

IMPORTANT THINGS TO DO FOR FIRST TIME USERS

1. Log in to the ARBITER system using the password provided to you by the Chapter Secretary
 - a. **<http://www.arbitersports.com>**

2. Go to the PROFILE – INFORMATION Section (See page 42 for instructions) and enter/change
 - a. Your personal information
 - b. Your address
 - c. Your EMAIL account
 - d. Your PHONE NUMBERS

3. Go to the BLOCKS – DATES Section (See page 17 for instructions)
 - a. BLOCK OUT dates and/or time you CANNOT work games on the Calendar

4. Go to the BLOCKS – TEAMS Section (See page 37 for instructions)
 - a. BLOCK OUT Teams for which you do not desire or cannot work games (Conflict of Interest, etc.)

5. Go to BLOCKS – TRAVEL LIMITS Section (See page 25 for instructions)
 - a. Set your Travel Limits for each day of the week

 - b. Change the Zip Code, if necessary for workdays versus other days

6. SET YOUR STATUS AS READY TO BE ASSIGNED
 - a. This can be set from one of two places (setting in one automatically set the other as well)
 - i. Profile – Information – Status (See page 43 for instructions)
 - ii. Main Page Menu – at the top of the page (See page 6 for instructions)

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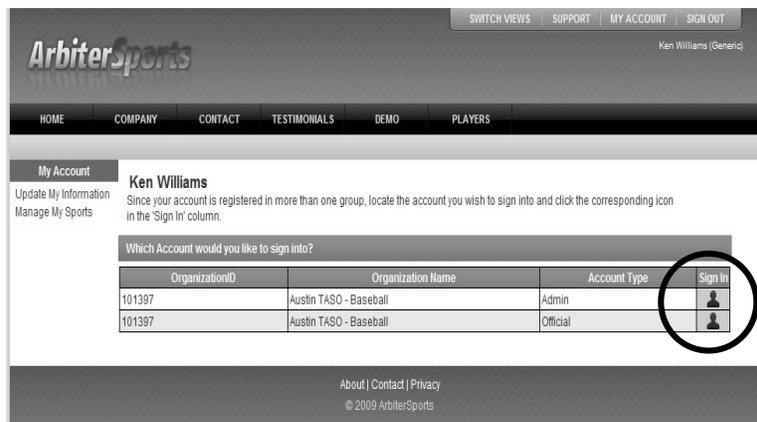
Arbiter Sports

(<http://www.arbitersports.com>)

Go to the login screen (<http://www.arbitersports.com>) and you will see the screen below. Enter you email address and the initial password you received from the chapter secretary. **CHANGE YOUR PASSWORD** after logging in the first time to ensure security of your account !!

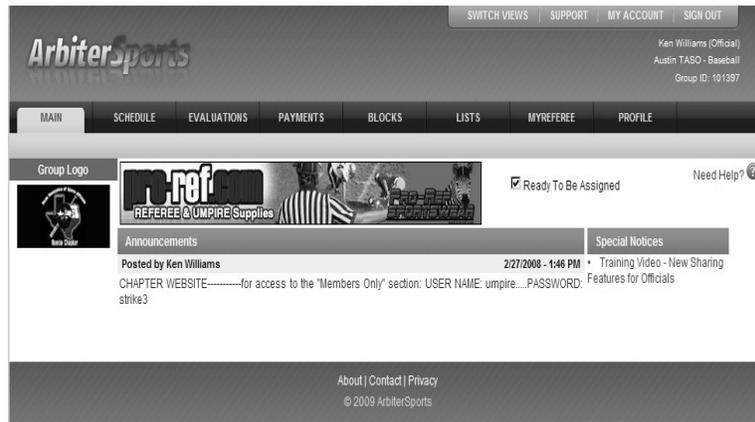


After logging in, you will see the screen shown below. This is where you select your account. If you have more than one account in Arbiter (e.g.: multiple sports), then you can select which group or account type you wish to enter. You can change accounts at any time by using the “SWITCH VIEW” link at the top of the screen.



After selecting the account type and/or sport, you will be taken to the MAIN screen. This is the “home” page from which you can access various functions and information within the Arbiter website. These will be covered in further detail on the following pages.

On the MAIN screen, you will see any announcements posted by the assigners or administrators. Important messages are often posted here during the season, especially during inclement weather.



MAIN PAGE

This is the “home page” and contains tabbed menus at the top of the page that provides access to other features of the Arbiter system. It also contains announcements, notices, and other important information provided by the Board. Always check the “Announcements” section when you log on for current notices.

It is one of two places where you can change your status to READY TO BE ASSIGNED.

The screenshot shows the ArbiterSports main page interface. At the top right, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's name, Ken Williams (Official), and group information (Austin TASO - Baseball, Group ID: 101397) are displayed. A horizontal tabbed menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. Below the menu, there is a Group Logo section with a 'Need Help?' link. A large advertisement for 'pro-ref.com' (REFEREE & UMPIRE Supplies) is featured. A checkbox labeled 'Ready To Be Assigned' is checked. An 'Announcements' section contains a post by Ken Williams from 2/27/2008 at 1:46 PM, with the text: 'CHAPTER WEBSITE-----for access to the "Members Only" section: USER NAME: umpire.....PASSWORD: strike3'. A 'Special Notices' section contains a link for 'Training Video - New Sharing Features for Officials'. The footer includes 'About | Contact | Privacy' and '© 2009 ArbiterSports'. Three callout boxes with arrows point to the 'EVALUATIONS' tab, the 'Announcements' section, and the 'Ready To Be Assigned' checkbox.

Arbiter Menu Overview

At the top of the screen are eight (8) tabs that provide access to various parts of the Arbiter site.

MAIN – This is the “home page”. Announcements are posted here for members to read when they first log in.

SCHEDULE - there are three functions available in this section and is the area that you will use most often in Arbiter

- Calendar – Displays YOUR schedule, both pending and accepted games. You MUST use this function to ACCEPT or DECLINE games. You must also SUBMIT your schedule when you finished accepting/declining pending games.
- Self Assign – During the year, the secretary will post games that you can “self-assign” if you are available. Games are posted as they become available, so check this often. These games go quickly.
- Attach – Allows you “attach” one or more teams to your account. You can then see their entire schedule or just certain games. You will also be notified of any changes in those games. NOTE: If you are “attached” to a game, you may be considered unavailable for other assignment during that time period.

EVALUATIONS – There are three functions available in this section.

- Evaluation Officials – ABUA members can provide Peer Feedback to officials with whom they have worked games through this page.
- View Responses – ABUA members can read summary reports of the Peer Feedback provided through the Evaluations page, or evaluation reports from Observers and ABUA evaluators.
- Select Game – This function is limited to personnel who are designated as observers and evaluators

PAYMENTS – There are three functions available in this section

- RefPay – Not used by our association
- Pay sheets – We use pay sheets during the “summer ball” season. If pay sheets have been generated, you can view and/or print them from this section.
- Invoices – If invoices have been generated, you can view and/or print them from this section.

BLOCKS – There are five functions available in this section and this is one of the MOST IMPORTANT sections that you will use

- Dates – This gives you a means to block out dates or times that you cannot work games. Times can be blocked as All Day or Partial Day. If something changes, blocked times can be “unblocked”. This page also provides you with a visual description of your game schedule and all blocks. **THE SECRETARY RELIES ON THIS FUNCTION TO ASSIGN GAMES !!**
- Teams – This allows you to block certain teams for whom you do not desire, or cannot, call games. (e.g.: your child is in XYZ school, block XYZ school from your schedule to avoid a potential conflict of interest)
- Travel limits – This allows you to set travel limits you do want to exceed. It can be different for each day of the week. (e.g.: your work location during the week and home on the weekends). Be careful.....setting allowable miles too low can limit your assignments.
- Partners – This allows you to block specific chapter umpires with whom you do not want to work.
- Summary – This provides a printout of you blocked dates/times, teams, and partners.

LISTS – There are four functions available in this section, which provide lists of contact information for various people or organizations

- Officials – Contact information for chapter umpires. Printed contact list can be obtained from this function
- Contacts – An alphabetical listing of non-umpire contacts (coaches, etc.)
- Sites - Contact information for specific locations or fields
- Teams – Contact information for specific teams/schools
- Forms – If forms are available, they will be listed here

MY REFEREE – There are two functions in this section

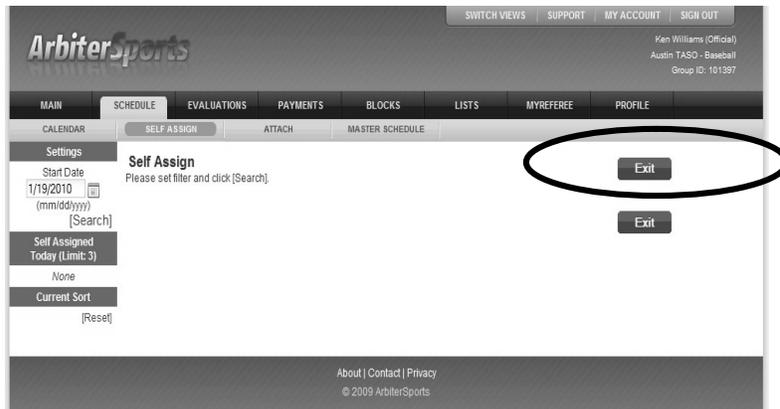
- My Referee – A wealth of resource information material is provided by NASO and Referee magazine at no additional charge to the Arbiter users
- Profile – Your official’s profile (sports called, level called, etc.)

PROFILE – There are three functions available in this section, which allow you to keep YOUR information current, change your password, etc.

- Preferences – Allows you set some basic user preferences (time zone, etc.)
- Information – Provides a means of keeping your address and contact information current **VERY IMPORTANT !!**
- Password – Allows you to change your password

IMPORTANT:

Whenever you have moved to a different screen in Arbiter, ALWAYS hit the “EXIT” button to return to the prior page. If you use the “back” button on your browser, you will end up with multiple pages open !



SCHEDULE TAB

SCHEDULE – CALENDAR

The Schedule function displays YOUR current schedule of games. It shows games that are pending, accepted, declined, rained out, cancelled, etc. It is **VITALLY IMPORTANT** that you check this on a regular basis to ensure that you accept or decline new games that have been added to your schedule. All games are **ACCEPTED** or **DECLINED** from this screen !!

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 10135

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

ArbiterSports

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS

CALENDAR SELF ASSIGN ATTACH MASTER SCHEDULE

Reports

Schedule
Select 'Accept' or 'Decline' for specific assignments. Click 'Submit' when finished, or click 'Exit' to return to the previous page.

Submit Exit

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
11107		UMP 1	1/9/2009 Fri 6:00 PM	BASEBALL, 5A/4A HS Tourney	Govalle	TBA	TBA	\$0.00	Accept by 1/19/2010	<input type="checkbox"/>	<input type="checkbox"/>
1260	R	UMP 2	2/24/2009 Tue 4:30 PM	BASEBALL, JV	Wimberley	Wimberley JV	Luling JV	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
1251	R	UMP 2	2/24/2009 Tue 7:00 PM	BASEBALL, 3A/2A/1A H.S.	Wimberley	Wimberley	Luling	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
935	R	UMP 2	2/26/2009 Thu 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Hendrickson	San Angelo Lakeview	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
933	R	UMP 2	2/26/2009 Thu 3:15 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Lubbock Estacado	Seguin	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
944		UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
940		UMP 2	2/27/2009 Fri 10:45 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Keller Central	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
942		UMP 2	2/27/2009 Fri 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Seguin	East Central	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
950	R	UMP 2	2/28/2009 Sat 9:00 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	SA Wagner	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
949	R	UMP 2	2/28/2009 Sat 11:15 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Hendrickson	Lubbock Estacado	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
653	R	UMP 1	3/3/2009 Tue 5:30 PM	BASEBALL, JV	Johnson City	Johnson City JV	Fredricksburg JV	\$50.00	Accepted on 3/2/2009	<input type="checkbox"/>	<input type="checkbox"/>
659	R	UMP 1	3/3/2009 Tue 8:00 PM	BASEBALL, 3A/2A/1A H.S.	Johnson City	Johnson City	Fredricksburg	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
667	R	UMP 1	3/5/2009 Thu 4:00 PM	BASEBALL, 3A/2A/1A HS Tourney	Johnson City	TBA	TBA	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>
668	R	UMP 1	3/5/2009 Thu 4:00 PM	BASEBALL, 3A/2A/1A HS Tourney	Johnson City	TBA	TBA	\$50.00	Accepted on 2/15/2009	<input type="checkbox"/>	<input type="checkbox"/>

If you select a particular game, by clicking on the game number (as shown below), then you will be able to determine who your partner is for that game, if one has been assigned.

