

# ALRA ArbiterSports Tutorial Document

## Table of Contents

<i>First time account set up (new to ArbiterSports) ...</i>	<i>2</i>
<i>Login to Arbiter (applies to new and existing accounts/Officials) ...</i>	<i>4</i>
<i>Mark yourself ready to be assigned ...</i>	<i>6</i>
<i>Check your information and ensure it is accurate ...</i>	<i>7</i>
<i>Update travel limits ...</i>	<i>8</i>
<i>Update your availability ...</i>	<i>10</i>
<i>Indicate you are available for the entire day ...</i>	<i>11</i>
<i>Indicate you are available for part of the day ...</i>	<i>12</i>
<i>Indicate you are unavailable for the entire day ...</i>	<i>13</i>
<i>Accepting game assignments ...</i>	<i>14</i>

## First Time Account Set Up (New to ArbiterSports)

**\*\*This step does not apply if you have an existing ArbiterSports account\*\***

1. You should have received an email to the email address associated with your registration (example shown below). If you have not received the email, please check your junk/spam folder. If you do not find it there, please email our VP Member Services at [vpmemberservices@abertalacrosserefs.ca](mailto:vpmemberservices@abertalacrosserefs.ca).
2. Click on **“Forgot your password, reset it here”**.

### Welcome to [ArbiterSports.com](http://ArbiterSports.com)!

The Alberta Lacrosse Referees Association will be using this website for online referee assigning and now needs you to sign in. This email will explain the information needed to help you get started.

- How do I **Sign In**?
- What should I do first?
- Where can I get further help?

### How do I sign in??

To sign into [ArbiterSports.com](http://ArbiterSports.com):

1. Go to <http://www.ArbiterSports.com/> and enter the sign in information provided below into the entry fields at the top right of the page.
2. Enter your sign in information as listed below:

-User Name: [07\\_flex\\_shook@icloud.com](mailto:07_flex_shook@icloud.com)

-Password: (your password)

Forgot your Password? Reset it [HERE](#).

NOTE: The first time you sign in you must accept the **Terms and Conditions**, as well as change your password.

### What should I do first?

Once you are signed in the system, you may want to do the following:

- Ensure days and times you cannot work are Blocked.
- Make sure your personal information is accurate by clicking the Profile tab.** Phone numbers can be updated by clicking the Phones link on the left-hand side of the profile page. **You must add your phone number.** A picture of yourself in either jpg or gif format can also be uploaded using the left-hand menu. Ensure your address incl. postal code is added for mileage calculation, in X1X 1X1 format.
- Mark yourself as **Ready** to be assigned once you have set your availability and other blocks by clicking the check box located on the at the top right of your Main tab. If you don't have this checked, your admin might not assign you to any games.
- When your assignor assigns you to games, you will receive a notification email - then it's up to you to accept or decline games. To do this, you must sign into the system and view your game schedule. On the right side of your game schedule, you will see **accept and decline** check boxes. Once you are finished marking the games, **be sure to click the Submit button** to submit the changes and have the games accepted or declined.

3. After clicking on **“Forgot your password, Reset it Here”** the following window will open (see below).
  - Please **enter your email** in the ArbiterSports Account Email Box
  - Then select **“sending an email”** and click **“next”**

### Forgot Password

Enter the email address on your ArbiterSports account and choose a recovery method.

ArbiterSports Account Email \*

1

Reset Password by:

- Sending an Email
- Texting a Code to my Phone
- Answering Security Questions

2

3

4. Shortly after you will receive another email. Click on **Reset my Password**

Dear Demo First Name Demo Last Name,

You requested to reset your ArbiterSports password. If you did not request to reset your ArbiterSports password, please contact support@arbiterSports.com to report it.

To reset your password, please complete the following steps:

1. Click on this link: [Reset my password](#)
2. Enter your new password.

You will be required to confirm the password to ensure you entered it correctly.

Once you have updated your password, your previous password will no longer be valid.

The ArbiterSports Support Team  
ASE67

5. The following window will open where you will need to enter a new **password**.

**Reset Password**

Enter your new ArbiterSports password. Password must be a minimum of 7 characters and contain at least one letter and one number. In order to change your password, you must confirm the new password.

