User's Guide & Reference
May 1, 2010

Created in association with Northern Virginia Umpires Association
& Mid-Atlantic Collegiate Umpires

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Introduction

The intent of this manual is to offer at least one way to use all of the features of Arbitersports.com website. While this is not an all inclusive manual on the use of Arbitersports.com website, it does cover all of the major uses for officials of the Northern Virginia Baseball Umpires Association and Mid-Atlantic Collegiate. This User's Guide & Reference was written by an official for officials and thus contains a lot of information that has been tested over time. This is by no means the only way to maneuver through the website and the only way to get comfortable with the use of Arbitersports is through the use of the site. What works for one person may not work for another.

While there are many ways to navigate your way around the website, most of the time you will find yourself using the pushbuttons that are on any given page. However at times it is best not to use these pushbuttons but instead try using the back button on your window browser. On many of the pages that contain icons, if you put your mouse cursor over the icon a small popup window will appear to inform you of what function that icon button will perform. This will be something that you will just have to experiment with as you gain experience with the use of the website.

The subject matter contained in this manual is a step by step process of how to use the different sections of the website. In some cases there is much more information than may be needed to complete the given task or form. At the end of this manual there are some very helpful tips on how to accomplish the commissioner's goal of correctly completing a report or form. They are entitled **Hints & Tips #** and will be referenced in the section to which they apply.

The Arbitersports.com
User's Guide & Reference

Once you have been given a Username & Password to the Arbitersports system there is some information that you will need to verify or update. The Arbitersports system is very easy to navigate through as all links are provided in the navigation tabs at the top of the screen in the navigation pane. When you select one of the links under a main title you will be given a new screen that may contain submenu tabs. We will now walk through each screen and its links in order of importance.

(Note: All selections may not be available to all officials)

1.   PROFILE Tab

A. The first selection you should make after you login for the first time is the **Profile** tab which will put you on the **Information** submenu tab. On the **Information** page you will see the following fields under the subtitle **Update My Information;** they are **User Identification**, **Address** and **Other Information**.

   a. Under the **User Identification** area verify that your name, first and last are spelled correctly and that your email address is correct.

   b. Under the **Address** section verify and make any corrections to address, city, state and postal code and then verify that a check mark is in the box, **"(Public to other officials and contacts)"**.

   c. In the **Other Information** section, verify or enter your **SSN** (Social Security Number) and your **Date of Birth** and in the correct format. The entry for **Official Number** is now required, this is for your **VHSL ID#**. This field is in the format of **xxx-xx-xxxx**.

   d. When you have completed all changes to your schedule select the **Save** pushbutton to return you to the **Main Page**.

B. Select the **Profile** tab at the top of the screen navigation pane again. On the **Update My Information** page you will see three four sub links on the left hand navigation pane under the **Account** main title.

   a. The first one to select is **Phones**; here you will find all of your phone numbers for others to contact you. On this page you will be able to add phone numbers, change the order and edit all phone numbers that other officials and assignors can use to contact you.

   (Note: Always make sure your home number is at the top of the list)

b. On the left hand side will be icons that you can use to edit, delete or add a phone number. The icon ✚ is used to add a phone number. When you select this icon you will be given a new screen that will add a new line to your phone number list. Select the **Type**; enter your number in the **Phone Number** field, including area code. Enter **Extension** if applicable and leave the check in the box for **Public**. Now enter any comments you may need in the **Note** area, i.e. ***"Call first during work week"***. If you need to cancel this operation select the icon, ✖on the left side to cancel, or if you want to save this information select the icon, 💾 to save and return to the **Phone Numbers** screen.

c. If you need to edit a phone number select the icon, 🖊 on the left hand side to edit that phone number.

d. If you need to delete a phone number select the icon, ✖ on the left hand side to delete that phone number and then answer **Yes,** to the popup question.

e. You can reorder your numbers in relation to telling other officials what numbers to call you on. This is done on the far right hand side of the **Phone Numbers** screen. Select the icon, ⬆ to move it up in the list or select the icon, ⬇ to move it down in the list. All of this movement will affect what phone numbers are printed on another official's schedule. Your home number will be printed first and if you cell phone is second that will appear on the printed schedule.

f. Once you have completed all changes you will now select the **Exit** box at the bottom right of the **Phone Numbers** box. This will return you to the **Update My Information** page.

g. There will be no information under the **Custom Fields** at this time.

h. You may want to add a picture of yourself so other officials will know who you are when they are looking for you at a ball field. To do these select the **Picture** link on the left hand side under **Account**. This will take you to the **"Add an image to your user account"** screen, be sure to read the instructions on this page as what type and format the picture must be in. **Browse** to the picture located on your local computer, then next select the **Upload** button to attach it to your user account. This will return you to the **Update My Information** page.

