



# Assignment Procedures for CDYSL Games Using Arbiter

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## Initial Setup

1. During your referee course, you provide an email address. This needs to be unique for each referee. If there are multiple referees in a family, each one must have their own email address.
2. That email address is given to CDYSL, who creates an account for you on Arbiter, the online system that is used for assigning games.
3. Once your account is setup, you will receive an email message from the Arbiter system with logon information. Your username is your email address, and your password will be provided by Arbiter.
4. Using a web browser (Firefox, Internet Explorer, etc.) go to [www.arbitersports.com](http://www.arbitersports.com) and sign on to the system using your username (email address) and assigned password.
5. Change your password
6. Update your profile to make sure the following items are correctly entered
  - a. Email address (the primary means of communication)
  - b. phone numbers (so people can contact you)
  - c. Address with Zip Code (the Zip Code is used to determine nearby games)
7. Block off any times when you are unavailable to referee. When assigning games, the assignor will assume that you are available and willing to work any game scheduled during a time that is not blocked off.
8. Set any other restrictions (such as maximum distance to travel).
9. Once all information is correct, check "Ready To Be Assigned". You will not be assigned any games unless your account is marked as ready.

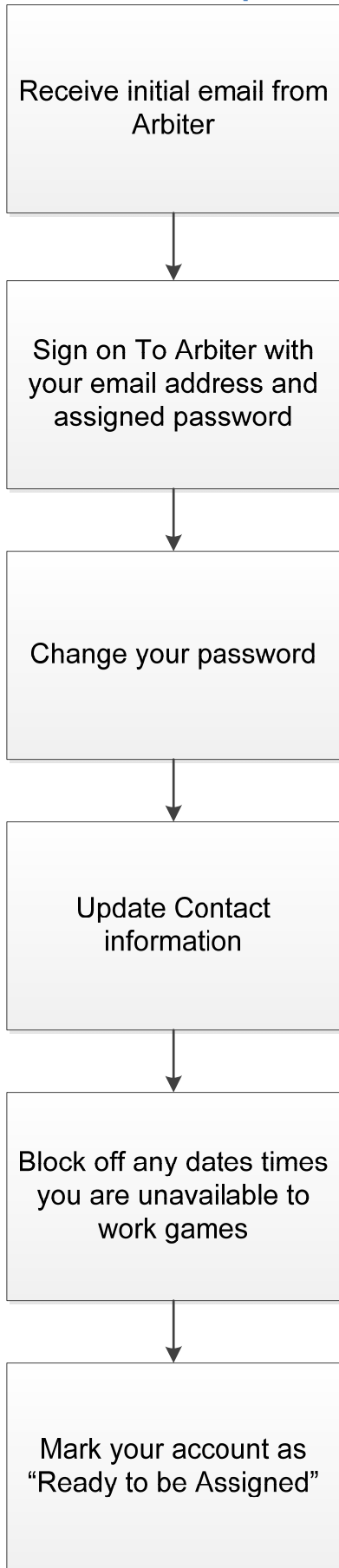
## Ongoing

1. Regularly, check your email for game assignments
2. Continually keep your schedule in Arbiter up to date to block off times you are unavailable to referee

