



Part of the  Spectrum

Arbiter User Manual

for

**Coaches &
Administrative Personnel**

IMPORTANT THINGS TO DO/KNOW

1. Log in to the ARBITER system using the password provided to you by Arbiter.
 - a. **<http://www.arbitersports.com>**
2. If you have not received the password or it is not working:
 - a. Go to the login page and click on “Forgot Password” to reset your password, OR
 - b. Contact the Chapter Secretary for assistance
3. Go to the PROFILE – INFORMATION Section (See page 42 for instructions) and enter/change
 - a. Your personal information
 - b. Your address
 - c. Your EMAIL account (if necessary)
 - i. (NOTE: your email account is also your login ID)
 - d. **Set the default DATE RANGE (this needs to be changed every year!!)**
 - e. Your **PHONE NUMBERS**
 - i. Mark your phone numbers as “Public” if you want all officials to see them.
 - ii. If you want only the assigners to see your phone numbers (e.g.: your home phone or cell phone), do NOT mark them as “Public”
4. **IMPORTANT:** When viewing games, only games for which the group/organization that you have selected is providing officials will be shown. This may or may not include all of your “away” games.

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Logging In

<http://www.arbitersports.com>

Open your internet browser and go to Arbiter (<http://www.arbitersports.com>) and you will see the screen below. Enter your email address and your password.

If this is your first time logging in, use the password you received in the email from the Chapter Secretary, then **CHANGE YOUR PASSWORD** after logging in the first time to ensure the security of your account!!

REMEMBER ME function

Put a checkmark in the REMEMBER ME box just below the login information. That way you don't have to log out and log back in every time you need to use Arbiter.

Simply close your browser (or the tab), without logging out, when you are done. When you go back to Arbiter again, it will "remember" you and bypass the login process.

ArbiterSports

Sign In | Email | Password | GO

Remember Me ☐ | Forgot Password

HOME | COMPANY | PRODUCTS | SOLUTIONS | CUSTOMERS | CONTACT US | PLAYERS | NCAA

HOW THE GAME IS PLAYED

Serving sports leagues since 1984, ArbiterSports is the final call on athletic management solutions

Assigners
Stay at the top of your game with our complete assigning solution

Athletic Directors
Get your game on with an athletic department solutions starting with new ArbiterGame

State Offices
Handle your job with ease with our complete conference solution

Officials
Keep up with your assignments anytime, anywhere with the most popular solution for officials

After logging in, if you have more than one account type or are a member of more than one group (e.g.: baseball and softball), you will see the screen shown below. This is where you select the account/group that you want to view.

You can change accounts at any time while you are logged in by using the “SWITCH VIEWS” link at the top of the screen.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with the logo and several links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a secondary navigation bar with links: HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, PLAYERS, and NEWS. The main content area is titled "My Account" and includes links for "Update My Information" and "Manage My Sports". The user's name, "Kenny Williamson", is displayed. A message states: "Since your account is registered in more than one group, locate the account you wish to sign into and click the corresponding icon in the 'Sign In' column." Below this message is a table with the following data:

OrganizationID	Organization Name	Account Type	Sign In
101397	Austin TASO - Baseball	Contact	
147534	Austin Softball	Contact	
124386	Central Texas Volleyball	Contact	
132132	UIL Austin Basketball	Contact	

At the bottom of the page, there is a footer with links: About | Contact | Privacy | Terms, and a copyright notice: © 2012 ArbiterSports.

MAIN PAGE

After logging (and selecting the account type and/or sport if necessary), you will be taken to the MAIN screen. This is the “home” page from which you can access various functions and information within the Arbiter website. These will be covered in further detail on the following pages.

On the MAIN screen, you will see any announcements posted by the assigners or administrators. Important messages are often posted here during the season by the chapter assigners or Arbiter administrators.

Always check the “Announcements” section when you log on for important notices.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this is a header section with the ArbiterSports logo and a user profile for Kenny Williamson (Austin TASO - Baseball, Group ID: 01397). A tabbed menu is visible with options: MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The main content area is titled 'Kenny Williamson' and features an 'Announcements' section. This section contains several posts by Ken Williams, including announcements about bat decertifications and a special announcement regarding email server changes. A 'Special Notices' section is also present, featuring a 'NEW' banner for the 'ArbiterSports SUPPORT FORUM' and a 'Special Announcement!' about email server replacement. The footer contains links for About, Contact, Privacy, and Terms.

Tabbed Menu

Announcements Section

Notices from Arbiter

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 01397

MAIN | SCHEDULE | PAYROLL | LISTS | EVALUATIONS | PROFILE

Kenny Williamson

Announcements

Posted by Ken Williams 11/9/2012 - 6:34 PM

Coaches: Please select SCHEDULE from the menu above to see your games and information about them.

Posted by Ken Williams 10/9/2012 - 10:15 AM

Decertified (ILLEGAL) BBCOR bats :
MARRUCI CAT5-squared, 33" (NFHS & NCAA)
MARRUCI CAT5-squared, 34" (NCAA);
MARRUCI BLACK, 33" (NCAA)
MARRUCI BLACK, 34" (NCAA)
REEBOK Vector TSL 32" (NFHS)
REEBOK Vector TSL 33" (NFHS & NCAA)

Posted by Ken Williams 8/23/2012 - 10:45 AM

We have just received confirmation that the REEBOK VECTOR TLS 33-inch BBCOR bat has been decertified by NFHS and is NOT legal for play. This ruling impacts the REEBOK VECTOR TLS 33-inch bat ONLY. All other lengths of the REEBOK TSL bats and all other models of REEBOK BBCOR bats are LEGAL for play

Posted by Ken Williams 8/23/2012 - 10:45 AM

We have just received confirmation that the REEBOK VECTOR TLS 32-inch BBCOR bat has been decertified by NFHS and is NOT legal for play. This ruling impacts the REEBOK VECTOR TLS 32-inch bat ONLY. All other lengths of the REEBOK TSL bats and all other models of REEBOK BBCOR bats are LEGAL for play

Posted by Ken Williams 2/22/2012 - 9:58 AM

We have just received confirmation that the Marucci CAT-5 (aka: CAT 5-squared) 33-inch BBCOR bat has been decertified by NFHS and is NOT legal for play. This ruling impacts the CAT 5 33-inch bat ONLY. All other lengths of the Marucci CAT-5 BBCOR bats and all other modes of Marucci BBCOR bats are LEGAL for play.

Special Notices

ArbiterSports
SUPPORT FORUM
NEW

• **Special Announcement!**
We are replacing our internal email server today. Our ability to respond to support emails may be delayed. We will get back to you as soon as we can. If you have an urgent question please call us at 801-576-9436. This only affects emails sent to us, so emails that you send through Arbiter will go through. Sorry for the inconvenience.

Sincerely,
The ArbiterSports Team

About | Contact | Privacy | Terms

Arbiter Menu Overview

At the top of the screen are six (6) tabs that provide access to various parts of the Arbiter site.



UPPER MENU

SWITCH VIEWS – If you are a member of more than one account in Arbiter (e.g.; Baseball, Softball, and Volleyball), this will allow you to change from one account to the other without having to log out.

SUPPORT – This is the “help” function in Arbiter. It will take you to a separate section where there are documents and videos to assist you in using Arbiter

MY ACCOUNT – This will take you to your PROFILE – INFORMATION page where you can edit your personal information and access other account settings

LOWER MENU

MAIN – This is the “home page”. Announcements are posted here for you to read when they first log in. Announcements are listed in reverse order, with the most recent being at the top.

SCHEDULE - there are two functions available in this section and is the area that you will use most often.

- ☐ Schedules -Displays
 - o Games and fees for which your school is responsible for paying (Bill-To)
 - o Games for each field/site with which your school is associated
 - o Games for each “level” of this sport.
 - A “level” equates to a team (Varsity or JV) or a specific type of event (tournaments and scrimmages)
- ☐ Calendar – Allows you see all games (home and away) scheduled for a given month. View options include Day, Week, and Month.

PAYROLL – There are one function available in this section

- ☐ RefPay – Not currently used, but can be activated if a school wishes to use for payment of officials
- ☐ Statements – This will show in statements/invoices for which your school is responsible. This is generally used to bill the school for scrimmages.

- ☐ Paysheets – This will let you view and/or print game fees which have been paid or have not been paid to officials. Travel fees are NOT shown at this time. If a school chooses to use RefPay, then travel fees would also be shown here.

LISTS – There are two functions available in this section

- ☐ Assn Officers – Contact information for the organization’s assigners.
- ☐ Forms – If forms or other documents are available, they will be listed here.

EVALUATIONS – There is one function available in this section.

- ☐ Evaluate Officials – Coaches can provide feedback to the association concerning officials who have worked their games through this page. (NOTE: Officials do NOT have direct access to your comments. They will receive summary information and any pertinent comments (with no identification of the individual providing such comments), as determined by the assigners.

PROFILE – There are three functions available in this section, which allow you to keep YOUR information current, change your password, etc.

- ☐ Information – Provides a means of keeping your address and contact information current. VERY IMPORTANT !!
 - o Phones are also managed from this section.
- ☐ Preferences – Allows you set some basic user preferences (time zone, etc.)
 - o Setting the **DATE RANGE** is a critical setting for viewing games or printing reports
- ☐ Password – Allows you to change your password

IMPORTANT! IMPORTANT!

Whenever you have moved to a different screen in Arbiter, ALWAYS hit the “EXIT” or “RETURN” button to go back to the prior page. If you use the “back” button on your browser, you will end up with multiple pages open! Then, at some point when you try to go “back” to a page, you will end up going through a whole series of these open pages to, hopefully, get where you wanted to be.

The screenshot shows the Arbiter software interface. At the top, there is a navigation bar with tabs: MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. Below this, there is a sub-navigation bar with tabs: INFORMATION, PREFERENCES, and PASSWORD. The 'INFORMATION' tab is selected, and the 'Phone Numbers' section is displayed. The section title is 'Phone Numbers (Kenny Williamson)' with a subtitle 'Public phone numbers will display in the order listed here.' Below the title, there is a table with columns: Type, Phone Number, Extension, Carrier, Public, Note, Up, and Down. The table contains two rows: 'Cellular' with phone number '512-555-1234' and 'Work' with phone number '512-555-4567'. The 'Public' checkbox is checked for the 'Work' entry. An 'Exit' button is circled in red in the top right corner of the 'Phone Numbers' section. Another 'Exit' button is located at the bottom right of the table.