C. Select the **Preferences** submenu tab at the top of the screen under the navigation pane tabs. On the **User Preferences** page you will see the following fields under the subtitle **User**; they are **Time Zone**, **Page Size**, **Date Range** and **Default Printing Format**.

a. Under the **Time Zone** section, verify that the pull down menu reflects the correct time zone for your location.

b. Under the **Page Size** section, enter the number of rows you want displayed on screens where the page rows can be changed. i.e. Games Screens

c. Under the **Date Range** section, set the range to be the current season.

d. Under the **Default Printing Format**, select the method preferred in the pull down menu for printing game reports.

e. When you have completed all selections select the **Save** pushbutton on the bottom right of the screen. This will return you to the **Update My Information** page.

D. If you need to change your password you can do so by selecting **Password** submenu tab at the top of the screen under the navigation pane tabs. Here you will need to type in your old password and then your new password twice. Once you are done select the **Change** pushbutton in the bottom right of the **Change Password** screen. This will return you to the **Update My Information** screen. **(Note: you may have to log in again)**

E. A **New Feature** for Arbitersports is the ability to share game assignments of one group/ assignor with another group/assignor. On the **Update My Information** page select the **Sharing** submenu tab at the top of the screen under the navigation pane tabs. On the **"Select the game information you want shared with specific assignors"** page you will see the following check box fields. **Share This Game Info**, **From These Groups** and **With Assignors From**. Select the appropriate check boxes and then select the **Save** pushbutton at the bottom right of the screen this will return you to the **Update My Information** page.

2. BLOCKS Tab

A. The next section you may need to update is the Blocks Tab at the top of the screen navigation pane which will put you on the **Dates** submenu tab. On the **Dates** page you will see the following fields under the subtitle **Calendar**; they are **Groups**, **Action**, **Reports** and **Legend**. On the **Calendar** page you will be able to set days that you may not be able to work. **(See Hints & Tips #1 – Blocks)**

(Note: The more limits you put on your availability the less games you may be assigned.)

a. The default view is your schedule with the current month displayed in the lower portion of the page under the **Action – "View Schedule"** heading and the **View Schedule** radio button selected under the **Action** submenu. The **Group** selected will be the current group that you logged in under.

b. The legend for the colored days in the schedule is given on the left hand navigation pane under the **Legend** submenu.

c. To block and entire day select the **Block All Day** radio button and then select the day on the calendar to block. This will turn that day **Red** on your calendar and you will not be assigned a game that day. **(Note: Be sure to change the radio button back to View Schedule after selecting the last day you want to block or you may create more blocks than you wanted.)**

d. To block part of day based on time select the **Block Part Day** radio button, fill in the time frame under the **Time Range** heading and then select the day you want to apply it to. This will turn that day **Peach** on the calendar and you will not be assigned a game during that time frame. **(Note: Be sure to change the radio button back to View Schedule after selecting the last day you want to block or you may create more blocks than you wanted.)**

e. A **New Feature** for Arbitersports is the ability to add a note to a day that is being blocked. (i.e. doctors appointment, business trip or work schedule.) After you have blocked the day the informational section below the **Calendar** will have a box for entering the note. Select the icon, ✏️ this will allow you to enter the information in the box in the center of the informational section. When you have finished entering the note select the icon, 💾 to save the note. If you want to remove the note and the block, cancel the operation select the icon, ✖️ and this will remove the note and unblock the day. **(Note: Be sure to change the radio button back to View Schedule after selecting the last day you want to block or you may create more blocks than you wanted.)**

f. If you have created a block, whether it is a **Block All Day** or a **Block Part Day** and you want delete that block select the **Clear Blocks** radio button and the select the day on the calendar that you want to apply it too. This will clear any block for that day. This can also be accomplished by selecting the icon, ✖️ in the bottom of the informational are under the **Calendar**. **(Note: Be sure to change the radio button back to View Schedule after selecting the last day you want to clear a block or you may unblock more days than you wanted.)**

g. You may also apply any of the above actions by selecting the correct radio button and then fill out the information in the **Date Range** fields. In the **From** field select the icon, 🗓️ to select the starting date and in the **To** field select the icon, 🗓️ to select the ending date. Now you may select the corresponding days of the week during that timeframe you want to apply this change too. When the information is correct select the **Apply** pushbutton and you will see the changes made on the calendar. This feature is best used when you may be going out of town for a week or two for business or vacation with family.

h. When you have completed all changes to your schedule select the **Exit** pushbutton to return you to the **Main Page**.

