

Arbiter Quick Review

Area:	
Preferences / Information	<p>Set your address, phone numbers, Pacific Time Zone, and date range. Click Phones, enter your numbers. Use the arrows to move them up or down in importance.</p> <p>Post a picture so that your partner will know who to look for.</p>
Calendar	<p>If you are in more than one group, you can make changes that only affect volleyball by un-clicking the other sports on the left hand side (SNOA-VB is us).</p> <ul style="list-style-type: none"> ● To block whole day: Click on circle “Block All Day” and then click on day (turns red) ● To block part day: Click on “Block Part Day”, set time in Time Range boxes, and then click on day. (Turns peach). ● To unblock, click on “Clear Blocks” and then on day. To change a block, you must first clear it, then re-establish it. (E.g., You blocked all of Saturday, then find you are free after 2. To change the block from total to 8 to 2, clear the All Day (day turns white), then enter the Block Part (day turns peach). ● To block every Monday, click on “Block All Day”, then “M” in the Date Range, then select dates using the “7” buttons, then “Apply”. To block every Monday from 8 am to 2 pm, add the times in Time Range before clicking Apply. ● To block dates, say September 8 through 12, click Block All Day, enter the dates in the Date Range, and click “Apply.” To block those dates from 8 am to 2 pm add the times into the Time Range before clicking “Apply”
Calendar Note	<p>If you change your schedule AFTER you have been assigned games, Arbiter does NOT remove you from games, nor does it notify the Assignor. You must call the Assignor to give back games once accepted, or if your schedule changes at the last minute. This includes games that you have been assigned, but not yet accepted.</p>

Schedule	<ul style="list-style-type: none"> ● You will receive an email when you have games scheduled. Your Schedule link in Arbiter will show a number: (2) means you have two games to accept. ● Click on schedule, then red to decline and green to accept, then “Submit.” Matches will change to white (accepted) or disappear (declined). If you decline on a day, you are automatically blocked for that day. If two matches are joined, you must either take both or neither. ● You cannot see your partners until you accept a match. Then they will show up with phone numbers if you click on the game number. ● If you click on Site, and then on the address, you’ll get a map to the school. ● If you click on the little pencil you can make a game note. If the pencil is surrounded in green, there is a game note already attached. You should read this! ● Print your schedule by clicking on “Schedule” under Reports, enter current dates, and then create a pdf or html file by clicking “Print Preview.” Print this as you normally do.
Paysheets	Click on “Paysheets.” Then for any specific paysheet, click on the calendar (7 th) for a listing by date, or on the magnifying glass for a listing by level (B, JV, Varsity)
Officials	All registered officials show in a roster, including phone numbers and email.
Ready	Nothing will work if you do not click the “Ready” box in the bottom left corner of the main page. It will turn from red to blue.