New Password:

New Password is required

Confirm Password:

Cancel

Next

6. The following window should appear and you should be able to sign into your account.

**Password Reset Successfully**

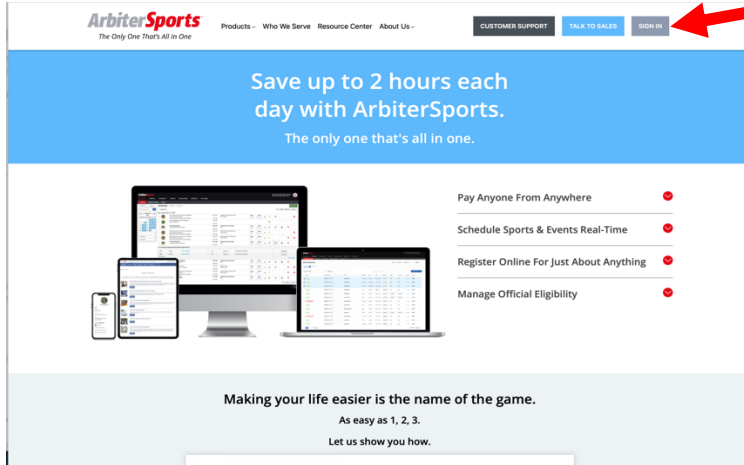
Your password was reset successfully. You can now sign in with your new password.

**Go to Sign in**

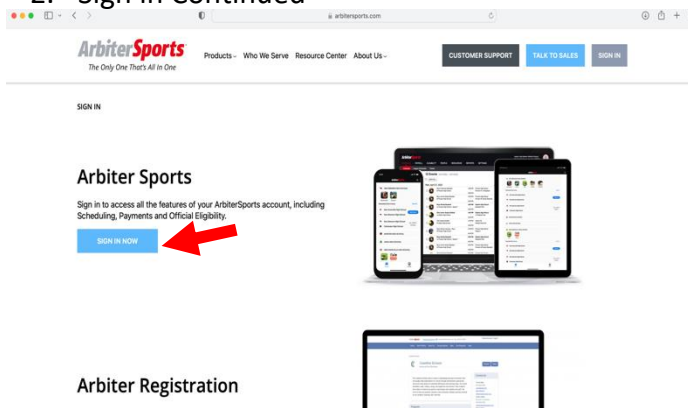
7. After completing the above steps, please log in and continue to follow **the steps below**.

# Log Into Arbiter (Applies to New and Existing Accounts)

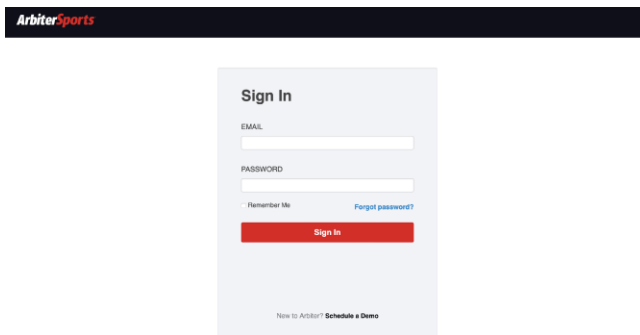
1. Sign into ArbiterSports (<https://www.arbitersports.com>)



2. Sign in Continued



3. Sign in using your **email and password**. You can use the “forgot password tool” if you forgot your password



4. You will first see this page.

The screenshot shows the ArbitratorSports dashboard. At the top is a dark navigation bar with the logo and menu items: MAIN, SCHEDULE, PAYMENTS, BLOCKS, LISTS, REPORTS, and PROFILE. Below this is a section for Action Items, featuring a 'Get Paid Sooner' notification with a 'Link Pay' button. The Upcoming Schedule section indicates 'You have no future games'. The Announcements section shows a message from Logan Parsons (Assignor) dated Fri Mar 03 at 3:30 PM. Below the announcement is a link for 'Calgary Region (CDLA) Tournaments Sign Up' with a video tutorial link. Further down, there are four tournament announcements with their respective dates, game locations, form due dates, and form links.

**ArbitratorSports**  
MAIN SCHEDULE PAYMENTS BLOCKS LISTS REPORTS PROFILE

**Action Items**

\$ **Get Paid Sooner**  
Create or link your Pay account to receive funds sooner. If your Assignor uses ArbitratorPay, you can receive funds electronically. [Link Pay](#)

**Upcoming Schedule**  
You have no future games

**Announcements**

Fri 3:30 PM Logan Parsons (Assignor)  
Mar 03

**Calgary Region (CDLA) Tournaments Sign Up**  
Officials can indicate their interest in Officiating during tournaments by filling out these forms. If you are playing/ coaching in the tournament there will be a place for you to indicate this on the form.  
Please ensure you update your Arbitrator accounts to reflect what you submit on the form.  
Video Tutorial Link: [https://drive.google.com/file/d/1\\_XNRFBSxvsiGkAqnBPXPafbj7djtN2/view?usp=sharing](https://drive.google.com/file/d/1_XNRFBSxvsiGkAqnBPXPafbj7djtN2/view?usp=sharing)