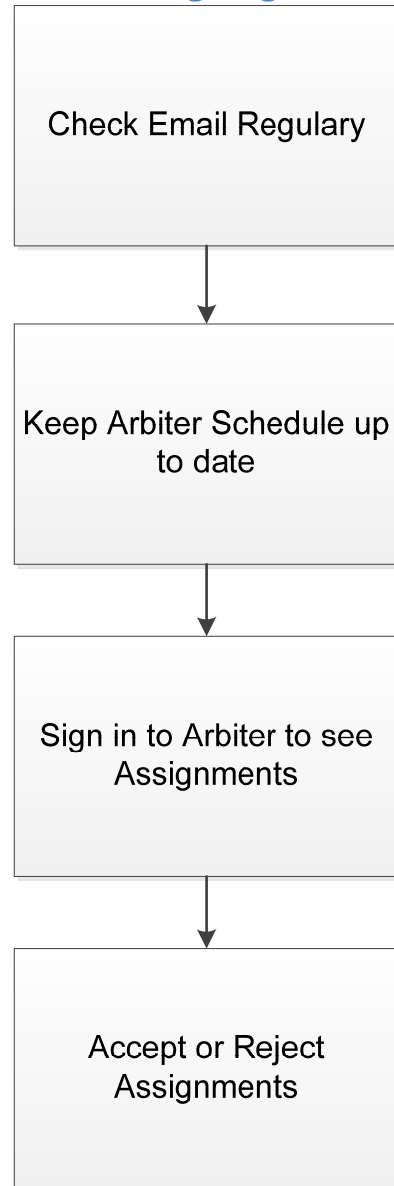
## Upon receipt of Assignment email

1. When you have been assigned a game, the Arbiter system will send you an email letting you know you have a new assignment
2. Sign in to the Arbiter system and view your assignment
3. Verify that you can work this game and mark it as Accepted. If after a certain period of time, the game has not been accepted, the game may be assigned to another official.
4. If in the unfortunate situation where you have been assigned a game that you cannot work, you can decline the game. Please understand that when a game is assigned to you, it is expected that you will be able to take it. When you turn back a game it requires the assignor to reassign the game, causing double the work. If a referee frequently turns back games, it may reduce the likelihood of being assigned further games.

## Initial Setup

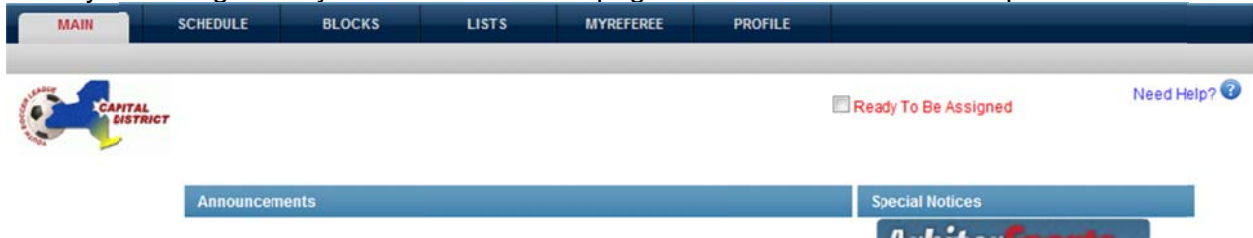


## Ongoing



## Your Main page and menu

Once you are signed in you will see the Main page with a menu across the top.

