

ArbiterGame Quick Guide and Helpful Information:

8/10/21

1.) Select your "Preferences"

Click/select the Preferences that will work best for you.

Select if you intend to use ArbiterPay to pay officials or event workers

SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS **SETTINGS**

School SchoolDude **Preferences** ArbiterLive iCal Feed License Import Data

Preferences

Prevent others from accepting my game contracts: *

Prevent opponents from creating new teams *

Enable Approving Payments *

Cancel Save Preferences

Click Here For Help

2.) Add "Staff"

Once the Staff is created, assign a "Role" to each. All listed staff receive Arbiter notifications.

<https://arbitersports.force.com/schools/s/article/Adding-ArbiterGame-Staff-Members>

SCHEDULE PAYROLL ELIGIBILITY **PEOPLE** RESOURCES REPORTS SETTINGS

Staff Workers Officials Roles

School Staff

Add New Staff Member

Title	Name	Address	Phone Number	Role	Actions
Admin Assistant	[Name]	[Address]	[Phone]	Payor	[Edit] [Delete]
Athletic Director	[Name]	[Address]	[Phone]	Admin	[Edit] [Delete]

Click Here For Help

3.) Setup "Sites" and "Opponents"

SCHEDULE PAYROLL ELIGIBILITY PEOPLE **RESOURCES** REPORTS SETTINGS

Teams **Sites** Opponents

7 Sites

Manage Satellite Sites

- OTHER All Around Gymnastics Academy
149 Washington Street, Plainville Massachusetts 02762
- OTHER Franklin - Beaver Pond Turf
450 Beaver Street, Franklin Massachusetts 02038
- Franklin HS - Varsity Flid
218 Oak Street, Franklin Massachusetts 02038-1842

Click Here For Help

SCHEDULE PAYROLL ELIGIBILITY PEOPLE **RESOURCES** REPORTS SETTINGS





Teams Sites **Opponents**

90 Opponents

Manage your list of opponent schools for all sports & levels. Opponents that are inactive in ArbiterGame are in italics.

[+ Add / Remove Opponents](#)

Action (0) ▾

<input type="checkbox"/>		Abington High School 201 Gliniewicz Way Abington MA 02351-2095 1	1
<input type="checkbox"/>		Acton-Boxborough Regional High School 36 Charter Road Acton MA 01720-3098 1	2
<input type="checkbox"/>		Algonquin Regional High School 79 Bartlett St Northborough MA 01532 1	2
<input type="checkbox"/>		Andover High School	2

[Click Here For Help](#)

4.) Setup "Teams"

- Remove and/or add teams to make your list accurate.
- **You cannot remove a team if there are games assigned to it** (filter the schedule for past and future games to find and delete them).
- If there are games attached to a team that you need to delete, try merging those games into a new team you have created.

Before deleting this team, select the team that roster and games will be reassigned to.

New Team:

- IMPORTANT:

Please remove varsity teams that have not been registered on the Institutional Registration Form. Please remove all varsity teams if your team(s) are a "Guest" to a Coop team.

The preliminary technology will be removing unregistered teams and the "Guests" of coop teams and their schedules throughout the season.

- **Football should not be listed as COED** (it will cause issues with the Assigner piece).
- Use High School levels for High School teams. Use Middle School levels for Middle School teams.
- Adding "Squads" is the same process as adding the initial team.







SCHEDULE PAYROLL ELIGIBILITY PEOPLE **RESOURCES** REPORTS SETTINGS

Teams Sites Opponents

49 Teams

[+ Create New Team](#)

Select Sport ▾ Select Gender ▾ Select Level ▾ Squad Name

Baseball	Boys	Freshman		
Baseball	Boys	Junior Varsity		
Baseball	Boys	Varsity		

[Click Here For Help](#)

5.) Setup "Teams Defaults"

One of the most important steps in the initial set up.

- Team defaults are used any time a schedule is created.
- Add each team's default site, default assigning group, and default start time.
- Assigners will **NOT** see your games if the games do not have an assigning group number.

The screenshot shows the 'Edit Team' interface with the following details:

- Navigation:** SCHEDULE, PAYROLL, ELIGIBILITY, PEOPLE, **RESOURCES**, REPORTS, SETTINGS. Sub-tabs: **Teams**, Sites, Opponents.
- Team Info:** Sport: Baseball, Level: Varsity, Gender: Boys.
- Game Defaults:** Roster, Smart Scheduler, Workers, Followers.
- Location:** Site: Franklin HS - Varsity Fld, Sub Site: Baseball Diamond.
- Officiating:** Officiating: An ArbitrOne Assigning Group.
- Default Assigner:** Assigner Group: 104541 FrericksB (with Remove button), Assigner Level: Baseball - Varsity.
- Times:** Setup: 3:00 PM, Dismiss (Home): N/A, Dismiss (Away): N/A, Departure Time: N/A, **Game Start: 3:45 PM**, Game Duration: 2 hours, Clean Up: 5:45 PM.
- Buttons:** + Add Another Group, Delete Team, Cancel, Save Changes.