**April 28-30, 2023 Burnburner (High River Tournament)**  
Games at: Aldersyde and High River  
Form Due: March 24, 2023 9:00 AM  
Form Link: <https://forms.gle/35kPovMBMnT189>

**May 5-7, 2023 Timberfest**  
Games at: Calgary Soccer Center  
Form Due: April 15th, 2023 9:00 AM  
Form Link: <https://forms.gle/94cWjy7vXPQG49>

**May 12-14, 2023 Okotoks Spring Classic**  
Games at: Okotoks and Aldersyde  
Form Due: April 25th, 2023 9:00 AM  
Form Link: <https://forms.gle/20LNo2a8N0M2H17>

**May 26-28, 2023 Girls Rock Tournament**  
Games at: Calgary Soccer Center  
Form Date: May 5th, 2023 9:00 AM

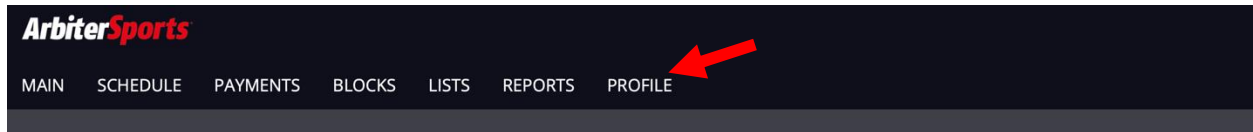
## First Time Log In 2023 Season Checklist

- [Make Yourself "Ready" To Be Assigned.](#)
- [Check Your Information To Ensure It Is Accurate.](#)
- [Update Your Travel Limits.](#)
- [Updating Your Availability.](#)

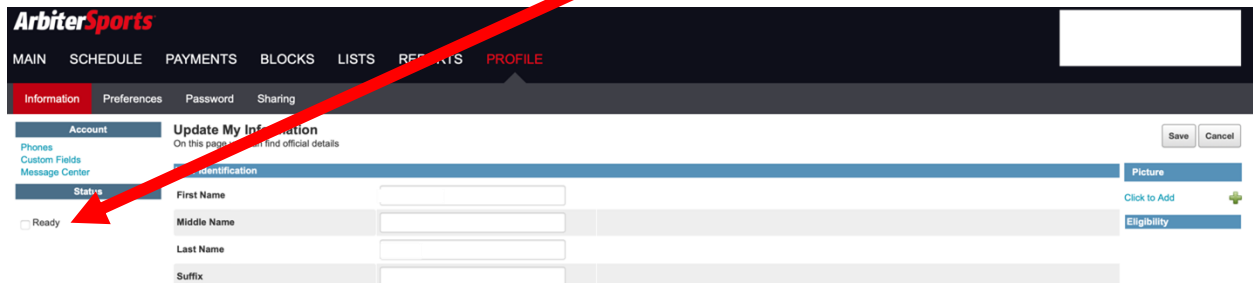
## Make Yourself “Ready” To Be Assigned.