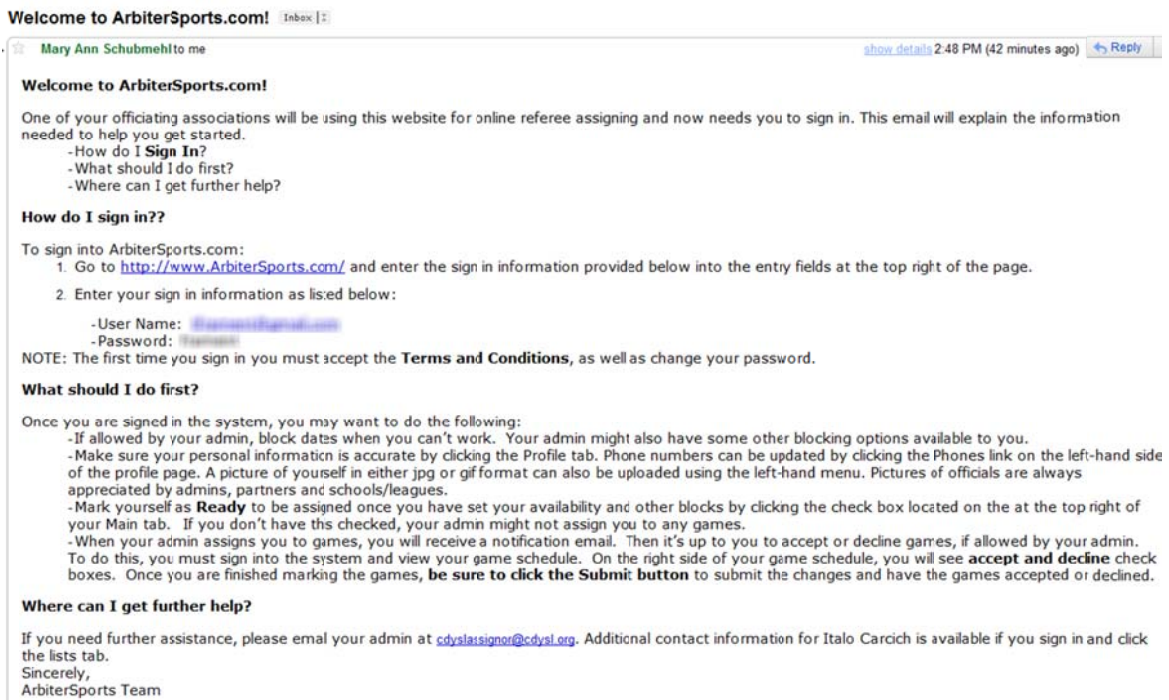


| Tab      | Screen             | Description  |
|----------|--------------------|--|
| MAIN     | Main page          | <ul style="list-style-type: none"> <li>• Ready to be Assigned Indicator</li> <li>• Announcements</li> <li>• Special Notices</li> </ul>   |
|          | Calendar           | Your list of game assignments  |
| SCHEDULE | Master Schedule    | A searchable listing of all games  |
|          | Dates              | Allows you to block off dates and times that you are unavailable to referee  |
| BLOCKS   | Teams              | Allows you to block off certain teams that you cannot referee  |
|          | Partners           | CDYSL does not utilize this  |
|          | Travel Limits      | Allows you to specify location you are traveling from each day and how far you can travel on that day. The minimum is 20 miles.  |
|          | Summary            | Provides ability to print a summary of all blocks that you have.   |
|          | Officials          | Lists of all registered referees. This can be used to look up another referees phone number or email address.  |
| LISTS    | Assn. Officers     | List of CDYSL assignors  |
|          | Sites              | List of all fields used for CDYSL games. You can look up a field and get its address. It will also launch Google Maps with a marker for the field.   |
|          | Teams              | Lists of all teams   |
|          | Forms              | Various reference documents including <ul style="list-style-type: none"> <li>• Coaches Contact List</li> <li>• CDYSL Rules</li> <li>• Rules for other leagues (Super Y, Thruway, etc.)</li> <li>• Various blank game report forms</li> </ul> |
|          | My Referee Profile |  |
| PROFILE  | Information        | Where you maintain <ul style="list-style-type: none"> <li>• Address</li> <li>• Email address</li> <li>• Phone #s</li> </ul>  |
|          | Preferences        | Settings for time zone, page size, etc.  |
|          | Password           | Place to change your password  |
|          | Connected          | Enhanced features for Arbiter that you can subscribe to and pay for.   |

## Initial Setup

### 1. Receive initial email from Arbiter

You will receive an email similar to the one below. Check your spam folder to make sure it doesn't end up there.



### 2. Sign on To Arbiter with your email address and assigned password

#### Signing into Arbiter

- Open your web browser and go to [www.arbitersports.com](http://www.arbitersports.com)
- In the upper right corner are fields to enter your username (which is your email address) and the assigned password.
- Click the Go button next to the password field

The image shows the ArbiterSports website. The top navigation bar includes links for HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, PLAYERS, and NEWS. The main content area features a large banner with the text "Serving officials since 1984, TheArbiter is now ArbiterSports." and a "Learn More" button. Below the banner are three columns of text: "Assigning", "Training", and "RefPay". The "Assigning" column describes the software's history and features. The "Training" column describes the training suite. The "RefPay" column describes the payment system. On the right side, there are two buttons for "NCAA MEN'S Basketball Registration" and "NCAA WOMEN'S Basketball Registration". A red circle highlights the "Sign In" and "Password" fields and the "GO" button in the top right corner of the website.

## Accepting Terms and Conditions

- The first time signing in, you will have to accept the terms and conditions for using Arbiter

**Terms and Conditions**  
Before using ArbiterSports.COM, please read and accept the following terms and conditions.

**Privacy Policy**

Arbiter, LLC ("ArbiterSports") has created this privacy statement in order to demonstrate our firm commitment to your privacy. This document describes ArbiterSports' practices with respect to the collection of user information from this website and the use and disclosure of such information. This document only applies to the ArbiterSports site ArbiterSports.com and our Arbiter Online URL and does not address the privacy of information we obtain from places other than our website. In addition, other sites on the web (including those we link to) have their own privacy policies and practices. In all cases we encourage you to ask questions and to provide data only to sites whose practices and personnel you trust.

**Information collected and how it's used**

We do not collect any personally identifying information about you unless you or the organization to which you belong voluntarily submits such information to us. The information that we have about you is sensitive information and we are diligent in our efforts to protect it. Depending on your group and the particular Arbiter features they use, that information may include your name, address, phone numbers, email address, social security number, and date of birth. Your social security number and personal information may be distributed by an admin to those responsible for your compensation and for other similar purposes. Since ArbiterSports cannot control how your assigner and others protect your social security number and other personal information, ArbiterSports cannot and does not ensure or warrant the security or privacy of any of your personal information. Some or all of this information may be necessary for the application to perform some function correctly or for providing information required or requested by government agencies. When requesting technical support you may be asked to provide some personal information that we deem necessary to identify who you are and to associate you with one of our user groups. An ArbiterSports sales representative may contact you to determine if you are interested in other ArbiterSports products or services. Such representative may ask you if you would like to receive additional information on our products and services. If you are not interested, please advise the ArbiterSports sales representative accordingly, and you will not be contacted again by ArbiterSports. From time to time, we may also notify you about new products and services we are offering. If you do not want to receive such mailings, simply tell us when you give us your personal information.

