Please read below and follow the instructions to complete your Arbiter IESRA account. Failing to do so may cause a delay in your being offered game assignments. Please remember that through the summer most of our assignments come from assisting other Associations with their tournaments – but come the end of August our Association will need every referee to cover the amount of games that we have….

If you already have an Arbiter account (college or high school) the next time you log into Arbiter, you will be asked if you want to accept membership in the IESRA Arbiter database. You should say “yes” and complete any further steps….

If you do not have an Arbiter account, you will receive an email from Arbiter giving you your login and password. If you have not received one, please email me at [president@iesra.org](mailto:president@iesra.org) for assistance. Once you log in Arbiter will ask you to fill out your personal information. **Yes, it does require you to enter in your complete address including your zip code. It is a database system and if it does not have data it cannot calculate where and when you can referee nor how far you can go. If any of this is missing the assignor will not be able to “see” your name to give you games.**

**To accept games:**

Log into Arbitersports.com, Once you are a member of this association you will be setup in the Arbiter Sports as a new member.

Click on the Schedule tab.

Make sure that on the left side menu under “Display” that it has “list view” selected.

Next to that (under the word “Filter”) you’ll see a Selectable Drop Down Menu – make sure that it shows “future”.

If all of that is correct you should see the games listed (if you’ve been assigned). Select “Accept” for all of the games then above the schedule area you see a button “Submit”. Click on that and you should be good to go!

**To block games:**

Click on Blocks tab

You’ll see a calendar in the middle of a lot of options.

1. To block an entire day, under Action selections you’ll see View Schedule, Block All Day, Block Part Day, Clear Blocks and Add Notes.
   1. Select Block All Day
   2. Click on the calendar date you want to block
   3. That date should turn red
2. To block part of a day, under Action selections you’ll see View Schedule, Block All Day, Block Part Day, Clear Blocks and Add Notes.
   1. Select Block Part Day
   2. Next to Action Section the Time Range becomes active.
   3. Select the time BEGINNING when you cannot referee by clicking on the upper arrow in the Time Range box.
   4. Select the time ENDING when you cannot referee by clicking on the lower arrow in the Time Range box.
   5. Click on the calendar date you want to partially block times for
   6. That date should turn a salmon/peach color.
3. If you discover that you’ve blocked (either all day or part day) wrong, or can now referee a day that you had blocked. You can clear blocks to start over or leave open for assignments.
   1. Select Clear Blocks
   2. Click on the Calendar date(s) you want to clear
   3. That (Those) dates should turn clear (white).
4. If you want to add a note to your block, you would select Add Notes and click on the calendar date. A small text box opens up and you may type a short note.

**To set travel limits:**

(You must have entered your actual physical address, including zip code, or this will not work properly and it will keep me from seeing that you are available to do games!)

Click on Blocks tab

1. You’ll see a calendar with a lot of options in the main part of your screen. But a new grey menu bar now appears under the main blue one.
2. On the grey menu bar select Travel Limits
3. You’ll see Edit Travel Limits and boxes for zip codes and distance
4. You’ll see a table with a column for selection boxes, a column with the day of the week, a column with your city, state and address, and a column for distances
5. Since most of our games are on Saturday and Sunday, you only need to really worry about those, but you can enter in distances for the other dates should you desire.
6. If your city and zip code are already showing up – good for you! All you have to do is type in the distance box how far you are willing to travel, click on the days of the week in the far left column and then hit apply.
7. If your city and zip code are not already showing up – no worries! In addition to step six above you must enter in your zip code…..in the zip code box. Then with the other information in step six entered hit apply.

If you set too short a distance you could miss out on assignments in the Orange County area.

Many referees have not completed their profiles. Arbiter uses your street address in your profile to set where you will be coming from for your games. In addition, referees (that have not done so) need to click on the "Block" tab and look for the "Travel Limit" tab under "Block". Here you will need to enter your "home" zip code and the number of miles you are willing to go (one way) for games. Under that is a list of the days of the weeks and you need to click on the selection for each of the days. Then update that page by clicking on the apply tab. This should eliminate the travel code error I get when I look at your profile - and will make your name available when I go to actually assign games. Many referees have not been getting games simply because their names do not show up as available for games due to this error code.

Arbiter is the vehicle for all IESRA assignments.

Any changes that happen at the fields - such as forfeits or referees that are Late or "No Show" must be reported by that evening. Spring League is very picky about when we bill them for forfeits. If we do not get them the information by their "cutoff" time, then the game will NOT be paid and there is nothing the Treasurer and I can do about it. It has been this way for years but we felt it needed to be repeated for the notice of all of the new referees we have (and a lot of the ones that have been around a while and may have forgotten).

In addition, if you cover a game for a fellow referee, you must report that change to us as well. We will need the date, time and location of the match you filled in on. Also, the field number and the other referees on the game with you.

Report these changes to: iesratreasurer@gmail.com and president@iesra.org

Also, please upload a picture of yourself if you have not done so.... This helps jog my old memory, especially if you are new or I haven’t seen you in a while…

As far as game assignments go.... please accept them when you log in. Arbiter requires me to enter an "Accept by" date. If that date goes by and you have not accepted the games, Arbiter removes you from the game(s) and sends me a notice that I have to reassign them. A side effect of not accepting your games causes you to be "blocked" for accepting any Arbiter games from anyone for that day. Some referees have even lost games because they “looked” at their schedule and meant to come back later to accept them…. only to forget and have those games go on to someone else.

Many factors go into selecting who gets what games. Below is a list of factors in basic order (depending on game/tournament/referee circumstances the order may change occasionally and temporarily):

1) Referee Availability (including any blocks of: dates/times/locations/co-referees)

2) Referee ability/experience vs game level

3) Distance to game(s)

4) Number of games referee has done

5) Number of games referee has declined / not accepted

6) Referee complaints

Assignment is solely off of your Arbiter availability. It is not necessary to send emails to president@iesra.org weekly updates on whether you can officiate or not. Unless of course something has changed and either you must turn back your accepted games or you thought you would not be available and now you are for any games that other referees may turn back.

Once games are initially assigned using the criteria above - I wait until the "Accept by" date passes. I then assign games to those referees that I know will accept them (from past experience) and then repeat as necessary until all games have been accepted and I can move on to the following weekend.

If you have work or outside commitments that keep you from immediately accepting your games, just email me and I can extend the amount of time that you have to accept the games. This should be an exception to the rule of accepting games - not an every week occurrence.

If you have to decline games - please decline them immediately. This gives the assignor more time to find a replacement, which is appreciated.

Arbiter is really good about sending out emails when there have been changes or cancellations - but please get into the habit of logging in once a day to review your schedule.... just in case.

If you have any questions, please email them to [president@iesra.org](mailto:president@iesra.org) and I will do my best to help!