940		UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado	\$50.00	Accepted on 2/15/2009
		UMP 2	2/27/2009 Fri 10:45 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Keller Central	Lubbock Estacado	\$50.00	
		UMP 2	2/27/2009 Fri 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Seguin	East Central	\$50.00	

You will also be provided with contact information for your partner on the screen.

ArbiterSports

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 10135

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MY REFEREE PROFILE

CALENDAR SELF ASSIGN ATTACH MASTER SCHEDULE

Game Details (Game 944) Exit

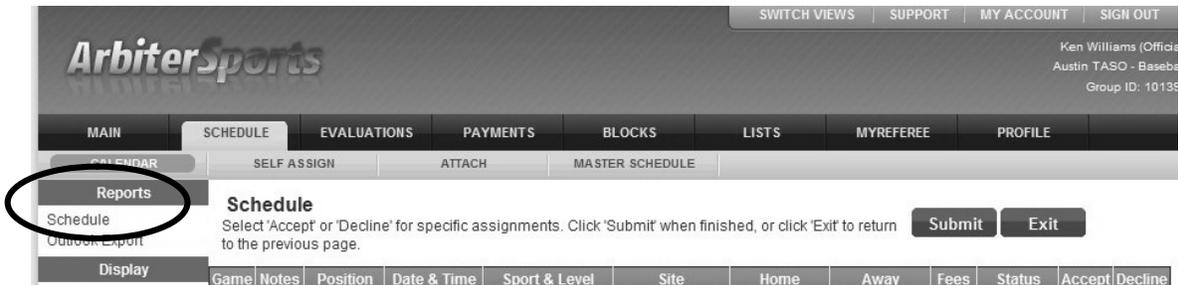
Game	Notes	Date & Time	Sport & Level	Site	Home	Away
944		2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado

Official	Status	Position	Distance	Email	Phone	Evaluate
Fred MacDonald	Accepted	UMP 1	27	fr_macdonald@yahoo.com	254-702-5794 (Cellular)	+
Ken Williams	Accepted	UMP 2	34	kwilliams30@austin.tx.com	636-6523 (Cellular)	

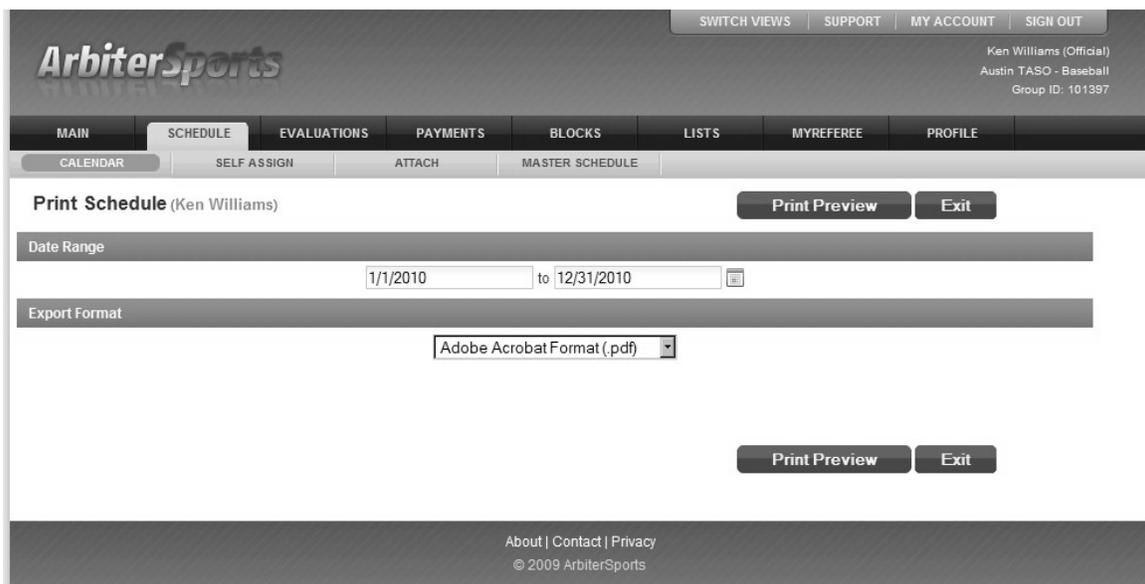
Exit

By clicking on the REPORTS-SCHEDULE link on the left side of the page, you can get a printed report of your schedule. It can be obtained in one of several formats.

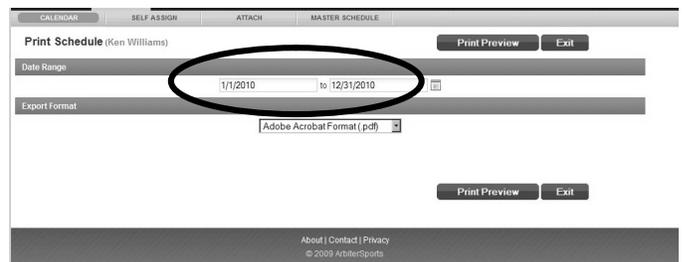
It is highly advised to keep an up-to-date printed copy of your schedule at all times. Computers and websites being what they are, there may be times when the web or website is unavailable. Even so, YOU ARE RESPONSIBLE FOR ANY GAMES YOU HAVE ACCEPTED !!



Clicking on the Schedule feature will display the screen shown below;

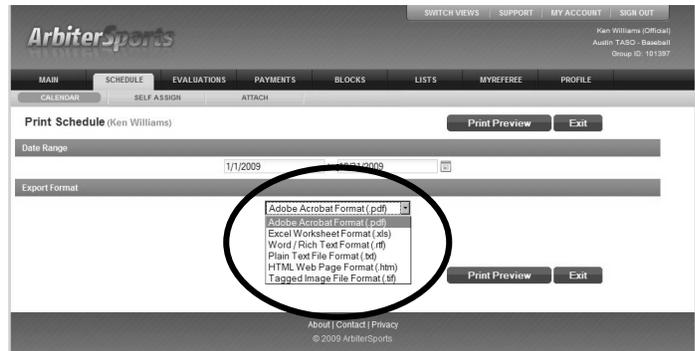


1. Set the date range for which you wish to obtain a printed report. The default is the current month.



2. Once you have set the date range, select the **FORMAT** of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)



3. Click the **PRINT PREVIEW** button

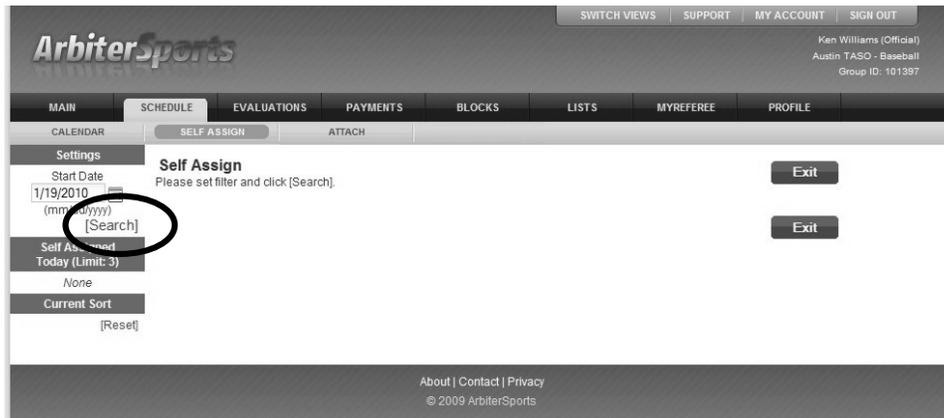
- a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

The printed copy of the schedule shows date, time, and location of the game. It also provides information, including contact data, for your partner for each game.

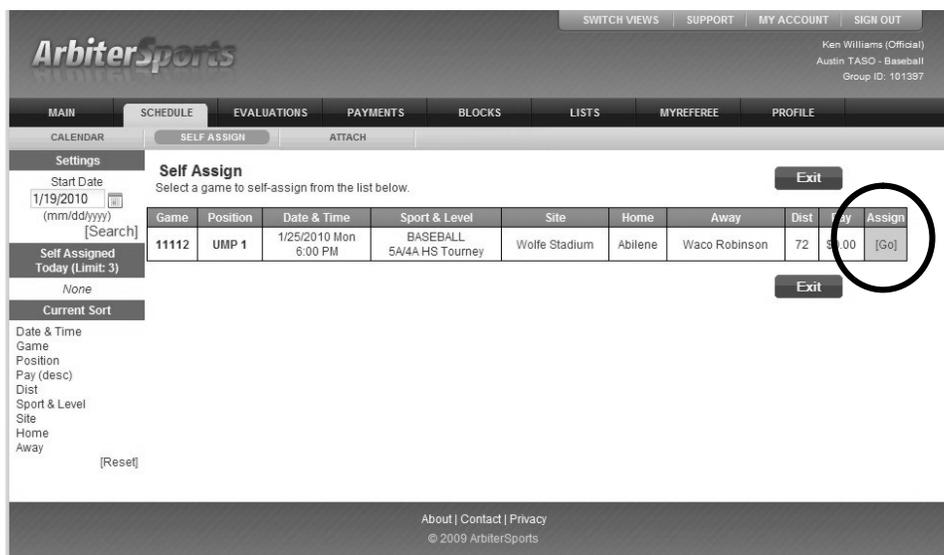
		Austin TASO - Baseball 1208 Glen Summer Cove Austin, TX 78753 Mark Baletka: (512)834-2332			
Official's Game Schedule					
Ken Williams 710 East Creek Drive Dripping Springs, TX 78620			H: 512-894-0120 C: 512-636-6523		
Game	Date & Time	Sport & Level	Site	Home	Away
977	2/10/2004 (Tue) 4:15 PM	BASEBALL 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony
UMP 1	Robert Lafferty	0	H: 000-447-9944	C: 512-771-3393	Accepted
UMP 2	Ken Williams	0			\$35.00
*** This game has been RAINED OUT. ***					
812	2/26/2004 (Thu) 12:00 PM	BASEBALL JV	Luling	Luling JV	TBA
UMP 1	Ken Williams	57			\$35.00
UMP 2	Greg White	44	C: 512-659-6322	H: 512-587-1440	Accepted
813	2/26/2004 (Thu) 2:30 PM	BASEBALL JV	Luling	Luling JV	TBA

SCHEDULE – SELF ASSIGN

The Austin Chapter makes extensive use of the Self-Assign function. If a game has not been accepted or has been turned back, especially on short notice, the secretary can put the game into the “self-assign” database and umpires who are available for that game can assign themselves to that game. This saves a great deal of time and allows available umpires to obtain additional games. Check this section frequently as it is updated frequently. Click on SEARCH to see a list of available games.

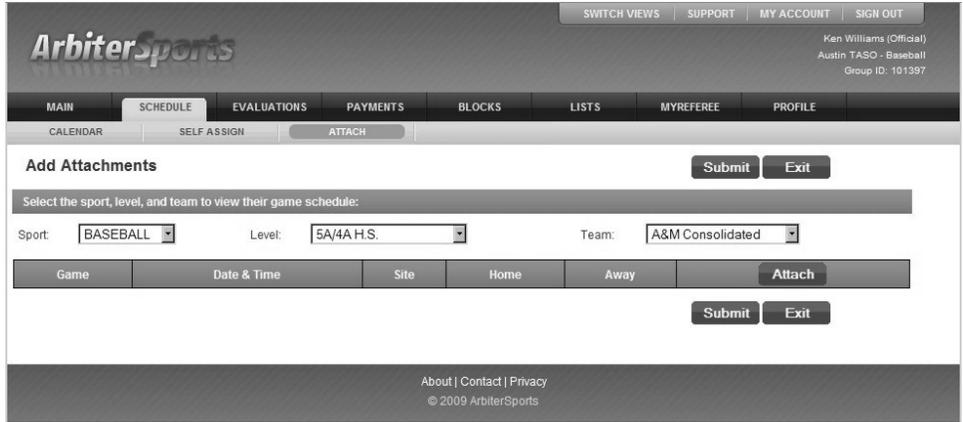


If games are available for self assignment, they will be displayed for selection. To select a game, click on GO. You are then assigned to the game. There may be a limit (see left side of the screen) on the number of games which you can self-assign on any given day.