B. The next section you may need to update is the Travel Limits submenu tab under the **Blocks Tab** in the top of the screen navigation pane. Under the subtitle **Edit Travel Limits** you will find the following fields; **Day**, **Postal Code** and **Distance**. On the **Edit Travel Limits** page you will be able to set distance and zip code from where you will be traveling from for each day of the week. **(See Hints & Tips #2 – Travel Limits)**

    a. The default view on the **Edit Travel Limits** page will be your existing **Postal Code** and **Distance** that you are willing to travel from that zip code.

    b. To make a change to this information select the icon, 🖊 on the left hand side to edit the information for that day of the week. This will give a new screen with fields for that day available to edit. Correct the information in the **PostalCode** and **Distance** fields. When you have finished be sure to select the icon, ✅ to save the information for that day of the week. If you do not want to make any changes to that day of the week or need to cancel the information you have entered select the icon, 🚫 to return to the previous menu.

    c. You can also make global changes to more than one day at a time by entering the information at the top in the **Postal Code** and **Distance** form box. Select the check box(s) to the left of the **Day** and then select the **Apply** pushbutton. This will apply all information to each day checked.

    d. When you have changed all the days of the week on the **Edit Travel Limits** page select the **Exit** pushbutton to return to the Main Page.

C. The last section is the **Summary** submenu tab under the **Blocks Tab** in the top of the screen navigation pane. On the **Print Blocks Summary** page you will be able to print out a listing of the blocks you have set for yourself.

    a. On the **Print Blocks Summary** page select the format you wish the printout to be under the Export Format pulldown menu.

    b. Next select the **Print Preview** pushbutton and a new window will open with all of your block information at the top and your current travel limits information at the end of the document.

    c. When finished with that page press the back button on your browser window and you will be returned to the **Print Blocks Summary** page. When all printouts are complete select the Exit pushbutton to be returned to the Main Page.

3.   MAIN Tab

A. Now that you have completed all of the personal information updating needed, you will have to notify the assignor of your status to begin umpiring games.

a. Select the **Main Tab** at the top of the screen in the navigation pane. On the **Main Tab** page you will see a status indicator **Ready To Be Assigned** check box at the top under the navigation pane Tabs.

b. Put a check mark in the **Ready To Be Assigned** check box by selecting the box. When you do this the word **Ready To Be Assigned** will change to this **Ready To Be Assigned**. This will allow the assignor to assign you games; if you do not do this you will be shown as unavailable when games are being assigned.

4.   SCHEDULE Tab

A. Once you have made yourself ready to be assigned games and you have been assigned to a game the next section to require your attention is the **Schedule Tab** in the navigation pane at the top of the screen. This will put you on the **Calendar** submenu tab and the subtitle page **Schedule** where you will see all games that have been assigned to you.

a. The default view on the **Schedule** page will be all games that have been assigned to you are ready for you to accept the games. You can not view any of the information for a game until you click on the **Submit** pushbutton on the bottom right of the screen.

b. *If you can not do a game on your schedule you must notify, by phone an assignor immediately*.

c. On the **Schedule** screen you have many links that can be viewed that will supply more information about that game. They are **Game**, **Notes**, **Site** and **Home**. We will discuss each one in order now.

d. Click on the **Game** number link and this will display the **Game Details** screen for that game. Here you will see the detail information about that game to include your partner or partner's names, their email address and pulldown lists of their phone numbers. If you click on the link of your partners name a separate window will open that will give you his or her name, address, phone numbers to include calling order if he or she has set one as well as email address and if loaded a picture. Close the window to return to the **Game Detail** window.

e. If you desire to send an **Email** to your partner you can click on their email address and if you have an email client setup on the computer you are using it will open a new window to compose an email to that address. *(Note: The Lead Official for the game will be the name that is in Bold.)*

f. If you need to know more information about the **Site** the game will be played at click on the link for the site name. This will take you to the **Site Detail**s window which will give you the address of the game site. This address has a link associated with it that if you select that link a separate window will open a **Google Maps** search on that address that you can use to map out your route to the game site. The **Site Details** window may also contain contact information for that site. This same information may also be supplied for the listing in the **Home** heading.

g. This view also contains a heading for **Notes** that may or may not contain information. The **Notes** icon will have a green plus sign, 📝 if there are no notes or if notes can be created. If the **Notes** icon has no green plus sign, 📋 this means that are notes that have been created.

(Note: A word of caution here, there are times that the Notes icon will not have the green plus sign saying it contains a note but it may not be viewable by all officials only assignors can view it.)

h. When you have finished with viewing the **Game Details** select the **Exit** pushbutton at the bottom or top right of the screen and this will return you to the **Schedule** page.

