ArbiterGame Quick Guide and Helpful Information:

8/10/21

1.) Select your "Preferences"

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

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

3.) Setup "Sites" and "Opponents"

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.

- **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.

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.

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/0TO36000000HOeTGAW/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.

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.

8.) Adding Scores to the Schedule

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

- Score fields appear once games have been played when scores can then be entered.

9.) Videos of ArbiterGame Trainings
League training videos are available on our MIAA | ArbiterGame Webpage.
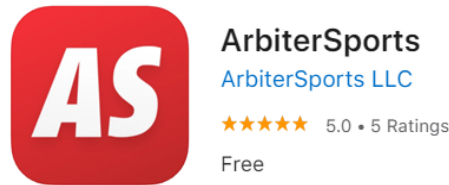http://www.miaa.net/contentm/easy_pages/view.php?page_id=319&sid=38&menu_id=290

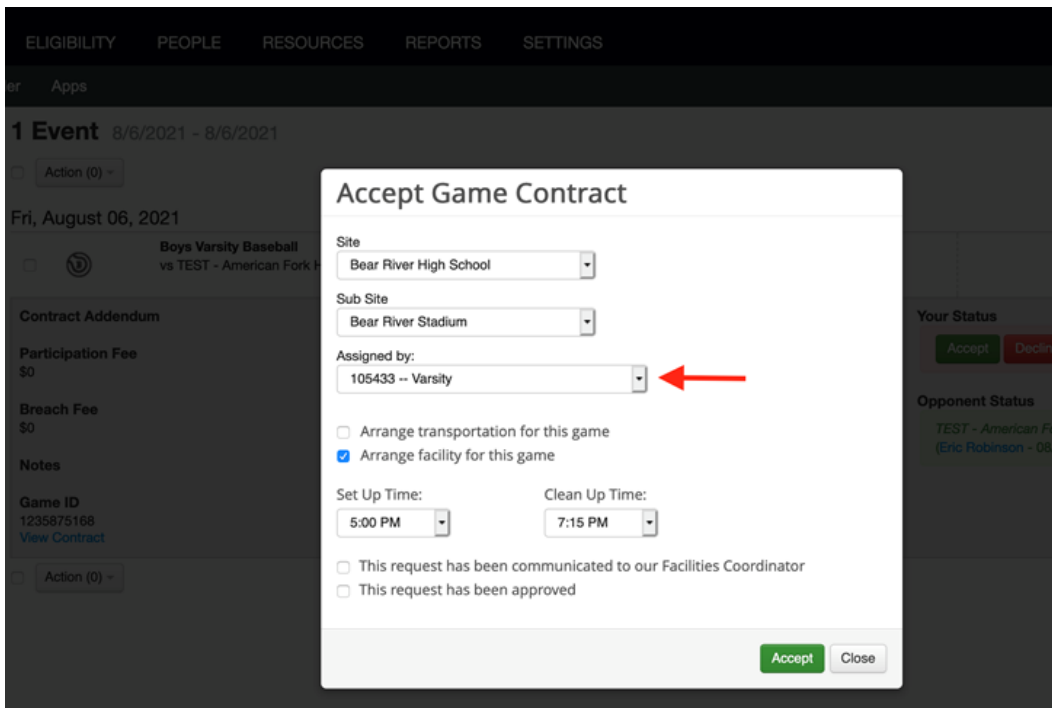# ArbiterGame Helpful Information:
8/9/21

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.

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.

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.