

HOW TO ADD STUDENTS & ENTER ROSTERS

Adding Students to your ArbiterGame Account:

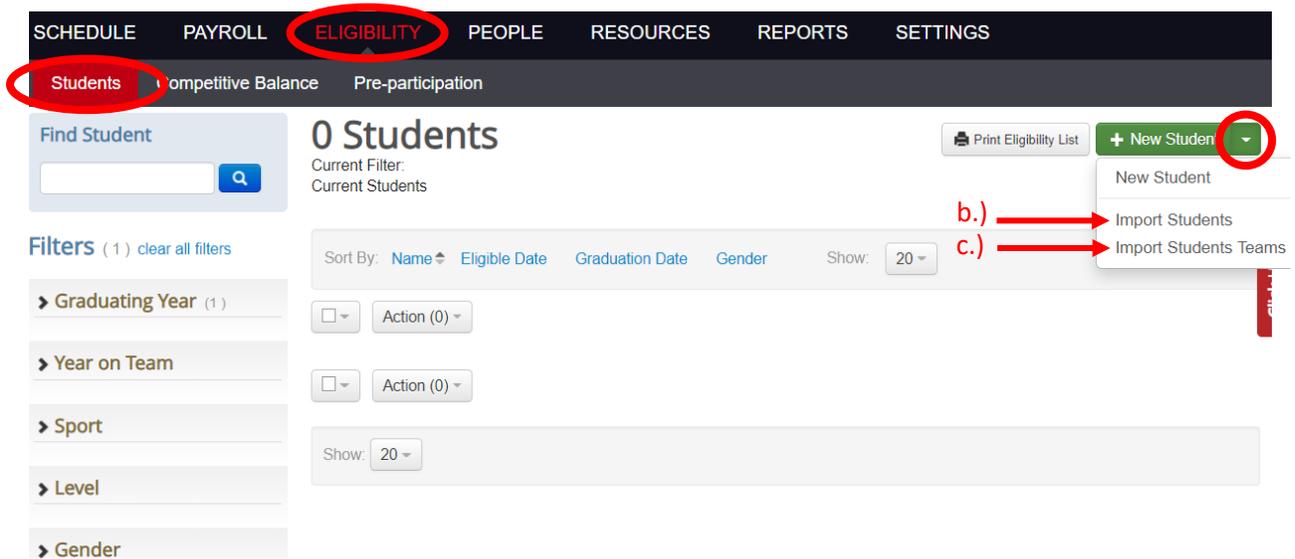
1.) Enter Students:

There are several methods to enter student

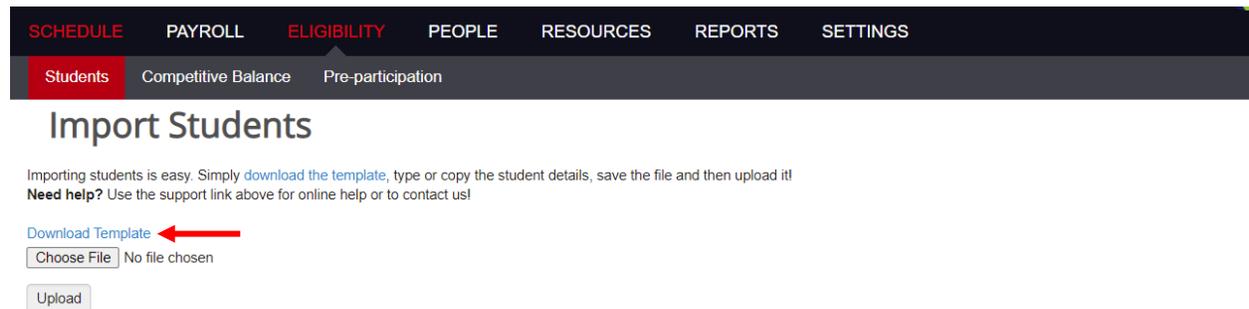
- a.) Entering student data one-by-one.
- b.) Uploading your student database using the ArbiterGame Template.
- c.) Uploading the team roster using the ArbiterGame Template.

2.) Adding your students to your school account:

The following instructions will provide the most efficient method using the student import templates b.) and c.). In this example, we will import the entire student database using template b.).