**NOTE: IF YOU DO NOT DO THIS, YOU WILL NOT RECEIVE ANY ASSIGNMENTS**

1. Click on PROFILE



2. Ensure the check box is checked on “Ready”

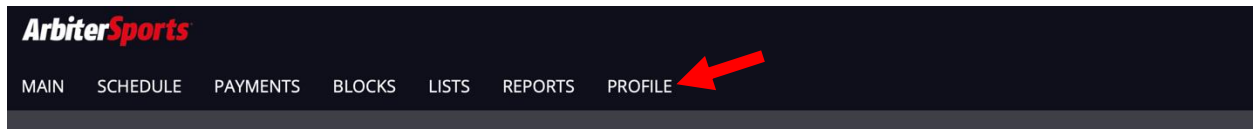


3. Once this is done the “Ready” button should look like this



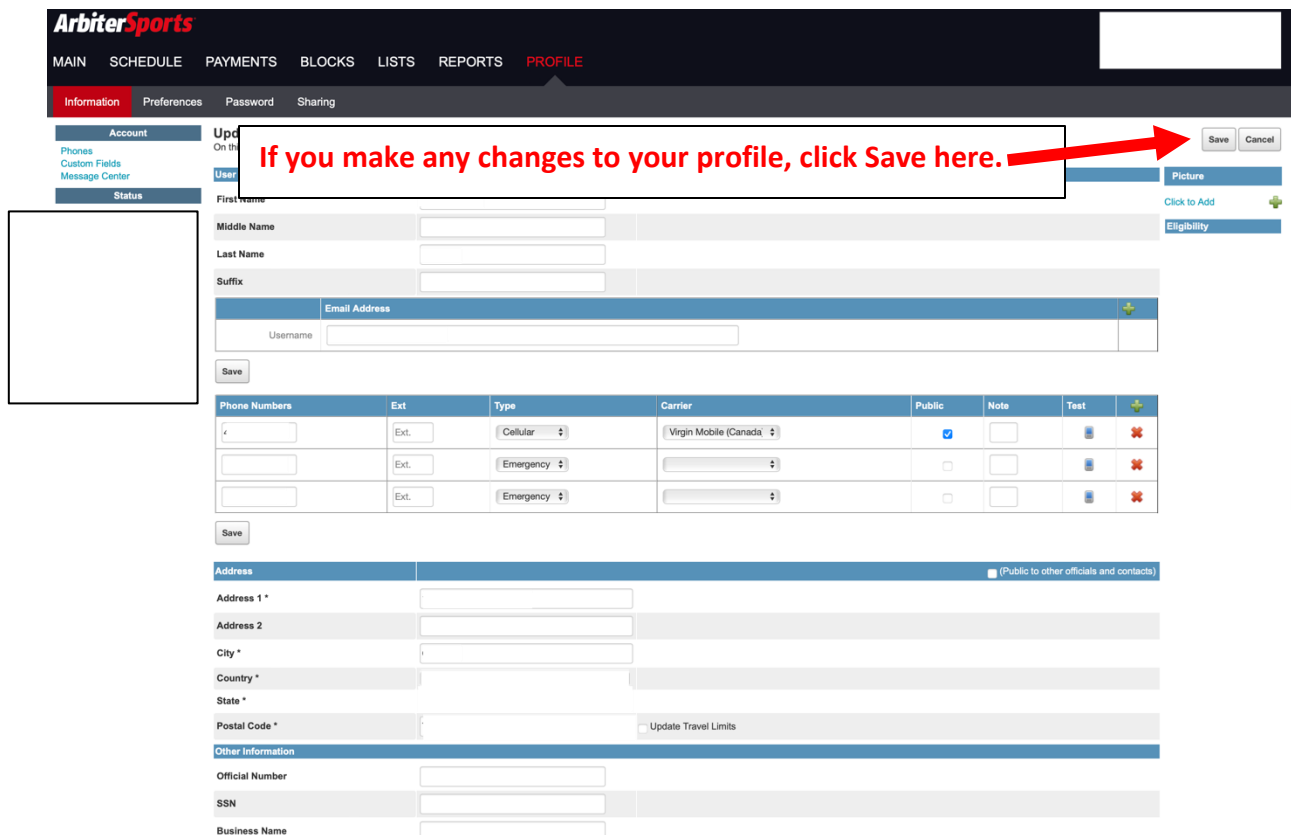
## Check Your Information To Ensure It Is Accurate.

### 1. Click on Profile



### 2. This Page will Open.

- a. Check your name to ensure it is accurate.
- b. Check your phone numbers to ensure they are accurate (should be your personal phone number not your parents, parents can be added as Emergency contacts).
- c. Check your Address to ensure it is accurate.
  - i. Your postal code must be in X#X #X# (ALL Caps) with a space in between.
  - ii. This will ensure you are paid millage for games.
- d. If you make any changes you must click **"SAVE"**



The screenshot shows the profile editing page. A red box highlights the 'Save' button, with a red arrow pointing to it. A text box above the box says 'If you make any changes to your profile, click Save here.' The profile form includes sections for Account, User, Address, and Other Information.