Type	Phone Number	Extension	Carrier	Public	Note	Up	Down
Cellular	512-555-1234			☐			
Work	512-555-4567			☒			

SCHEDULE TAB

SCHEDULE - SCHEDULES

The Schedule function displays information about current schedule of games for all teams and sites associated with your school or organization. It shows games are pending, already played, rained out, cancelled, etc. It also provides information about the officials for each of those games.

The screenshot shows the ArbiterSports interface. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name 'Kenny Williamson (Contact)' and details 'Austin TASO - Baseball' and 'Group ID: 101397' are displayed. The main navigation bar includes tabs: MAIN, SCHEDULE (selected), PAYROLL, LISTS, EVALUATIONS, and PROFILE. Under the SCHEDULE tab, there are sub-tabs: SCHEDULES (selected) and CALENDAR. The main content area is titled 'Game Schedules (Kenny Williamson)' and features an 'Exit' button. A table of game schedules is displayed, with a red oval highlighting the first two rows. The table has columns: Type, Name, Sport, Level, RefPay, Create 1099, Games, and Print. The first row is 'Bill-To' with 'Hays' in the Name column. The second row is 'Site' with 'Hays' in the Name column. The table continues with several 'Team' entries for 'Hays' playing 'BASEBALL' at various levels (5A/4A HS, 5A/4A Tourney, Scrimmage, JV, JV Tourney, JV2, JV2 Tourney). At the bottom of the page, there are links for 'About | Contact | Privacy | Terms' and a copyright notice '© 2012 ArbiterSports'.

Type	Name	Sport	Level	RefPay	Create 1099	Games	Print
Bill-To	Hays			Pay Officials	1099	22	
Site	Hays					56	
Team	Hays	BASEBALL	5A/4A HS			13	
Team	Hays	BASEBALL	5A/4A Tourney			6	
Team	Hays	BASEBALL	Scrimmage			3	
Team	Hays	BASEBALL	Scrimmag			6	
Team	Hays JV1	BASEBALL	JV			10	
Team	Hays JV1	BASEBALL	JV Tourney			6	
Team	Hays JV2	BASEBALL	JV			10	
Team	Hays JV2	BASEBALL	JV Tourney			11	

TYPE

Bill-To: This category shows all games for which your school/organization is responsible for payment to the officials or to the assigning organization providing the officials.

Site: This category shows fields which are associated with your team, school or organization. It is generally a field over which you have control for scheduling.

Team: This category shows the different teams or groups associated with your school or organization. There may be several “levels” associated with each team type (*see description of LEVELS on next page for details*)

NAME

School Name (with NO other team identifier): This is for VARSITY level games. Generally there will several “levels” associated with this category.

School Name WITH team identifier: This is generally a sub-varsity team. There may be different “levels” associated with this category

SPORT

Sport Name (e.g.: Baseball): This designates the particular sport for a particular team/group. Generally, there is only one sport for a given officiating organization, but some may assign multiple sports or use this to differentiate between types of games.

LEVEL

NOTE: *Levels are used by the assigners to categorize games for assignment purposes. The levels shown below are EXAMPLES of levels that might be by the assigning organization for internal purposes.*

3A/2A/1A HS: Varsity teams for schools that are classified by the UIL as 1A, 2A, or 3A. This level also includes Varsity teams for all private and parochial schools (TAPPS, SPC, TCAL). Games listed under this category include regular season and post-season games.

3A/2A/1A Tourney: Varsity tournaments for schools that are classified by the UIL as 1A, 2A, or 3A. This level also includes Varsity tournaments for all private and parochial schools (TAPPS, SPC, TCAL). Games under this category are tournament games only.

4A/5A HS: Varsity teams for schools that are classified by the UIL as either 4A or 5A. Games under this category include regular season and post-season games.

4A/5A Tourney: Varsity tournaments for schools that are classified by the UIL as either 4A or 5A. Games under this category are tournament games only.

Scrimmag/Scrimmage: These levels are used for scrimmages for all levels. (*NOTE: The difference in spelling is an internal control established for assignment purposes.*)

REFPAY

If RefPay is used by your school or organization, this link will allow you to electronically pay officials through the RefPay system.

1099

This will allow you to create IRS 1099 forms for officials who receive payments in a calendar year greater than the minimum amount established by the IRS. It works best when used in conjunction with RefPay.

GAMES

The number under this category indicates the number of games that are in a particular “level”. (See “Viewing Games” on the next page for additional information on this function.)

PRINT

Allows you to print schedules of games for each “level”.

(IMPORTANT NOTE: *On the “BILL-TO” line, there is a \$ icon under the PRINT column. Do NOT use this to print a statement as it may include game “scheduling fees” that are not owed by the school or organization. These “fees” may be used by the assigning organization for certain internal controls. Use the PAYROLL – STATEMENTS function to print out statements or invoices.*)

VIEWING GAME INFORMATION

ArbiterSports

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

MAIN | SCHEDULE | PAYROLL | LISTS | EVALUATIONS | PROFILE

SCHEDULES | CALENDAR

Game Schedules (Kenny Williamson)

Exit

Type	Name	Sport	Level	RefPay	Create 1099	Games	Print
Bill-To	Hays			Pay Officials	1099	62	
Site	Hays					56	
Team	Hays	BASEBALL	5A/4A HS			13	
Team	Hays	BASEBALL	5A/4A Tourney			6	
Team	Hays	BASEBALL	Scrimmage			3	
Team	Hays	BASEBALL	Scrimmag			6	
Team	Hays JV1	BASEBALL	JV			10	
Team	Hays JV1	BASEBALL	JV Tourney			6	
Team	Hays JV2	BASEBALL	JV			10	
Team	Hays JV2	BASEBALL	JV Tourney			11	

Exit

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IMPORTANT NOTE: When viewing games, only games for which the organization you have selected is providing officials will be shown.

Detailed game information can be viewed by clicking on the number in the GAMES column for the games that you want to view.

You can select games by

- BILL-TO (all games for which your organization is responsible for paying)
- SITE (all games at a particular field)
- TEAM & LEVEL (e.g.: Varsity, Varsity Tournament, JV1, JV2)

Once you have selected the games you want to view, you will see the screen shown below.

This screen shows all games for the selection chosen. If there is more than one screen, links to the next page(s) will be shown at the bottom of the screen.

ArbiterSports

[SWITCH VIEWS](#)
[SUPPORT](#)
[MY ACCOUNT](#)
[SIGN OUT](#)

Kenny Williamson (Contact)

Austin TASO - Baseball

Group ID: 101397

MAIN

SCHEDULE

PAYROLL

LISTS

EVALUATIONS

PROFILE

SCHEDULES

CALENDAR

Legend

Normal

Canceled

Rainout

Forfeit

Suspended

Options

☒ Show All
Print schedule
Show all slots

Edit Game Schedule (Team #200: Hays)

Exit

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
101397	5038	2/28/2012 Tue 7:00 PM	Concordia Univ.	BASEBALL, 5A/4A HS	Hays	Canyon Lake		[2/2]
101397	5153	3/9/2012 Fri 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Elgin		[2/2]
101397	4568	3/15/2012 Thu 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Judson		[2/2]
101397	4569	3/21/2012 Wed 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Lockhart		[2/2]
101397	4570	3/24/2012 Sat 11:00 AM	Hays	BASEBALL, 5A/4A HS	Hays	Crockett		[2/2]
101397	4571	3/30/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Smithson Valley		[2/2]
101397	4572	4/10/2012 Tue 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Clemens		[2/2]
101397	4629	4/13/2012 Fri 7:00 PM	Lockhart	BASEBALL, 5A/4A HS	Lockhart	Hays		[2/2]
101397	4573	4/20/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	NB Canyon		[2/2]
101397	5760	5/3/2012 Thu 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5761	5/4/2012 Fri 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5814	5/5/2012 Sat 2:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5762	5/5/2012 Sat 5:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]

1

Exit

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From this screen, you can view the officials assigned to the games or print the schedules in one of several formats. (See [Printing A Schedule](#) for details)

To view the officials for a specific game, click on the number under the SLOTS column for that particular game. You will then be shown the screen below, which shows the officials assigned to that particular game.

ArbiterSports

[SWITCH VIEWS](#)
[SUPPORT](#)
[MY ACCOUNT](#)
[SIGN OUT](#)

Kenny Williamson (Contact)

Austin TASO - Baseball

Group ID: 101397

MAIN

SCHEDULE

PAYROLL

LISTS

EVALUATIONS

PROFILE

SCHEDULES

CALENDAR

Legend

☐ Normal

☐ Canceled
 ☐ Rainout
 ☐ Forfeit
 ☐ Suspended

☒ Show All
 Print schedule
 Show all slots

Edit Game Schedule (Team #200: Hays)

Exit

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
101397	5038	2/28/2012 Tue 7:00 PM	Concordia Univ.	BASEBALL, 5A/4A HS	Hays	Canyon Lake		[2/2]
101397	5153	3/9/2012 Fri 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Elgin		[2/2]
101397	4568	3/15/2012 Thu 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Judson		[2/2]
UMP 1	Ken Williams	22 Miles	\$50.00	Paid By BillTo	Accepted on 3/2/2012			
UMP 2	Michael Barrett	10 Miles	\$50.00	Paid By BillTo	Accepted on 2/15/2012			
101397	4569	3/21/2012 Wed 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Lockhart		[2/2]
101397	4570	3/24/2012 Sat 11:00 AM	Hays	BASEBALL, 5A/4A HS	Hays	Crockett		[2/2]
101397	4571	3/30/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Smithson Valley		[2/2]
101397	4572	4/10/2012 Tue 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Clemens		[2/2]
101397	4629	4/13/2012 Fri 7:00 PM	Lockhart	BASEBALL, 5A/4A HS	Lockhart	Hays		[2/2]
101397	4573	4/20/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	NB Canyon		[2/2]
101397	5760	5/3/2012 Thu 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5761	5/4/2012 Fri 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5814	5/5/2012 Sat 2:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5762	5/5/2012 Sat 5:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]

Exit

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To view officials for ALL games on the screen, click on “SHOW ALL SLOTS” in the left hand menu.