B. The **Schedule** page also gives you the ability to print your schedule of games. It also gives you the ability to view all of your past games that have been played and are not archived from the database. This is done by the use of the **Reports** and **Display** main titles in the navigation pane on the left hand side of the page.

a. To print copies of your schedule select the **Schedule** link under the **Reports** main title heading. This will take you to the **Print Schedule** page where you specify the **Export Format** you wish to print your schedule in. You will not be able to change the **Date Range** as that is set by the information in the database. Select the **Print Preview** pushbutton at the bottom or top right of the screen, this will open a separate window and display your schedule in the format you have chosen. After you have finished with printing your schedule you will have to select the back button on your browser window. When all tasks are complete select the **Exit** pushbutton at the bottom right of the screen to return to the **Schedule** page.

(Note: You must have the correct installed application on your computer to open the file, i.e. you choose the .PDF format you must have Adobe Acrobat Reader installed or you choose the .XLS format you must have Microsoft Excel installed.)

b. To review all of your past games that have already played select the **Show All** checkbox under the **Display** main title in the navigation pane on the left hand side of the screen. This will change the view of the **Schedule** page to list all of your past games that are available and not archived in the database.

C. When a game is complete the **Lead Official** is required to fill out the **Game Report**. This is done on the S**chedule** page under the **Notes** heading. This is a very important procedure that must be completed so that the association can be paid from the client as well as the officials can be paid by the association.

(Note: This is a simple 3 click operation! 1: Select the check box "Show All" after you have clicked on your Game Schedule. 2: Select any Red icons, **R** *that you see in the notes column. 3: Select the Submit pushbutton on the report page. Just 3 "clicks" if the game status was normal. This will now turn the Red icon,* **R** *to Green icon,* **R** *unless you have entered Comments then it will now become a Yellow icon,* **R** *.)*
(See Hints & Tips #3 – Game Reports)

(Note: For more information on when a game status is other than Normal)
(See Hints & Tips #4 – Game Reports FAQ's)

   a. The **Lead Official**, whose name is in bold on the **Game Schedule** page, will select the **Create Report** icon, **R** under the **Notes** heading for the game just completed. This will take you to the **Game Report** page.

   b. On the Game Report page you will be required to enter the **Status** of the game, **Score** of game (on occasion) and the **Status** of Official. At times you may also need to select the **Checkbox** for one or more of the **Forms** entries, **HS ejection form, MD JuCo Ejection Report, NCAA Ejection Report and/or NCAA suspension report or ODAC Ejection Report**.

   c. One of the most important areas of this report is the Comments section at the bottom. If a game has **ANY** extenuating circumstances to report this is where it needs to be communicated to the assignor.

   d. When the **Game Report** has been completed the **Create Report** icon, **R** will change to the **View Report** icon, **R** if the status is normal or will change to the icon, **R** if there has been information entered for the assignor to resolve.

   e. If an ejection form/report or a suspension report checkbox is selected those forms must be filled out immediately and faxed to the Commissioner.

f. When the **Game Report** is complete select the **Submit** pushbutton at the bottom or top right of the screen. This will return you to the **Schedule** page where you can complete any other **Game Reports** that may need to be done. *(Note: It is always a good idea to select the* **Show All** *checkbox under the* **Display** *main title in the navigation pane on the left hand side to see if there any Game Reports you have not done.)*

5. EVALUATIONS Tab

A. This section contains a link to evaluate your partners as well as a link to review the evaluations that others have done on you. If you are the **Lead Official** you are required to complete an evaluation on your partners, select the **Evaluations Tab** in the navigation pane at the top of the screen of the main page. This will put you on the **Evaluation Reports** page with the **Evaluate Officials** submenu tab selected.

a. On the **Evaluation Reports** page select the correct link, **College NCAA Rating Form, MAC Baseball Evaluation Form** or **Fall Classic** under the **Evaluation Report Name** heading.

b. Selecting **College NCAA Rating Form, MAC Baseball Evaluation Form** or **Fall Classic** will take you to the **Evaluation Lists** page. Here you will find a list of officials that you need to fill out evaluations for. The list contains the **Official**s name, **Position**, **Game**, **Date & Time**, **Sport & Level**, **Report** and **Evaluate** fields. Select the **Evaluate** icon, **A+** on the end of the row for the **Official** you want to complete the report on. This will take you to the **Evaluation On-Line Form** page where you will use the **Scoring Description** information to complete the form based on what position the official worked in that game. When you have finished entering all data select the **Submit** pushbutton at the bottom or top right of the page. *(Note: Once the Submit pushbutton is selected you will not be able to make any changes to this evaluation.)*

c. After you select the **Submit** pushbutton you will be returned to the **Evaluation List** page and the Evaluate icon, **A+** will become green. You may have to select the **Show All** check box under the **Display** heading on the left hand navigation pane. When all evaluations have been completed you can select the **Exit** pushbutton to return to the **Main Tab** or another **Tab** at the top of screen in the navigation pane.