**Account**

Update Profile  
On the Profile Page

**User**

First Name  
Middle Name  
Last Name  
Suffix  
Email Address  
Username

**Phone Numbers**

Phone Numbers	Ext.	Type	Carrier	Public	Note	Test	
	Ext.	Cellular	Virgin Mobile (Canada)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	 
	Ext.	Emergency		<input type="checkbox"/>		<input type="checkbox"/>	 
	Ext.	Emergency		<input type="checkbox"/>		<input type="checkbox"/>	 

**Address** (Public to other officials and contacts)

Address 1 \*  
Address 2  
City \*  
Country \*  
State \*  
Postal Code \*  Update Travel Limits

**Other Information**

Official Number  
SSN  
Business Name

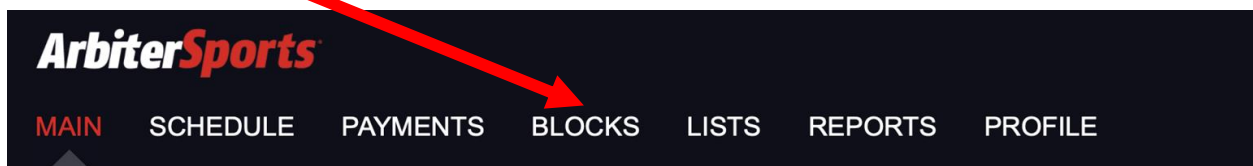
## Update Your Travel Limits

### Notes:

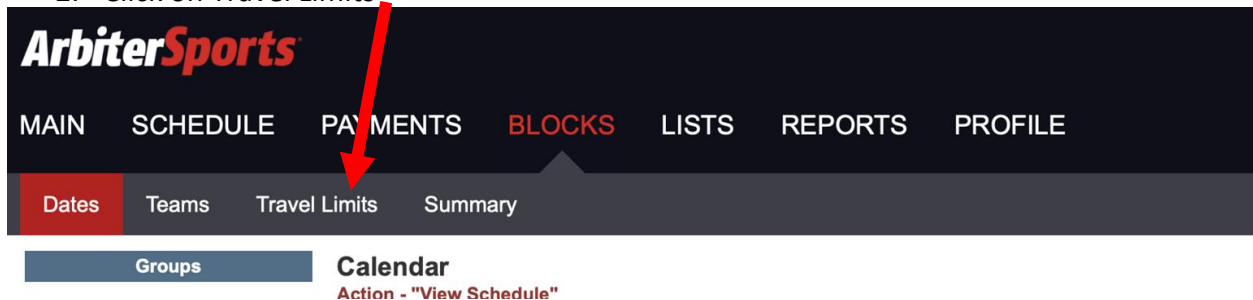
- If you do not set travel limits, you will show up available, and ready, to Officiate **EVERYWHERE**.
- You can set a different travel limit for each day of the week.
- ArbiterSports deals in **Miles** (1 mile = 1.60934 kms / 1 km = 0.621371 miles).
- The distance inputted is a **one-way distance in Miles**.
- **The less restrictions you have with travel distance will increase your probability to be assigned more games.**

### Steps:

1. Click on Blocks



2. Click on Travel Limits



3. This Page will open:

A screenshot of the 'Edit Travel Limits' page. At the top, there are tabs for Dates, Teams, Travel Limits, and Summary. Below the tabs, there are two input fields: 'Postal Code' and 'Distance', and an 'Apply' button. Below the input fields is a table with columns for Day, PostalCode, and Distance.

	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Monday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Tuesday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Wednesday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Thursday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Friday	Calgary, AB Your Postal Code Shows Here	20
<input type="checkbox"/>	Saturday	Calgary, AB Your Postal Code Shows Here	20

^ The Distance in this box is the **ONE-WAY** distance in **Miles** of locations you will show up as available to work at



4. To Make Changes to your Travel Limit, click the **pencil icon** on the day you want to modify. For Example, Sunday(s)

Day	PostalCode	Distance
<input checked="" type="checkbox"/> Sunday	Calgary, AB	Your Postal Code Shows Here
<input type="checkbox"/> Monday	Calgary, AB	Your Postal Code Shows Here
<input type="checkbox"/> Tuesday	Calgary, AB	Your Postal Code Shows Here

- The window, shown below, should open.
- Please leave your postal code the same as your home address for all days.
- Modify the **ONE WAY** distance in **MILES**
- Click the **green check mark** to save.

Day	PostalCode	Distance
<input checked="" type="checkbox"/> Sunday	Your Postal Code Shows Here	20
<input type="checkbox"/> Monday	Calgary, AB	20
<input type="checkbox"/> Tuesday	Calgary, AB	20
<input type="checkbox"/> Wednesday	Calgary, AB	20
<input type="checkbox"/> Thursday	Calgary, AB	20
<input type="checkbox"/> Friday	Calgary, AB	20
<input type="checkbox"/> Saturday	Calgary, AB	20

Once Updated Click the Green checkmark to Save.

Modify Distance here. ONE WAY Distance in MILES (not KMs)

## Updating Your Availability

Note: For this season, all Officials will default to being **UNAVAILABLE**. You must remove the default blocks to be considered available.

