

The Arbiter Sports





1	Introduction	
1.1	Introduction	4
2	Getting Started	
2.1	Meet the Assignors	6
2.2	First Steps	8
2.3	Welcome Email	10
2.4	Login	12
3	Your Account	
3.1	What's on the Main Screen	16
3.2	Your Account	18
3.3	Preferences	22
4	Blocks	
4.1	Block Your Calendar	24
5	Additional Things to Know	
5.1	Self Assign	34
6	Assigning Procedure & Expectations	
6.1	Know What's Expected of You	36

Introduction



Introduction

Welcome to the Fort Worth Basketball Officials Association - FWBOA

Welcome

The Fort Worth Basketball Officials Association is a member of the University Interscholastic League (UIL) and provides quality officials for high school and college basketball throughout Tarrant County and other surrounding counties. A website has been created to serve members of the Fort Worth Chapter and others interested in joining the FWBOA. Simply click on the links provided to guide you to the information you require fortworthref.com. Questions regarding the services provided by the FWBOA can be directed to members of the Board of Directors or the Administrative Secretary. You may also contact us at the address listed below:

Mailing Address

Fort Worth Basketball Officials Association

PO Box 122603

Arlington, Texas 76012

admin@fortworthref.com

In order to receive referee assignments from the FWBOA assignors, a referee must obtain an Arbiter Sports account. Arbiter Sports is the online assigning system used by the FWBOA and many other sports organizations in Texas and around the country. Arbiter Sports is owned by the NCAA. Referees are required to be familiar with Arbiter and use it effectively. The purpose of this manual is to guide you through the Arbiter setup process and provide you with tips for using Arbiter to get and manage the assignments you receive.



Getting Started



Meet the Assignors

Referee assignors are your key to getting assignments

Ron Britt, Assignment Secretary

ronbritt@sbcglobal.net

817.291.8111 (cellular)



Chris Warford, Sub-varsity Assignor

fishnref@yahoo.com

682.560.4171 (home)





Kirk Powers, Chapter President

kskr80@aol.com

817.689.8833





First Steps

Things you need to do to get started.

Getting Started

The assignor must setup your Arbiter Sports account before you can login. Please send the following information to the assignor for the sport you want to work in. The assignor contact information can be found on pages 6-7.

1. Your name
2. A unique email address (Arbiter tracks you by email address so each member must have a different email address.)
3. Cell phone and/or home phone number
4. Your complete mailing address
5. A photo of yourself (optional but required for varsity assignments). A recent school photo or head and shoulder shot will do.

Assignors have full time jobs and may take up to 48 hours to activate your account. You will receive an email when your account is ready.



Additional Resources

In addition to the document you are reading, the FWBOA has links to video tutorials on using the Arbiter Sports. They are available on the fortworthref.com. Click the links option and select the tutorial needed.

Fort Worth Basketball Officials Association, PO Box 122603, Arlington, Texas 75012

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- Member Login
- Links
- Pay On-Line
- Board of Directors
- Committees
- Coaches
- New Officials
- Meetings

Fort Worth Basketball Officials

GENERAL INFORMATION

The Fort Worth Basketball Officials Association is a member of the University Interscholastic League (UIL) and provides quality officials for high school and college basketball throughout Tarrant County and other surrounding counties.

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Mailing Address

Fort Worth Basketball Officials Association
PO Box 122603
Arlington, Texas 76012
admin@fortworthref.com

ArbiterSports

National Association of Sports Officials

NASO

REFeree



Welcome Email

Initial login instructions

Welcome to ArbiterSports.COM!

Once the assignor has activated your Arbiter Sports account, he will send you a welcome email. Please make sure that you can receive email from the assignor's email address. Add it to your email client's address book. The Subject of this initial email will be "**Welcome to ArbiterSports.COM!**". If you don't receive this email within 72 hours, first check your spam/junk folder to see if the email has been misdirected. If you can't find the welcome email, please recontact the assignor so he can verify that your email address was entered correctly into the Arbiter.



Email Contents

Here is an example of the welcome email.

Welcome to ArbiterSports.COM!

Your association has purchased this software for online referee assigning and now needs you to sign in. This email will explain the information needed to help you get started.