ArbiterSports

[SWITCH VIEWS](#) | [SUPPORT](#) | [MY ACCOUNT](#) | [SIGN OUT](#)

Kenny Williamson (Contact)
 Austin TASO - Baseball
 Group ID: 101397

[MAIN](#) | [SCHEDULE](#) | [PAYROLL](#) | [LISTS](#) | [EVALUATIONS](#) | [PROFILE](#)

SCHEDULES

CALENDAR

Legend

☐ Normal

☐ Canceled

☐ Rainout

☐ Forfeit

☐ Suspended

Options

☒ Show All
☐ Print Schedule
☐ Show all slots

Edit Game Schedule (Team #200: Hays)

Exit

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
101397	5038	2/28/2012 Tue 7:00 PM	Concordia Univ.	BASEBALL, 5A/4A HS	Hays	Canyon Lake		[2/2]
	UMP 1	Mark Baletka	18 Miles	\$50.00	Paid By BillTo	Accepted on 2/27/2012		
	UMP 2	Greg Beltran	9 Miles	\$50.00	Paid By BillTo	Accepted on 2/27/2012		
101397	5153	3/9/2012 Fri 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Elgin		[2/2]
	UMP 1	Ken Williams	0 Miles	\$0.00	Paid By BillTo	Accepted on 3/9/2012		
	UMP 2	Andrew Brooks	0 Miles	\$0.00	Paid By BillTo	Accepted on 3/9/2012		
101397	4568	3/15/2012 Thu 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Judson		[2/2]
	UMP 1	Ken Williams	22 Miles	\$50.00	Paid By BillTo	Accepted on 3/2/2012		
	UMP 2	Michael Barrett	10 Miles	\$50.00	Paid By BillTo	Accepted on 2/15/2012		
101397	4569	3/21/2012 Wed 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Lockhart		[2/2]
	UMP 1	Rick Abolt	13 Miles	\$50.00	Paid By BillTo	Accepted on 3/20/2012		
	UMP 2	Ethan Hopkin	35 Miles	\$50.00	Paid By BillTo	Accepted on 3/20/2012		
101397	4570	3/24/2012 Sat 11:00 AM	Hays	BASEBALL, 5A/4A HS	Hays	Crockett		[2/2]
	UMP 1	Bert Lumbreras	13 Miles	\$50.00	Paid By BillTo	Accepted on 3/22/2012		
	UMP 2	Rick Abolt	13 Miles	\$50.00	Paid By BillTo	Accepted on 3/20/2012		
101397	4571	3/30/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Smithson Valley		[2/2]
	UMP 1	Rick Miller	31 Miles	\$50.00	Paid By BillTo	Accepted on 3/6/2012		
	UMP 2	David Ramirez	35 Miles	\$50.00	Paid By BillTo	Accepted on 3/6/2012		
101397	4572	4/10/2012 Tue 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Clemens		[2/2]
	UMP 1	Jarod Garza	13 Miles	\$50.00	Paid By BillTo	Accepted on 3/7/2012		
	UMP 2	Mark Baletka	25 Miles	\$50.00	Paid By BillTo	Accepted on 3/20/2012		
101397	4629	4/13/2012 Fri 7:00 PM	Lockhart	BASEBALL, 5A/4A HS	Lockhart	Hays		[2/2]
	UMP 1	Glenn Bracey	29 Miles		Accepted on 3/6/2012			
	UMP 2	Daniel Lumbreras	34 Miles		Accepted on 3/7/2012			

You can view information about a specific official by clicking on their name. This will open a “popup” window with information on that official. (NOTE: If the window does not appear, check at the top of your browser for a warning about the popup and then select the option to allow Arbiter to show popup screens.)

The screenshot shows the ArbiterSports website interface. The main navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The site is currently on the SCHEDULE page, with sub-tabs for SCHEDULES and CALENDAR. A legend on the left indicates game statuses: Normal, Canceled, Rainout, Forfeit, and Suspended. The main content area displays the 'Edit Game Schedule' for Team #200: Hays. A table lists games with columns for Group, Game, Date & Time, and Site. One entry, 'UMP 1 Ken Williams', is circled. A popup window titled 'User Information: Ken Williams - Mozilla Firefox' is open, displaying contact details for Ken Williams, including address, phone numbers, and email. The popup also includes a placeholder for a profile picture and an 'Additional Information' section. At the bottom of the popup, there is an 'Exit' button. The footer of the website contains links for About, Contact, Privacy, and Terms, along with the copyright notice '© 2012 ArbiterSports'.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

MAIN | SCHEDULE | PAYROLL | LISTS | EV

SCHEDULES | CALENDAR

Legend

Normal

Canceled

Rainout

Forfeit

Suspended

Options

☒ Show All

Print schedule

Show all slots

Edit Game Schedule (Team #200: Hays)

Group	Game	Date & Time	Site
101397	5038	2/28/2012 Tue 7:00 PM	Concordia
101397	5153	3/9/2012 Fri 12:00 PM	Hays
101397	5153	3/9/2012 Thu 12:00 PM	Hays
UMP 1	Ken Williams	22 Miles	
UMP 2	Wendell Barrett	10 Miles	
101397	4569	3/21/2012 Wed 7:00 PM	Hays
101397	4570	3/24/2012 Sat 11:00 AM	Hays
101397	4571	3/30/2012 Fri 7:00 PM	Hays
101397	4572	4/10/2012 Tue 7:00 PM	Hays
101397	4629	4/13/2012 Fri 7:00 PM	Lockhart
101397	4573	4/20/2012 Fri 7:00 PM	Hays
101397	5760	5/3/2012 Thu 7:30 PM	NB Canyon
101397	5761	5/4/2012 Fri 7:30 PM	NB Canyon
101397	5814	5/5/2012 Sat 2:00 PM	NB Canyon
101397	5762	5/5/2012 Sat 5:00 PM	NB Canyon

User Information: Ken Williams - Mozilla Firefox

Go to a Website

User Information

Ken Williams
 710 East Creek Drive
 Dripping Springs, TX 78620
 View Map

512-636-6523 (Cellular)
 512-894-0120 (Home)
 512-858-7064 (Work)
 kwilliams30@austin.rr.com

Additional Information

Exit

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PRINTING A SCHEDULE

Schedules can be printed from either of the screens shown below.

From the main GAME SCHEDULE screen, select the printer icon for the games you want to print.

Game Schedules (Kenny Williamson)

Type	Name	Sport	Level	RefPay	Create 1099	Games	Print
Bill-To	Hays			Pay Officials	1099	62	
Site	Hays					56	
Team	Hays	BASEBALL	5A/4A HS			13	
Team	Hays	BASEBALL	5A/4A Tourney			6	
Team	Hays	BASEBALL	Scrimmage			3	
Team	Hays	BASEBALL	Scrimmag			6	
Team	Hays JV1	BASEBALL	JV			10	
Team	Hays JV1	BASEBALL	JV Tourney			6	
Team	Hays JV2	BASEBALL	JV			10	
Team	Hays JV2	BASEBALL	JV Tourney			11	

Exit

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From the GAMES LIST screen, select “PRINT SCHEDULE” in the left menu.

Edit Game Schedule (Team #200: Hays)

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
101397	5038	2/28/2012 Tue 7:00 PM	Concordia Univ.	BASEBALL, 5A/4A HS	Hays	Canyon Lake		[2/2]
101397	5153	3/9/2012 Fri 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Elgin		[2/2]
101397	4568	3/15/2012 Thu 12:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Judson		[2/2]
101397	4569	3/21/2012 Wed 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Lockhart		[2/2]
101397	4570	3/24/2012 Sat 11:00 AM	Hays	BASEBALL, 5A/4A HS	Hays	Crockett		[2/2]
101397	4571	3/30/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	Smithson Valley		[2/2]
101397	4572	4/10/2012 Tue 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	SA Clemens		[2/2]
101397	4629	4/13/2012 Fri 7:00 PM	Lockhart	BASEBALL, 5A/4A HS	Lockhart	Hays		[2/2]
101397	4573	4/20/2012 Fri 7:00 PM	Hays	BASEBALL, 5A/4A HS	Hays	NB Canyon		[2/2]
101397	5760	5/3/2012 Thu 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5761	5/4/2012 Fri 7:30 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5814	5/5/2012 Sat 2:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]
101397	5762	5/5/2012 Sat 5:00 PM	NB Canyon	BASEBALL, HS Playoff-2	Hays	Boerne Champion		[2/2]

Print schedule

Exit

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Either selection will bring up the following screen.

The screenshot shows the 'ArbiterSports' web application interface. At the top, there is a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. Below this, the user's name 'Kenny Williamson (Contact)' and team information 'Austin TASO - Baseball' and 'Group ID: 101397' are displayed. The main navigation menu includes 'MAIN', 'SCHEDULE', 'PAYROLL', 'LISTS', 'EVALUATIONS', and 'PROFILE'. The 'SCHEDULE' tab is active, and within it, the 'SCHEDULES' sub-tab is selected. The 'Print Schedule' section is titled '(Team: Hays)' and includes a sub-instruction: 'Select from the options below and click 'Print Preview''. There are two buttons: 'Print Preview' and 'Exit'. The 'Date Range' section has two input fields: '1/1/2012' and '8/8/2012', with a calendar icon to the right. The 'Games' section has three radio buttons: 'Both' (selected), 'Home', and 'Away'. The 'Format' section has a checkbox for 'Combine Levels' (checked) and a dropdown menu showing 'Adobe Acrobat Format (.pdf)'. The 'Field To Include' section has a checkbox for 'Phone Numbers' (unchecked). At the bottom, there are two more 'Print Preview' and 'Exit' buttons. The footer contains links for 'About | Contact | Privacy | Terms' and the copyright notice '© 2012 ArbiterSports'.