B. This section also allows all officials to review the evaluations done on you by selecting the **View Responses** submenu tab under **Evaluations** Tab on the navigation pane at the top of the screen.

   a. When you select the **View Responses** submenu tab it will take you to the **View Evaluation Responses** page. To see all evaluations for a given form, select the **#Responses,** number link for the **College NCAA Rating Form, MAC Baseball Evaluation Form** or **Fall Classic** under the **Evaluation Report Name** heading.

   b. When you select the number under the **#Responses** heading this will take you to the **Official: Your Name (Form Name)** page where you will see a list of all evaluations. The average score for an evaluation is under the **Score** heading and the actual evaluation form can be viewed by selecting the **Details** icon, 🔍 under the **Details** heading.

   c. When you select the **Details** icon this will take you to the **Evaluation On-Line Form (Form Name)** page where you can see all the information that was entered by your evaluator. When finished viewing select the **Exit** pushbutton at the bottom right of the page, this will return you to the **Official: Your Name (Form Name)** page.

   d. When finished viewing all evaluations on the **Official: Your Name (Form Name)** page select the **Exit** pushbutton at the bottom right of the page, this will return you to the **View Evaluation Responses** page.

   e. On the **View Evaluation Responses** page you may also get an average score for all evaluations for that form by selecting the score number under the **Average Score** heading. Selecting the average score will take you to the **Form Name (Official: Your Name)** page where you can see the average of all scores under each **Criteria**. When finished viewing select the **Exit** pushbutton at the bottom right of the page, this will return you to the **View Evaluation Responses** page.

   f. When you have finished with the forms select the **Exit** pushbutton at the bottom right of the screen. This will return you the **Main Tab** page.

6.   PAYMENTS Tab

A. The submenu tab in this is section is for **RefPay,** which is used for the transfer of funds electronically. This is how the association will issue payment of officials' game fees. This task is very important as all payments from the association will go through this system.

   a. When you select the **Payments Tab** this will take you to **RefPay** submenu tab page. Here you will find the information to begin the process to register for **RefPay.**

b. To begin select the **RefPay** logo, ![RefPay logo] in the top center of the page. This will open a new window and take you to www. refpay.com website to begin the six-step registration process.

c. On the **RefPay** website click on the **Sign-up** pushbutton. The first step will be your personal information. Your date of birth and social security number are required. Neither assignors nor Arbiter employees can see this information, but it is needed for 1099 purposes. Now select the **Next** pushbutton at the bottom of the page.

d. The second step will be your **Physical Address** and all fields that are required for 1099 purposes need to be completed. When all required fields are complete select the **Next** pushbutton at the bottom of the page.

e. Step three is your **Mailing Address** information. Here you would enter a separate mailing address or you can simply check the box for **"Same As Physical Address"**. When all required fields are complete select the **Next** pushbutton at the bottom of the page.

f. Step four is for entering you **Bank Account Information**. This information is not required to create your **RefPay** account, but will be needed at some time so that you can receive payments by direct deposit or fund another **RefPay** account. The advantage to entering your bank account information is that you can transfer funds electronically. Most other methods of payment will cost you a fee to process. When all required fields are complete select the **Next** pushbutton at the bottom of the page.

g. Step five is the group of three **Security Questions**. Since your funds can be accessed through this **RefPay** account this will be some additional security beyond just a username and password. All three of the questions are required and be sure to make note of the questions and answers once you have filled them out. The answers to these questions would be required should you forget your password. When all required fields are complete select the **Next** pushbutton at the bottom of the page.

h. The last step is the **Preference** section which will be to create your **Sign-In Information**. Here enter a **username**, **password** and any **four-digit security key**. Your email address that you use for **Arbiter** is an acceptable entry for your username if you wanted to keep them the same. The username and security key will be needed to link your **Arbiter** account to your **RefPay** account. When all required fields are complete select the **Send** pushbutton at the bottom of the page.

i. Your **RefPay** account will now be created but you will not be able to sign into **RefPay** until an administrator admits your account. (generally within a 12 hour period) You will receive an email when your **RefPay** account has been admitted.

j. Once you have been admitted to **RefPay** return to Arbitersports and select the **Payments Tab** in the navigation pane at the top of the screen on the main page. This will take you to the **RefPay** submenu tab page where you will link the two systems together.

k. On the **RefPay** page in the center of the screen you will see a text box titled **RefPay Username**. Enter your **RefPay** username and then select the plus sign, ✚ to the left of the **RefPay Account #** line.

l. Your **RefPay Account Number** (randomly created) will be displayed under the heading **Account #**. Under this will be a text box for your **RefPay Security Key**, enter your key in that box. There will be a heading on the right side for all **Groups** that you may want to receive **RefPay** payments for. Check the appropriate check boxes and then select the disk icon, 💾 on the far left hand side to **Save** your selections.

m. You have now completed the set-up process for **Arbiter-RefPay** system. Once you have received a payment from the association you will be able to sign into the **RefPay** system and to act upon your funds.