**The expectation is that you will keep this up to date at all times.**

Steps:







1. Click on Blocks



2. This Page will Open into a Calendar View

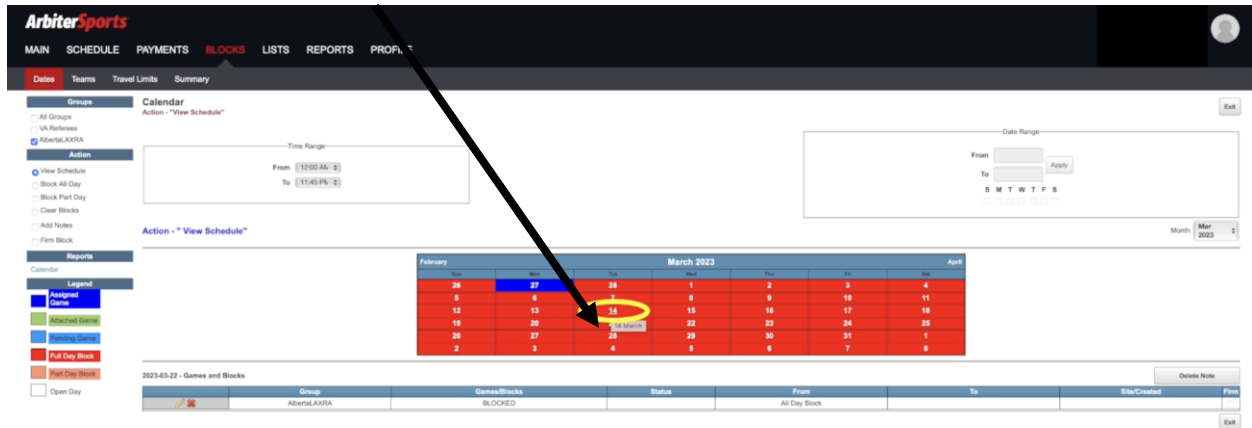
Group	Games/Blocks	Status	From	To	Site/Created	Firm

3. Note what the colors mean.

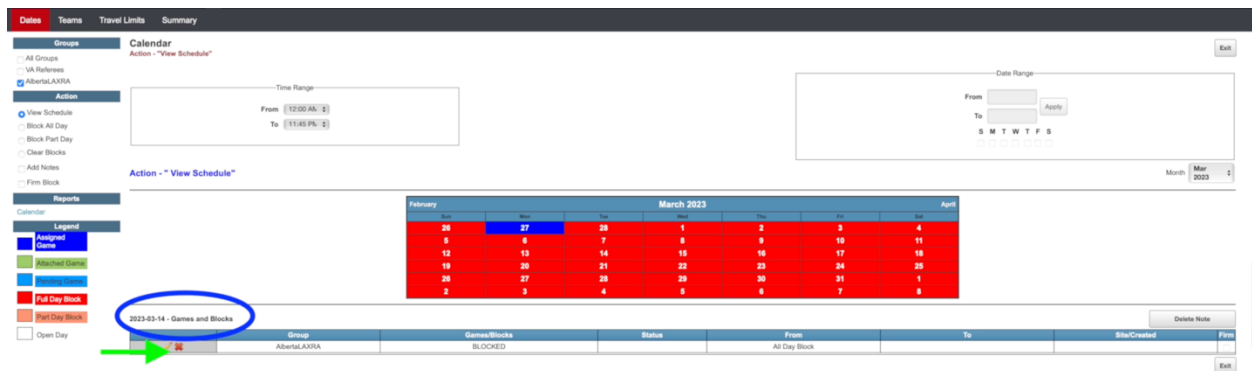
Legend	
	Assigned Game You Have been assigned a game on this Day.
	Attached Game N/A
	Pending Game N/A
	Full Day Block You are UNAVAILABLE FOR THE <b>ENTIRE</b> DAY
	Part Day Block You are UNAVAILABLE FOR PART OF THE DAY
	Open Day You are AVAILABLE FOR THE ENTIRE DAY