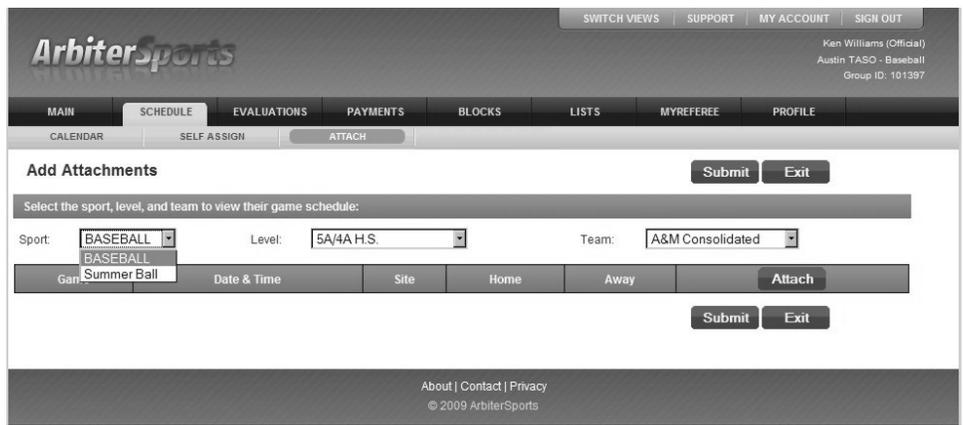


SCHEDULE – ATTACH

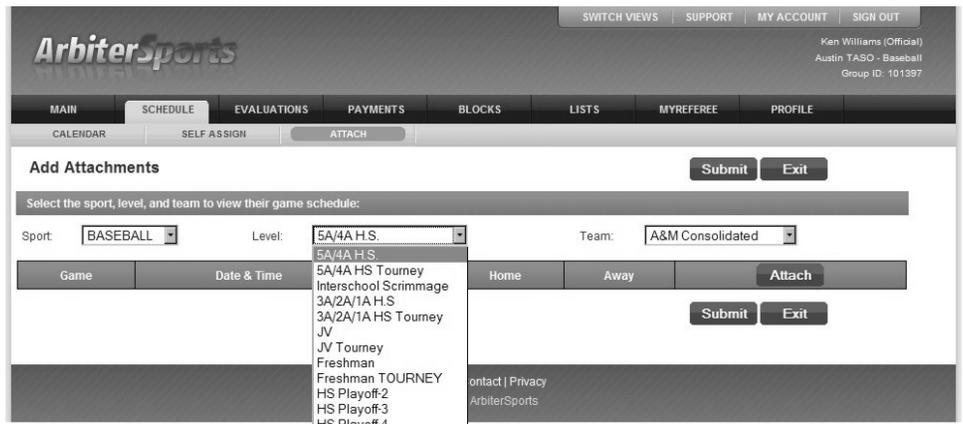
The Attach function allows you to keep track of a particular team throughout the year. To use this function, click on the “attach” link.



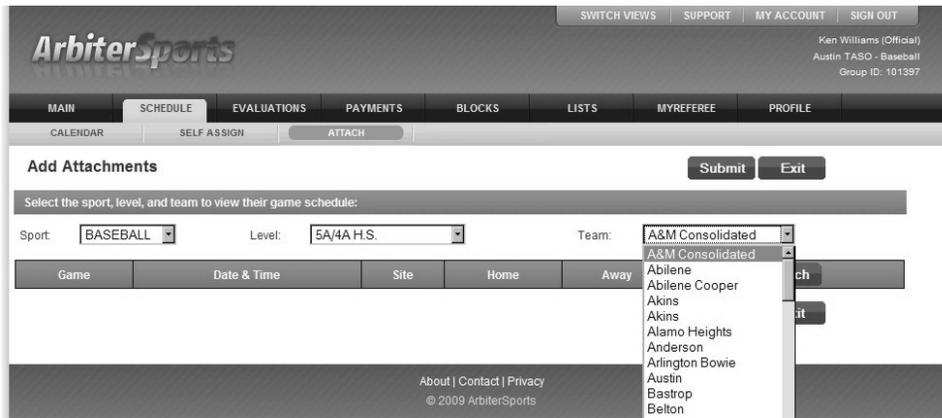
Once the page is displayed, you must select a “SPORT” in which you are interested, if there is more than one option.



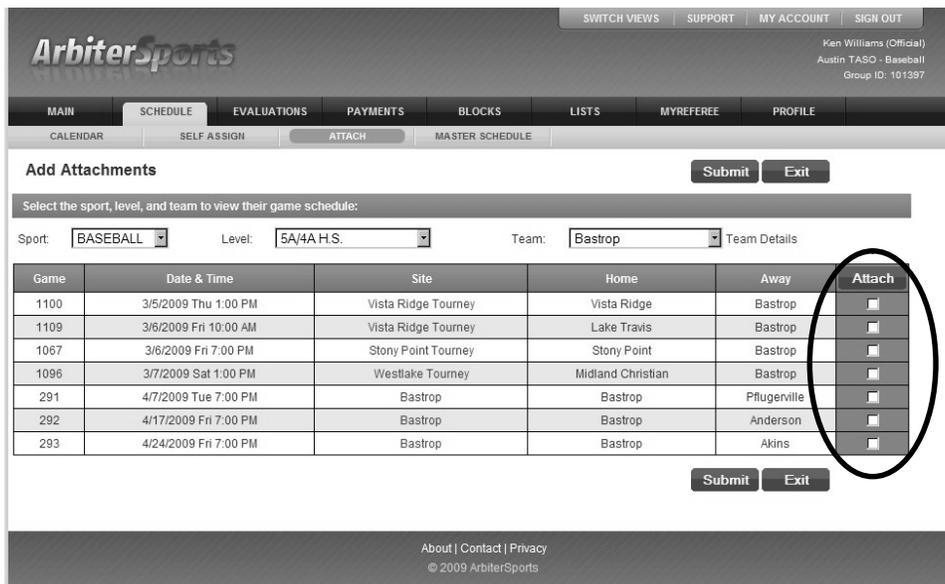
You should then select a “LEVEL” for the sport selected. (The “level” in which that team plays)



After selecting the level, you then select the specific team in which you are interested.



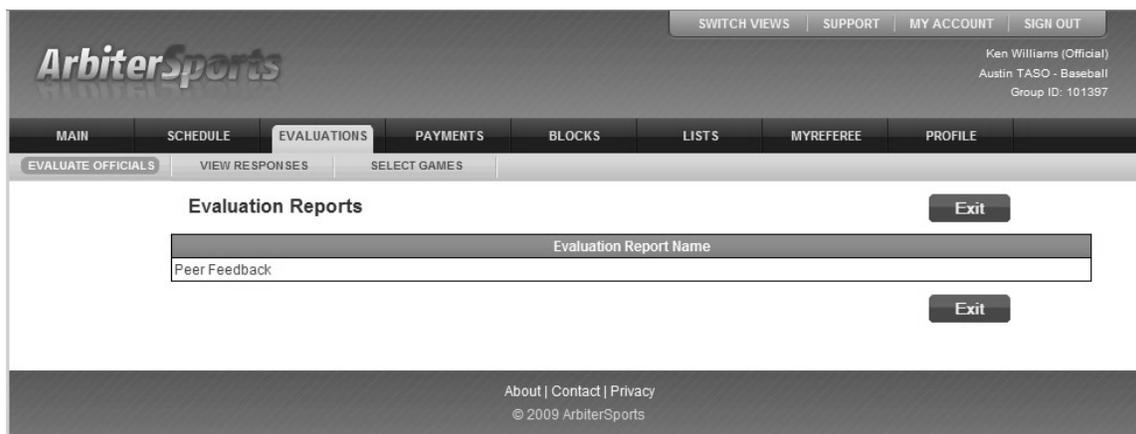
Once a selection is made, then a screen will be displayed with all of the available information concerning that team. You can then “attach” yourself to one or more games by putting a checkmark in the box on the right hand side of the page. Then click the SUBMIT button to finalize the “attachment”. If you later decide you no longer wish to be attached to a particular game or games, just remove the checkmark and click on the SUBMIT button.



EVALUATIONS TAB

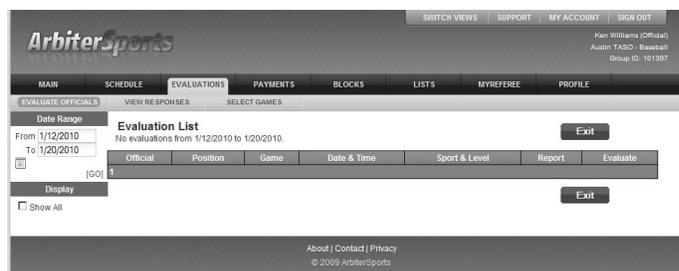
EVALUATIONS – EVALUATE OFFICIALS

Selecting the Evaluate Officials tab will open the page shown below.



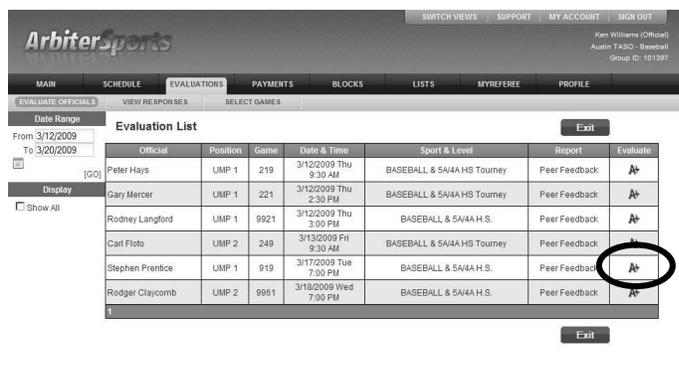
The Austin Baseball Umpires Association has established a Peer Feedback system to allow officials to provide to other officials with whom they have called games. All responses are anonymous. Reports are compiled twice during the high school season for review by the officials to whom the feedback was provided.

Clicking on PEER FEEDBACK will open the page shown on the right. The default date range is the past week from the current date. You can change the date range by changing the dates on the left hand side of the page and then clicking on GO (just below the date range).



If there are games for which you can provide feedback, they will be listed as shown on the right.

To provide feedback to another official, click on the red A+ on the right side of the game information. This will bring up the Peer Evaluation form.



Complete the form with your feedback. **NOTE:** Written comments are generally much more meaningful than just simply putting numerical scores for each of the criteria.

Clicking on any criteria names will cause a popup window to appear with additional information about that criteria (ratings, more detailed description of what it means, etc.)

Weight	Criteria	Score	Comment
5%	Did your partner and you make contact at least 3 days before the game (or as soon as one of you got the assignment)? NOTE: 1=NO 5=YES	<input type="text"/>	<input type="text"/>
5%	Was your partner on time (at least 30 minutes before game time)? NOTE: 1=NO 3=NO, but he called and told me he was going to be delayed 5=YES	<input type="text"/>	<input type="text"/>
10%	Pre/Post Game Communications	<input type="text"/>	<input type="text"/>
10%	Appearance / Field Presence	<input type="text"/>	<input type="text"/>
10%	Knowledge and Application of rules	<input type="text"/>	<input type="text"/>
10%	Mechanics (communications/rotations)	<input type="text"/>	<input type="text"/>
10%	Plate mechanics (stability/consistency)	<input type="text"/>	<input type="text"/>
10%	Judgment	<input type="text"/>	<input type="text"/>
10%	Timing	<input type="text"/>	<input type="text"/>
10%	Hustle	<input type="text"/>	<input type="text"/>
10%	Game management	<input type="text"/>	<input type="text"/>

EVALUATIONS – VIEW RESPONSES

Responses are generally compiled by the evaluation committee twice during the high school season, and once or twice during the “summer” season. If not enough feedback forms have been completed to ensure the anonymity of the feedback providers, no reports will be compiled.

If reports are ready for your review, they will be listed on this page. Selecting the Evaluation Report Name will allow you to see the report with additional details, including all comments provide by other officials.

EVALUATIONS – SELECT GAMES

Use of this section is limited to those members who are designated as Observers or Evaluators.

PAYMENTS TAB

PAYMENTS – REFPAY

If RefPay is used, you will be able to log in here. RefPay is not used by the ABUA.

The screenshot shows the RefPay login interface. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official), Austin TASO - Baseball, with Group ID: 101397. The main menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (selected), BLOCKS, LISTS, MYREFEREE, and PROFILE. Below this, there are sub-menus: REFPAY (selected), PAYSHEETS, and INVOICES. The page title is "RefPay". The RefPay logo is displayed with the text "Click RefPay logo to Login". Below this, a form prompts the user to "Please enter your RefPay account information". The form includes a "RefPay Username" field and a "RefPay Account #" field. A "Group" dropdown menu is also present. At the bottom, there are links for "About | Contact | Privacy" and a copyright notice "© 2009 ArbiterSports".