ArbiterSports collects user information to make it easier and more efficient for you to use our site. We collect non-personally identifying information about you in a number of ways, including tracking your activities through your IP address or most-recently-visited URL or through "cookies". (For more information on IP addresses or

### 3. Change your password

#### Change your password

- Enter in your current password
- Enter in your new password and confirm the new password
- Click Change

**Change Password**

The old password you entered is incorrect. Please try again 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:

## Selecting the Referee Account

- Once signed in you may be presented with a screen to choose which account.
- Click the icon next to the one labeled with the *Account Type* of "Official"

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

**ArbiterSports**



HOME | COMPANY | CONTACT | TESTIMONIALS | DEMO | PLAYERS | NEWS

**My Account**

[Update My Information](#)  
[Manage My Sports](#)

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.

Which Account would you like to sign into?

| OrganizationID | Organization Name                    | Account Type | Sign In   |
|----------------|--------------------------------------|--------------|---|
| 102740         | Capital District Youth Soccer League | Official     |  |
| 102740         | Capital District Youth Soccer League | Contact      |  |

About | Contact | Privacy  
© 2009 ArbiterSports

4. Update Contact information

*Navigate to the account information screen*

- Select the **PROFILE** Tab
- Click the **INFORMATION** button



*Update your profile Information*

- Verify and fill in your information. At a minimum, fill in the fields that are highlighted in the picture below
- To enter a phone number, click the green plus sign (+) on the Phone Numbers table
- Click Save

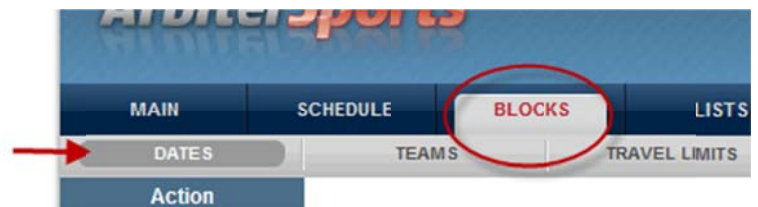
A screenshot of the 'Update My Information' form. The form is titled 'Update My Information' and has 'Save' and 'Cancel' buttons. It is divided into several sections: 'User Identification' with fields for First Name, Middle Name, Last Name, Suffix, Email Address, and Username; 'Phone Numbers' with a table that has a green plus sign (+) circled in red; 'Address' with fields for Address 1, Address 2, City, State, Postal Code, and Country; and 'Other Information' with fields for Official Number and Date of Birth. The 'Ready' checkbox is checked. There are also 'Save' and 'Cancel' buttons at the bottom right.

5. Block off any dates times you are unavailable to work games

*Blocking dates allows you to let the assignor know that you are unavailable to work any games during a time period. You can indicate you are unavailable for an entire day or part of a day.*

*Navigate to the block dates screen*

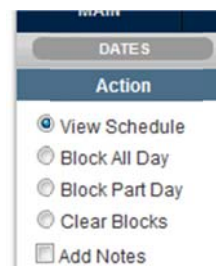
- Select the **BLOCKS** Tab
- Click the **DATES** button



## Choose an Action

In the upper left of the screen is a box labeled **Action**. Use these options to indicate whether you want view existing blocks, block an entire day, block part of a day or clear existing blocks.

When you click the Add Notes box, you will be prompted to enter in a note about the block.



## Block All Day

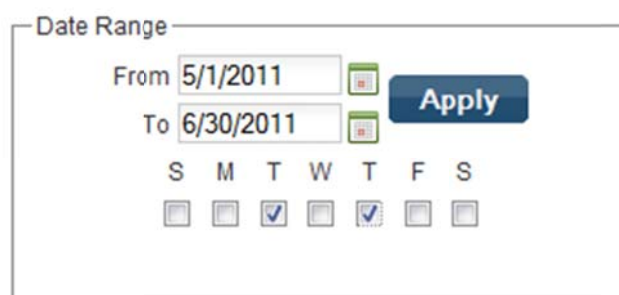
Use this option to indicate you are unavailable for particular weeknight, or for an entire day on a Saturday or Sunday.