- How do I **Sign In**?
- What should I do first?
- Where can I get further help?

How do I sign in?

To sign into ArbiterSports.COM:

1. Navigate to the [ArbiterSports](#) using your internet browser and click the "Sign In" link.
2. Enter your sign in information as listed below:



- User Name: xxxx
- Password: xxxxxx

NOTE: The first time you sign in you must accept the **Terms and Conditions**, as well as change your password.

What should I do first?

Once you are signed into the system, you may want to do the following:

- If allowed by your assigner, block dates when you can not work. Your assigner might also have some other blocking options available to you. Just remember that as you add more blocks, you may be assigned to fewer games.

- Mark yourself as **Ready** to be assigned by clicking the check box located on the MAIN page. If you don't have this checked, your assigner might not assign you to any games. Once you click this check box, an icon will appear on your start page that allows you to **view your game schedule**.

- When your assigner assigns you to games, you will receive a email notifications. Then it's up to you to accept or decline games, if allowed by your assigner. To do this, you must sign into the system and view your game schedule. On the right side of your game schedule, you will see **accept and decline** check boxes. Once you are finished marking the games, **be sure to click the Submit button** to submit the changes and have the games accepted or declined.

Where can I get further help?

If you need further assistance, please email ronbritt@sbcglobal.net who is your assigner or contact one of the officers listed below.

Officers:

Opper, Darrell (Past President)

Britt, Ron (Assignment Secretary)

Warford, Chris (Sub Assigner) Mathews,

Woody (Administrative Secretary) Powers, Kirk (President)

Sincerely,

ArbiterSports.COM TeamrSports.COM

Login

Logging into Arbiter Sports for the first time

Username and Password

The login area is found in the upper right corner of the Arbiter Sports landing page.

Your email address is the same address you initially gave to the assignor (1).

Your initial password (2) can be found in the Welcome email.

It is usually your last name in all lowercase letters. You will change the password after accepting the Terms and Conditions in the next step.

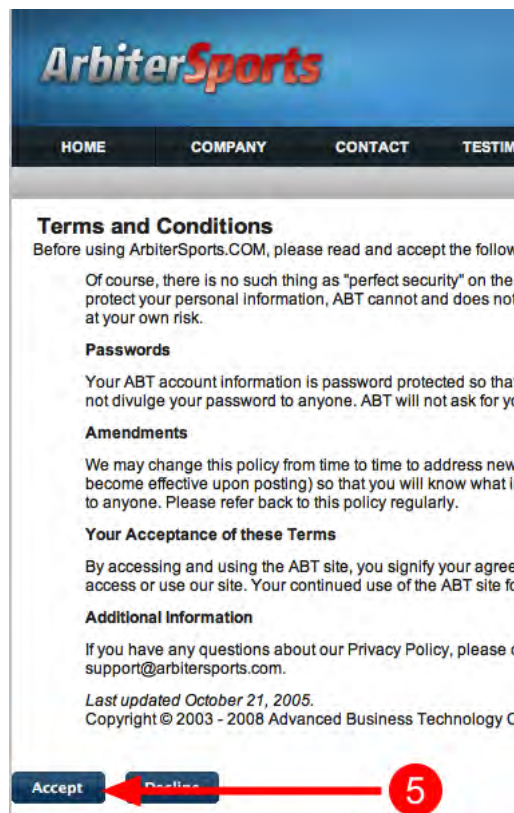
Click the "Go" button (3).



Terms and Conditions

You will need to read and accept the Arbiter Sports Terms and Conditions to proceed with login. You will only have to do this one time.

Click the "Accept" button (5).



Change Password

Enter your password from the Welcome email (6).
 Enter your new password and confirm it (7). Write this new password down and store it in a safe place. If you forget your password, the assignor can't tell you what your password is.

Click one of the "Change" buttons (8) or (9).

The screenshot shows the 'Change Password' form on the ArbiterSports website. It includes a navigation bar with links for HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, and PLAYERS. The form contains the following elements:

- A message: "Change Password. Your password has expired. Please follow the directions below and click 'Change' to change your password." with a red callout (8) pointing to a "Change" button.
- A prompt: "Before we can change your password, we need you to enter your old password." with a red callout (6) pointing to the "Current Password" input field.
- A prompt: "Now enter your new password in both fields below. (Be sure that your caps lock is not on as passwords are case sensitive)." with a red callout (7) pointing to the "New Password" and "Confirm Password" input fields.
- A second "Change" button with a red callout (9) at the bottom right.