## Indicate You Are “Available” For The Entire Day.

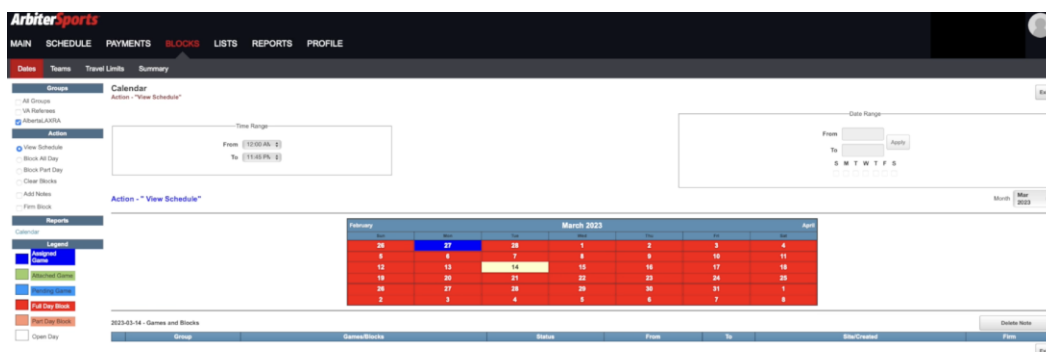
1. Click the day you want to indicate availability for (Example March 14)



2. It will then open this page. Note the date circled in Blue changes to the date selected (Example March 14). Then Click on the **RED X** to remove the “block” (Green Arrow)



3. Once you click on the “red x” the day will turn WHITE. This means you are available to Officiate the Entire Day. You could now be assigned a game at any time on that day (Example: March 14) **This stresses the importance of putting in Part Day Blocks if you are not available for the full day.**



## Indicate You Are Available For A Partial Day

If you are working, or are in school, this would be a common action to communicate your availability.

1. Click on the day you want to indicate your availability for (Example March 15)
2. Remove the block by clicking the date on the calendar. Then clicking the red "X"

Action - "View Schedule" Month: Mar 2023

February		March 2023					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	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	1	
2	3	4	5	6	7	8	

2023-03-15 - Games and Blocks Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AlbertaLAXRA	BLOCKED		All Day Block			

Exit

3. The day will turn white as shown here (Example: March 15<sup>th</sup>):

Calendar Action - "View Schedule" Month: Mar 2023

Time Range: From [10:00 AM] To [11:00 PM]

Date Range: From [ ] To [ ] Apply

February		March 2023					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	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	1	
2	3	4	5	6	7	8	

2023-03-15 - Games and Blocks Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AlbertaLAXRA	BLOCKED		All Day Block			

4. Navigate to the action panel.
  1. Click on "Block Part Day"
  2. Adjust the times you want to indicate you are UNAVAILABLE.
  3. Click back on the date to Apply the BLOCK

Calendar Action - "Block Part Day" Month: Mar 2023

Time Range: From [8:00 AM] To [3:30 PM]

Date Range: From [ ] To [ ] Apply

February		March 2023					April
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	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	1	
2	3	4	5	6	7	8	

2023-03-15 - Games and Blocks Delete Note

Group	Games/Blocks	Status	From	To	Site/Created	Firm
AlbertaLAXRA	BLOCKED		All Day Block			

5. The Date will Turn to a PINK/ PEACH Color Shown Here:



## Indicating You Are Unavailable For The Full Day.

Steps:

1. From the Action Panel select on **“Block All Day”**,
2. Then click the **day in question on the calendar** that you want to insert the **all-day block** on (Example March 16)

The screenshot displays the 'BLOCKS' section of a software interface. On the left, the 'Action' panel is highlighted with a green box and labeled '1', with 'Block All Day' selected. The main area shows a calendar view for February, March 2023, and April. The date March 16 is highlighted in red and labeled '2'. Below the calendar, a table shows the status of games and blocks for the period 2023-03-16.

Group	Games/Blocks	Status	From	To	Date/Created	From
2023-03-16 - Games and Blocks						

3. The day will then turn **RED** (as shown below). This means you are now unavailable for the entire day (Example March 16)

