

WMSRA Arbiter Orientation Training

Agenda

- Introduction – Signing On

- Navigation – How To Move Around

- Personal Setup – MyProfile

- Schedules – Accepting/Declining and Game Reporting

- Blocks - Managing Availability For Game Assignments

- Lists – Finding Information (Referees, Contacts, Sites, Forms)

- Additional Questions

WMSRA Arbiter Orientation Training

1. Web Site: www.arbitersports.com
2. Sign-on: email address and password (each referee needs a unique email address)

The screenshot shows the homepage of the ArbiterSports website. At the top left is the "ArbiterSports" logo. To the right is a sign-in form with fields for "Email" and "Password", a "GO" button, and links for "Remember Me" and "Forgot Password?". Below the logo is a navigation menu with links for "HOME", "COMPANY", "CONTACT", "TESTIMONIALS", "DEMO", and "PLAYERS". The main banner features a photo of two baseball umpires and the text "Serving officials since 1984, TheArbiter is now ArbiterSports." with a "Learn More" button. The content area is divided into three columns: "Assigning", "Training", and "RefPay", each with a brief description and a "More" button. On the right side, there are two "NCAA Registration" buttons for "Baseball" and "SUIP". The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "125%".

**3. Group: If necessary, ACCEPT group USSF Officials use WMYSA (103331)
MHSAA Officials use WMHSSRA (103326)**

****You might need to input just the numbers of the group you need to join****

4. Sign in: select sign in Official

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links for HOME, COMPANY, CONTACT, TESTIMONIALS, DEMO, and PLAYERS. The user is logged in as Gil Urban (Generic). The main content area is titled 'My Account' and includes options to 'Update My Information' and 'Manage My Sports'. Below this, there is a section for 'Gil Urban' with a message explaining that the account is registered in multiple groups and providing instructions on how to sign in. Two tables are displayed: one for groups inviting the user to join and another for organizations where the user can sign in.

Group	Group Name	Account Type	Action
103592	Michigan Super Group	Official	Accept Decline
103592	Michigan Super Group	Contact	Accept Decline
103592	Michigan Super Group	Contact	Accept Decline
103592	Michigan Super Group	Contact	Accept Decline

OrganizationID	Organization Name	Account Type	Sign In
103176	Michigan State Premier Soccer Program	Official	
103331	WMSRA	Admin	
103585	Michigan State Cup	Official	
103800	SWMSRA	Admin	
103800	SWMSRA	Official	
103800	SWMSRA	Contact	

5. First time you sign in you need to accept some Arbiter safety and security agreements.

- 6. Arbiter Mobile Option:** This gives you a mobile friendly access to your assignments and it also allows you to select multiple ways of communications. For example, you can select more than one email and a text notification for Arbiter items. In 2016 WMSRA received this for all members as part of our usage agreement.

Alerts

Check the boxes below to receive alerts. Only valid phone numbers with a carrier selected will be displayed below.

	Game Reminder	New Game	New Event	Game Change	Unassigned	Event Reminder
gilurban@aol.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
269-369-7436	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Alert Types

Game Reminder: Reminder message of upcoming games
New Game: Notification that you have been assigned a new game
New Event: Notification that you have been invited to an event through ArbiterSports
Game Change: Notification that a game you are assigned to has been changed
Unassigned: Notification that you have been unassigned from a game
Event Reminder: Reminder of an upcoming event you are attending

Save

Phone Numbers

Listed below are the phone numbers in your ArbiterSports account. In order to receive text alerts, please select a carrier for your mobile numbers. You may be charged by your carrier for receiving text messages.

Phone Numbers	Ext	Type	Carrier	Public	Note	Test	
269-429-7142	Ext.	Home ▼	▼	<input checked="" type="checkbox"/>	26931		
269-369-7436	Ext.	Cellular ▼	Sprint ▼	<input checked="" type="checkbox"/>	26931		

Save

Email Addresses

	Email Address	
Username	gilurban@aol.com	

Save

7. Main page:

- a. Center column: WMSRA messages (Key Messages, Links, and Dates)
- b. Right column: Arbiter messages (Highlight MyReferee site)
- c. Across the top below Arbiter Sports name are the Referee Selections
- d. READY indicator in the center of the home page
- e. Top right:
 1. Switch Views – switch between Arbiter accounts (multiple assignor)
 2. Support – Arbiter help information
 3. MyAccount - where you verify/update your essential information