B. Also on the **Payments Tab** are submenu tabs for **Paysheets and Invoices** that are used not only by the assignors but are also helpful for officials to keep a running record of what games you have been paid for throughout the year.

(Note: The Invoices submenu tab section is not used by officials at this time.)

a. When you select the **Paysheets** submenu tab you will be taken to the **Pay Official** page. Here you will be able to **Select**, **View**, **Calculate** and **Print Paysheets** after you have been paid by the association.

b. To **Select** a paysheet put a check in the checkbox on the left hand side. To **View** a paysheet select the correct line under the **View** heading. Under the **View** heading you can view a pay sheet by **Date** or by **Level**. To view a pay sheet by **Date** select the icon, 📅 or to view a pay sheet by **Level** select the icon, 🔍. To **Calculate** multiple Paysheets select the correct checkboxes on the left hand side and then select the **Calculate** pushbutton. To **Print Paysheets**, select the correct checkbox on the left hand side and then select the **Print Paysheets** pushbutton at the bottom middle of the screen.

c. When you have finished with the **Paysheets** submenus tab select the **Exit** pushbutton at the bottom right of the screen. This will return you to the **Payments Tab** main page.

C. A new feature that has been added to Arbitersports on the **Payments Tab** is the **1099's** submenu tab. This is where you will be able to print the previous year 1099 for tax purposes.(At the present time this function is not available for the 2009 year to Mid-Atlantic Umpires group.)

7. LISTS Tab

A. This section contains the following submenu tabs, **Officials, Sites** and **Forms** that are used to list all of the officials in our association, game site with contact information as well as all of the forms needed by an official for proper reporting functions.

   a. When you select the **Lists Tab** this will put you on the **Officials** submenu tab which will give you a list of the **Officials** in the association. Here you can find the **Full Name**, **Email** address, **Address** and **Phones** for everyone in the association database.

   b. The **Officials** submenu page also allows you to search for officials by using the **Filter** link under the **Utilities** main title heading in the navigation pane on the left hand side as well as to print a listing of all officials by using the **Roster** link under the **Reports** heading in the navigation pane on the left hand side.

   c. To perform a search select the **Filter** link in the navigation pane on the left hand side, this will take you to the **Filter Officials** page where you can enter the search criteria and then select the **Get Results** pushbutton on the right hand side of the page.

   d. When you have finished with the listings select the **Filter** link and leave all fields in default and then select the **Get Results** pushbutton at the bottom right of the screen. This will allow you to see all officials again.

   e. To print a listing of all officials in the association select the **Roster** link in the navigation pane on the left hand side, this will take you to the **Print Roster of Officials** page. Here you have the options of **Export Format**, **Fields to Include**, **Page Setting** and **Page Format**. *(Note: You must have the correct installed application on your computer to open the file, i.e. you choose the .PDF format you must have Adobe Acrobat Reader installed or you choose the .XLS format you must have Microsoft Excel installed.)*

   f. When you have finished with making the selections in each of the above fields select the **Print Preview** pushbutton at the bottom right of the screen. This will give you your formatted list of **Officials** page.

   g. When you have finished with the listings select the **Back** pushbutton on your browser window to return to the **Print Roster of Officials** page. You can now select a new tab or the **Exit** pushbutton at the bottom right of the screen to return to the **Officials** submenu tab.

B. The **Sites** submenu tab can be used to quickly locate a game site address. *(Note: The information contained in Arbiter is not the most up to date info for finding a game site. It is recommended you use the umpire.org website for more reliable address information.)*

    a. Selecting the **Sites** submenu tab will take you to the **Sites/Contacts** page where you will find the **Name**, **Phone, Address, Contacts** and **Sub Sites** of a game/match site.

    b. The **Address** field of a game/match site is also linked to **Google Maps.** Selecting the **Address** link is where you can get driving directions as well as see an overall map of the sites location.

    c. The **Sites/Contacts** page also allows you to search for game/match sites by using the **Filter** link under the **Utilities** main title heading in the navigation pane on the left hand side.

    d. To perform a search select the **Filter** link in the navigation pane on the left hand side, this will take you to the **Filter Sites** page where you can enter the search criteria and then select the **Get Results** pushbutton on the right hand side of the page.

    e. When you have finished with the listings select the **Back** pushbutton on your browser window to return you to the **Filter Sites** page.

    f. You can also find out additional information on a site if there is a numerical entry in the **Contacts** or **Sub Sites** column. This will be a link that will take you to the **Contacts for Site** page. Here you may find a contact name, email address and a list of additional phone numbers.