1. Set the date range for the games you want to print. (*NOTE: the default date range is the one that is set in your PROFILE – PREFERENCES*)
2. Select which games (Home, Away, or Both) that you want to print.
3. Select the FORMAT of the report you would like. There are several options for report formats. (*NOTE: The Arbiter default is Adobe Acrobat. You can change the default format in PROFILE - PREFERENCES*)
 - a. Adobe Acrobat (default file type)
 - b. Excel Spreadsheet
 - c. Word / Rich Text format
 - d. Plain Text
 - e. HTML
 - f. Tagged Image Format (TIFF picture format)
4. Select whether you want to print phone numbers for the officials.
5. Click the PRINT PREVIEW button
 - a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

The printed copy of the schedule shows date, time, and location for each game. It also shows the officials assigned to the game and, if that option was selected, the phone numbers for each official.

Any notes entered by coaches or the assigners are also included.

A game that has been cancelled for any reason (weather, etc.) will have a notation at the bottom of the game information to that effect.

Game	Date & Time	Sport & Level	Bill-To	Site	Home	Away
5050	2/21/2012 (Tue) 6:30 PM	BASEBALL JV	Dripping Springs	Dripping Springs	Dripping Springs JV1	Hays JV1
UMP 1	Bruce Moore	23	C: 512-731-4507			
UMP 2	Stefan Icenogle	24	C: 512-573-2275			
4582	2/28/2012 (Tue) 7:00 PM	BASEBALL JV	Hays	Hays	Hays JV1	Canyon Lake JV1
UMP 1	Garry Hackleman	0	C: 512-217-5916	H: 512-346-4148		
UMP 2	Andrew Gonzales	0	C: 512-738-6923	C: 512-748-8463		
4583	3/7/2012 (Wed) 7:30 PM	BASEBALL JV	Hays	Hays	Hays JV1	Lehman JV1
UMP 1	Mark Mathews	0	C: 512-496-0672			
UMP 2	Sam Colon	0	C: 512-803-0302			
4584	3/16/2012 (Fri) 7:30 PM	BASEBALL JV	Hays	Hays	Hays JV1	SA Clemens JV1
UMP 1	Peter Allen	0	C: 512-699-3471	H: 512-873-0081		
UMP 2	Don Morehart	0	C: 512-731-0311	H: 512-520-4977		
4641	3/20/2012 (Tue) 7:30 PM	BASEBALL JV	Lockhart	Lockhart	Lockhart JV1	Hays JV1
UMP 1	Jeff Nine	0	C: 325-245-5544			
UMP 2	Don Morehart	0	C: 512-731-0311	H: 512-520-4977		
*** This game has been CANCELED. ***						

SCHEDULE – CALENDAR

The calendar view allows you to see all games for a selected month. This view is especially useful for verifying the games entered in Arbiter are the same as the ones on your team schedules.

Any changes to games (cancellations, rainouts, etc.) will be color coded according to the Legend shown on the left menu.



[SWITCH VIEWS](#) | [SUPPORT](#) | [MY ACCOUNT](#) | [SIGN OUT](#)

Kenny Williamson (Contact)
 Austin TASO - Baseball
 Group ID: 101397

MAIN

SCHEDULE

PAYROLL

LISTS

EVALUATIONS

PROFILE

SCHEDULES

CALENDAR

Reports

Calendar

Utilities

Display

☒ Show All View By
☐ Day View By Week
☐ View By Month

☐ Events
☐ Games
☒ Both

Save Settings

Legend

Normal

Canceled

Rainout

Forfeit

Suspended

New

Notified

Attachment

Out of Date

Event

Notes

January
February 2012
March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	2/6/12 6:00 PM-2/6/12 8:00 PM BASEBALL, Scrimmag Lake Travis	2/7/12 5:30 PM-2/7/12 8:30 PM BASEBALL, Scrimmage Lake Travis 2/7/12 6:00 PM-2/7/12 8:00 PM BASEBALL, Scrimmag Hays		9	10	2/11/12 10:00 AM-2/11/12 12:00 PM BASEBALL, Scrimmag Akins 2/11/12 10:30 AM-2/11/12 1:30 PM BASEBALL, Scrimmage Hays
12	2/13/12 5:30 PM-2/13/12 7:30 PM BASEBALL, Scrimmag Hays	2/14/12 5:30 PM-2/14/12 7:30 PM BASEBALL, Scrimmag Hays 2/14/12 5:30 PM-2/14/12 8:30 PM BASEBALL, Scrimmage Dripping Springs	15	16	17	2/18/12 10:30 AM-2/18/12 12:30 PM BASEBALL, Scrimmag Hays

Exit

PAYROLL TAB

PAYROLL – REFPAY

RefPay is an electronic method of paying sports officials for games that they have worked. The use of RefPay is strictly optional. You must have a RefPay account in order to use this tab.

If you are interested in RefPay, or just want to know more about it, you can go the RefPay website at <http://www.refpay.com> to obtain detailed information about the program and how it works.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, the user's name 'Kenny Williamson (Contact)' and group information 'Austin TASO - Baseball' and 'Group ID: 101397' are displayed. The main navigation menu includes tabs for MAIN, SCHEDULE, PAYROLL (which is selected), LISTS, EVALUATIONS, and PROFILE. Under the PAYROLL tab, there are sub-tabs for REFPAY (selected), STATEMENTS, and PAY SHEETS. The REFPAY section is titled 'RefPay' and features the RefPay logo with the tagline 'The right call. The right way.' Below the logo, it says 'Click RefPay logo to Login'. A dark grey bar prompts the user to 'Please enter your RefPay account information'. The login form includes a 'Hays' dropdown menu, a 'RefPay Username' text input field, and a 'RefPay Account #' text input field. To the right of the account number field are 'Up' and 'Down' buttons. A 'Need Help?' link with a question mark icon is located in the top right corner of the form area.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | **PAYROLL** | LISTS | EVALUATIONS | PROFILE

REFPAY | STATEMENTS | PAY SHEETS

RefPay

RefPay
The right call. The right way.

Click RefPay logo to Login

Please enter your RefPay account information

Hays RefPay Username

RefPay Account #

Need Help? ?

PAYROLL – STATEMENTS

The STATEMENTS tab provides access to invoices and statements that are due and payable to the official's association. For schools, these are generally scrimmages, as game fees/travel and paid directly to the officials. For other organizations, this may include game fees.

Selecting the STATEMENTS tab will display the screen below. You will only see the BILL-TO with which you are associated, generally your school or organization. If you are associated with more than one BILL-TO under that account, you will have the option to select which account(s) you want to view or work with.

There are several options available to view or print invoices or statements.

Under the VIEW column, there are two icons. The 'calendar' icon displays invoiced items by date. The 'magnifying glass' icon will display invoiced items by the level of the games invoiced.

Under the STATEMENT column, the 'printer' icon will print a statement.

At the bottom of the columns section is a tab labeled "PRINT INVOICES". This tab will take you to a screen where you can print invoices that have been prepared and approved by the assigners.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | **PAYROLL** | LISTS | EVALUATIONS | PROFILE

REFPAY | **STATEMENTS** | PAY SHEETS

View and Print Invoices Exit

☐	Bill-To	#	Date	Invoice	Actual	View	Receipt	Statement
☐	Hays	1	2/8/2012	250.00	250.00	 	0	
				250.00	250.00			

Print Invoices Exit

View Invoiced Items by DATE

Selecting the Calendar icon under the VIEW column displays the invoiced items by date.

ArbiterSports

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

MAIN | SCHEDULE | PAYROLL | LISTS | EVALUATIONS | PROFILE

REFPAY | STATEMENTS | PAYSHEETS

View and Print Invoices

Exit

Invoices

	Bill-To	#	Date	Invoice	Actual	View	Receipt	Statement
	Hays	1	2/8/2012	200.00	200.00		0	
				200.00	200.00			

Print Invoices

Invoice Detail

Games

Bill-To	Game	Date & Time	Status	Sport & Level	Site	Home	Away	Bill Amount	Trave Fee	Total
Hays	4167	2/7/2012 6:00 PM	Normal	BASEBALL, Scrimmag	Hays	Lake Travis	Hays	50.00	0.00	50.00
Hays	4155	2/11/2012 10:30 AM	Normal	BASEBALL, Scrimmage	Hays	Hays	Akins	50.00	0.00	50.00
Hays	4156	2/14/2012 5:30 PM	Normal	BASEBALL, Scrimmag	Hays	Hays	Dripping Springs	50.00	0.00	50.00
Hays	4157	2/15/2012 5:30 PM	Normal	BASEBALL, Scrimmag	Dripping Springs	Hays	Dripping Springs	50.00	0.00	50.00
Hays	4158	2/18/2012 10:30 AM	Canceled	BASEBALL, Scrimmag	Hays	Hays	Hendrickson	0.00	0.00	0.00
Recalculate								200.00	0.00	200.00

Additions & Deductions

Bill-To	Account	Quantity	Total
---------	---------	----------	-------

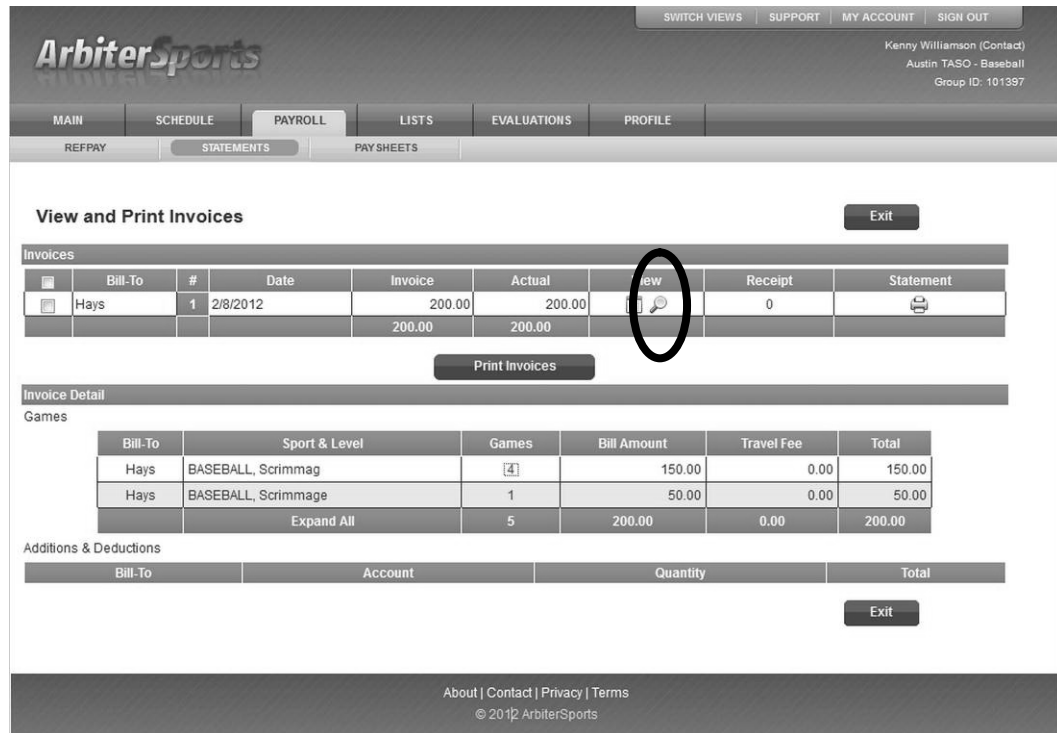
Exit

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View Invoiced Items by LEVEL

Selecting the Magnifying Glass icon under the VIEW column displays the invoiced items by the level of the games invoiced. It will display the number of games in each 'level'.