If you have game assigned you will see a few of them on the Main page before Announcements

ArbiterOne SWITCH VIEWS | HELP | MY ACCOUNT | SIGN OUT
Gil Urban (Official)
SWMSRA
Group ID: 103800

MAIN | SCHEDULE | PAYMENTS | BLOCKS | LISTS | MOBILE | REFLOCKER | PROFILE

Ready To Be Assigned

Your Association Logo

Gil Urban

Announcements

Posted by Simon Blackwell 2/7/2017 - 12:04 PM

SWMSRA Assigning Systems

(Assigner: Gil Urban at gilurban@aol.com:
Primary HS, BSL/MESL, WMYSA; backup for Middle School
269-429-7142 home or 269-369-7436 mobile)

(Asst. Assigner: Bob Sykora at robertsykora@gmail.com:
Primary for Middle School; backup for HS, BSL/MESL, WMYSA
269-932-5929 mobile)

Posted by Simon Blackwell 2/7/2017 - 12:04 PM

Special Notices

SUPPORT ARTICLES

SUPPORT FORUM

PRODUCT FEEDBACK

LIVE CHAT

Latest Release 10/13

SWMRA Meetings for 2017:
[Mark your calendar for these meetings:](#)

SWMSRA Cracker Barrel
Date - Tue Feb 21st 2017 6:30 - 8:00 pm at SJ Kickers - High School Coaches and Referee panel


SWMRA Spring Meeting
Date - Tuesday March 14th 2017 at SJ Kickers 7:00 to 9:00 pm - get ready for the new season

Summer Activities
TBD

MHSAA Spring Notices
Rules meeting - the rules meeting is mandatory for tournament consideration. [Click here](#) to visit the MHSAA rules meeting page
Officials must also complete a Girls Schedule for tournament consideration. [Visit the MHSAA](#)

8. MyAccount/Profile: Where you can update your information

- Information – where you verify/update your essential information. **You need to have loaded your phone number, address, and birth date at a minimum.** DO NOT ENTER A SOCIAL SECURITY # for WMSRA. It may be required for RefPay. It is good place to load your referee USSF number and MHSAA HS number (custom fields).
- Another place where you indicated you are READY for assignments. **If you want games you must set yourself ready.**
- Preferences – where you update system information
- Password – where you can change your password
- Sharing – where you can allow multiple assignors see you game assignments **(must be done if you have more than one Arbiter account)**



[SWITCH VIEWS](#) | [SUPPORT](#) | [MY ACCOUNT](#) | [SIGN OUT](#)

Gil Urban (Official)
 SWMSRA
 Group ID: 103800

MAIN
SCHEDULE
PAYMENTS
BLOCKS
LISTS
MYREFEREE
CONNECTED
PROFILE

INFORMATION
PREFERENCES
PASSWORD
SHARING

Account

Save
Cancel

[Phones](#)
[Custom Fields](#)
[Picture](#)
[Old Registration](#)

Update My Information

Status

Ready

User Identification


First Name

Middle Name

Last Name

Suffix

Picture



Email Address

Username

Save

Phone Numbers	Ext	Type	Carrier	Public	Note	Test	
<input type="text" value="269-429-7142"/>	<input type="text" value="Ext."/>	<input type="text" value="Home"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	
<input type="text" value="269-369-7436"/>	<input type="text" value="Ext."/>	<input type="text" value="Cellular"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	

Save

Address (Public to other officials and contacts)

Address 1

Address 2

City

State

Postal Code Update travel limits

Country

Other Information

Official Number

SSN

TIN

Date Of Birth (mm/dd/yyyy)

Save
Cancel

9. Schedules: Where you go to check out your schedule or a team's schedule

- Schedules: Allows you to view, accept, and decline your assignments. You will easily see games needing either an Accept or Decline.
- If you Decline an assignment there is a spot for a reason. It helps the assignor understand you better if you indicate the reason ... be honest. **Arbiter will automatically block the game time frame from you being able to accept other assignments during this time from you.**
- If you accept an assignment and then later need to Turnback you can do this online up to 10 days before the match. You should indicate a reason for the Turnback. If less than 10 days then you must contact the Assigner, Wayne Wilkinson via email and phone to insure the message is seen in time to replace you. You are accountable to make sure the game is removed from your schedule. Therefore, check back to see that you got a removal email and/or it is off your schedule.
- Clicking on game number gives you the referee crew information.
- If items change on your assignment: field location, time, date you will need to re-accept the game. This does not apply if referee partner changes.