C. The **Forms** submenu tab can be used to quickly find a needed form for the completion of a report to be filed or another function to be accomplished by an official. It is also where you will find this guide to Arbitersports.com.

8.   MYREFEREE Tab

A. This section contains the following submenu tabs, **My Referee** and **Profile** that are used to view a multitude of resources on officiating as well as to create a profile about yourself and the information that is of interest to you.

    a. When you select the **MyReferee Tab** this will put you on the **My Referee** submenu tab which will give you a web page view of the Referee magazine and Arbitersports.com exclusive application. Here you will find the latest officiating news, quizzes, articles from leading experts and even search Referee's Magazines archive all in one place.

b. To get the correct information desired you would select the **Profile** submenu tab where you will find the following, **My Referee Profile**, **About You**, **Sports and levels currently officiating** and **Membership of organizations** on the **MyReferee Profile** page. Make the pertinent selections and then select the Save pushbutton on the bottom or top right hand side of the page.

c. When you have finished with the **MyReferee** Tab you may select any other Tab to navigate away from this section.

Hints & Tips #1
Blocks

Blocks are a very tough subject with the assignors however they all realize that they are a necessary requirement to make the system work. They would all like for us officials to be available everyday of the week and always on weekends. We all know that it is not possible and many of us will have to take time off by blocking days for business, family, personal and emergency reasons. One important point to remember here is that the more time you block the less number of games that may be assigned to you. Blocks are not the only thing that affects the number of games assigned but they are just one of the contributing factors. Trying to figure out how to do blocks can be very troublesome to deal with not only for yourself but also for the assignors. One of the major keys to using blocks is that you really need to get them into the system at least 2 weeks ahead of time that seems to work best for the assignors all year long. So with that said lets look at two examples of how you might want use this feature of the system, they are on opposite sides of the spectrum and surely many of you will be somewhere in the middle.

Example #1 – The most obvious case would be one in which you are your own boss or you set your own schedule, or better yet your boss is a huge baseball fan and will work with you on letting you go from work whenever you need. In this example you would only need to block a day when you know you can not work at all.

Example #2 – The extreme case would be you are not able to leave work early and your significant other will only let you work on one day on the weekend. In this case you may well need to block your normal weekly work schedule, say 9-5 as well as either Saturday or Sunday on the weekend. You would put partial day blocks on the weekdays, something to keep in mind here is that the system will also take into account travel time leading up to the beginning of a block time as well as the ending of a block time. For example if you had a block time beginning at 2 PM, the system will not schedule for a game that would any later than 1:30 PM. If you have a block time that ends at 5 PM because that is the time you can leave work the system will not even begin to schedule you for a game until at least 5:30 PM. The point here is that you really need to pay attention as to when and how you use the blocks to accomplish your intended goal. You may just have no choice to enter the weekday blocks as partial days, 8-4:30 and a full day block on Sunday. If you have one of these extreme cases it might be wise to talk to the commissioner as he will work with you and your schedule.

Hints & Tips #2
Travel Limits

Travel Limits, again are another tough subject because this will also restrict the number of games you may be assigned. This feature of the system can be very useful for those officials that have long travel distances to and from work. The travel limits settings are all based on Zip Codes, meaning it is the distance from one Zip Code to the other in a straight line not the distance based on how you would have to drive. These formulas that the system uses does not take into account things like rivers and lakes nor does it know about major road construction projects. Also the travel limit you set will be a radial mile, that is if you use 50 as your setting that will be a radius of 50 miles all around the Zip Code you set. Also realize that the default Zip Code loaded into the system will be the one that you supplied when you became a member of the association, usually your home Zip Code. There will be many variations that you can come up with but for now we will look at some different examples.

Example #1 – The most obvious one here would be that you live in Arlington, zip code 22204 and you work in Arlington, zip code 22201. There would not be a big difference as to which zip code you use as these are only a few miles apart.

Example #2 – Some of you may take public transportation to and from work so you have to go home to get your car and umpire gear. In this case you would want have your zip code set to your home zip code.

Example #3 – The extreme scenario would be say you live in Lovettsville, zip code 20180, and you work in Alexandria, zip code 22314. This has many options to it, you could set your departing zip code to home, 20180, and have a very long travel time to get to a game and a short trip home. The other side is you could set your departing zip code to work, 22314, and have little travel time to the game and a very long trip home after the game. The better solution might be to set your departing zip code to something in between to have equal distance both two and from the game, for instance Herndon, zip code 20171. Also remember that where you set your departing zip code will also affect what games you could be assigned. For example are there more baseball fields in Fairfax, VA then there are in Aldie, VA.

