

Umpire Instructions for Using the ArbiterSports Online Scheduling System

Getting Started-You will receive an email inviting you to log in the Arbitersports.com. Follow those instructions and:

1. Log in to ArbiterSports.com
2. Make sure the "Ready" and "Active" boxes are checked under the Status bar on the left hand side of the page.
3. In your profile, you must enter at least your CITY, STATE and ZIP CODE
4. Enter at least one phone number and check the "Public" box next to any phone number you add. At a minimum we need a cell phone number where you can be reached if there are any issues with your assignment.

No other information is needed but these items are required for Arbiter to work properly.

Guidelines for selecting your games:

1. You will only be able to self-assign to games for the next 21 days into the future.
2. You are allowed to self-assign to a maximum of 4 games per week with a week being defined as Sunday through Saturday.
EXCEPTION: Games that are available within 7 days of game time can be selected in excess of the 4 games per week limit. There is no limit on how many games you can select within 7 days of game time.
3. Arbiter is set up to only allow you to self-assign to games that you are eligible to umpire based on age and experience. If you believe the system is set up improperly for your age or experience level, please let me know.
4. Please do not select a game to umpire that your sibling is participating in without approval from the schedule monitors or from me.
EXCEPTION: If a game slot is still available within 24 hours of the game this restriction will be waived.
5. If a game you are scheduled to umpire is rained out you will be unassigned and the make-up game will be available in the system for self-assignment. You do not automatically get the makeup game.

To self-assign a game once you have logged into Arbiter

1. Click on Self Assign (on the left under Assignments)
2. Select filter criteria and click search
3. Click Go under Assign for the appropriate game to self-assign

Turning games back is disfavored, but if you must turn back a game that you are no longer available to umpire:

1. Click on Calendar
2. Click on the 'turn back Assignment' link on the far right of the game you have selected
3. Within 48 hours of a game, you MUST send an email to the schedule coordinators, **Annette Fox** at annette.fox@gopc.org and **Mary Cramer** at marycramermc@gmail.com or me, with a request to turn back a game. Please give as much notice as possible but any notice is better than a no show.

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