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

Filter
Date: Future | Group: All | Include: All | **Apply**

Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline	Unassign
Event		SWMSRA		3/14/2017 Tue 6:30 PM	SWMSRA - Arbiter Training for New Referees	St Joe Kickers			\$0.00	Accept by 3/14/2017	<input type="checkbox"/>	<input type="checkbox"/>	
Event		SWMSRA		3/14/2017 Tue 7:00 PM	SWMSRA - Spring Meeting 2017	St Joe Kickers			\$0.00	Accept by 3/14/2017	<input type="checkbox"/>	<input type="checkbox"/>	
603425		SWMSRA	AR 1	3/24/2017 Fri 5:00 PM	High School, Var Girls	Brandywine High School, Soccer Field	Brandywine High School	Ross Beatty High School	\$45.00	Accept by 3/11/2017	<input type="checkbox"/>	<input type="checkbox"/>	
603458		SWMSRA	AR 1	4/17/2017 Mon 4:00 PM	High School, JV Girls	Edwardsburg Middle School, Soccer Field	Edwardsburg High School	Coldwater High School	\$45.00	Accepted on 2/2/2017 Turnback Assignment	<input type="checkbox"/>	<input type="checkbox"/>	
603459		SWMSRA	AR 1	4/17/2017 Mon 5:30 PM	High School, Var Girls	Edwardsburg Middle School, Soccer Field	Edwardsburg High School	Coldwater High School	\$45.00				
603427		SWMSRA	AR 1	4/19/2017 Wed 5:00 PM	High School, Var Girls	Brandywine High School, Soccer Field	Brandywine High School	Comstock High School	\$45.00	Accepted on 2/2/2017 Turnback Assignment	<input type="checkbox"/>	<input type="checkbox"/>	
603497		SWMSRA	AR 1	5/3/2017 Wed 4:00 PM	High School, JV Girls	Niles High School, Soccer Field	Niles High School	Lakeshore High School - Stevensville	\$45.00	Accepted on 2/11/2017 Turnback Assignment	<input type="checkbox"/>	<input type="checkbox"/>	
603492		SWMSRA	AR 1	5/3/2017 Wed 5:30 PM	High School, Var Girls	Niles High School, Soccer Field	Niles High School	Lakeshore High School - Stevensville	\$45.00				
603392		SWMSRA	AR 1	5/5/2017 Fri 5:30 PM	High School, Var Girls	Bridgman Elementary School, Soccer Field	Bridgman High School	New Prairie High School	\$45.00	Accepted on 2/11/2017 Turnback Assignment	<input type="checkbox"/>	<input type="checkbox"/>	
603420		SWMSRA	AR 1	5/10/2017 Wed 5:00 PM	High School, Var Girls	Brandywine High School, Soccer Field	Brandywine High School	Buchanan High School	\$45.00	Accept by 3/11/2017	<input type="checkbox"/>	<input type="checkbox"/>	

Submit **Exit**

- f. **Self Assigning:** The function of referee assigning him/her self to games that open up during the season because of declines or turn backs.
- g. **Attach:** Allows you to indicate that you want to have all game times of a specific team to be blocked on your calendar. This is mostly used when you are a player or coach and need to block all the times this team plays. This only blocks you for the games in WMSRA arbiter therefore not games in Grand Rapids, St. Joe or other areas outside Kalamazoo and Calhoun Counties.
- h. **Master Schedule:** Allows you to see all of the various schedules. You can filter for what group you are looking for. Again, this only shows you the master schedule for games in WMSRA Arbiter.

ArbiterSports

SWMSRA
Group ID: 103800

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

CALENDAR SELF ASSIGN ATTACH MASTER SCHEDULE

Self Assigned Today (Limit 1)
None

Current Sort
[Reset]

Self Assign
Select a game to self-assign from the list below.
No self-assignable games are available, please try again later.