6.) Adding Games

- Methods for adding games are [1] individually, using the [2] import template, using the [3] league scheduler tool or using the [4] smart scheduler.
<https://arbitersports.force.com/schools/s/topic/0TO3600000HOeTGAW/scheduling>
- Conflicts occur when duplicate games are entered. Avoid entering a duplicate game. If an assigner added a game, you have the ability to "Claim a Game" from them.
- Games will only show on ArbiterLive if the game is marked as "Published."

- IMPORTANT:

Please remove varsity teams that have not been registered on the Institutional Registration Form.

Please remove all varsity teams if your team(s) are a "Guest" to a Coop team.

The preliminary technology will be removing unregistered teams and the "Guests" of coop teams and their schedules throughout the season.

SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS SETTINGS

Schedule League Scheduler [3]

Simple Advanced 56 Events 7/1/2021 - 6/30/2022 Add New

Find by Game ID [Search]

August 2021

Mon, August 30, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Boys Freshman Soccer vs Dover-Sherborn High School 4:00 PM - 6:00 PM Franklin HS - Varsity Fld Upper Grass Fld

Boys Junior Varsity Soccer vs Dover- 4:00 PM - 6:00 PM Franklin HS - Varsity Fld New Turf

New Game [1]
New Practice
New Meet
New Tournament
New Other Event
Import Games [2]

Click Here For Help

SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS SETTINGS

Teams Sites Opponents

Edit Team

Sport: Soccer

Level: Varsity

Gender: Boys

[4]

Game Defaults Roster Smart Scheduler Workers Followers

Add New

Click Here For Help

The Smart Scheduler allows you to set up rules to have additional games entered when you enter a single game. To get started, click on the "Add New" button.

7.) Editing Games

- Deleting games should be avoided if possible. Instead, use the game statuses and game details to update games (i.e. Cancellations, Rainouts, and Postponed games).
- If a game that needs to be deleted has an ArbiterOne Assigning group attached to it, the best practice is to notify the assigner to remove the game first. Once the assigner has removed the game, both schools will be able to remove the game from their schedule. If one of the schools removes the game prior to the assigner removing the game, the opponent will be unable to delete the game from their schedule until the assigner has removed the game. In short, the assigner cannot be the last one to remove a game from their schedule. It is recommended that schools edit the game status (Canceled, etc.) instead of choosing to delete the game.
- After making edits to a game, the opponent and the Assigner must accept those edits for them to show on their end. Games that need attention are marked by a RED contract.
- When making edits, you will receive an option to send notifications. It's important that the assigners are notified of game edits.

SCHEDULE PAYROLL ELIGIBILITY PEOPLE RESOURCES REPORTS SETTINGS

Schedule League Scheduler

Edit Game

Last modified by [User] on Wednesday, June 30, 2021 5:44 PM. [View History](#)

Title:

Match-up:

Soccer, Boys Freshman vs Dover-Sherborn High School Cross Level

[Add More Opponents](#)

Where

Home Away

Franklin HS - Varsity Fid

Upper Grass Fid

When

Date: * 8/30/2021

Start Time: 4:00 PM

Duration: * 2 hours

Info

Publish:

Normal

Rainout

Canceled

Forfeit

Suspended

Postponed

Normal

[Click Here For Help](#)

8.) Adding Scores to the Schedule

- Score fields do not show next to games that have not yet occurred.

Wed, September 29, 2019

<input type="checkbox"/>		Girls Varsity Field Hockey @ Dover-Sherborn High School	4:00 PM - 5:30 PM	Dover-Sherborn HS Nora Searle Turf	<input type="text"/>					
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- Score fields appear once games have been played when scores can then be entered.

Tue, October 01, 2019

<input type="checkbox"/>		Boys Varsity Soccer @ Dover-Sherborn High School	4:00 PM - 5:30 PM	Dover-Sherborn HS Farm Street Field	2 - 1					
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9.) Videos of ArbiterGame Trainings

League training videos are available on our MIAA | ArbiterGame Webpage.