ArbiterSports SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT
Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE **PAYROLL** LISTS EVALUATIONS PROFILE

REFPAY STATEMENTS PAY SHEETS

View and Print Invoices

 Exit

Invoices

	Bill-To	#	Date	Invoice	Actual	View	Receipt	Statement
	Hays	1	2/8/2012	200.00	200.00		0	
				200.00	200.00			

Print Invoices

Invoice Detail

Games

Bill-To	Sport & Level	Games	Bill Amount	Travel Fee	Total
Hays	BASEBALL, Scrimmag	4	150.00	0.00	150.00
Hays	BASEBALL, Scrimmage	1	50.00	0.00	50.00
	Expand All	5	200.00	0.00	200.00

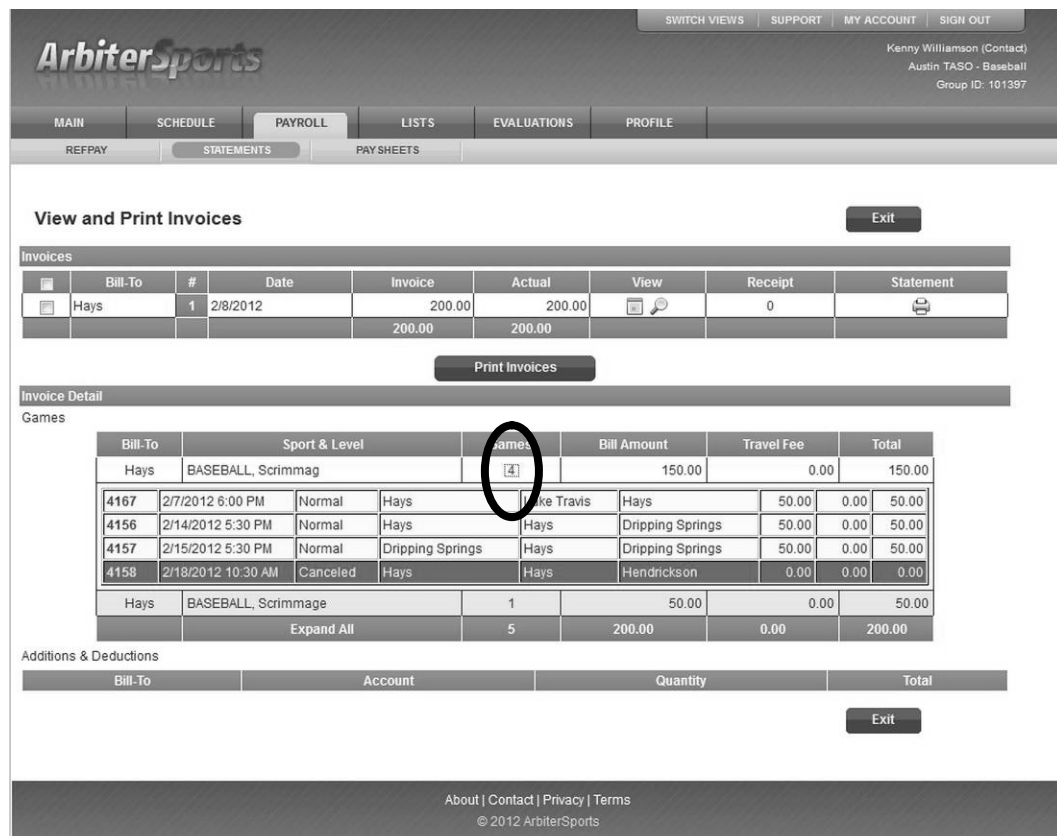
Additions & Deductions

Bill-To	Account	Quantity	Total
---------	---------	----------	-------

 Exit

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To view individual games, click on the 'number' under the GAMES column.



ArbiterSports SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT
Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE **PAYROLL** LISTS EVALUATIONS PROFILE

REFPAY STATEMENTS PAY SHEETS

View and Print Invoices

 Exit

Invoices

	Bill-To	#	Date	Invoice	Actual	View	Receipt	Statement
	Hays	1	2/8/2012	200.00	200.00		0	
				200.00	200.00			

Print Invoices

Invoice Detail

Games

Bill-To	Sport & Level	Games	Bill Amount	Travel Fee	Total
Hays	BASEBALL, Scrimmag	4	150.00	0.00	150.00
4167	2/7/2012 6:00 PM Normal Hays Mike Travis	Hays	50.00	0.00	50.00
4156	2/14/2012 5:30 PM Normal Hays Dripping Springs	Hays	50.00	0.00	50.00
4157	2/15/2012 5:30 PM Normal Dripping Springs Hays	Hays	50.00	0.00	50.00
4158	2/18/2012 10:30 AM Canceled Hays Hendrickson	Hays	0.00	0.00	0.00
Hays	BASEBALL, Scrimmage	1	50.00	0.00	50.00
	Expand All	5	200.00	0.00	200.00

Additions & Deductions

Bill-To	Account	Quantity	Total
---------	---------	----------	-------

 Exit

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Print Statement

Selecting the 'printer' icon under the STATEMENT tab will bring up a screen to print a statement of what is owed to the official's association. The statement will only show the amount owed, not the individual invoiced items.

The screenshot shows a PDF document titled 'Statement1.pdf' in Adobe Reader. The document is a statement from the Austin Baseball Umpires Association, 1502 Cloverleaf, Austin, TX 78723. It is dated 2/8/2012. The statement is addressed to Doug Ragsdale, Hays, Buda, TX 78610. Below the address, there is a table with the following data:

Date	Transaction	Amount	Balance
2/8/2012	Invoice # 1	250.00	250.00

At the bottom right of the table, the 'Amount Due' is listed as 250.00.

Print Invoices

To print invoices you must to put a checkmark in the box next to the invoice(s) that want to print. Then, select PRINT INVOICES.

The screenshot shows the ArbiterSports website interface. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is logged in as Kenny Williamson (Contact), Austin TASO - Baseball, Group ID: 101397. The main navigation bar includes links for MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The sub-navigation bar includes links for REFPAY, STATEMENTS, and PAY SHEETS. The 'STATEMENTS' tab is selected.

The 'View and Print Invoices' screen displays a table of invoices. The first invoice is selected, indicated by a checkmark in the 'Bill-To' column. The 'Print Invoices' button is circled in red.

Bill-To	#	Date	Invoice	Actual	View	Receipt	Statement
ays	1	2/8/2012	200.00	200.00		0	
			200.00	200.00			

Buttons for 'Exit' are located at the top right and bottom right of the screen.

Footer: About | Contact | Privacy | Terms
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Selection of the PRINT INVOICES button will bring up the following screen, which will allow you to print invoices with varying detail, depending on your selection of the available options.

The screenshot shows the 'Print Invoices' interface in the ArbiterSports system. At the top, there's a navigation bar with links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile is displayed for Kenny Williamson (Contact), Austin TASO - Baseball, with Group ID: 101397. A main menu bar includes MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The 'Print Invoices' section has a dropdown menu set to 'Adobe Acrobat Format (.pdf)'. Below the dropdown are radio buttons for 'Level' (selected) and 'Date', and checkboxes for 'Game Detail' and 'Add & Deduct Detail'. There are two sets of 'Print Preview' and 'Exit' buttons. The footer contains links for 'About | Contact | Privacy | Terms' and a copyright notice '© 2012 ArbiterSports'.

1. Select the FORMAT you want to use to print the invoices. The “default” is the document type you selected in PROFILE-PERFERENCES. (The Arbiter default is Adobe PDF unless you have reset it). You have several formats from which to choose:
 - a. Adobe Acrobat PDF (Arbiter’s default file type)
 - b. Excel Spreadsheet
 - c. Word / Rich Text
 - d. Plain Text
 - e. HTML
 - f. Tagged Image Format (TIFF picture format)
2. Select how you want the invoiced items arranged
 - a. LEVEL – invoiced shown by game types/levels only (unless Game Detail is also selected)
 - b. DATE - invoiced items are sorted by date only
3. Game Detail
 - a. For LEVEL – you have the option of selecting Game Detail, which will show the level as well as each game within that level. If you do not select Game Detail, then only the levels and the number of games will be shown.
 - b. For DATE – the option for Game Detail is automatically selected
4. Add & Deduct Detail
 - a. Select this box to see the details of any additions or deductions included in the invoice.