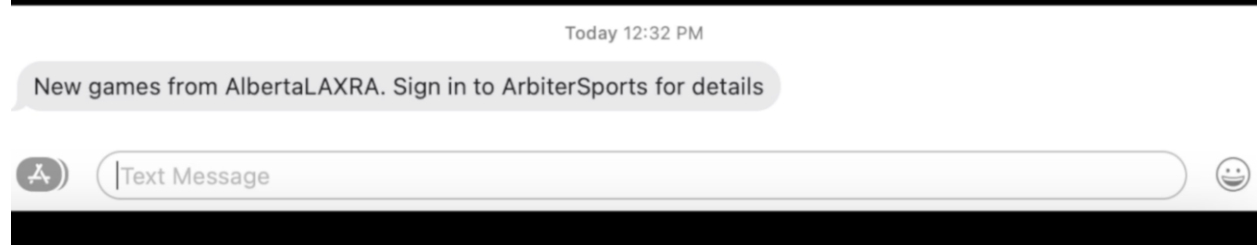


## Accepting Game Assignments

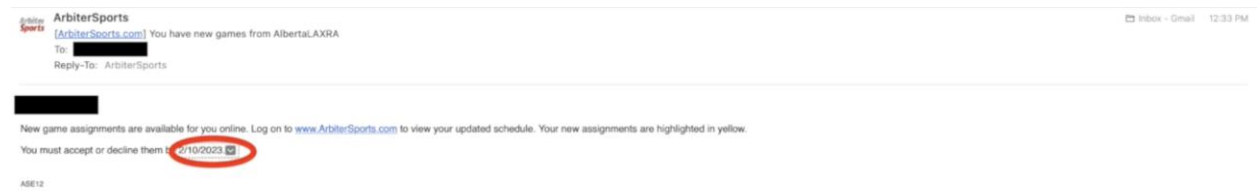
1. When a game is assigned to you, you will receive an email or text message as shown below (based user settings).

**IMPORTANT NOTE: Please accept your assignments as soon as you can but no later than 48 hours after than game was assigned to you.**

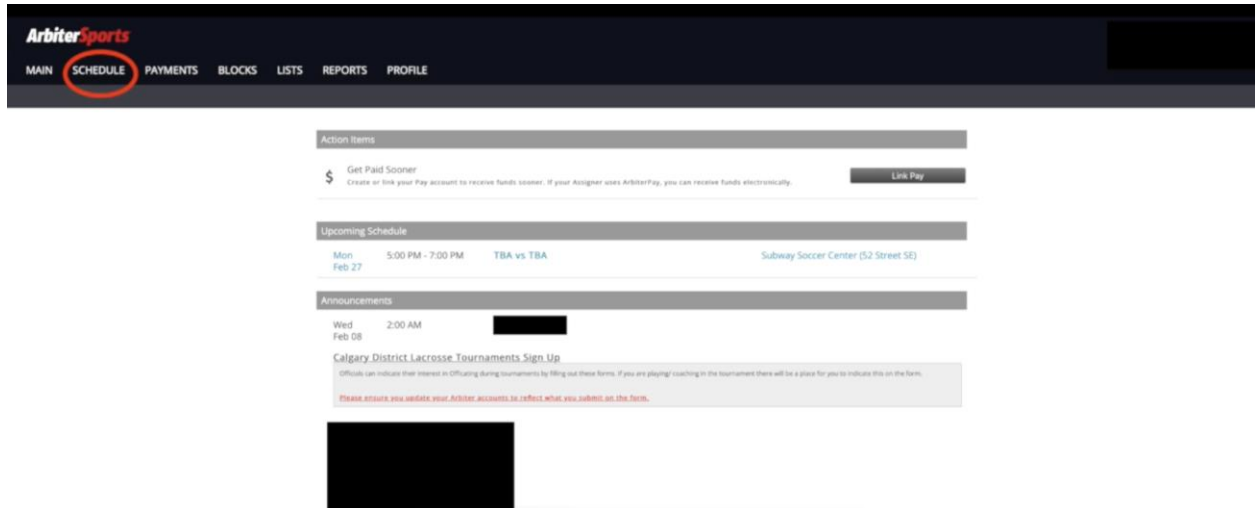
### Example Text Message



### Example Email



2. Log into Arbiter
3. Click on Schedule



4. Click on the far accept button in GREEN. Then click Submit Below.

The red circle shows the accept by date .

The New Assignment(s) will show up in Yellow or Blue

Game	Rules	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fee	Status	Accept	Decline
10230		ALABAMA	Assistant Referee	2-27-2023 Mon 9:00 PM	Lacrosse - Boys Varsity A	Robinson College Campus (20000) 201 - 2000	TBA	TBA	\$1.00	Accepted on 2/23/23 02:09	Submit	Exit

5. Once you click **SUBMIT**, the game will turn white as shown below:

Game	Rules	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fee	Status	Accept	Decline
10230		ALABAMA	Assistant Referee	2-27-2023 Mon 9:00 PM	Lacrosse - Boys Varsity A	Robinson College Campus (20000) 201 - 2000	TBA	TBA	\$1.00	Accepted on 2/23/23 02:09	Submit	Exit

Thank you for taking the time to read through this tutorial to be acquainted yourself with Arbiter’s functionality. The ALRA Executive, and most importantly your respective Assignors, greatly appreciate it.