Change Password Confirmation

If your password change is accepted, you will see the Change Password confirmation screen.

Click one of the "Ok" buttons (10) or (11).


The screenshot shows the confirmation screen after a password change. It includes the same navigation bar as the previous screen. The main content area displays:

- A message: "Change Password. Click 'Ok' to continue." with a red callout (10) pointing to an "Ok" button.
- A confirmation message: "Your password has been changed." with a red callout (11) pointing to another "Ok" button.

Landing Page

Your personal landing page contains a list of all the referee organizations that you ref for that use Arbiter Sports for assigning. You may see listing for other League, High School, of Organizations with whom you and the Arbiter Sports are associated. Click on the group icon that for which you want to sign in (12).

The screenshot shows the user's personal landing page for Donald Duck. It includes the navigation bar and a "My Account" section with links for "Update My Information" and "Manage My Sports". The main content area displays a welcome message and a table titled "Which Account would you like to sign into?".

OrganizationID	Organization Name	Account Type	Sign In
101368	Southwest Idaho Soccer Referee Association	Official	

A red callout (12) points to the "Sign In" icon in the table.



MyReferee Profile Page

You will only see this screen the first time you login. Feel free to fill out any of the information on the MyReferee Profile page, including ALL custom fields. Click one of the "Save" buttons (13) or (14) to continue.

However, there is one checkbox that you should NEVER check. Do not check the box next to "Set MyReferee As Start Page" (15). If you do, you will never see the important news, updates and announcements periodically posted to the Arbiter Sports by the assignors and officers of the FWBOA.

Click one of the "Save" buttons (13) or (14) to return to the main Arbiter Sports screen.

The screenshot shows the 'MyReferee Profile' page in the Arbiter Sports system. The page has a navigation bar at the top with tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and SETTINGS. The 'MYREFEREE' tab is selected. The page title is 'MyReferee Profile' and there is a 'Save' button with a red circle containing the number 13. The page is divided into several sections:

- MyReferee Profile:** Includes a checkbox for 'Set MyReferee As Start Page' (labeled 15), a dropdown for 'Default Generic Sport' (set to 'Baseball'), and checkboxes for 'NASO Member', 'Referee Magazine Subscriber', 'Assigner', and 'Association Officer or Director'.
- Sports and levels currently officiating:** Includes a dropdown for 'Generic Sport' (set to 'Baseball'), a list of 'Generic Levels' (Youth Recreation, Intramural, Adult Recreation, High School, Collegiate, Professional) with checkboxes, and an 'Add' button. A 'Selected Generic Sports & Levels' section is also present.
- Membership of organizations:** Includes checkboxes for various organizations: ASA, AYBO, IABO, MLB, MSBL, NAPA, NBA, NGA, NFL, NHL, NRSB, NISGA, USAH, USFF, USSF, and Other.
- Opt Out:** Includes a checkbox.

At the bottom right, there is a 'Save' button with a red circle containing the number 14.



Your Account

What's on the Main Screen

The main screen is your portal to everything in Arbiter Sports

Main Screen

The Arbiter Sports main screen (Start Page) contains news posted by the assignor and links to the various system functions. A few of these functions are highlighted here.

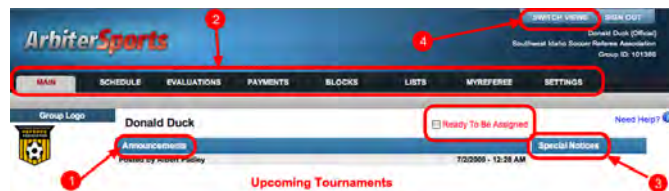
Important news, announcements and updates are always found in the center of the screen in the "Announcements" section (1). In the above example, "Upcoming Tournaments" is an announcement listing details about future tournaments available to referees. Don't skip over this section. The FWBOA expects all referees to be familiar with the content of the Announcements section.

The menu bar (2) contains tabs that open other sections of the Arbiter Sports website. We will cover these tabs in other lessons.