To Block a Single Day –

- Select Block All Day in the Action box
- Click the number in the calendar cell of the day. Clicking the cell is not enough; you need to click the day number.
- If the Add Notes is checked, you will be prompted to enter a note
- The calendar cell should turn red indicating Full Day Block

To Block multiple occurrences of a day or days use the Date Range box (ex. You have games and practices on Tuesday and Thursday for May and June)

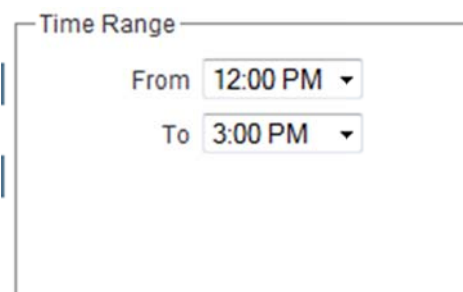
- Select Block All Day in the Action box
- Enter in the dates in the date range box
- Check the days of the week
- Click Apply
- If the Add Notes is checked, you will be prompted to enter a note
- The indicated days will be red

A screenshot of a "Date Range" selection interface. It features two input fields: "From" with the date "5/1/2011" and "To" with the date "6/30/2011". To the right of these fields is a blue "Apply" button. Below the date fields is a row of seven checkboxes corresponding to the days of the week: S, M, T, W, T, F, S. The checkboxes for Tuesday (T) and Thursday (T) are checked with blue checkmarks.

## Block Part Day

Use this option to indicate you are unavailable for part of a day (Saturday or Sunday) but are available for the rest of that day. For example, you are playing in a 1pm game on Sunday, but are available afterwards.

- Select Block Part Day in the Action box
- Indicate the times you are unavailable in the Time Range box
- Click the number on the calendar cell
- If the Add Notes is checked, you will be prompted to enter a note
- The selected day will change colors to indicate a Part Day Block


A screenshot of a "Time Range" selection interface. It features two dropdown menus: "From" with the time "12:00 PM" and "To" with the time "3:00 PM".

## Clear Block

Clearing a block follows the same process as blocking an entire day

### View Schedule

When the View Schedule option is selected, clicking on the day in a calendar cell will display the information about that day including any game assignments or blocks.

| 2/27/2011 - Games and Blocks  |       |              |        |          |         | Delete Note  |   |
|---|-------|--------------|--------|----------|---------|--------------|---|
|   | Group | Games/Blocks | Status | From     | To      | Site/Created | Firm  |
|  | CDYSL | BLOCKED      |        | 12:00 PM | 3:00 PM |              |  |
| Playing in 1pm Game at DiCaprio   |       |              |        |          |         |              |   |

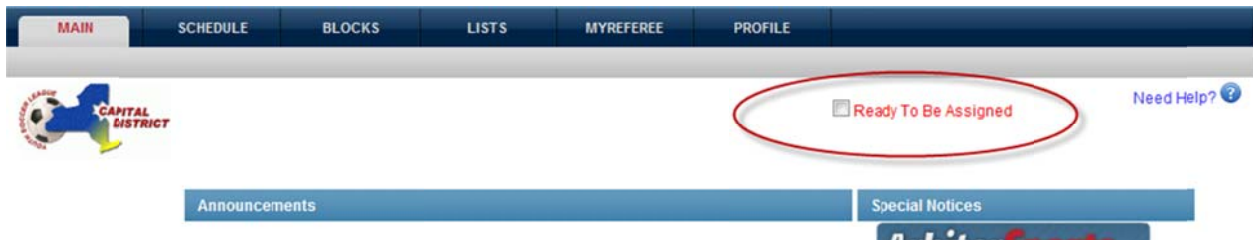
### More Advanced Blocks

For more information on creating blocks, click the “Need Help?” link in the upper right

[Need Help?](#) 

#### 6. Mark your account as “Ready to be Assigned”

When you are all set with updating your profile information and setting your schedule blocks click the “Ready To Be Assigned” check box on the Main screen.



The screenshot shows a navigation menu with tabs: MAIN, SCHEDULE, BLOCKS, LISTS, MYREFEREE, and PROFILE. Below the menu is a logo for 'CAPITAL DISTRICT'. In the main content area, there is a checkbox labeled 'Ready To Be Assigned' which is circled in red. To the right of this checkbox is a 'Need Help?' link with a question mark icon. Below the main content area are two buttons: 'Announcements' and 'Special Notices'.