SEE SAMPLE REPORTS ON NEXT PAGE

Invoice printed by LEVEL - (NO Game Detail)

Austin Baseball Umpires Association 1502 Cloverleaf Austin, TX 78723	Invoice <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Invoice #</th> </tr> <tr> <td style="text-align: center;">2/8/2012</td> <td style="text-align: center;">1</td> </tr> </table>	Date	Invoice #	2/8/2012	1																
Date	Invoice #																				
2/8/2012	1																				
Doug Ragsdale Hays Buda, TX 78610																					
Games that were properly canceled or rained out will show a game fee of \$0.00 and are shown for your records.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Sport & Level</th> <th style="width: 10%;">Games</th> <th style="width: 20%;">Bill Amount</th> <th style="width: 20%;">Travel Fee</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>BASEBALL, Scrimmag</td> <td style="text-align: center;">4</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>BASEBALL, Scrimmage</td> <td style="text-align: center;">1</td> <td style="text-align: right;">50.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td style="text-align: right;">Game Total</td> <td style="text-align: center;">5</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">200.00</td> </tr> </tbody> </table>		Sport & Level	Games	Bill Amount	Travel Fee	Total	BASEBALL, Scrimmag	4	150.00	0.00	150.00	BASEBALL, Scrimmage	1	50.00	0.00	50.00	Game Total	5	200.00	0.00	200.00
Sport & Level	Games	Bill Amount	Travel Fee	Total																	
BASEBALL, Scrimmag	4	150.00	0.00	150.00																	
BASEBALL, Scrimmage	1	50.00	0.00	50.00																	
Game Total	5	200.00	0.00	200.00																	

Invoice printed by LEVEL – (WITH Game Detail)

Austin Baseball Umpires Association 1502 Cloverleaf Austin, TX 78723	Invoice <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Invoice #</th> </tr> <tr> <td style="text-align: center;">2/8/2012</td> <td style="text-align: center;">1</td> </tr> </table>	Date	Invoice #	2/8/2012	1																																									
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PAYROLL – PAYSHEETS

Selecting the PAYSHEETS tab will bring up the following screen. It has a number of options for selecting paysheets for officials that you wish to view. A word of caution, however. Unless you are using RefPay or the official's association has allowed the officials to enter their mileage in Arbiter, the paysheets shown here will only display the games fees due to the officials.

This will NOT print out a voucher or other sheet for specific officials. It is a summary report of all payments to officials for the current year.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | **PAYROLL** | LISTS | EVALUATIONS | PROFILE

REFPAY | STATEMENTS | **PAY SHEETS**

Games Paid by BillTo Exit

Bill-Tos Setup

Hays

Preview / Print

From: 1/1/2012 To: 8/8/2012

Verify Only ☐

Preview

Format: Adobe Acrobat Format (.pdf)

Game Detail ☐

Style: ☒ 1 ☐ 2

Paid Status: ☐ Paid ☒ Unpaid

Print Preview

Exit

1. You **MUST** select the name of the BILL-TO in the left column. If you don't then nothing will be displayed or printed. If you are associated with more than one BILL-TO, select the one(s) which you to view or print.
2. Select the DATE RANGE you want to view or print. The default is the date range you set in PROFILE-PREFERENCES.
3. Verify Only It for "verifying" that games fees and all other fees are correct. Unless you are using RefPay, then this function is NOT USED.
4. PREVIEW – allows you preview, on the screen, the information with the options you have selected.

5. **FORMAT** – select the format in which you want the information to be printed. There are several options:
 - a. Adobe Acrobat (default file type)
 - b. Excel
 - c. Word / Rich Text format
 - d. Plain Text
 - e. HTML
 - f. Tagged Image Format (TIFF picture format)
6. **Game Detail** – provides game detail for STYLE 1 only. It has no effect for STYLE 2.
7. **STYLE** – There are two ‘styles’ of reports.
 - a. STYLE 1 is a summary by official with detailed information about the official and amounts paid. This report can contain also game details of each game worked by each official.
 - b. STYLE 2 is basic summary report and contains only the SSN, Name, and Total Amount paid to each official.
8. **PAID STATUS** – Unless you are using RefPay, leave this set to “UNPAID”. If you are using RefPay, then “unpaid” will only show games for which officials have not yet been paid. “Paid” will show games for which officials have been paid. You can select both boxes to see everything.
9. **PRINT PREVIEW** – Prints the report in the specified format.

SEE SAMPLE REPORTS STARTING ON NEXT PAGE

Preview Paysheets

Selection of PREVIEW will display the games based on the options selected. The preview will be displayed at the bottom of the options box.

REFPAY
STATEMENTS
PAY SHEETS

Games Paid by BillTo

Exit

Bill-Tos Setup

Hays

Preview / Print

From: 1/1/2012 To: 8/8/2012

Verify Only: ☐

Format: Adobe Acrobat Format (.pdf)

Game Detail: ☐

Style: ☒ 1 ☐ 2

Paid Status: ☐ Paid ☒ Unpaid

Games Preview

Name	Sport & Level	Games	Game Fee	Travel Fee	Perdiem	Total
Abolt, Rick	BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00
Allen, Peter	BASEBALL, JV	4	200.00	0.00	0.00	200.00
Baker, John	BASEBALL, JV Tourney	3	100.00	0.00	0.00	100.00
Baletka, Mark	BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00
Barrett, Michael	BASEBALL, 5A/4A HS	1	50.00	0.00	0.00	50.00
Beltran, Greg	BASEBALL, 5A/4A HS	1	50.00	0.00	0.00	50.00
Brooks, Andrew	BASEBALL, 5A/4A HS	1	0.00	0.00	0.00	0.00
Brooks, Andrew	BASEBALL, JV	2	100.00	0.00	0.00	100.00
Brooks, Andrew	BASEBALL, JV Tourney	2	100.00	0.00	0.00	100.00
Brown, Todd	BASEBALL, JV Tourney	4	100.00	0.00	0.00	100.00

To view Game Details for a specific official, click on the number in the GAMES column.

Games Preview									
Name	Sport & Level	Games	Game Fee	Travel Fee	Perdiem	Total			
Abolt, Rick	BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00			
Allen, Peter	BASEBALL, JV	4	200.00	0.00	0.00	200.00			
4577	3/16/2012 5:30 PM	UMP 1	Hays	Hays JV2	SA Clemens JV2	50.00	0.00	0.00	50.00
4584	3/16/2012 7:30 PM	UMP 1	Hays	Hays JV1	SA Clemens JV1	50.00	0.00	0.00	50.00
4581	4/27/2012 5:30 PM	UMP 1	Hays	Hays JV2	Smithson Valley JV2	50.00	0.00	0.00	50.00
4588	4/27/2012 7:30 PM	UMP 1	Hays	Hays JV1	Smithson Valley JV1	50.00	0.00	0.00	50.00
Baker, John	BASEBALL, JV Tourney	3	100.00	0.00	0.00	100.00			
Baletka, Mark	BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00			
Barrett, Michael	BASEBALL, 5A/4A HS	1	50.00	0.00	0.00	50.00			
Beltran, Greg	BASEBALL, 5A/4A HS	1	50.00	0.00	0.00	50.00			
Brooks, Andrew	BASEBALL, 5A/4A HS	1	0.00	0.00	0.00	0.00			
Brooks, Andrew	BASEBALL, JV	2	100.00	0.00	0.00	100.00			
Brooks, Andrew	BASEBALL, JV Tourney	2	100.00	0.00	0.00	100.00			
Brown, Todd	BASEBALL, JV Tourney	4	100.00	0.00	0.00	100.00			

Paysheet Report – STYLE 1 without Game Detail

Abolt, Rick	9417 Rowlands Sayle, Austin TX, 78744	xx/xx/xxxx	SS#: xxx-xx-xxxx		
Sport & Level	Games	Game Fee	Travel	Perdiem	Total
BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00
Abolt, Rick Sub-Total:		100.00	0.00	0.00	100.00
Allen, Peter	3712 Aspendale Cv, Austin TX, 78727	xx/xx/xxxx	SS#: xxx-xx-xxxx		
Sport & Level	Games	Game Fee	Travel	Perdiem	Total
BASEBALL, JV	4	200.00	0.00	0.00	200.00
Allen, Peter Sub-Total:		200.00	0.00	0.00	200.00
Baker, John	9113 Hazelhurst Drive, Austin TX, 78729	xx/xx/xxxx	SS#: xxx-xx-xxxx		
Sport & Level	Games	Game Fee	Travel	Perdiem	Total
BASEBALL, JV Tourney	3	100.00	0.00	0.00	100.00
Baker, John Sub-Total:		100.00	0.00	0.00	100.00
Baletka, Mark	1208 Glen Summer Cove, Austin TX, 78753	xx/xx/xxxx	SS#: xxx-xx-xxxx		
Sport & Level	Games	Game Fee	Travel	Perdiem	Total
BASEBALL, 5A/4A HS	2	100.00	0.00	0.00	100.00
Baletka, Mark Sub-Total:		100.00	0.00	0.00	100.00
Barrett, Michael	3028 Sesbania Drive, Austin TX, 78748	xx/xx/xxxx	SS#: xxx-xx-xxxx		
Sport & Level	Games	Game Fee	Travel	Perdiem	Total
BASEBALL, 5A/4A HS	1	50.00	0.00	0.00	50.00
Barrett, Michael Sub-Total:		50.00	0.00	0.00	50.00