The "Special Notices" (3) section is reserved to Arbiter Sports to post anything they like. Usually you will find important notices about the Arbiter Sports website posted in this section.

If you are a member of more than one Arbiter Sports group, e.g. you are part of the FWBOA group and the High School group, you can use the "SWITCH VIEWS" (4) button to quickly sign in to a different group.

Finally, there is the all important "Ready To Be Assigned" checkbox (5). You **must** check this box if





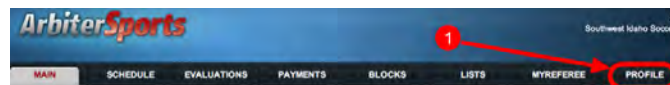
you want to receive referee assignments. Otherwise, you will not appear on the assignor's screen as an available referee.

Your Account

Entering your account information

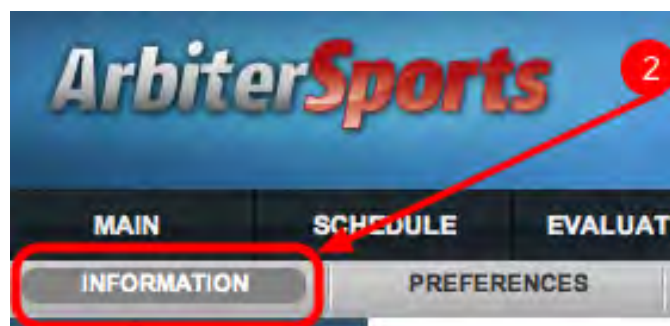
Profile Tab

From any Arbiter Sports screen, click on the PROFILE tab (1).



Information Submenu

Click on the Information submenu (2) which should already be selected by default.



My Information

Please check that your name and email address are correct in the "User Identification" section (3). Make changes as necessary.

You must fill-in your complete address in the "Address" section (4). If the assignor has already completed this section, please double check that everything is correct. Make changes as necessary. Note that Arbiter Sports will not show your name on the assignor's available to be assigned screen if you don't fill-in your address.

In the "Other Information" section, please fill-in your Date Of Birth (5). Other groups may still require an Official Number and/or SSN, so check with your assignor.



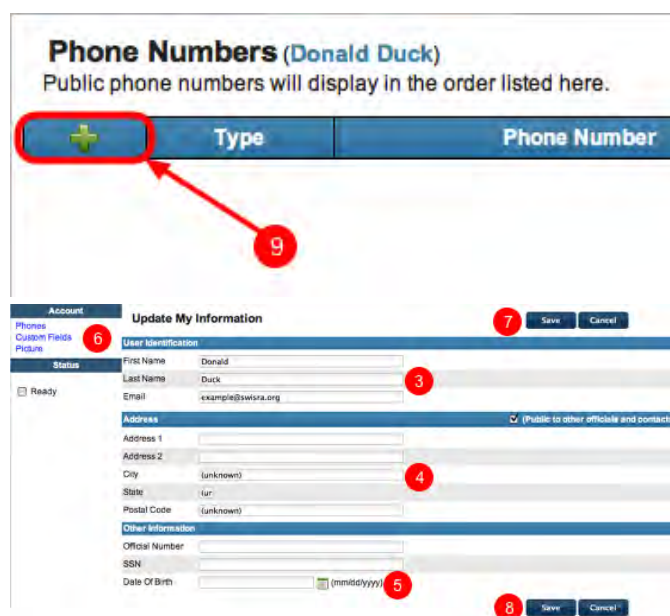
The screenshot shows the 'Update My Information' form with the following fields and callouts:

- 6**: Points to the 'Phone' field in the 'Account' section.
- 3**: Points to the 'Email' field in the 'User Identification' section.
- 4**: Points to the 'City' field in the 'Address' section.
- 5**: Points to the 'Date Of Birth' field in the 'Other Information' section.
- 7**: Points to the 'Save' button at the top right.
- 8**: Points to the 'Save' button at the bottom right.

Next, click on the "Phones" link (6) under the "Account" heading.

Phones

Click on the **green +** icon to enter a contact phone number (9). At least one phone number must be listed so the assignor can contact you about last minute schedule changes. Almost everyone carries a cell phone these days. Please list your cell number first if you have one.