PAYMENTS – PAY SHEETS

Pay sheets are used primarily for “summer ball”. To assist the officials and leagues, the ABUA collects the game fees from the leagues and passes it on to the members. A pay sheet is created each month to detail which games were worked, how the games were paid (paid at the plate or paid through ABUA), the amount of dues which the official owes, and any travel fees due to the official. These pay sheets can be reviewed by the official by going to the Payments – Pay Sheets page, as shown below.

The screenshot shows the "Pay Official" page. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official), Austin TASO - Baseball, with Group ID: 101397. The main menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (selected), BLOCKS, LISTS, MYREFEREE, and PROFILE. Below this, there are sub-menus: REFPAY, PAYSHEETS (selected), and INVOICES. The page title is "Pay Official". There is an "Exit" button in the top right corner. Below the title, there is a "Paysheets" section. A table displays the following data:

All	Official	Check #	Date	Amount	View
<input type="checkbox"/>	Williams, Ken	104	12/31/2009	1,819.25	
<input type="checkbox"/>	Williams, Ken		1/18/2010	-90.00	

Below the table, there is a "Calculate" button. At the bottom of the page, there is a "Print Paysheets" button and another "Exit" button. At the very bottom, there are links for "About | Contact | Privacy" and a copyright notice "© 2009 ArbiterSports".

Individual pay sheets can be reviewed by selecting either the DATE view (📅) or the LEVEL View (👤) icon on the right hand side of the screen. The DATE view is a detailed game-by-game accounting of your games worked. The LEVEL view is a summary accounting of your games worked by Sport and Level only.

Pay sheets can be printed out by placing a checkmark in the box on the left side of the screen next to each pay sheet you want to print. When you have finished selecting the pay sheets you want to print, click the PRINT PAYSHEETS button.

PAYMENTS – INVOICES

Invoices are shown on this page, if any have been generated. Invoices might be generated for money owed for dues, fines, equipment, or other items. If invoices have been generated, they can be viewed and printed from this page.

The screenshot shows the Arbitersports website interface. At the top, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official), Austin TASO - Baseball, with Group ID: 101397. The main navigation menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS (selected), BLOCKS, LISTS, MYREFEREE, and PROFILE. Below this, there are sub-menus for REFPAY, PAYSHEETS, and INVOICES (selected). The main content area is titled 'View and Print Invoices' and contains a table of invoices. The table has columns for checkboxes, Official, #, Date, Invoice, View, Receipt, and Statement. A single row is visible with an invoice amount of 0.00. Below the table is a 'Print Invoices' button. There are 'Exit' buttons in the top right and bottom right of the content area. The footer contains links for About, Contact, and Privacy, and a copyright notice for © 2009 Arbitersports.

<input type="checkbox"/>	Official	#	Date	Invoice	View	Receipt	Statement
<input type="checkbox"/>				0.00			

BLOCKS TAB

BLOCKS – DATES

The DATES section is the **MOST IMPORTANT** feature of Arbiter for umpires !!!

The Assigner relies on this function to assign games and to determine who is available if an umpire is needed on short notice.

Your calendar can be modified at any time, and the changes are effective immediately. This means that you can keep your availability current as events change in your life or work. **IT IS CRITICAL THAT YOU KEEP YOUR CALENDAR CURRENT !!**

When you click on the DATES link, you will see the screen below. There are several items of importance on this page concerning how you input data and change your schedule.

ArbiterSports SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT
 Ken Williams (Official)
 Austin TASO - Baseball
 Group ID: 101397

MAIN | SCHEDULE | EVALUATIONS | PAYMENTS | **BLOCKS** | LISTS | MYREFEREE | PROFILE

DATES | TEAMS | PARTNERS | TRAVEL LIMITS | SUMMARY

Action
 View Schedule
 Block All Day
 Block Part Day
 Clear Blocks
 Add Notes

Reports
 Calendar

Legend
 Assigned Game
 Attached Game
 Pending Game
 Full Day Block
 Part Day Block
 Open Day

Calendar
 Action - "View Schedule"
 Time Range: From 8:00 AM To 5:00 PM
 Date Range: From [] To [] Apply
 S M T W T F S

Month: Jan 2010

December		January 2010					February
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31	1	2	3	4	5	6	

1/19/2010 - Games and Blocks
 Delete Note

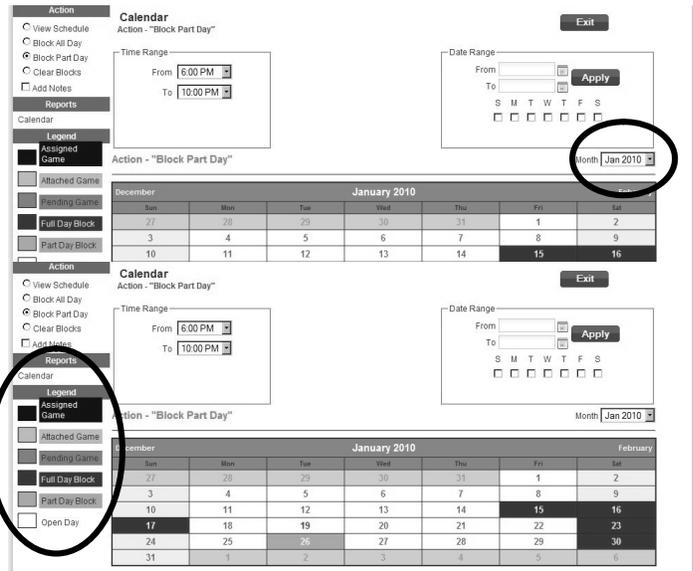
Group	Games/Blocks	Status	From	To	Site/Created	Firm

Exit

First, you must make sure you are looking at the correct month that you want to view/change. (The default is the current month). To change the month, click on the MONTH tab and then select the month you want view/change.

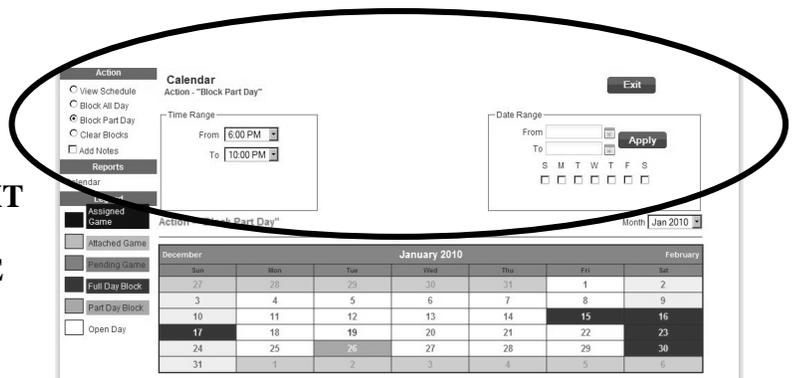
When the correct month is displayed, you will see color-coded displays of your calendar. The legend for these codes is located on the left side of the screen.

The calendar shows games accepted, games pending, “attached” games (games/teams in which you have a special interest, but are not assigned), partial and full-day blocks, and days for which you are unassigned and available (open days).



ACTION

The **ACTION** section is where you can make changes to your availability. You will use this section often, so learn how to use it. **PAY PARTICULAR ATTENTION TO THE NEXT SEVERAL SECTIONS AS IT IS EASY TO FOUL UP YOUR SCHEDULE IF YOU ARE NOT CAREFUL WITH HOW YOU MAKE CHANGES !!**



There are four “actions” available.

- View Schedule (look by month or day, but no changes are made)
- Block All Day (when this box is checked, EACH day you click on is blocked for the entire 24-hour period)
- Block Part Day (when this box is checked, EACH day you click on is blocked for the time period shown in the “TIME RANGE”)
- Clear Blocks (when this box is checked, EACH day you click on will have all blocks DELETED. Once deleted, you have to re-enter them.....there is NOT an “undo” feature)
- Add Notes (when this box is checked, a “notes” form is displayed each time you click on a day to add a block.)

NOTE: Just above the “Time Range” is an indicator of what “Action” is going to be taken if you click on a date. Check this BEFORE you click on a date to make sure the correct action is being taken !!

BLOCK ALL DAY

This function is generally used when you are out-of-town or can't work that day at all (anniversaries, birthdays, etc.). To block a date ALL DAY:

1. Click on BLOCK ALL DAY
2. Click on the appropriate date
 - a. The date will turn RED, indicating that you do not want an assignment that day, regardless of the time

BLOCK PART DAY

This function is used to block out times when you cannot work, but show you as available for other times during the day. For example, you can block out all or part of your workday so you don't get morning or early afternoon games during tournament season, but still remain available for games later in the day or evening. You could also block out an evening when you have something else to do, but want to remain available for a game earlier in the day. It is probably the MOST USED section of the calendar.

To block out a partial day:

1. Click on Block Part Day
2. Set the Time Range you want to BLOCK
 - a. The default is 8:00am to 5:00pm
 - b. If you click on a date BEFORE changing this time, you will block out the default time
3. Click on the date for which you want to block out specific times
 - a. The date will turn ORANGE to indicate a partial day block
4. If you make a mistake
 - a. Click on the Trashcan to the left of the blocked time you want to remove
 - b. Set the Time Range to the time you DO want to block, and click on the date again.
5. It is possible to block multiple times during a day (e.g.: 8:00am to 11:00am and 6:00pm to 9:00pm)
 - a. Click on Block Part Day
 - b. Set the Time Range to the first time you want to block in the Time Range and click on the appropriate date
 - c. Set the Time Range to the second time you want to block and click on the date again
 - d. Both times will now show as blocked

CLEAR BLOCKS

There are two ways to clear blocks.

1. Under VIEW SCHEDULE, select the day for which you want to remove the blocks.
 - a. Click on the trashcan for the block you want to remove
2. Click on the CLEAR BLOCKS feature
 - a. Each time you click on a date, ALL blocks for that day will be removed

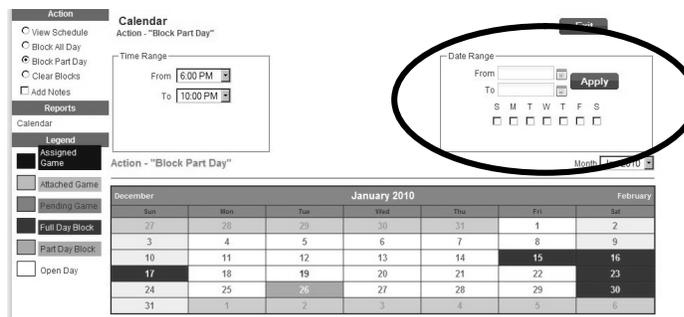
The screenshot shows a software interface for managing a calendar. At the top, there's an 'Action' menu with options: View Schedule, Block All Day, Block Part Day (selected), Clear Blocks, and Add Notes. Below this is a 'Time Range' selector with 'From' and 'To' dropdowns set to 6:00 PM and 10:00 PM. To the right is a 'Date Range' selector with 'From' and 'To' fields and an 'Apply' button. The main area features a calendar grid for January 2010. A legend on the left identifies symbols for Assigned Game, Attached Game, Pending Game, Full Day Block, Part Day Block, and Open Day. Below the calendar is a table titled '1/26/2010 Games and Blocks'. The table has columns for Group, Games/Blocks, Status, From, To, Site/Created, and Firm. Two rows are visible, both with a trashcan icon in the first column. The first row shows Group 101387, Status BLOCKED, From 8:00 AM, To 1:00 PM. The second row shows Group 101387, Status BLOCKED, From 6:00 PM, To 10:00 PM. A 'Delete Note' button is located at the top right of the table.

Group	Games/Blocks	Status	From	To	Site/Created	Firm
101387	BLOCKED		8:00 AM	1:00 PM		
101387	BLOCKED		6:00 PM	10:00 PM		

BLOCK or UNBLOCK MULTIPLE DAYS/DATES

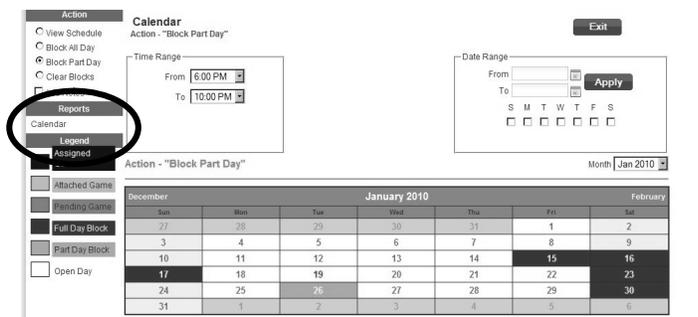
It is possible to block out (or clear blocks) for an entire range of days or dates in Arbitrator.

