PLAYERS, and NEWS. The main content area is titled 'Change Password' and includes a 'Change' button. Below the title, there is a message: 'Your password has expired. Please follow the directions below and click "Change" to change your password.' A blue bar states: 'Before we can change your password, we need you to enter your old password.' The form contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A blue bar below the 'New Password' field provides instructions: 'Now enter your new password in both fields below. (Be sure that your Caps Lock is not on as passwords are case sensitive.) Password must be a minimum of 7 characters and contain at least one letter and one number.' A 'Change' button is located at the bottom right of the form. At the bottom of the page, there is a footer with links for 'About | Contact | Privacy | Terms', copyright information for 2017 ArbiterSports, and server information: 'Server: 13 | Reset Session'.

4. Click Change.

5. Click "OK".

6. You will be taken to the home screen of your account.

The screenshot shows the account home screen on the ArbiterOne website. The page has a blue header with the 'ArbiterOne' logo and a navigation menu with links for HOME, MY PROFILE, MY TEAMS, MY BLOCKS, MY LISTS, MY MOBILE, MY REFLECTIONS, and MY PROFILE. The main content area is titled 'Announcements' and features a large banner for 'ArbiterMobile'. The banner includes a smartphone icon and the text: 'Subscribe now to use ArbiterMobile on your device! Receive Latest Game Alerts, Quickly Accept or Decline Games, Get Directions to Game Locations, Know Exactly Who to Contact'. Below the banner are two buttons for downloading the app: 'GET IT ON Google play' and 'Download on the App Store'. At the bottom of the page, there is a footer with links for 'About | Contact | Privacy | Terms', copyright information for 2017 ArbiterSports, and server information: 'Server: 13 | Reset Session'.

7. Click on the "PROFILE" tab along the top of the page. It will take you here:

The screenshot shows the 'Update My Information' page on the ArbiterOne website. The page has a blue header with the 'ArbiterOne' logo and a navigation menu with links for HOME, MY PROFILE, MY TEAMS, MY BLOCKS, MY LISTS, MY MOBILE, MY REFLECTIONS, and PROFILE. The main content area is titled 'Update My Information' and includes a 'Save' button and a 'Cancel' button. Below the title, there is a message: 'On this page you can keep official details.' The form contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Email Address', 'Username', and 'Password'. There is also a 'Profile Picture' section with a 'Picture' button and a placeholder image. Below the form is a table for 'Phone Numbers' with columns for 'Phone Number', 'Ext', 'Type', 'Carrier', 'Public', 'Note', and 'Star'. The table contains three rows of phone numbers. At the bottom of the page, there is a section for 'Address' with input fields for 'Address 1', 'Address 2', 'City', 'State', 'Postal Code', and 'Country'. The footer at the bottom of the page contains links for 'About | Contact | Privacy | Terms', copyright information for 2017 ArbiterSports, and server information: 'Server: 13 | Reset Session'.

8. Update all your information. I do not need your Social Security number. I do need your address, phone number(s), and email(s). To add additional emails/phone numbers, click the green plus sign.

9. BEFORE YOU LEAVE THIS PAGE, CLICK THE “READY” CHECKBOX ON THE LEFT HAND SIDE OF THE PAGE. THIS WILL BE HOW I KNOW YOU ARE READY TO BE ASSIGNED. Also, the program will NOT allow me to assign you without the checkbox activated.

### Scheduling:

We will use the Self-Assign Option to book games. This allows you to pick the games you want to work. Follow the steps below to view the schedule and book games.

#### 1. Open the Schedule

Select Schedule in the main ribbon  
Then select Self Assign

#### Step 3: Viewing Open Games

Set the filter to ensure you have the correct start date, “All Sites” and “all Sports & Levels” are selected in the filter.  
Select Search

\*Note: You will only see games you are qualified to umpire based on your score.

## Step 4: View the schedule/Sign Up for Games



The games will be shown in a list format.

If you would like to work a game select the "Go" link in the last column

\*Please note that there are separate listings for Plate and Field assignments for each game in the second column