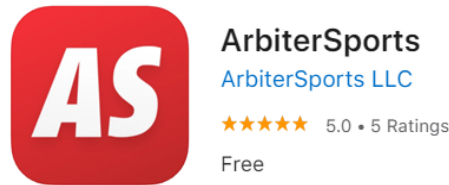
http://www.miaa.net/contentm/easy_pages/view.php?page_id=319&sid=38&menu_id=290

ArbiterGame Helpful Information:

8/9/21

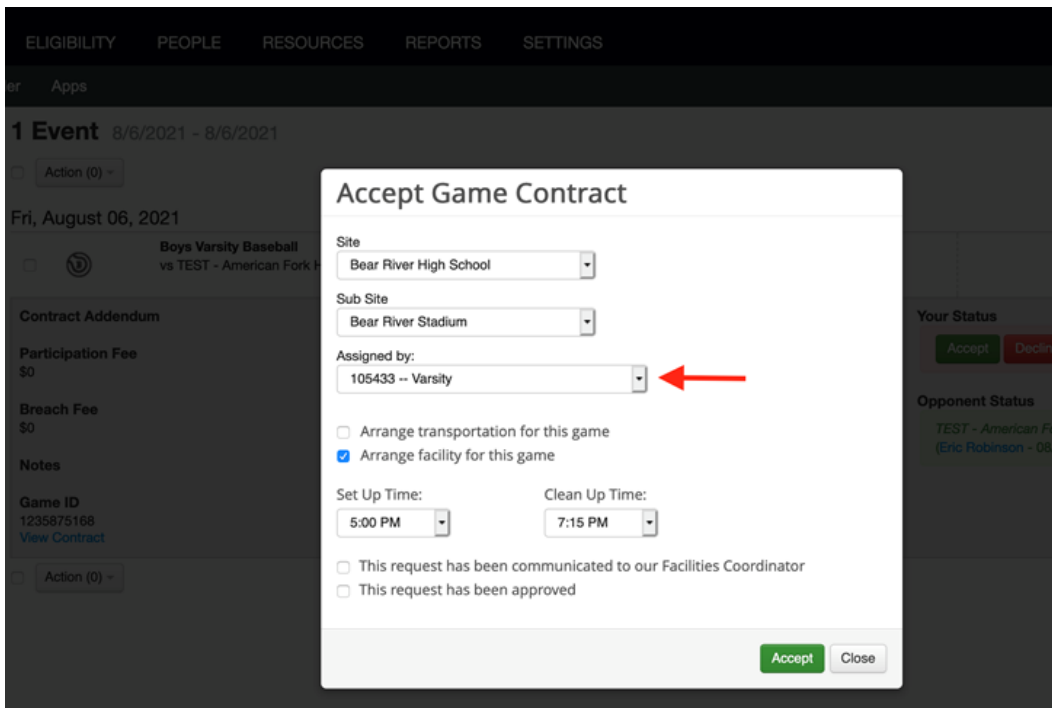
A.) ArbiterSports Mobile App

Ready for download and available for iOS and Android mobile devices. Fans can find and favorite school teams and get up to date schedules. Athletic Directors version will be available soon.



B.) If an Opponent Creates a Home Game for the Opposing Team

If the visiting team has entered the game, the home team only needs to accept the contract for that game. When they do that, they will receive the popup you see below where they have the option to choose the assigning group as well as add game details for facility and transportation.

The screenshot shows a web interface with a dark header containing navigation tabs: 'ELIGIBILITY', 'PEOPLE', 'RESOURCES', 'REPORTS', and 'SETTINGS'. Below the header, there's a section for '1 Event' dated '8/6/2021 - 8/6/2021'. A popup window titled 'Accept Game Contract' is centered on the screen. The popup contains several fields: 'Site' (Bear River High School), 'Sub Site' (Bear River Stadium), and 'Assigned by:' (105433 -- Varsity). There are two checkboxes: 'Arrange transportation for this game' (unchecked) and 'Arrange facility for this game' (checked). Below these are two time pickers: 'Set Up Time' (5:00 PM) and 'Clean Up Time' (7:15 PM). At the bottom of the popup, there are two more checkboxes: 'This request has been communicated to our Facilities Coordinator' (unchecked) and 'This request has been approved' (unchecked). A red arrow points to the 'Assigned by:' dropdown menu. At the bottom right of the popup are 'Accept' and 'Close' buttons.

Schools that enter away games should allow the AD of the home team to accept the contract. If the away team accepts the contract on behalf of the AD at the other school, that AD would not have the ability to set the assigning group as shown above. The AD would have to go into the Edit Game screen and make that adjustment.

8/10/21

C.) Change/Update a Game that Assigner Created

If an Assigner creates a game and the AD needs to make an adjustment to the game, they simply need to make the edit (time, date, site, etc) and then "Save" the game. That will trigger an option to send out notifications. The Assigner will be notified of the change. The Assigner is made aware that there is a game change when they login to their group because that game will be highlighted in orange and the contract icon will no longer be green. Once the assigner has accepted the change, the change will be made across the board for everyone.

D.) Changes to a Game

Before you can modify the game details, you must first accept the game contract then make your changes and "Save" them which will trigger notifications to others.