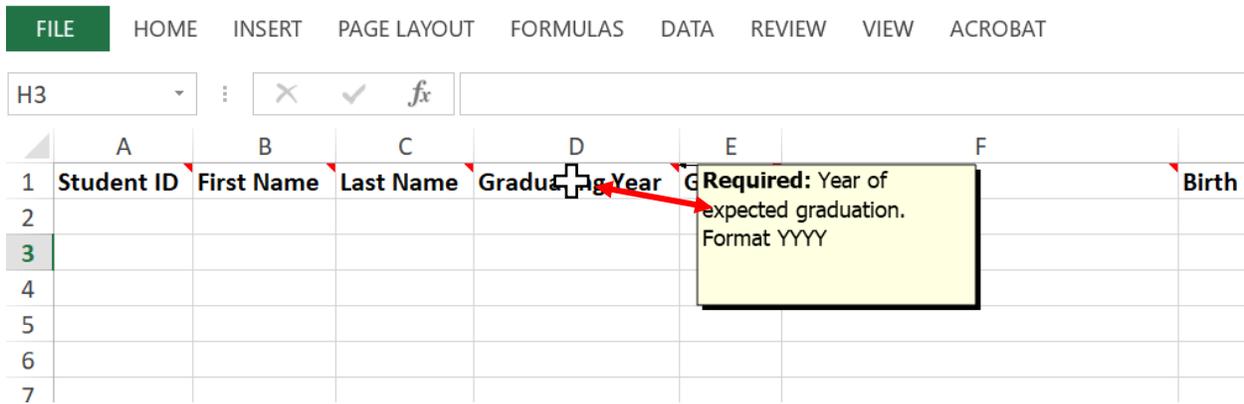
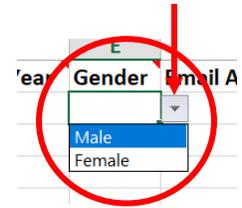
- Download the template.



- Save the template file to your computer. Below is a section of the opened template file.

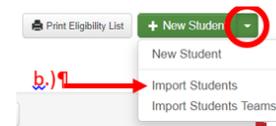
IMPORTANT:

Hover over each column head for formatting information. The formatting must be followed in order to upload successfully. Do not remove any columns or change the column head names. In many of the templates, the template will have dropdown arrows in the cells that allow you to select correctly formatted data as shown on the example to the right.

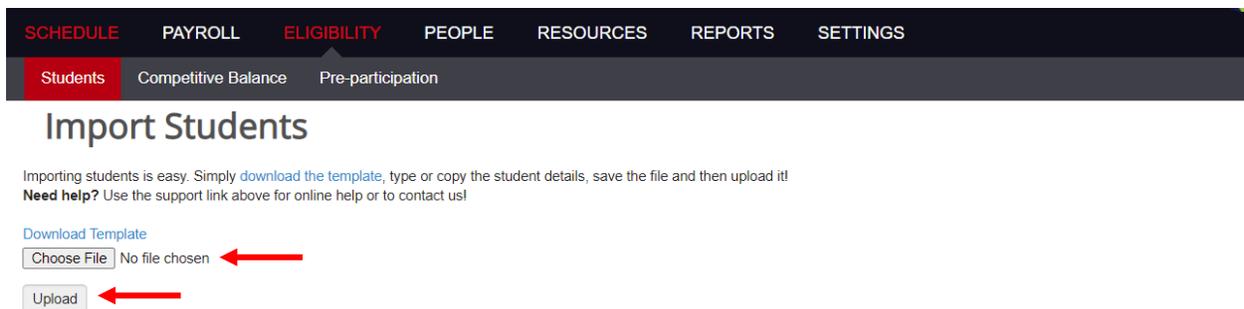


Add the student data to the file and save it. The file is now ready to upload to your ArbiterGame account.

Navigate back to the Import Students menu (ELIGIBILITY > STUDENTS > Select to bring you back into the upload menu.



Navigate to the student data file that you saved and select it. Once the file is selected and the file name appears next to the "Choose File" button, select "Upload."



3.) Students are now in the school account.