1. Click on the function (Block All Day, Block Partial Day, or Clear Blocks) that you wish to perform.
 - a. If it is a Partial Day Block, set the Time Range that you wish to block
2. Set the Date Range (From and To) that you want to block out dates or clear all blocks
 - a. Click on the calendar icon at the left side of the FROM or TO field
3. Select the DAYS OF THE WEEK you want to block or clear blocks within the time period selected
 - a. All seven days for vacations, etc.
 - b. Monday through Friday for standard work week
 - c. Just certain days (for school, work schedules, etc.)
4. Click the APPLY button
 - a. The dates and days selected will be blocked or cleared of all blocks, depending upon your selection of "Actions"

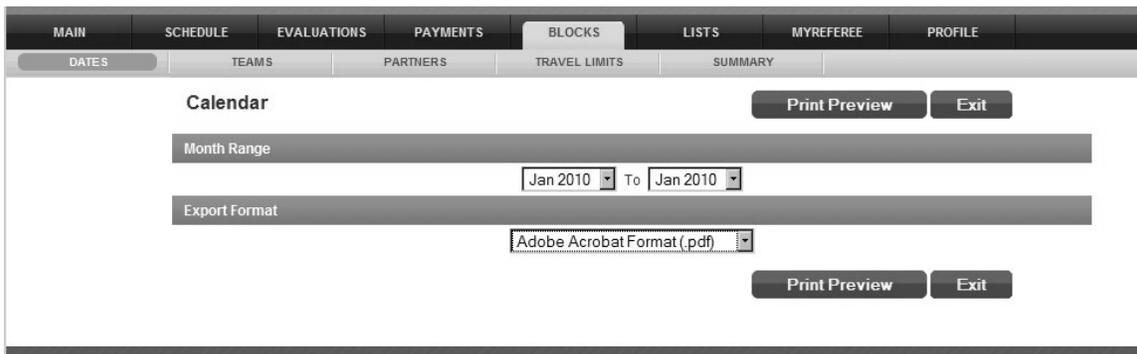


REPORTS

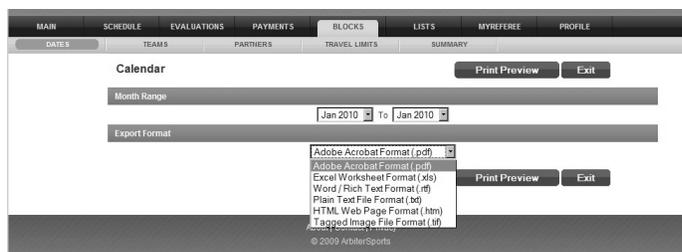
The reports function allows you print out a report of your calendar showing games accepted, games pending, and all blocked dates and times. This is especially useful for reviewing your blocks before you make changes, or after you have made changes to make sure you got them entered correctly !!



To obtain a printed report, select the “Calendar” function under Reports. The following screen will then be displayed.



1. Set the date range for which you wish to obtain a printed report. The default is the current month.
2. Once you have set the date range, select the **FORMAT** of the report you would like. There are several options for report formats:



- b. Adobe Acrobat (default file type)
- c. Excel
- d. Word / Rich Text format
- e. Plain Text
- f. HTML
- g. Tagged Image Format (TIFF picture format)

3. Click the **PRINT** button
Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

These reports do not print out a calendar, but simply show the dates and blocked times for each date. This allows you to verify the accuracy of what you entered.

Ken Williams		Calendar		January 2010	
Jan 15	BLOCKED 12:00 AM 11:59 PM	Jan 23	BLOCKED 12:00 AM 11:59 PM		
Jan 16	BLOCKED 12:00 AM 11:59 PM	Jan 30	BLOCKED 12:00 AM 11:59 PM		
Jan 17	BLOCKED 12:00 AM 11:59 PM				

BLOCKS - TEAMS

This function is used to block out teams for whom you do not desire, or cannot, call games. **The TASO Conflict of Interest policy sets out 5 specific reasons for an official to NOT call games for certain schools.** If you meet the criteria for ANY of these reasons, you should BLOCK OUT all of that school's teams (JV, Freshman, and Varsity) to avoid any hint of conflict of interest. We have plenty of other schools to which we can send you.

When you select BLOCK – TEAMS, you will see the screen shown below. This screen allows you manage your team blocks including adding and deleting teams.

To ADD a team

1. Click on “SHOW ALL” at the RIGHT side of the columns row.

2. This will bring up a team list screen.

BLOCKS – PARTNER

This function allows you to block (scratch) a specific official with whom you do NOT want to call games. Selecting the Blocks-Partner function brings up the screen shown below.

To ADD a partner to the block (scratch) list

1. Put a checkmark in the SHOW ALL box on the right side of columns listing.
2. This will bring up the list of officials for this association
3. Place a checkmark next to the name of any official with whom you do NOT want to call games.
4. You can navigate through the list by using the numbers (to scroll from page to page or go to a specific page) or the letters (to go to a list of officials whose last name begins with that letter).
5. Once you have selected the officials you wish to scratch (block), click on SAVE to apply the block.

To DELETE a Block for an official

1. Open the BLOCK – PARTNERS page.
2. To DELETE a Block, remove the checkmark beside the official’s name(s) on the left side of the columns. Then click SAVE



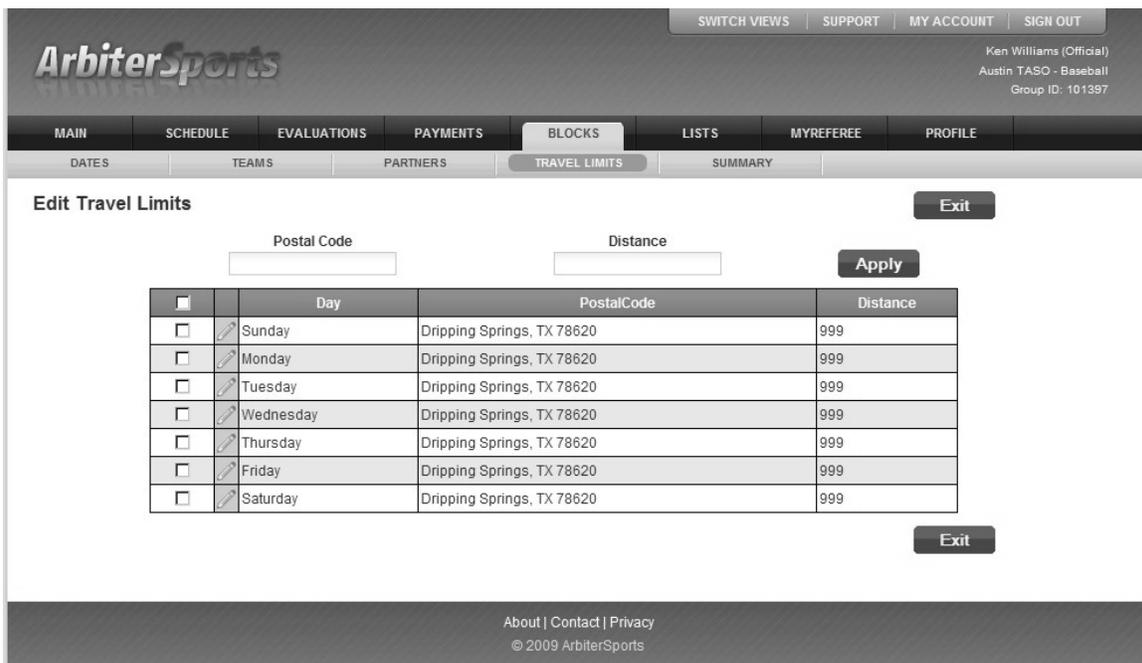
BLOCKS – TRAVEL LIMITS

This feature works in conjunction with the Calendar feature for assignment of games. It allows you to set mileage limits (that is travel no more than XXX miles from your point of departure) to get to a game. *Setting this limit too low can, however, limit the number of game assignments that you may receive.* A setting of 999 means you will go anywhere we have a game.

Departure points are by ZIP CODE rather than a specific address and do NOT take into account travel routes. They are “direct line” (as the crow flies) from the departure zip code to the destination zip code.

You can set departure zip codes differently for each day of the week. This allows you to use your home zip code for days off and your office zip code for work days. It is highly advisable to set the zip codes by day of the week for where you expect to be on those days to facilitate game assignment.

Selecting the Travel Limits function will bring up the screen shown below:



To EDIT Travel Limits

1. Click on the Pencil on the left side of the DAY OF THE WEEK that you want to edit

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Monday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

2. This will put that day of the week in the EDIT mode

	Day	PostalCode	Distance
	Sunday	Dripping Springs, TX 78620	999
	Monday	Dripping Springs, TX 78620	999
	Tuesday	Dripping Springs, TX 78620	999
<input checked="" type="checkbox"/>	Wednesday	78620	999
	Thursday	Dripping Springs, TX 78620	999
	Friday	Dripping Springs, TX 78620	999
	Saturday	Dripping Springs, TX 78620	999

3. Change the ZIP CODE and/or DISTANCE as desired

4. Click on the Checkmark on the left side to save the change, click on the X to cancel the changes.

5. You can make changes to **all or a selected group** of days at once by using the check boxes on the left side of the days list.
 - a. You can enter/change a zip code (same as “postal code”) and apply it to all checked boxes by clicking on APPLY
 - b. You can enter/change the distance you are willing to travel by entering the distance and then clicking APPLY.

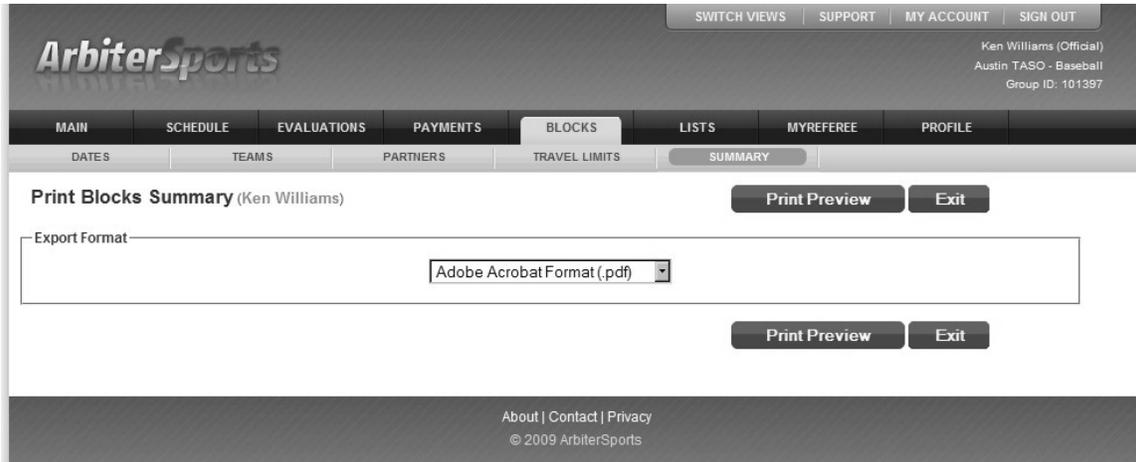
6. You can set the parameters by each day of the week. They do NOT have to be the same for all days. For example, you may live in one zip code, but work in another on certain days. If you would be leaving from a game from your workplace, you can use your workplace zip code for those days, and your home zip code for days when you will be leaving from home.

<input type="checkbox"/>	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Austin, TX 78701	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

BLOCKS – SUMMARY

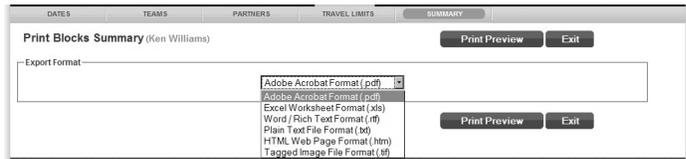
This feature creates a written report of all of you blocks. It use very useful for reviewing before and after you make any changes.

Selecting the Summary feature will bring up the screen shown below:



1. Select the FORMAT of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)



2. Click the PRINT PREVIEW button

- a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

3. A report of ALL blocks you have entered will be printed.

Official Blocks Summary		
Ken Williams 710 East Creek Drive Dripping Springs, TX 78620		Cellular: 636-6523 Home: 894-0120
Date & Time Blocks		
1/15/2010	Fri	all day
1/16/2010	Sat	all day
1/17/2010	Sun	all day
1/23/2010	Sat	all day
1/30/2010	Sat	all day
Team Blocks		When Home
		None
Partner Blocks		When Away
		None
Day of Week	Postal Code	Travel Limit
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

LISTS TAB

LISTS – OFFICIALS

This feature provides contact information for the umpires in the Austin Chapter. The list provides phone numbers, email address, and an address as entered by each member. Each member is responsible for keeping their information up-to-date so that they can be contacted by their partners for assigned games.

