

COACHES ACCESSING YOUR GAMES

- You will be sent a “Welcome” that lists your e-mail address and password.
- If you already know your password, you can access the program at this time.

- Log in to www.thearbiter.net.
- For first time users, use your e-mail address and the password you received from Arbiter.
- You will be taken to your Home page.
 - Several categories will be listed on the left side of the page.
 - The first thing you want to do is select “Information” under “Account.”
 - Check this over to be sure everything is correct.
 - You can change anything that is incorrect.
 - This is an area that you must keep up-to-date at all times.
- A real important item to check is your contact phone numbers. Click on “Phones” on the upper left.
- Be sure the numbers are correct.
 - You can delete a number by clicking on the red trashcan.
 - You can change a number by clicking on the pencil. Once you have made the change click on the checkmark to save the change.
 - You can add a number by clicking on the plus sign. Once you have made the addition click on the checkmark to save the addition.
 - You can put the numbers in the order of importance by clicking on the arrows under “Up” and “Down” on the far right.
 - Click on “Exit” to return to your Information page.
 - Click on “Save” to be sure all the information you entered has been saved. You may have to click twice to get back to your Home page.

- To view your schedules click on “Master Schedule” under “Schedule” upper left side.
 - That will take you to a screen with these headings.
 - All Sports & Levels; mm/dd/yyyy; All Sites; All Home Teams; All Away Teams
 - Each of these has dropdown menus.
 - Also Go and View Slots will be on this screen.
 - This is where you check what games we have in the computer for you.
 - Checking Home Games
 - Go to All Home Teams and click on the dropdown menu arrow.
 - Select your team by click on it and then click on Go.
 - You will now see all your team’s home games for all levels.
 - You WILL NOT see tournament games since we list the Home and Visiting teams as TBA.
 - The games on the site selected will appear by date in ascending order by date.
 - Check over the games, on all levels, and compare your schedules to what we have entered into the computer.
 - You may have multiple pages of games. Click on the number at the bottom left of the page to move through the pages.

- **WARNING...WARNING...WARNING**
 - **Those schools like Grand Prairie and Mesquite will see schools in their district with Grand Prairie or Mesquite as part of their name also listed. (i.e. South Grand Prairie and North Mesquite.) See an alternate way to check your schedules below.**

- Another way to check your schedule is by selecting your home field under All Sites.
 - Go to All Sites and click on the down arrow.
 - Select your home game site by clicking on it and then click on Go.
 - All the games at your home site will appear.
 - This will list games on all levels and tournament games.
 - The games at the site selected will appear in ascending order by date.
 - You may have multiple pages of games. Click on the number at the bottom left of the page to move through the pages.

- To check tournament games
 - You will see the tournament games, with TBA as home and visitor, when you bring up all your games as you did above.
 - If you are using two or more fields, go back and select the other field/s.
 - This will bring up that team's home games also, but you can see if all of your tournament games are in the system.

- After games have been assigned
 - You can check the officials assigned to your games by clicking on View Slots.
 - If the game has not been assigned, no names will appear.
 - These will not always be the officials that show for your game since they may have had to give the game back.