The screenshot shows a web application interface for managing student eligibility. At the top, there is a navigation bar with tabs: SCHEDULE, PAYROLL, ELIGIBILITY (highlighted with a red circle), PEOPLE, RESOURCES, and REPORTS. Below this, a sub-navigation bar includes 'Students' (highlighted with a red circle), 'Competitive Balance', and 'Pre-participation'. On the left, there is a 'Find Student' search box and a 'Filters' section with expandable categories: 'Graduating Year (1)', 'Year on Team', 'Sport', 'Level', and 'Gender'. The main content area displays '119 Students' and 'Current Filter: Current Students'. It includes a 'Sort By' dropdown menu with options: Name (selected), Eligible Date, Graduation Date, Gender, and Show. Below the menu is an 'Action (0)' dropdown. A list of student entries is shown, each with a checkbox, a person icon, and text including the student's name and eligibility/graduation dates. The visible entries are: Addington, Isabella (Eligible 08/04/2012, Graduates 2022), Allison, Connor (Eligible 08/04/2012, Graduates 2023), Allison, Laylah (Eligible 08/04/2012, Graduates 2025), Augustin, Henry (Eligible 08/04/2012, Graduates 2024), and Audman-Cook, Taylor (Eligible 08/04/2012, Graduates 2021). The entry for 'Ball, Hunter' is partially visible at the bottom.

(continue to next page for building team rosters)

Adding Rosters to your Team:

The most efficient way to add students to your team roster is through the Team Setup menu as shown below.

- 1.) Select the team from the teams list.
In this example, Varsity Basketball is used.
- 2.) Select "Click here to add team members"

SCHEDULE PAYROLL ELIGIBILITY PEOPLE **RESOURCES** REPORTS SETTINGS

Teams Sites Opponents

Edit Team

Sport: Basketball
Level: Varsity
Gender: Girls

Game Defaults **Roster** Smart Scheduler Workers Followers

Team Roster For * 2021-22 [+ Add Players](#)

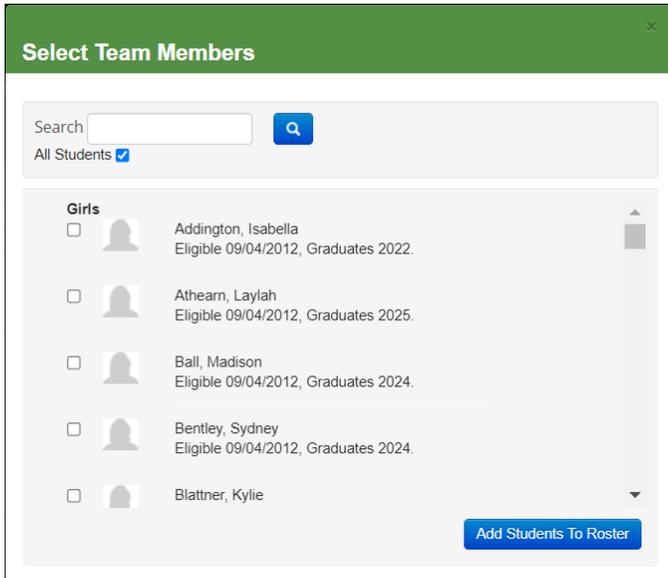
No Team Members Assigned.
[Click here to add team members](#)

Action (0)

Click Here For Help

- 3.) The student database list will appear.
Check "All Students."
Check all students that you want to add to the Roster.
You can also search for the student rather than scroll down the list.

Select the "Add Students To Roster" button.



4.) The team roster will now appear.

Game Defaults **Roster** Smart Scheduler Workers Followers

Team Roster For 2021-22

□ - Action (33) -

| | Name | Grad. Year | Jersey | Position | Height (in.) | Weight (lbs.) | Letter | Participation | |
|-------------------------------------|---------------------|------------|--------|------------------|--------------|---------------|--------|---------------|--|
| <input checked="" type="checkbox"/> | Augustin, Maxwell | 2022 | 21 | Wide Receiver | 70 | 155 | No | No | |
| <input checked="" type="checkbox"/> | Barketta, Joseph | 2024 | 81 | Tight End | 72 | 170 | No | No | |
| <input checked="" type="checkbox"/> | Carpenter, Benjamin | 2024 | 88 | Running Back | 71 | 125 | No | No | |
| <input checked="" type="checkbox"/> | Casby, Timothy | 2022 | 28 | Running Back | 71 | 180 | No | No | |
| <input checked="" type="checkbox"/> | Chadwick III, James | 2022 | 22 | Wide Receiver | 74 | 170 | No | No | |
| <input checked="" type="checkbox"/> | Cloney, Cole | 2022 | 7 | Quarter Back | 72 | 175 | No | No | |
| <input checked="" type="checkbox"/> | Collins, Timothy | 2024 | 68 | Offensive Tackle | 72 | 180 | No | No | |
| <input checked="" type="checkbox"/> | Coaglin, Shea | 2024 | 20 | Wide Receiver | 74 | 185 | No | No | |