Phone Numbers (Donald Duck)
Public phone numbers will display in the order listed here.

Type	Phone Number
+	

Update My Information [Save] [Cancel]

User Identification

First Name: Donald
 Last Name: Duck
 Email: example@swsra.org

Address [Public to other officials and contacts]

Address 1: _____
 Address 2: _____
 City: (unknown)
 State: (ar)
 Postal Code: (unknown)

Other Information

Official Number: _____
 SSN: _____
 Date Of Birth: _____ (mm/dd/yyyy)

[Save] [Cancel]

Phone Screen

Select the type of phone you want to enter from the drop down menu (10). Cell phone number should be listed first, if you have one.

Enter your phone number in xxx-xxx-xxxx format (11). Enter a note (optional) (12). A note could be names of parents who may answer the phone, good or bad times to call, etc.

Click the floppy disk icon (13) to save the telephone number.

Repeat all steps to enter additional phone numbers. Use the Up and Down arrows at the far right of the screen to change the display order of the phone numbers.



Phone Numbers (Donald Duck) [Exit]

Public phone numbers will display in the order listed here.

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

[Floppy Disk Icon] [Exit]



Click one of the "Exit" buttons (14) or (15) to return to the My Information screen.

Custom Fields

Click the "Custom Fields" link (6).

The screenshot shows the 'Update My Information' form. Red callouts are placed as follows: 3 points to the 'Last Name' field; 4 points to the 'City' field; 5 points to the 'Date Of Birth' field; 6 points to the 'Custom Fields' link in the left sidebar; 7 points to the 'Save' button at the top right; and 8 points to the 'Save' button at the bottom right.

Edit Custom Fields Screen

- Check your current referee grade (16).
- Check your Point Total (17).
- Verify that your Local Dues have been paid (18).
- Determine if you are Playoff Eligible (19)
- Verify Test completion (20).
- Click one of the "Save" buttons (21) or (22).

The screenshot shows the 'Edit Custom Fields' form. Red callouts are placed as follows: 16 points to the 'Current REF Grade' dropdown; 17 points to the 'When certified?' field; 18 points to the 'PARENT of player' field; 19 points to the 'Center comfort level' field; 20 points to the 'Notes' field; 21 points to the 'Save' button at the top right; and 22 points to the 'Save' button at the bottom right.

The information on the Custom Fields screen will be updated each season.

Picture

Click the "Picture" link (6).



Picture Upload Screen

This step is required for ALL Varsity Officials, and highly recommended by all assignors. Select a photo of yourself from your local computer. A recent school photo or head and shoulders shot works well. It is a good practice to resize the photo to approximately 150 pixels wide by 200 pixels high before trying to upload it. Click either of the "Upload" buttons. Follow any additional instructions. When finished, you should be returned to the Update My Information screen and your picture will be displayed in the right column.



Save

When you have completed all steps, please make sure you click one of the "Save" buttons (7) or (8).

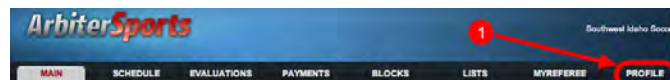


Preferences

Setting user preferences

Preferences

From any Arbiter Sports screen, click on the Profile tab **1**).



Preferences Submenu

Click on the Preferences submenu **2**).



User Preferences

Please make sure that the "Time Zone" is set to "(GMT -07:00) Mountain Time" **3**).

Double check that the "Date Range" starts with today's date and ends 6 months in the future **4**).

Click one of the "Save" buttons **5** or **6**).





Blocks



Block Your Calendar

How to setup date and time blocks in the calendar

Introduction

Entering information into the Arbiter calendar is the most important task a user has in interacting with the Arbiter online assigning system. Failing to keep the Arbiter calendar up-to-date is the most frequent cause of conflict between users and assignors.

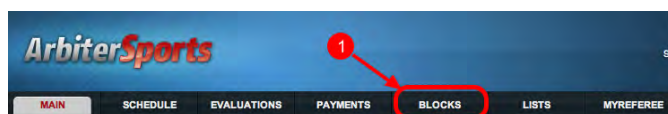
The Arbiter calendar is provided so you can block times and dates when you are **NOT** available to referee. When you place a block on the calendar, your name will not appear on the assignor's screen during the blocked time period.