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
4	Plate	3/18/2018 Sun 2:00 PM	Baseball Majors	Fenway, Fenway	Twins	TBA	4	\$0.00	[Go]
4	Field	3/18/2018 Sun 2:00 PM	Baseball Majors	Fenway, Fenway	Twins	TBA	4	\$0.00	[Go]
3	Plate	3/24/2018 Sat 1:00 PM	Baseball Majors	Fenway, Fenway	Angels	Dodgers	4	\$0.00	[Go]
3	Field	3/24/2018 Sat 1:00 PM	Baseball Majors	Fenway, Fenway	Angels	Dodgers	4	\$0.00	[Go]
2	Plate	3/25/2018 Sun 1:30 PM	Baseball Majors	West Springfield Little League Byron Complex, Yankee	Angels	Twins	4	\$0.00	[Go]
2	Field	3/25/2018 Sun 1:30 PM	Baseball Majors	West Springfield Little League Byron Complex, Yankee	Angels	Twins	4	\$0.00	[Go]
5	Plate	3/31/2018 Sat 3:00 PM	Baseball Majors	West Springfield Little League Byron Complex, Wrigley	Twins	TBA	4	\$0.00	[Go]
5	Field	3/31/2018 Sat 3:00 PM	Baseball Majors	West Springfield Little League Byron Complex, Wrigley	Twins	TBA	4	\$0.00	[Go]
6	Plate	4/8/2018 Sun 12:30 PM	Baseball Majors	West Springfield Little League Byron Complex, Yankee	Twins	TBA	4	\$0.00	[Go]
6	Field	4/8/2018 Sun 12:30 PM	Baseball Majors	West Springfield Little League Byron Complex, Yankee	Twins	TBA	4	\$0.00	[Go]
7	Plate	4/10/2018 Tue 6:15 PM	Baseball Majors	West Springfield Little League Byron Complex, Wrigley	Dodgers	Cubs	4	\$0.00	[Go]
7	Field	4/10/2018 Tue 6:15 PM	Baseball Majors	West Springfield Little League Byron Complex, Wrigley	Dodgers	Cubs	4	\$0.00	[Go]

## Step 5: Viewing the Games you selected



On Thursday, March 15th starting at 11:50 PM to 3:00 AM, the IT Department will be making TLS upgrades. Please be aware the site will be unavailable during this time.

# ArbiterOne™

MAIN **SCHEDULE** BLOCKS LISTS MOBILE REPORTS REFLOG

Calendar Self Assign Attach Master Schedule

Reports

Schedule

Outlook Export

Declined Games

Display

List View

View By Day

View By Week

View By Month

Legend

Normal

Game Conflict

Canceled

New

Notified

Attachment

Rainout

Forfeit

Suspended

Event

Schedule

Select "Accept" or "Decline" for specific assignments. Click "Submit" when finished, or click "Exit" to return to the previous page.

Submit Exit

Filter

Date Show All Group West Springfield Little League (112233) Include All Apply Filter

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
24		112233	Field	4/20/2018 Fri 6:15 PM	Baseball, Majors	West Springfield Little League Byron Complex, Yankee	Nationals	Dodgers	\$0.00	Accepted on 3/14/2018		

Submit Exit

Select "Schedule" from the main ribbon and "Calendar" from the sub ribbon to see the games you selected

Arbiter Help

## Step 6: Returning a game to the pool

If you cannot work a game you requested, you can turn it back to the game pool for someone else. Select the "Turnback" link and enter a reason for returning the game

\*Note: Turning back a game will block your ability to book additional games for that day.

The screenshot shows the ArbitratorOne interface. A text box explains the process of returning a game to the pool. An arrow points from the text box to the "Turnback Assignment" link in the game's status column. The game details table is as follows:

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
24		112233	Field	4/20/2018 Fri 6:15 PM	Baseball, Majors	West Springfield Little League Byron Complex, Yankee	Nationals	Dodgers	\$0.00	Accepted on 3/14/2018	Turnback Assignment	

The interface also includes a legend on the left with categories like Normal, Game Conflict, Canceled, New, Notified, Attachment, Rainout, Forfeit, Suspended, and Event. A "Need Help?" link and "Arbitrator Help" button are also visible.

## Step 7: Invoicing

After your games allotted time, you will see a red **R** in the notes section. Select the **R** and follow the prompts. When complete the **R** will turn green **R**

The screenshot shows the ArbitratorOne interface with a red 'R' in the notes column of the game table. An arrow points from the text box to this red 'R'. The game details table is as follows:

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
24	R	112233	Field	4/20/2018 Fri 6:15 PM	Baseball, Majors	West Springfield Little League Byron Complex, Yankee	Nationals	Dodgers	\$0.00	Accepted on 3/14/2018	Turnback Assignment	

The interface also includes a legend on the left with categories like Normal, Game Conflict, Canceled, New, Notified, Attachment, Rainout, Forfeit, Suspended, and Event. A "Need Help?" link and "Arbitrator Help" button are also visible.

Other items:

Blocking your Calendar:

- Arbiter allows you to block the calendar for days you know you will not be able to umpire
- “Select” BLOCKS in the main tab to block time
- You can block by full days or specific times during a day
- Note: There is no need to block your calendar as all games will be self-assigned

Mobile App:

- Arbiter Sports has a mobile in the Apple Store and the Google Marketplace
- The app will let you see games you have selected and recording your invoice
- It will not allow you to go in and book games