Selecting this Officials feature will bring up the screen shown below.

The screenshot shows the ArbiterSports interface. At the top right, the user is identified as Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The navigation menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, **LISTS**, MYREFEREE, and PROFILE. Under the LISTS tab, there are sub-tabs for OFFICIALS, CONTACTS, SITES, TEAMS, and FORMS. The 'Officials' sub-tab is active, showing a table of officials. The table has columns for 'Full Name' and 'Email'. The 'Email' column contains email addresses for each official. A 'Last Name Filter' is visible at the top right of the table area. The sidebar on the left contains various utility and filter options.

Full Name	Email
1, CenTen	
2, CenTen	
Alford, James	alford@grandecom.net
Allen, Peter	pallenb@aol.com
Allen, Ross	coachralen@hotmail.com
Baker, John	john.r.baker@freescale.com
Baletka, Mark	homeplateump@hotmail.com
Barrett, Michael	mjbarrett@mail.utexas.edu
Baufista, Ron	b_baufista5@yahoo.com
Bean, Jason	jbeantr@gmail.com
Beaty, Rick	rbeaty@austin.rr.com
Begley, Jim	begleyjim@gmail.com
Bell, Daniel	rr_dan14@yahoo.com
Bray, David	dvdbr13@yahoo.com
Brochi, Paul	pbro61@sbcglobal.net

To send an EMAIL to an official, click on the email next to their name. This will bring up a new email using the email program on YOUR computer. Many members use email rather than phone calls to contact their partners for assigned games.

This screenshot is identical to the one above, showing the same 'Officials' list. A red circle is drawn around the email address 'john.r.baker@freescale.com' in the 'Email' column of the row for 'Baker, John'.

To view additional information about an official, including PHONE NUMBERS, click on the official's name. A popup window will open showing the additional information for that official.

The phone numbers displayed on this screen are in priority order as set by the official. You should always use the phone numbers listed in the order in which they are listed when you try to contact your partner by calling them.



Clicking on the VIEW MAP link will open a new tab or window with a map showing the official's address

An email can be sent from the popup screen by clicking on the email address at the bottom of the screen. The default for the list is all umpires, sorted alphabetically. If you want to see a particular umpire, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all umpires starting with the letter selected. Then simply scroll down or select the umpire whose information you need to view.

You can view each of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of officials in the association. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

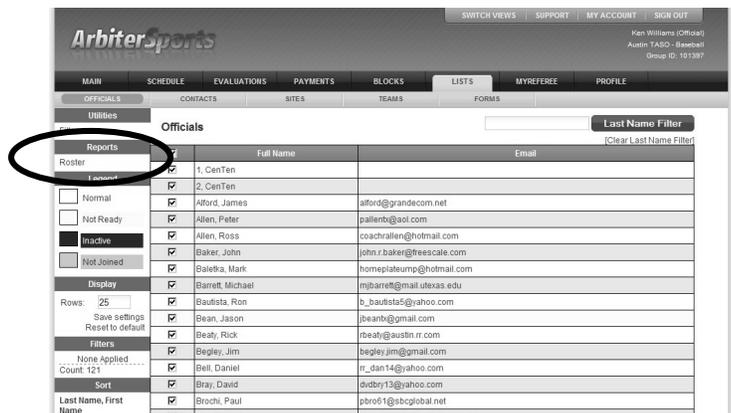
The screenshot shows the ArbiterSports website interface. At the top right, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below these, the user's name and affiliation are displayed: Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. A navigation menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (highlighted), MYREFEREE, and PROFILE. A secondary menu shows OFFICIALS (highlighted), CONTACTS, SITES, TEAMS, and FORMS. The main search area contains several input fields: Last Name (with an example: *son), First Name, Email Existence (dropdown menu set to All), Email (with an example: *hotmail.com), Sport (dropdown menu showing All Sports, BASEBALL, and Summer Ball), City (with an example: Perry), State (dropdown menu set to All States), and Postal Code (with an example: 84070). A Get Results button is located at the bottom right of the search area.

LISTS- OFFICIALS - ROSTER

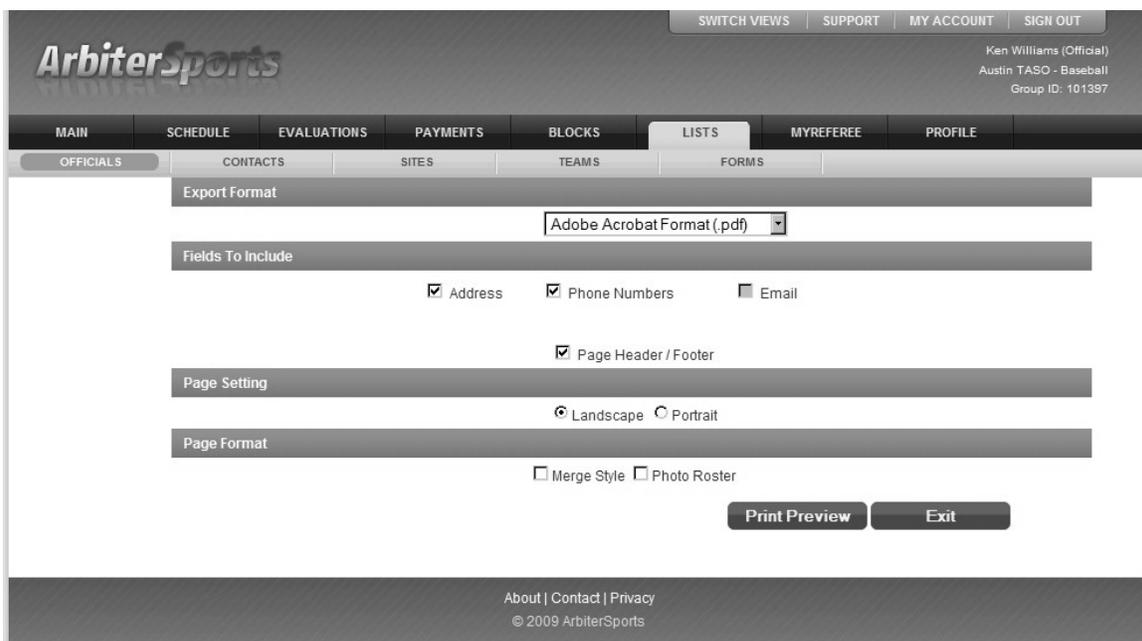
A ROSTER of all officials can be printed out for your files. There may be times when you cannot access the web and need to contact your partner. You should carry a copy of the roster along with your umpire equipment so you will always have access to it when needed.

With as many members as we have, phone numbers (especially cell phones) change frequently. The list is updated by each member, but there is no notification that changes have been made. Therefore, **IT IS HIGHLY RECOMMENDED THAT YOU PRINT OUT A COPY OF THE ROSTER AT LEAST ONCE EACH MONTH.** This will ensure that you have reasonably current roster of contact numbers for the officials with whom you will work.

From the LISTS – OFFICIALS page, select the ROSTER link on the left hand side of the page



Selecting the ROSTER function brings up the screen shown below.



1. Select the FORMAT of the report you would like. There are several options for report formats:

- h. Adobe Acrobat (default file type)
- i. Excel
- j. Word / Rich Text format
- k. Plain Text
- l. HTML
- m. Tagged Image Format (TIFF picture format)



2. Select the features you want printed on the report
 - a. Name (Not an option, it is included automatically)
 - b. Address
 - c. Phone Number
 - d. Email (NOT AVAILABLE as an option at this time)
 - e. Page Header & Footer
3. Select the Page Setting (Portrait or Landscape)
4. Set the Page Format for “Merge” if you so desire
5. Click the PRINT button
 - a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

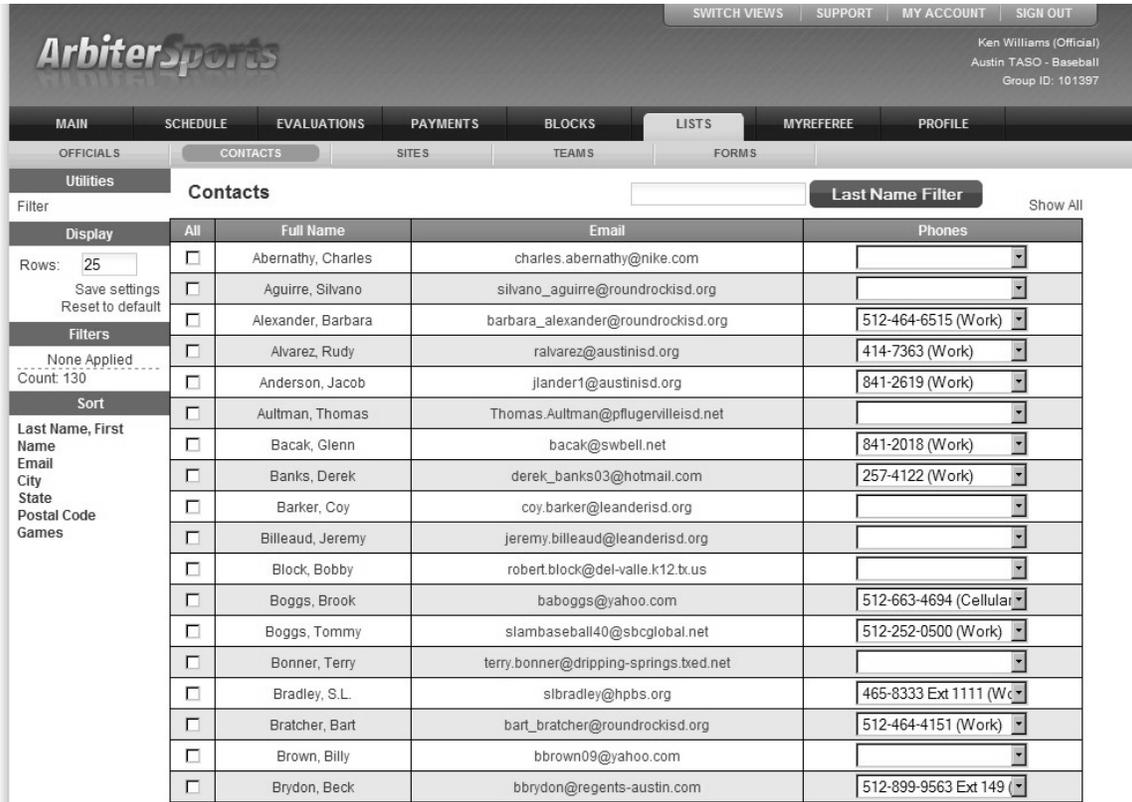
A sample roster is shown below.

Austin TASO - Baseball		Checkoff Roster of Officials	
Darin Stiers (512) 351-2457		1/1/2005	
Name	Address	Phone Numbers	
Alford, James	1206 Adrian St., San Marcos, TX 78666	H: 512-353-1576	C: 512-393-7954 W: 512-393-7954
Anders, Randal	7005 Evans Dr., Round Rock, TX 78681	H: 512-341-8335	W: 512-838-0909 C: 512-507-7703
Baletka, Mark	1208 Glen Summer Cove, Austin, TX 78753	H: 834-2332	C: 834-2332 F: 834-1700
Barrett, Mike	3028 Sesbania Drive, Austin, TX 78748	H: 000-280-1559	W: 000-232-2642 C: 000-632-5240
Barrientos, Luis	3604 Fleetwood Dr., Austin, TX 78704	C: 512-924-4252	W: 512-356-1116 H: 512-924-4252
Bell, Daniel	1604 Wheless Ln #101, Austin, TX 78723	H: 512-454-1652	W: 512-476-1111 C: 512-769-6106
Bonan, Mike	7707 S. IH 35 #831, Austin, TX 78744	C: 303 204 5342	
Branam, Bryan	4606 Gray Fox Dr., Austin, TX 78759	H: 512-338-0978	C: 925-9739 W: 242-4487
Broad, Tyson	107 E. Luce, Llano, TX 78643	H: 325-247-2301	
Brown, Mitchell	19000 E. M. 150, Driftwood, TX 78619	H: 512-894-0058	C: 426-7388

LISTS – CONTACTS

The Contacts feature provides an alphabetical list of contact persons for the various schools, baseball camps, and/or baseball facilities. It works very similar to the List-Officials feature.

