

THE ARBITER

Everyone who works past 3:00 PM should have at least “partial blocks”.

- Block what you know when you first know it.
- Update personal data: Phone numbers, SSN, Address
- Game Reports for Every Game in Arbiter
 - Enter score and click verify
 - In TN, also enter amount paid and click verify
 - Comments for anything that needs recording. Ejection information here and also the Ejection Report.
- Check email no less than every other day
- Check schedule frequently
 - Once a week is never checking (so sayeth Buddy)
- Seven days to accept games.

To block dates:

- Login to the Arbiter
- Select “Calendar” under the “Blocks” heading
- Choose to block “All day” or “Part day”
- Enter a date range and click “Apply” or click on a specific day to block
- If blocking “Part day” be sure to enter the “Time range” you want blocked
- Exit
- Referees can block one school under “Teams” and three partners under “Partners” on the start page

Set travel limits:

- Travel limits begin at your home address. If you set too small a limit you may not receive many games.

Accepting games:

- Be SURE to click “Ready” at the bottom left of the start page when you are ready to receive assignments.
- Go to “Schedule” and if you have games assigned they will be listed.
- To see your partner, click the game number.
- To add notes, click the pencil.
- To get directions from Mapquest, click the school name under “Sites” and click the address on the following page.
- Select “Accept” or “Decline”. If a game is not accepted within 7 days, it will be removed from your schedule to be reassigned.
- Click “Submit”
- You can print or save your schedule in various formats by clicking “Schedule” under “Reports”.

Lists:

- In this category you can see fellow officials’ information as well as school information and contacts

Final Notes:

- Keep restrictions up to date
- Accept/decline games in a timely fashion

- Contact your partner before the game to coordinate uniforms and travel arrangements
 - **Check email regularly!**
 - Any cancellations will be posted on the main page or you will hear from Buddy.
- SSOA requires that schools give at least 72 hours notice for a cancellation.