Example #4 – This is a simple case of travel distance, say you work from home and on Monday & Wednesdays you need to stay close to home. You can change the Distance you would be willing to travel on those two days to only 20 miles. This would allow you to get to the game quickly and get back home that much sooner.

Hints & Tips #3
Game Reports

Game Reports, these seem to be a very tough problem for some officials to get done. You must understand that if you are charged with doing the game report you not only affect yourself by not getting it done you affect the association getting paid as well as your partners getting paid but most importantly **YOU** getting paid. If you are the Lead Official you **MUST** do a game report after a game is completed as well as even if a game has been cancelled prior to going to the game site. Because the game report is so closely tied to the billing system it is very important that these be filled out correctly. Let's look at each part of the report and discuss what should be done with each field.

Status – Game - When you open the game report whatever this field is set to you **MUST** leave it alone. Changing this field affects how the system bills the association's clients and it is best that if a change needs to be made here all officials let the commissioner make that change. (Default setting is **Normal**.)

Score – Game – This field usually only needs to be filled out for Tournament games where the score is needed for the assignors to know when and where the next game will be played. (Default is **Blank**)

Official Status – This is used to report on yourself as well as your partners. If you and your partners arrive to the game site on time then you would report **On Time** for all. If you or one of your partners are **Late** you would need to change the pulldown menu to **Late**. If one of your partners is a **No Show** then that would be reflected in the pulldown menu. Really important is that if you are going to report yourself or a partner **Late** you **MUST** include information in the **Comments** section as to how late. There are 3 different conditions that must be reported, **1. Late** to the pre-game, **2. Late** to the home plate conference or **3. Late** after the third inning. These all have an affect on if and how a person will get fined.

Comments – This section could be the most important but the most neglected of the entire report. If you have anything other than a **Normal** status and you and your partners are on time there should be some information here. If the game status is **Cancelled** put in the comments how you were notified the game was cancelled. **"ArbiterSports notified by email game was cancelled."** If you mark anyone Late enter the information here as to how late they were. **"Partner (name) showed up just before the first pitch." "Partner (name) showed up in the bottom of the 4ᵗʰ inning."** This is also where you would put information about any incident that happened in the game. If you arrive at the game site and the field is unplayable or you have a game that gets rained out during the game, leave the status of the game as **Normal** and put the information in this section. **"Game was rained out in the bottom of the 2ⁿᵈ inning."** Putting an entry in this section will cause the **Report** icon, to be yellow and that way the assignors can make the decision what needs to change in the form so that the proper action is taken for the association.

Hints & Tips #4
Game Reports FAQ's

Q: What if the game Status is not normal?

A: Here are some guidelines for completing a **Game Report** when the **Status** is not **Normal**.

- A game that was started but was not a complete game is NOT a **Rainout**. Games that are stopped after they have started are **Normal** full fee games. Enter a note in the **Comment** section as to when and why the game was stopped and be sure to leave the status as **Normal**.

- A *"Cancelled"* game is one that never started. If the game status is **Cancelled,** again DO NOT change the game status field. Enter a note in the **Comments** section as to whether or not you and/or your partner went to the game site. Most **Cancelled** games are marked by the commissioner early or you would receive a phone call to save you the trip. *Again Be Clear!!*

- The commissioner will bill the League and pay the umpires full fees in these circumstances as long as the League did not report the game as **Cancelled** or a **Rainout**, just remember to be specific in you notes. Generally the association will pay officials a half fee when you show up for a game that never starts and will pay a full game fee for games that start or become legitimate forfeits.

Q: What if my partner(s) are missing or late?

A: Here are some guidelines for when your partner is missing or late as it pertains to the **Game Report**.

- Officials are required to have two way contact with their partners. You must call your partner and they must return your phone call. Emails are fine for this process as long as you get a response.

- If your partner(s) misses a game or is late, you should indicate that on the **Official Status** pull down menu box. Failure to report this is a violation of our contracts with the leagues and we will not be paid even a half fee for the game.

- If your partner is late to the game you will need to enter just how late in the **Comment** section. In all cases of a partner(s) missing or late you need to be real specific as to when or if they do show up. There are three different levels of being late and they are, late to the pregame, late to the home plate conference and late after the third inning.

Q: What if I had to eject a coach or player during a game?

A: Here are some guidelines for when you have an ejection.

- If you or your partner has an ejection that takes place you must include that report and information in the **Game Report**. In some cases a ejection report will need to filled out and sent to the commissioner as well.