Selecting the Contacts feature will bring up the screen shown below.



The phone number displayed on this screen is the primary contact number as set by the individual listed. You should always use this number **FIRST** when you try to contact that individual. Additional contact number, if any, can be seen by clicking on the arrow to the right of the displayed phone number.



The default for the list is all contacts, sorted alphabetically. If you want to see a particular contact, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their **LAST NAME** on the alphabetic letters at the bottom of the screen.



This will bring up a page(s) of all contacts starting with the letter selected. Then simply scroll down or select the contact whose information you need to view.

You can scroll through all of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of contacts. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot displays a web interface with a top navigation bar containing tabs: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (selected), MYREFEREE, and PROFILE. Below this is a secondary navigation bar with tabs: OFFICIALS, CONTACTS (selected), SITES, TEAMS, and FORMS. The main content area is titled "Filters" and contains the following search criteria:

Last Name	<input type="text"/>	Example: *son (returns anything that ends with an 'son')
First Name	<input type="text"/>	
Email	<input type="text"/>	Example: *hotmail.com (returns only email that end with 'hotmail.com')
City	<input type="text"/>	Example: Perry (returns only sites located in the city of Perry)
State	<input type="text" value="All States"/>	
Postal Code	<input type="text"/>	Example: 84070 (returns only sites with the postal code of 84070)
Title	<input type="text"/>	Example: Coa (returns all contacts with title name begin with "Coa")

A "Get Results" button is located at the bottom right of the filter section.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS - SITE/CONTACTS

This feature provides contacts for specific facilities and fields where games are worked. Selecting the Sites/Contact feature brings up the screen shown below.

ArbiterSports						SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT		
						Ken Williams (Official) Austin TASO - Baseball Group ID: 101397		
MAIN		SCHEDULE	EVALUATIONS	PAYMENTS	BLOCKS	LISTS	MYREFEREE	PROFILE
OFFICIALS		CONTACTS	SITES	TEAMS	FORMS			
Utilities		Sites/Contacts					Need Help?	
Filter								
Display	Name	Phone	Address		Contacts	Sub Sites		
Rows: <input type="text" value="25"/>	A&M Consolidated		College Station, TX 77840		0	0		
<input type="button" value="Save settings"/>	Akins		10701 South 1st St, Austin, TX 78748		1	0		
<input type="button" value="Reset to default"/>	Alice HS		Alice, TX 78332		0	0		
Filters	Anderson	512-415-4917	8403 Mesa Dr, Austin, TX 78759		1	0		
	Austin	512-740-6119	1715 W Cesar Chavez St., Austin, TX 78703		1	0		
Reports	Balcones		3200 Adelphi Ln, Austin, TX 78727		0	0		
Sites CSV file	Bastrop		800 Lovers Ln, Bastrop, TX 78602		1	0		
	Bastrop JV Tourney		Bastrop, TX 78602		2	0		
	Bastrop Tourney		Bastrop, TX 78602		0	0		
	Baylor Univ.		Waco, TX 76798		0	0		
	Bechtol-Harper		1100 W Cesar Chavez St, Austin, TX 78703		1	0		
	Beeville Jones		Beeville, TX 77888		0	0		
	Belton HS		Belton, TX 76513		0	0		
	Blinn Jr. Col.		Brenham, TX 77833		0	0		
	Blossum Stadium		San Antonio, TX 78200		0	0		
	Bowie		4103 W Slaughter Ln, Austin, TX 78749		2	0		
	Brenham Firemen's Park		Brenham, TX 77833		0	0		
	Brentwood Christian		11908 N Lamar Blvd, Austin, TX 78753		2	0		
	Brownwood		Brownwood, TX 78601		0	0		
	Brumley		1314 Exposition, Austin, TX 78703		0	0		
	Bryan		Bryan, TX 77801		0	0		
	Burger		3200 Jones Rd, Austin, TX 78745		2	0		
	Burnet	(512)715-5453	400 E 3rd St, Burnet, TX 78611		0	0		

If there is a contact for a particular school or field, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

NOTE: The address shown in the address field, especially for schools, is generally the address of the school, NOT NECESSARILY THE BASEBALL FIELD. If you click on the address, you will be provided with a map to that address or location through Map Quest. **DO NOT RELY ON THESE MAPS TO GET YOU TO THE BASEBALL FIELDS !! USE THE MAPS PROVIDED BY THE CHAPTER FOR THIS PURPOSE.** Baseball fields for several of the schools are nowhere close to the school.

To select a contact, click on the NUMBER at the end of the Site name. This will bring up the contact information, as shown in the example below.

The screenshot shows the Arbitersports website interface. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official), Austin TASO - Baseball, with Group ID: 101397. Below this is a main navigation bar with links: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. The main content area is titled 'Contacts for Site (Akins)' and features an 'Exit' button. Below the title is a table with the following data:

Contact	Email	Address	Phones	Email
Velasquez, Steve	svelasqu@austinisd.org	10701 South 1st Street, Austin, TX 78748	841-9859 (Work)	<input type="checkbox"/>

Below the table is another 'Exit' button. At the bottom of the page, there are links for 'About | Contact | Privacy' and a copyright notice '© 2009 Arbitersports'.

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of sites in the database. Searches can use various criteria including site name (whole name or partial name), phone (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows the 'Filter Sites' utility screen. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are tabs for OFFICIALS, CONTACTS, SITES, TEAMS, and FORMS. The 'SITES' tab is selected. On the left, there is a 'Reports' section with a link for 'Sites CSV file'. The main content area is titled 'Filter Sites' and features a 'Get Results' button, an 'Exit' button, and a 'Need Help?' link. Below the title is a 'Filters' section with the following fields:

- Site Name: Example: B* (returns site names that start with an 'B')
- Phone: Example: 801* (returns only phones that begin with the area code 801)
- City: Example: Perry (returns only sites located in the city of Perry)
- State: Example: UT (returns only sites located in the state of Utah)
- Postal Code: Example: 84070 (returns only sites with the postal code of 84070)

At the bottom of the filter section, there are 'Get Results' and 'Exit' buttons.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS – TEAMS/CONTACTS

This feature will display a list of baseball teams and the contact or coach for that team, if that information is available. Selecting this feature will bring up the screen shown below.

The screenshot shows the ArbiterSports interface. At the top, there are links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main navigation bar includes MAINT, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS (selected), MYREFEREE, and PROFILE. Below this, there are sub-menus for OFFICIALS, CONTACTS, SITES, TEAMS (selected), and FORMS. The 'Teams/Contacts' page features a 'Filter' section with options for Display (Rows: 25), Filters, and Reports. A 'Teams CSV file' link is also present. The main table lists the following data:

Filter	Name	Sport & Level	Travel Limit	Contacts
Display	A&M Consolidated	BASEBALL, 5A/4A H.S.	999	0
Rows: 25	A&M Consolidated	BASEBALL, HS Playoff-2	999	0
Save settings	Abilene	BASEBALL, 5A/4A H.S.	999	0
Reset to default	Abilene	BASEBALL, HS Playoff-4	999	0
Filters	Abilene Cooper	BASEBALL, 5A/4A H.S.	100	0
Reports	Academy	BASEBALL, 3A/2A/1A H.S.	9999	0
Teams CSV file	Academy JV	BASEBALL, JV	9999	0
	Aces	Summer Ball, MSBL/MABL	999	1
	Akins	BASEBALL, 5A/4A H.S.	100	3
	Akins Fresh.	BASEBALL, Freshman	9999	4
	Akins JV	BASEBALL, JV	9999	4
	Alamo Heights	BASEBALL, 5A/4A H.S.	9999	0
	All Saints	BASEBALL, 3A/2A/1A H.S.	999	0
	Allen Academy	BASEBALL, 3A/2A/1A H.S.	999	0
	Alumni	BASEBALL, 3A/2A/1A H.S.	100	0
	Anderson	BASEBALL, 5A/4A H.S.	150	3
	Anderson Fresh	BASEBALL, Freshman	999	5
	Anderson JV	BASEBALL, JV	999	5
	Angels	Summer Ball, MSBL/MABL	999	1
	Antonian	BASEBALL, 3A/2A/1A H.S.	999	0
	Antonian JV	BASEBALL, JV	999	0
	Arlington Bowie	BASEBALL, 5A/4A H.S.	999	0
	A's	Summer Ball, MSBL/MABL	999	1
	Athletics	Summer Ball, MSBL/MABL	999	1

The list shows the Team name, Sport & Level, Mileage Limits (this ties into the Mileage Limits that YOU set under the *BLOCKS* feature). If there is a contact for a particular team, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

To select a contact, click on the NUMBER at the end of the Team name. This will bring up the contact information, as shown in the example below.

Arbitersports

SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

Contacts for Team (Akins) Exit

Contact	Email	Address	Phones	Email
Velasquez, Steve	svelasqu@austinisd.org	10701 South 1st Street, Austin, TX 78748	841-9859 (Work)	<input checked="" type="checkbox"/>
Szymarek, Mike	mszymarek@austin.isd.tenet.edu	3200 Jones Rd, Austin, TX 78745	512-414-1048 (Work)	<input checked="" type="checkbox"/>
Fabian, Irene	ifabian@austinisd.org	3200 Jones Rd, Austin, TX 78745	512-414-1045 (Work)	<input checked="" type="checkbox"/>

Exit

About | Contact | Privacy
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UTILITIES – FILTER

The Filter feature is basically a tool to search the list of teams in the database. Searches can use various criteria including Team name (whole name or partial name), Sport Level of Competition, Strength, Site (drop down list of all sites) and Bill To (we do not use this feature). Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

OFFICIALS CONTACTS SITES TEAMS FORMS

Reports Filter Sites Get Results Exit Need Help?

Sites CSV file

Filters

Site Name Example: B* (returns site names that start with an 'B')

Phone Example: 801* (returns only phones that begin with the area code 801)

City Example: Perry (returns only sites located in the city of Perry)

State Example: UT (returns only sites located in the state of Utah)

Postal Code Example: 84070 (returns only sites with the postal code of 84070)

Get Results Exit

REPORTS

There are no reports or rosters that can be printed from this feature.

LIST – FORMS

. If your organization has online forms, they will be listed here for use or downloading.

The screenshot shows the ArbiterSports website interface. At the top left is the logo "ArbiterSports". To the right of the logo are links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". Below these links, the user's name "Ken Williams (Official)" and affiliation "Austin TASO - Baseball" are displayed, along with the "Group ID: 101397". A navigation menu below the header includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS", "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". A secondary navigation bar contains "OFFICIALS", "CONTACTS", "SITES", "TEAMS", and "FORMS". The "FORMS" section is currently active, displaying the heading "Forms" and a table with two columns: "Name" and "Date". The table is currently empty. At the bottom of the page, there are links for "About | Contact | Privacy" and a copyright notice "© 2009 ArbiterSports".

MYREFEREE TAB

MYREFEREE – MY REFEREE

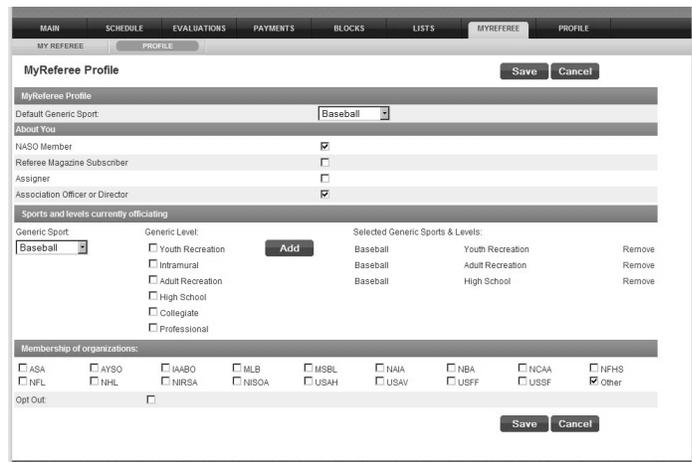
My Referee is a service provided by Arbiter to its users at no additional cost. It gives sports officials the chance to access content customized to their needs.

Along with relevant articles selected by sport, MyReferee includes a searchable database containing *Referee* magazine articles. It also includes sports-specific news, updates, quizzes, and other features.



MYREFEREE – PROFILE

This page allows you to create a profile of your sports officiating background and affiliations to better enable MyReferee to tailor content that is suited for your needs. Completing this form is entirely optional.



PROFILE TAB

PROFILE - PREFERENCES

This feature allows you to set some basic changes in how information is displayed. There are two sections that need to be checked, and one that needs changing only on an annual basis.