Calendar blocks are so important to the efficient running of the assigning process that referees are encouraged to review the video tutorial on the subject at least once per season. The video tutorial is available on the FWBOA website fortwortref.com. If you still have questions after reviewing the video tutorial and reading this document, ask your assignor.

It is not an acceptable excuse to say that you forgot to block your Arbiter calendar!

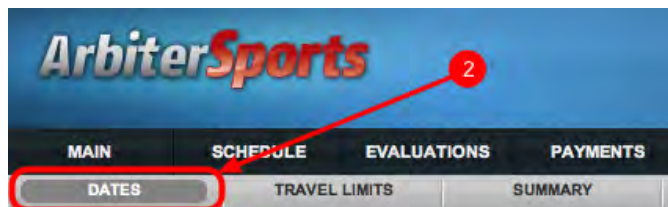
Settings Tab

From any Arbiter Sports screen, click on the "BLOCKS" tab (1).



Dates Submenu

The "Dates" submenu (2) should be selected by default and the calendar screen visible.



Groups

If you are a member of more than one referee group, then you will see the "Groups" section (3). Each group is assigned a number by the Arbiter. However you mouse over each number to see the group name. Check all of the groups you want your calendar actions to affect. If your block applies to one, but not all groups, then check only that group.



Actions

Actions control what task you will be performing on the calendar (4).

Select the "View Schedule" radio button (default) if you just want to see the current status of your calendar. You cannot make any changes to your calendar when the "View Schedule" button is selected with one exception noted at the end of this chapter.

Select the "Block All Day" radio button when you want to block an entire day. For instance, you will be out of town at a tournament and not available to referee. You would select the "Block All Day" action. Select the "Block Part Day" radio button when you want to block a few hours out of day when you know you will be unavailable to referee. Checking this button will also activate the "Time Range" section of the Calendar.

Select the "Clear Blocks" radio button when you make an error or your schedule changes and you are now available to referee during a time or date you previously blocked.



The Calendar

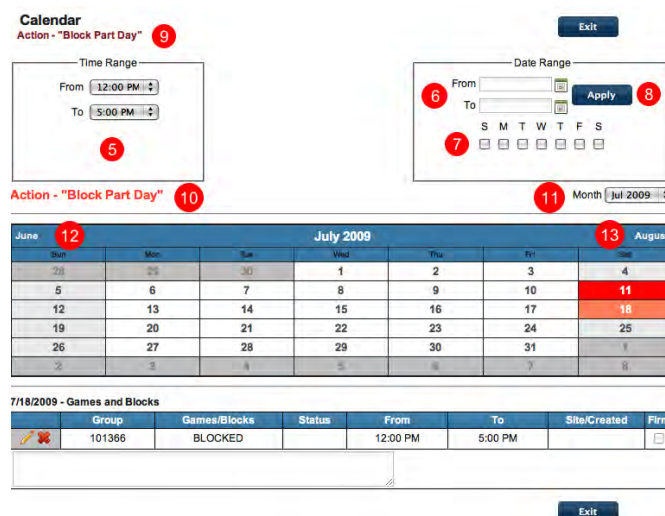
The Calendar is where you actually add the blocks by clicking on dates on the Calendar. The type of block you enter is determined by the "Action" you have selected. The "Action" you are about to perform can be visually confirmed by checking the radio button in the "Action" section (4), or by looking for the action text blocks below the "Calendar" title (9), or below the "Time Range" section (10).

To block an entire day, select the "Block All Day" (4) radio button in the "Action" section and then click on a date on the calendar.

To block specific hours of a day, select the "Block Part Day" (4) radio button in the "Action" section. Select the start and end times in the "Time Range" section (5) and then click on a date on the calendar.

To block more than one day at a time, first select the Action (4). Next, select the start and end dates in the "Date Range" section (6). Now select the days of the week you want to block during that date range (7). If you are doing a Part Day Block, then you will also need to select the start and end times in the "Time Range" section (5). Finally, click the "Apply" button (8).

To move to a different month, select a month from the "Month" drop down menu (11) or click on one of the month name links (12) or (13) to move forward or backward one month at a time.