Paysheet Report – STYLE 1 with Game Detail

Abolt, Rick	9417 Rowlands Sayle, Austin TX, 78744		xx/xx/xx	SS#: xxx-xx-xxxx		
Sport & Level		Games	Game Fee	Travel	Perdiem	Total
BASEBALL, 5A/4A HS		2	100.00	0.00	0.00	100.00
4569	3/21/2012 7:00 PM UMP 1	Hays	Hays	Lockhart	50.00	0.00 0.00 50.00
4570	3/24/2012 11:00 AM UMP 2	Hays	Hays	Crockett	50.00	0.00 0.00 50.00
Abolt, Rick Sub-Total:			100.00	0.00	0.00	100.00
Allen, Peter	3712 Aspendale Cv, Austin TX, 78727		xx/xx/xx	SS#: xxx-xx-xxxx		
Sport & Level		Games	Game Fee	Travel	Perdiem	Total
BASEBALL, JV		4	200.00	0.00	0.00	200.00
4577	3/16/2012 5:30 PM UMP 1	Hays	Hays JV2	SA Clemens JV:	50.00	0.00 0.00 50.00
4584	3/16/2012 7:30 PM UMP 1	Hays	Hays JV1	SA Clemens JV	50.00	0.00 0.00 50.00
4581	4/27/2012 5:30 PM UMP 1	Hays	Hays JV2	Smithson Valley	50.00	0.00 0.00 50.00
4588	4/27/2012 7:30 PM UMP 1	Hays	Hays JV1	Smithson Valley	50.00	0.00 0.00 50.00
Allen, Peter Sub-Total:			200.00	0.00	0.00	200.00
Baker, John	9113 Hazelhurst Drive, Austin TX, 78729		xx/xx/xx	SS#: xxx-xx-xxxx		
Sport & Level		Games	Game Fee	Travel	Perdiem	Total
BASEBALL, JV Tourney		3	100.00	0.00	0.00	100.00
4918	2/25/2012 3:10 PM UMP 1	Hays	Seguin JV2	Bowie JV2	50.00	0.00 0.00 50.00
4919	2/25/2012 5:30 PM UMP 1	Hays	Hays JV2	Crockett JV2	50.00	0.00 0.00 50.00
4925	3/9/2012 7:00 PM UMP 2	Hays	San Marcos JV1	Seguin JV1	0.00	0.00 0.00 0.00
Baker, John Sub-Total:			100.00	0.00	0.00	100.00
Baletka, Mark	1208 Glen Summer Cove, Austin TX, 78753		xx/xx/xx	SS#: xxx-xx-xxxx		
Sport & Level		Games	Game Fee	Travel	Perdiem	Total
BASEBALL, 5A/4A HS		2	100.00	0.00	0.00	100.00
5038	2/28/2012 7:00 PM UMP 1	Concordia Univ.	Hays	Canyon Lake	50.00	0.00 0.00 50.00
4572	4/10/2012 7:00 PM UMP 2	Hays	Hays	SA Clemens	50.00	0.00 0.00 50.00
Baletka, Mark Sub-Total:			100.00	0.00	0.00	100.00

Paysheet Report – STYLE 2

SSN	Official Name	Amount
██████████	Abolt, Rick	100.00
██████████	Allen, Peter	200.00
██████████	Baker, John	100.00
██████████	Baletka, Mark	100.00
██████████	Barrett, Michael	50.00
██████████	Beltran, Greg	50.00
██████████	Brooks, Andrew	200.00

LISTS TAB

LISTS – ASSN. OFFICERS

This tab displays contact information for the assigners.

The screenshot shows the ArbiterSports website interface. At the top right, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below these, the user's name 'Kenny Williamson (Contact)' and their group 'Austin TASO - Baseball' with ID '101397' are displayed. The main navigation bar includes tabs for MAIN, SCHEDULE, PAYROLL, LISTS (which is active), EVALUATIONS, and PROFILE. Under the LISTS tab, there is a sub-tab for ASSN. OFFICERS. The content area displays the contact information for 'Austin TASO - Baseball', including the address '1502 Cloverleaf, Austin, TX 78723', phone number '512-947-6014', and website 'http://www.austinumpires.org'. Below this, it lists 'Association Officers' with 'Secretary / Assigner Jim Grimm' and 'Asst. Sec'y / Assigner Ken Williams'. At the bottom, there are links for About, Contact, Privacy, and Terms, along with the copyright notice '© 2012 ArbiterSports'.

To view contact information about a specific officer, click on their name.

This screenshot shows the same ArbiterSports website as before, but with a 'User Information' popup window open over the 'Ken Williams' name in the Association Officers list. The popup window, titled 'User Information: Ken Williams - Mozilla Firefox', contains the following details: 'Ken Williams', '710 East Creek Drive, Dripping Springs, TX 78620', a 'View Map' link, three phone numbers ('512-636-6523 (Cellular)', '512-894-0120 (Home)', '512-858-7064 (Work)'), and the email 'kwilliams30@austin.rr.com'. There is a placeholder for a profile picture. At the bottom of the popup, there is a section for 'Additional Information'. The background website content remains visible but slightly dimmed.

LISTS - FORMS

This tab shows documents and/or forms that are available for download. Click on the title of the form/document you want to download or view.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Kenny Williamson (Contact)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | PAYROLL | **LISTS** | EVALUATIONS | PROFILE

ASSN. OFFICERS | **FORMS**

Forms

Name	Date
Arbiter User Manual for Coaches & Administrative Personnel	11/26/2012
Coaches Certification Card	2/8/2012

About | Contact | Privacy | Terms
© 2012 ArbiterSports

EVALUATIONS TAB

EVALUATIONS – EVALUATE OFFICIALS

The organization which you selected may provide an online evaluation mechanism for coaches to provide feedback to the association about officials and their performance. While the assigners will be able to see your responses in full, any feedback provided to the officials will be in summary form and all comments will be anonymous. Evaluation reports from coaches and other officials are compiled twice during the year for review by the officials to whom the feedback was provided.

Selecting the Evaluate Officials tab will open the page shown below.

The default date range is the past week from the current date. You can change the date range by changing the dates on the left hand side of the page and then clicking on GO (just below the date range).

If there are games for which you can provide feedback, they will be listed as shown. Click on START to begin the evaluation.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Doug Ragsdale (Contact) | [STOP ACTING](#)
Austin TASO - Baseball
Group ID: 101397

MAIN | SCHEDULE | PAYROLL | LISTS | **EVALUATIONS** | PROFILE

EVALUATE OFFICIALS

Date Range

From: 5/26/2012 To: 11/26/2012

[GO]

Game Reports [Exit]

Status	Game	Date & Time	Sport & Level	Site	Home	Away
Start	7064	11/25/2012 Sun 6:00 PM	BASEBALL & 5A/4A HS	Hays	Hays	Dripping Springs

Display [Show All]

[Exit]

About | Contact | Privacy | Terms
© 2012 ArbiterSports

When you have selected a game to evaluate, you will see the following screen. To provide feedback on an official, click on the Umpire Number (UMP 1 or UMP 2) on the upper left of the screen. You can provide feedback on one or both officials.

UMP 1
UMP 2

Coach Feedback

Next

Cancel

Identification	
Evaluator:	Doug Ragsdale
Official:	Ken Williams
Game Information	
Game #:	7064
Sport & Level:	BASEBALL 5A/4A HS
Date & Time:	11/25/2012 6:00 PM - 8:00 PM
Site:	Hays
Home:	Hays
Away:	Dripping Springs
Position:	UMP 1

Scoring Description

1 = Poor
2 = Average
3 = Excellent

Criteria	Score	Comment
Did one or more of the umpires report to you at least 20 minutes before the game? (Leave blank if your team wasn't there 20 minutes before game time) 1=NO 2=NO, but called and told us why there would be a delay 3=YES	N/A	
Appearance/demeanor	N/A	
Approachability	N/A	
Strike Zone (consistency, appropriateness for this level)	N/A	
Game mechanics / positioning / hustle	N/A	
Knowledge and Application of the rules	N/A	

Official Picture

Complete the form with your feedback. *(NOTE: Written comments have been found to be much more meaningful to the official than just simply putting numerical scores for each of the criteria.)*

Clicking on any criteria names will cause a popup window to appear with additional information about that criteria (ratings, more detailed description of what it means, etc.)

PROFILE TAB

The PROFILE tab is where you maintain all of your personal information and settings. It is critical that you keep certain information updated, such as phone numbers and email address. There are also a few setting that need to be updated, usually just one a year (e.g.: default date range).

PROFILE – INFORMATION

This feature provides you with the ability to keep your contact information current. Selecting the feature will display the screen shown below.

The screenshot displays the 'Update My Information' form for Kenny Williamson. The form is organized into sections: 'User Identification' with fields for First Name (Kenny), Middle Name, Last Name (Williamson), Suffix, and Email (cowboy998@austin.rr.com); 'Address' with fields for Address 1 (PO Box 1234), Address 2, City (Buda), State (TX), Postal Code (77765), and Country (United States); and 'Other Information' with a Title field (DEMO). A checkbox labeled '(Public to other contacts and officials)' is checked and circled in red. The page includes a sidebar with links to Account, Phones, Password, and Picture, and a top navigation bar with tabs for MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The PROFILE tab is active, showing sub-tabs for INFORMATION, PREFERENCES, and PASSWORD. A 'Need Help?' link is also present.

Each field on this page can be edited. The ADDRESS section has an option to allow everyone to see your address, or to restrict to the assigners only. To allow all contacts and officials to see your address, check the box on the right hand side of the ADDRESS label. Unchecking this box will restrict access to the address to assigners only.

NOTE: It is CRITICAL that you keep your **email** updated. This is a primary means of communication between the assigners and coaches/schools, particularly for changes to games or assignments.

INFORMATION – PHONES

On the left menu, select PHONES.

This feature allows you to enter and edit phone numbers at which you can be contacted by the assigners or other members of the chapter. It is crucial that you keep these numbers updated if they change, especially your cell phone number. Selecting this feature will bring up the screen shown below.

The screenshot shows the 'ArbiterSports' web interface. At the top, there are links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. Below these, the user's name 'Kenny Williamson (Contact)' is displayed, along with a 'STOP ACTING' button and details: 'Austin TASO - Baseball' and 'Group ID: 101397'. A navigation bar contains 'MAIN', 'SCHEDULE', 'PAYROLL', 'LISTS', 'EVALUATIONS', and 'PROFILE'. Under 'PROFILE', there are tabs for 'INFORMATION', 'PREFERENCES', and 'PASSWORD'. The 'INFORMATION' tab is active, showing the 'Phone Numbers' section for 'Kenny Williamson'. A note states: 'Public phone numbers will display in the order listed here.' Below this is a table with columns: Type, Phone Number, Extension, Carrier, Public, Note, Up, and Down. The table contains two entries: 'Cellular' with phone number '512-555-1234' and 'Work' with phone number '512-555-4567'. The 'Work' entry has a checked 'Public' checkbox. There are 'Exit' buttons at the top right and bottom right of the table area. At the bottom of the page, there are links for 'About | Contact | Privacy | Terms' and a copyright notice '© 2012 ArbiterSports'.

Type	Phone Number	Extension	Carrier	Public	Note	Up	Down
Cellular	512-555-1234			☐			
Work	512-555-4567			☒			

To ADD a phone number

1. Click on the PLUS sign on the left side of the column title bar
2. This will bring up the phone entry screen
3. First select the TYPE of phone number that you wish to enter
 - a. Click on the arrow on the right side of the TYPE field, and then select the phone type you wish to enter.

