

## INSTRUCTIONS for EFFICIENT USE of the ARBITER ASSIGNING SYSTEM

9-4-13

Just a couple of notes and reminders regarding the upcoming volleyball season. I'm not sure if everyone is aware of how much information is available in the Arbiter assigning system. I know that many of you have been receiving reminder emails about upcoming matches. This message is sent automatically 3 days in advance from Arbiter to the schools and the officials. There is no need to respond to the message unless the match has been cancelled, the time has changed or you have not heard from your officials.

All officials are instructed to contact the school 3 -5 days in advance of an assigned match. But occasionally I find that an official calls or emails the school, but the message is not received. If you do not get a response after a couple of days, try to contact them again (or let me know).

If you are not familiar with all of the info available to you in Arbiter, here is some info that you might find helpful:

1. Log into your Arbiter account.
2. Under your Schedule tab, normally a calendar appears with all of your assigned matches.
3. If you click on the school name, you should get a map of where the school is located.
4. If you click on the match number (the number following all of the match info), you will get further Game Details.
  - a. By clicking on the clipboard under the Notes tab, you will see any information I've inserted about the match.
  - b. If you click on the school name under the Site info, you will get the contact information about the Athletic Director, etc, associated with that school.
    - i. If you use Microsoft Outlook as your email program, you can just click on the email address and an automatic email message is created for that person.
    - ii. If you click on the school address in this screen, you can get directions to the school.
  - c. If you click on your partner's name, you will see their contact info.
    - i. You should also contact your partner a couple of days in advance, so you know both of you will be there.
5. There are a number of other options available for reports, etc. Click on each heading or tab on the side menu bar. Each heading option has different left side menus.
6. You can also print a full list of officials by clicking on the List heading when you initially log in.
7. The schools have the same ability to see your contact information when they click on your name. So it is imperative that your contact info, especially phone numbers, is listed in your record.
  - a. Many of you have NOT completed the information under your Profile tab named Custom Fields. Please do that as soon as possible.
  - b. It's also preferable if you can upload your picture. (if you need assistance with that, just let me know)

If you are assigned a tournament, remember that you will get a copy of specific assignments a couple of days in advance of the tournament. Pay information will also be included with the assignment information.

I have not yet completed all of the assigning for October yet, but should have it mostly completed by the beginning of next week. I will send a message out to all letting you know when I have finished. Every day, I get additional matches added, deleted or changed. So it is imperative that you keep your availability up to date.

Thanks and have a great season,

SUE

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