The screenshot shows the "Calendar" interface with several sections and callouts:

- 9:** "Action - 'Block Part Day'" radio button.
- 5:** "Time Range" section with "From" (12:00 PM) and "To" (5:00 PM) dropdowns.
- 6:** "Date Range" section with "From" and "To" date pickers.
- 7:** "Date Range" section with day selection checkboxes (S, M, T, W, T, F, S).
- 8:** "Apply" button.
- 11:** "Month" dropdown menu (Jul 2009).
- 12:** "June" month name link.
- 13:** "August" month name link.

Below the calendar grid is a table titled "7/18/2009 - Games and Blocks":

Group	Games/Blocks	Status	From	To	Site/Created	Firm
101366	BLOCKED		12:00 PM	5:00 PM		

Color Clues

Dates on the calendar will change colors depending on what items have been added to the calendar. A "Legend" is provided on the left side of the "dates" screen.

If the assignor has scheduled you for a game and already notified you about the game, then the date will have a dark blue background.

If you have attached yourself (See Attaching section) to a team's schedule, then the date will have a green background.

If the assignor has tentatively assigned you a game, but not notified you yet, then the date will have a light blue background.

Full day blocks are shown with a red background and part day blocks are shown with a pink background.

Colors are displayed in descending order of priority. In other words, if you have a Pending Game, the color for that date will always have a light blue background even if you have a full or part day block on that date.

Please note that if the assignor has scheduled you for a game (dark blue or light blue), then any block you enter will have no effect.





Once the assignor has assigned you a game, your attempt to block the date will have no meaning. The color codes help to avoid problems. If you discover a conflict, notify the assignor immediately.

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

Games and Blocks

The "Games and Blocks" section at the bottom of the screen always displays a detailed listing of the calendar items for any date you select on the calendar.

7/28/2008 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Print
 101366	BLOCKED		All Day Block			
 101366	BLOCKED		12:00 PM	5:00 PM		



First, make sure you have chosen the "View Schedule" action (4). Next, select a date in the calendar. The details for that date will be displayed in the "Games and Blocks" section.

Removing Blocks

Sometimes it is necessary to remove a previously created block.

First, check the "Clear Blocks" radio button in the "Action" section (4). Click on a date on the calendar to remove all blocks from that date.

Alternatively, while in "View Schedule" mode, you may click a date on the calendar and then click on the red "X" next to any block displayed in the "Games and Blocks" section (14) to remove just that block from the calendar.

Blocks Tab

From any Arbiter Sports screen, click on the "BLOCKS" tab (1).



Additional Things to Know

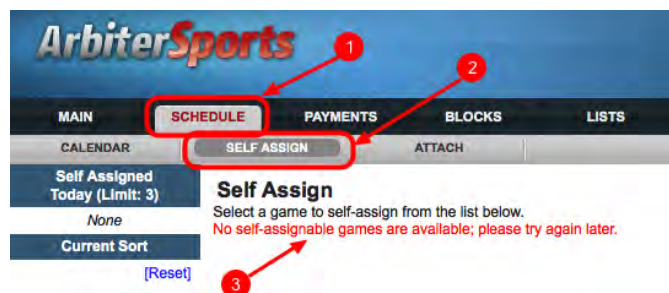
Self Assign

One way to pick up extra assignments

Self Assign to Games

Some assignors allow referees to select games for themselves. This process is called Self Assign. The process is usually very limited and often not available at all until a couple of days before a game.

Select the "SCHEDULE" tab (1) and then the "Self Assign" submenu (2). If there are any available games, they will be listed here. It is not unusual to see the red notice (3) that no games are available. Factors that can affect the list of games include calendar blocks, travel limits, referee ability, etc.





Assigning Procedure & Expectations



Know What's Expected of You

Each assignor has different procedures and expectations

General Expectations

All assignors expect the following conduct from referees:

1. Timely communication when there is a problem.
2. An Arbiter calendar that is kept up-to-date. If your schedule changes, change your Arbiter calendar.
3. During the season, check Arbiter for updates every day.
4. During the season, check your email account for announcements every day.
5. File timely game reports and misconduct reports.
6. Attend monthly FWBOA meetings.