Selecting this option will display the screen shown below.

The screenshot shows the 'ArbiterSports' website interface. At the top right, there are links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. The user's name 'Ken Williams (Official)', team 'Austin TASO - Baseball', and 'Group ID: 101357' are displayed. A navigation bar contains tabs for 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'PROFILE'. Below this is a sub-menu with 'PREFERENCES', 'INFORMATION', and 'PASSWORD'. The 'User Preferences' section is active, showing a 'Save' and 'Cancel' button and a 'Need Help?' link. The 'User' section includes: 'Time Zone' (GMT-06:00 Central Time), 'Page Size' (25), 'Date Range' (1/1/2010 to 12/31/2010), and 'Default Printing Format' (Adobe Acrobat Format (.pdf)). A second 'Save' and 'Cancel' button is at the bottom of the form. The footer contains 'About | Contact | Privacy' and '© 2009 ArbiterSports'.

CHANGE to “Time Zone” to the time zone in which you are located (e.g.: Central Time)

SET the “Date Range” from January 1st to December 31st of the current year (or whatever your season may be). This only needs to be done once each year. If you do NOT set this date range, then you may see data or schedules from whatever date range IS entered in this field and have to manually change the date range in many other parts of the program.

PROFILE – INFORMATION

This feature provides you with the ability to keep your contact information current. Selecting the feature will display the screen shown below.

The screenshot shows the 'Update My Information' page in the ArbiterSports system. The user is Ken Williams, an official for Austin TASO - Baseball (Group ID: 101397). The page is divided into sections: 'User Identification', 'Address', and 'Other Information'. The 'Address' section includes a checkbox for '(Public to other officials and contacts)' which is checked. The form contains the following data:

User Identification	
First Name	Ken
Middle Name	
Last Name	Williams
Suffix	
Email	kwilliams30@austin.rr.com

Address	
<input checked="" type="checkbox"/> (Public to other officials and contacts)	
Address 1	710 East Creek Drive
Address 2	
City	Dripping Springs
State	TX
Postal Code	78620

Other Information	
Official Number	TASO ID: 100491
SSN	XXX-XX-XXXX
TIN	
Date Of Birth	<input type="text"/> (mm/dd/yyyy)

Each field on this page can be edited. The ADDRESS section has an option to allow everyone to see your address, or to restrict to Board Members only. To allow all contacts to see your address, check the box on the right hand side of the ADDRESS label. Unchecking this box will restrict access to the address to assigners only.

NOTE: It is CRITICAL that you keep your **email** updated. This is the primary means of communication for the Austin Chapter !!

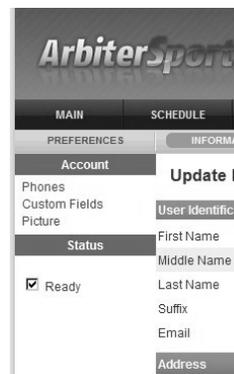
This is a close-up view of the form sections shown in the main screenshot. It highlights the 'User Identification' and 'Address' sections. The 'Address' section checkbox is checked, indicating that the address is public to other officials and contacts.

User Identification	
First Name	Ken
Middle Name	
Last Name	Williams
Suffix	
Email	kwilliams30@austin.rr.com

Address	
<input checked="" type="checkbox"/> (Public to other officials and contacts)	
Address 1	710 East Creek Drive
Address 2	
City	Dripping Springs
State	TX
Postal Code	78620

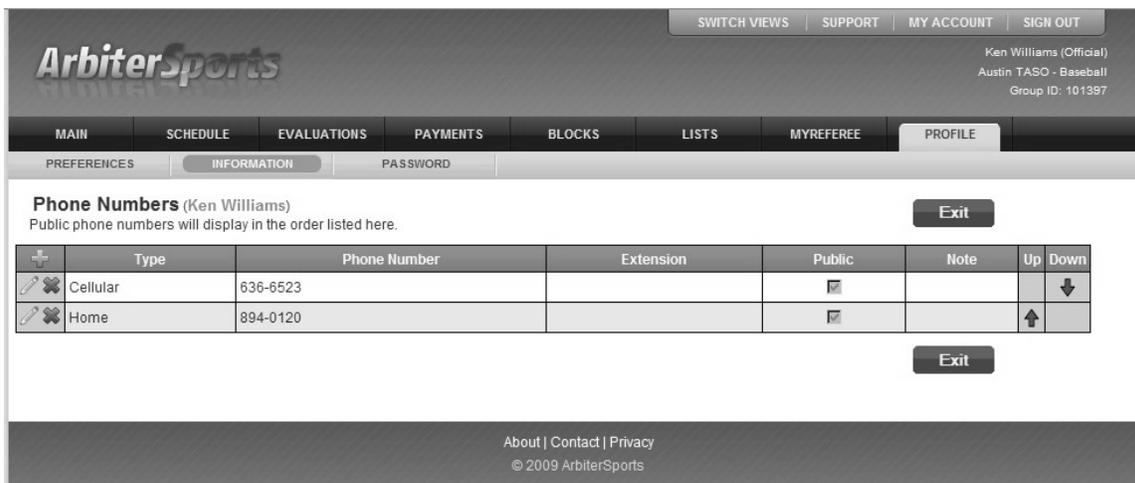
IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT

Under the STATUS section of the menu, there is a check box that says “READY”. This box tells the database that you are ready to be assigned. **YOU MUST CHECK THE BOX INDICATING THAT YOU ARE READY TO BE ASSIGNED OR THE SYSTEM WILL NOT CONSIDER YOU FOR GAMES !!**



INFORMATION – PHONES

This feature allows you to enter and edit phone numbers at which you can be contacted by members of the chapter. It is crucial that you keep these numbers updated if they change, especially your cell phone number. Selecting this feature will bring up the screen shown below.



To ADD a phone number

1. Click on the PLUS sign on the left side of the column title bar
2. This will bring up the phone entry screen
3. First select the TYPE of phone number that you wish to enter
 - a. Click on the arrow on the right side of the TYPE field, and then select the phone type you wish to enter.



- b. Your choices are
 - i. Home
 - ii. Work
 - iii. Fax
 - iv. Cellular
 - v. Pager
 - vi. Security
 - vii. Other

Phone Numbers ()

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home			<input checked="" type="checkbox"/>	

back to top

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4. Enter the phone number, extension, and any notes (for yourself, no one else sees this). Leave the box that says “PUBLIC” **checked**, or other official will NOT be able to see the phone number when they need to contact you.

Phone Numbers ()

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note
Home	555-5555		<input checked="" type="checkbox"/>	

back to top

5. Follow the above procedure until all phone numbers have been entered.

6. Once you have entered all of your contact phone numbers, you can arrange them in the order that you would like your partners to use when they need to contact you. The numbers are displayed in the *Lists – Officials* feature in the order that they are shown in the phone entry list.

Phone Numbers ()

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		<input checked="" type="checkbox"/>			
Cellular	888-8888		<input checked="" type="checkbox"/>		↑	↓
Work	777-7777	5544	<input checked="" type="checkbox"/>		↑	↓

back to top

7. To re-arrange the number list, use the arrows to the right of the phone number list to move the number either up or down in the list.

To DELETE a phone number

1. Click on the Trashcan on the left hand side of the phone number to be deleted.

Phone Numbers ()

Public phone numbers will display in the order listed here.

Type	Phone Number	Extension	Public	Note	Up	Down
Home	555-5555		<input checked="" type="checkbox"/>			
Cellular	888-8888		<input checked="" type="checkbox"/>		↑	↓
Work	777-7777	5544	<input checked="" type="checkbox"/>		↑	↓

back to top

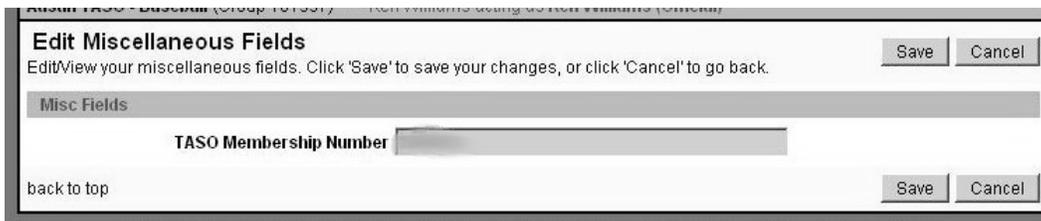
To EDIT a phone number

1. Click on the Pencil on the left hand side of the phone number to be changed. This will put that number into “edit mode”.
2. When you are finished, click on the Check Mark to accept the changes, or the X to cancel the change

Once you have completed entering, editing, or deleting phone numbers, click on the EXIT button to return to the main Information page. Click on the SAVE button to save the changes you have made.

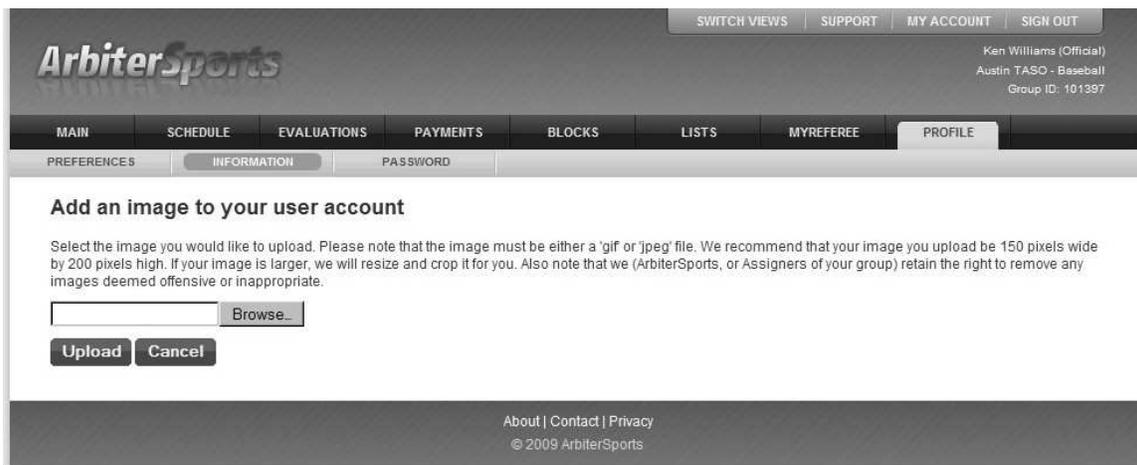
Custom Fields

This field is NOT editable. It displays your TASO Identification number, which you will need for various purposes including access to the Members Only section of the TASO website. Selecting this feature will display the screen shown below.



PICTURE

This feature allows you to upload an image or photograph to associate with your user account. Selecting this feature will display the screen shown below.



To ADD an image

1. Follow the instructions on the screen as to maximum size of the image and other restrictions.
2. Enter the location of the image (or use to “browse” button to locate the image)
 - a. *A word of caution about photographs. Be selective about what you image you choose. Coaches, officials, and other contacts will be able to see it, so make sure it is an appropriate image.*
3. Click the “UPLOAD” button.

PROFILE – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.

The screenshot shows the 'Change Password' form on the ArbiterSports website. The page header includes the ArbiterSports logo and navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's name, Ken Williams (Official), and group information (Austin TASO - Baseball, Group ID: 101397) are displayed in the top right. The main navigation bar includes links for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. The sub-navigation bar includes PREFERENCES, INFORMATION, and PASSWORD. The form itself has a title 'Change Password' and a subtitle 'Change your password information and click 'Change' when you are finished.' Below this, there are two 'Change' and 'Cancel' buttons. A message states: 'Before we can change your password, we need you to enter your old password.' This is followed by a 'Current Password:' label and an input field. Another message states: 'Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive.)' This is followed by 'New Password:' and 'Confirm Password:' labels, each with an input field. At the bottom of the form, there are two more 'Change' and 'Cancel' buttons. The footer includes links for 'About | Contact | Privacy' and a copyright notice '© 2009 ArbiterSports'.

To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password

Click on the “Change” button

STATUS – READY for ASSIGNMENT

This feature lets the Arbiter program, and thus the assigner, know that you are ready for assignment. Once you have entered and saved your contact information (so your partners can contact you), click on this feature to put a CHECKMARK in the “Ready” box.

If you do NOT put a checkmark in the “Ready” box, the system will NOT consider you for game assignments.

The READY box can be found in two places. Checking the box in either location will change your status to READY FOR ASSIGNMENT

1. On the MAIN (“home”) page above the Announcements section
2. On the PROFILE – INFORMATION page on the left hand side of the page