This screenshot shows the 'Phone Numbers' page with the plus sign in the 'Type' column header circled in red. The page includes the same header and navigation as the previous screenshot. The table has columns: Type, Phone Number, Extension, Public, Note, Up, and Down. A 'back to top' link is at the bottom left, and an 'Exit' button is at the bottom right.

This screenshot shows the 'Phone Numbers' page with the 'Home' dropdown selected in the 'Type' column. The 'Home' option is circled in red. The page includes the same header and navigation as the previous screenshots. The table has columns: Type, Phone Number, Extension, Public, Note, Up, and Down. A 'back to top' link is at the bottom left, and an 'Exit' button is at the bottom right.

- b. Your choices are
 - i. Home
 - ii. Work
 - iii. Fax
 - iv. Cellular
 - v. Pager
 - vi. Security
 - vii. Other

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home			☒	

back to top Exit

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4. Enter the phone number, extension, and any notes (e.g.; "Only after 6:00 PM").
 - a. If you want the officials to be able to see a particular phone number, leave the box that says "PUBLIC" **checked**
 - b. If you want only the assigners to be able to see a particular phone number, then uncheck this box.
5. Follow the above procedure until all phone numbers have been entered.

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home	555-5555		☒	

back to top Exit

6. Once you have entered all of your contact phone numbers, you can arrange them in the order that you would like your partners to use when they need to contact you. The numbers are displayed in the order that they are shown in the phone entry list.
7. To re-arrange the number list, use the arrows to the right of the phone number list to move the number either up or down in the list.

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		☒			
Cellular	888-8888		☒		↑	↓
Work	777-7777	5544	☒		↑	↓

back to top Exit

To DELETE a phone number

1. Click on the Trashcan on the left hand side of the phone number to be deleted.

To EDIT a phone number

Phone Numbers () Exit

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		☒			
Cellular	888-8888		☒		↑	↓
Work	777-7777	5544	☒		↑	↓

back to top Exit

1. Click on the Pencil on the left hand side of the phone number to be changed. This will put that number into "edit mode".
2. When you are finished, click on the Check Mark to accept the changes, or the X to cancel the change

Once you have completed entering, editing, or deleting phone numbers, click on the EXIT button to return to the main Information page. Click on the SAVE button to save the changes you have made.

INFORMATION – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.

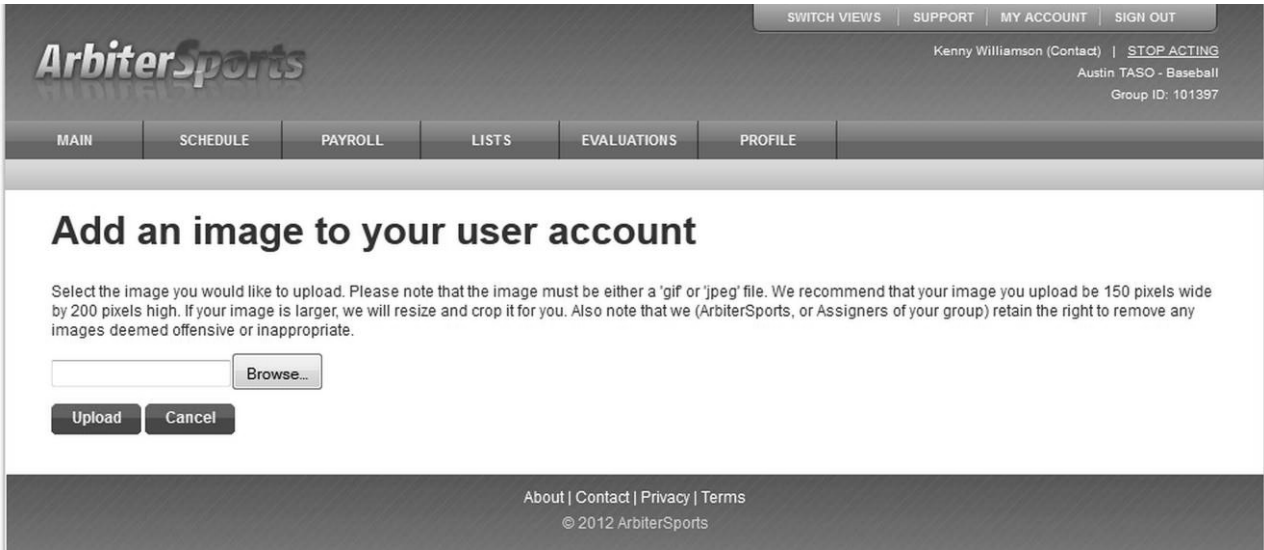
The screenshot shows the 'Change Password' form within the ArbiterSports web application. The header includes the 'ArbiterSports' logo and navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's name, 'Kenny Williamson (Contact)', and a 'STOP ACTING' link are displayed. Below the header, a navigation bar contains tabs for MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The 'PROFILE' tab is active, and within it, the 'PASSWORD' sub-tab is selected. The form itself is titled 'Change Password' and includes instructions: 'Change your password information and click 'Change' when you are finished.' A message states: 'Before we can change your password, we need you to enter your old password.' There is a text input field for the 'Current Password'. Another message says: 'Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)' Below this are two text input fields for 'New Password' and 'Confirm Password'. At the bottom right of the form are 'Change' and 'Cancel' buttons. The footer contains links for 'About | Contact | Privacy | Terms' and the copyright notice '© 2012 ArbiterSports'.

To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password
4. Click on the “Change” button

INFORMATION -- PICTURE

This feature allows you to upload an image or photograph to associate with your user account. Selecting this feature will display the screen shown below.



The screenshot shows the ArbiterSports web interface. At the top, there is a navigation bar with links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile section displays 'Kenny Williamson (Contact)' and a 'STOP ACTING' link. The main navigation menu includes MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The central content area is titled 'Add an image to your user account' and contains instructions: 'Select the image you would like to upload. Please note that the image must be either a 'gif' or 'jpeg' file. We recommend that your image you upload be 150 pixels wide by 200 pixels high. If your image is larger, we will resize and crop it for you. Also note that we (ArbiterSports, or Assigners of your group) retain the right to remove any images deemed offensive or inappropriate.' Below the text is a file input field with a 'Browse...' button. At the bottom of the form are 'Upload' and 'Cancel' buttons. The footer contains links for About, Contact, Privacy, and Terms, along with the copyright notice '© 2012 ArbiterSports'.

To ADD an image

1. Follow the instructions on the screen as to maximum size of the image and other restrictions.
2. Enter the location of the image (or use to “browse” button to locate the image)
 - a. *A word of caution about photographs. Be selective about the image you choose. Coaches, officials, and other contacts will be able to see it, so make sure it is an appropriate image.*
3. Click the “UPLOAD” button.

PROFILE - PREFERENCES

This feature allows you to set some basic changes in how information is displayed. There are two sections that need to be checked, and one that needs changing only on an annual basis.

Selecting this option will display the screen shown below.

The screenshot shows the 'User Preferences' section of the ArbiterSports interface. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Kenny Williamson (Contact) with a STOP ACTING button, and the group is Austin TASO - Baseball with Group ID 101397. The main navigation bar has tabs for MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The sub-navigation bar has tabs for INFORMATION, PREFERENCES (selected), and PASSWORD. The 'User Preferences' form includes the following fields:

- Time Zone:** (Specify the time Zone that you are in. Applicable dates will be adjusted based upon this time zone.) Set to (UTC -05:00) Eastern Time.
- Page Size:** (When viewing grids of data, this value is used to determine how many rows are visible at a time.) Set to 20.
- Date Range:** (Used to only show data that is within your season.) Set to 1/1/2012 To 8/8/2012.
- Default Printing Format:** (Used to print a report with this format.) Set to Adobe Acrobat Format (.pdf).
- Game Time Step:** (The game time step is used when you select the time for a game. The drop down list that you select that time from is generated using the value you specify here.) Set to 5 Minutes.

There are 'Save' and 'Cancel' buttons at the top right and bottom right of the form area. The footer includes links for About, Contact, Privacy, and Terms, and a copyright notice for © 2012 ArbiterSports.

CHANGE to “Time Zone” to the time zone in which you are located (e.g.: Central Time)

IMPORTANT – IMPORTANT – IMPORTANT

SET the “Date Range” from January 1st to December 31st of the current year or whatever your season may be (e.g.: 8/01/20xx to 6/15/20xx). This only needs to be done once each year. If you do NOT set this date range correctly, then you may see data or schedules from whatever date range IS entered in this field or no data at all. Then you will have to manually change the date range in many other parts of the program.

SET the default Printing Format here. The Arbiter ‘default’ is Adobe PDF. If you prefer a different format, such as Excel Spreadsheet or Word Document, then change it here so that becomes your default format.

PROFILE – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.

The screenshot shows the 'Change Password' form within the ArbiterSports web application. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's name, 'Kenny Williamson (Contact)', and their role, 'STOP ACTING', are displayed. Below this, the user's location 'Austin TASO - Baseball' and 'Group ID: 101397' are shown. The main navigation menu includes MAIN, SCHEDULE, PAYROLL, LISTS, EVALUATIONS, and PROFILE. The sub-navigation menu includes INFORMATION, PREFERENCES, and PASSWORD. The 'Change Password' form contains a title 'Change Password' and a description 'Change your password information and click 'Change' when you are finished.' There are 'Change' and 'Cancel' buttons. A message states 'Before we can change your password, we need you to enter your old password.' followed by a 'Current Password:' label and a text input field. Another message states 'Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)' followed by 'New Password:' and 'Confirm Password:' labels, each with a corresponding text input field. There are 'Change' and 'Cancel' buttons at the bottom of the form. The footer includes links for About, Contact, Privacy, and Terms, and a copyright notice '© 2012 ArbiterSports'.

Change Password
Change your password information and click 'Change' when you are finished.

Before we can change your password, we need you to enter your old password.

Current Password:

Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)

New Password:

Confirm Password:

Change Cancel

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To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password
4. Click on the “Change” button