Exit

Exit

ArbiterSports

SWMSRA
Group ID: 103800

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

CALENDAR SELF ASSIGN ATTACH MASTER SCHEDULE

Add Attachments

Select the sport, level, and team to view their game schedule:

Sport: Middle School Level: Boys Team: Stevensville FC Team Details

Game	Date & Time	Site	Home	Away	Attach
2614	9/10/2009 Thu 6:00 PM	Covert	Covert MS	Stevensville FC	
2557	9/16/2009 Wed 6:00 PM	Dowagiac HS	Dowagiac MS	Stevensville FC	
2560	9/17/2009 Thu 6:00 PM	Rockey Weed Field 9	Stevensville FC	Upton MS Maize	
2568	9/22/2009 Tue 6:15 PM	Lakeshore HS	Stevensville FC	Bridgman MS	
2572	9/23/2009 Wed 6:00 PM	Rockey Weed Field 9	Stevensville FC	Dowagiac MS	
2631	9/29/2009 Tue 6:00 PM	Rockey Weed Field 9	LMC Laker Futbol	Stevensville FC	
2634	10/1/2009 Thu 6:00 PM	Niles HS	Niles Ring Lardner	Stevensville FC	
2584	10/6/2009 Tue 6:00 PM	Rockey Weed Field 9	Stevensville FC	Fennville MS	
2588	10/7/2009 Wed 6:00 PM	Rockey Weed Field 9	Stevensville FC	New Prairie MS	
2598	10/13/2009 Tue 5:00 PM	Upton MS	Upton MS Blue	Stevensville FC	
2602	10/15/2009 Thu 5:00 PM	Upton MS	Upton MS Maize	Stevensville FC	

Submit Exit

Submit Exit

10. Payments: These features are not being used in WMSRA. You can create an Arbiter Pay account in this section. Arbiter Pay account is needed if you referee High School and some Middle School



11. Blocks: Where you go to provide input / restrictions about your assignments

- Dates/Calendar: Need to update your availability by blocking bad dates
- Sites: Allows you block being assigned at a specific site
- Teams: Allows you block being assigned a specific team
- Travel Limits: Specifies the travel distance for your assignments
- Postal Codes: Allows you block being assigned a specific zip code area
- Summary: Provides you a summary report of all your blocks

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: Apr 2010

March	April 2010						May
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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	1	
2	3	4	5	Calendar	7	8	

3/6/2010 - Games and Blocks

Group	Games/Blocks	Status	From	To	Site/Created	Firm

Lists: Where you go to find someone phone number, email address, etc

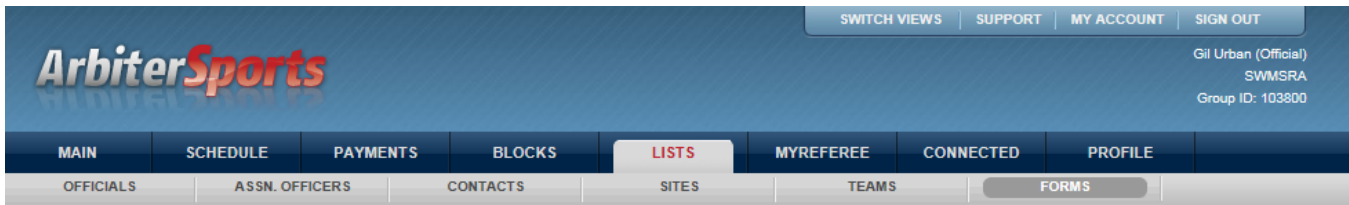
- g. Officials: active and ready officials, click on name for picture and contact info
- h. Contacts: all types of contacts,
- i. Sites/Contacts: game locations and contact for location
 - 1. directions by clicking on address
- j. Teams: Athletic Director, Asst to AD, Coach, Team Manager, League Officials
 - 1. Filters for getting list by specified criteria available (this is only maintained for High School contacts)

The screenshot shows the ArbiterSports web application interface. At the top, there is a navigation bar with links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Gil Urban (Official) with SWMSRA Group ID: 103800. The main navigation menu includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, **LISTS**, MY REFEREE, and PROFILE. Below this, there are sub-menus for OFFICIALS, CONTACTS, SITES, TEAMS, and FORMS. The current view is 'Officials', which includes a search filter and a 'Last Name Filter' button. The sidebar on the left contains sections for Utilities, Reports (Roster), Legend (Normal, Not Ready, Inactive, Not Joined), Display (Rows: 20), Filters (None Applied, Count: 106), and Sort (Last Name, First Name, Email, City, State, Postal Code). The main content area displays a table of officials with the following data:

<input checked="" type="checkbox"/>	Full Name	Email
<input checked="" type="checkbox"/>	Allard, Paul	alla7172@yahoo.com
<input checked="" type="checkbox"/>	Annis, Riley	linkaddict@comcast.net
<input checked="" type="checkbox"/>	Annis, Stacy	20hexagons@comcast.net
<input checked="" type="checkbox"/>	Ashley, Brandon	smashleys@comcast.net
<input checked="" type="checkbox"/>	Barreiro, Laz	lazmataz825@yahoo.com
<input checked="" type="checkbox"/>	Blackwell, Simon	simon@pdispirit.com
<input checked="" type="checkbox"/>	Boelcke, Dave	dave@boelckeheating.com
<input checked="" type="checkbox"/>	Bowker, Paul	bowkerpaul1@aol.com
<input checked="" type="checkbox"/>	Bowman, Jim	lancelot@ameritech.net
<input checked="" type="checkbox"/>	Carlson, Mary Jo	carlsonwitch@aol.com
<input checked="" type="checkbox"/>	Clark, Robert	bandbclark2@gmail.com
<input checked="" type="checkbox"/>	Coffing, Steve	srcoffing2000@aol.com
<input checked="" type="checkbox"/>	Conner, Liam	odalkey@comcast.net
<input checked="" type="checkbox"/>	Cultice, Bob	culbob@sbcglobal.net
<input checked="" type="checkbox"/>	Dotson, Brianna	loriandcharliedotson@yahoo.com
<input checked="" type="checkbox"/>	Dotson, Chad	chadlesdotson@yahoo.com
<input checked="" type="checkbox"/>	Dotson, Charles	ChasDotson@bcwildblue.com
<input checked="" type="checkbox"/>	Embury, Mike	membury@sbcglobal.net

The browser's address bar shows 'mailto:culbob@sbcglobal.net' and the status bar indicates 'Internet | Protected Mode: On' and '125%' zoom.

- k. Forms: Where you find various referee and WMSRA documentation. We have posted all important documents and form. We have scorecards, fee information, game reports, bylaws, etc. WMSRA will be migrating to WMSRA website at <https://www.wmsra.org/> for general information and forms.



Forms

Name	Date
00) Arbiter Tips	1/15/2008
00) OSI Order Form	8/1/2011
00) Soccer Rules Comparative Study	8/11/2011
01) Scorecard College Referee	1/2/2008
02) Scorecard MHSAA Referee	1/2/2008
03) Scorecard USSF Referee	1/2/2008
04) Scorecard PK Overtime	1/2/2008
05) BSL Game Report	5/4/2009
05) How to File Game Report	4/10/2012
06) Game Report Middle School	1/2/2008
07) Game Report WMYSA	1/2/2008
08) League Info Fees 08-09	9/8/2008
09) SWMSRA By-Laws 10-28-07	1/3/2008
10) SWMSRA 2010 Financial Rpt	10/26/2011
10) SWMSRA 2011 Assignor Rpt	11/5/2011
11) SWMSRA 2011 Financial Rpt	10/26/2011
12) USSF USYSA Small-Sided Games Rule Highlights v3	1/3/2008
13) USSF USYSA Small-Sided Rules v3 (complete U6 thru U12 Handbook)	1/3/2008
14) USSF Supplemental Game Report	1/3/2008
15) USSF 4th Official Report	1/3/2008
16) USSF WMYSA Location of Teams and Specator Policy	9/4/2012
17) USSF WMYSA Player Pass	9/6/2012
20) MHSAA 2012 HS Overtime Guidance	8/29/2011
21) MHSAA Sportsmanship Criteria	8/7/2009
22) MHSAA Sportsmanship Form	11/2/2011
23) MHSAA Pre/Post Game Referee Advice	8/19/2011
24) MHSAA Card Referee Guidance	1/3/2008
25) MHSAA Scorekeeper's Sheet	1/3/2008
26) MHSAA NFHS Soccer 2011 Rule Changes	8/11/2011
30) Colleege Dress Code	1/3/2008

Wayne Wilkinson
WMSRA Assignor
wayne@teamwilkinson.com
269-217-2052 Mobile

<https://www.wmsra.org/>

WMSRA

[HOME](#) [BECOME A REFEREE](#) [REFEREE RESOURCES](#) [MORE...](#)



Homegrown Referees

Welcome to the West Michigan Soccer Referee Association

We're here to make your transition into the world of refereeing soccer easier, and to support you in your goals for your referee career. The purpose of WMSRA is to promote soccer, maintain a high standard of officiating, encourage fair play and good sporting behavior, make available an adequate number of well trained and capable referees, and cooperate with other organizations in promoting soccer.

Head to [WMYSA](#) at this link (and follow their twitter feed) to see any field closings for inclement weather!
