

\*\*\*\* **Section VI: Instructions for Sports Officials Using ArbiterSports** \*\*\*\*

(updated 07/25/14)

**All Section 6 sports officials must sign-in to the Section 6 account (#103437) on ArbiterSports and complete the following in order to receive sports assignments in Section 6.** There is NO COST to sports officials.

1. Go to the ArbiterSports website → <https://www.ArbiterSports.com/>
2. **SIGN –IN:** In the boxes next to Sign-in (upper right), enter your email address and your password and click GO
  - a) If you have never done this before, your password will be your last name. Accept the terms and conditions. Change your password → Click on the tab **PROFILE** then the sub-tab **PASSWORD**
  - b) If you are a member of ArbiterSports in other organizations, you must accept to Join Section 6 (account #103437).
3. **Verify ALL personal information**
  - a) Click on the tab **PROFILE** (top right). Then click on the sub-tab called **INFORMATION**. Enter (or update) your address, phones, etc. and click SAVE. To add a phone number click on the + sign
4. **UPDATE YOUR AVAILABILITY FOR CONTESTS IN THE CALENDAR:**
  - a) Click on the tab called **BLOCKS** (top center). This brings you to your calendar.
  - a) Select the month using the drop down box (on the right above the actual calendar)
  - b) To block a full day: Click on **Block all Day** under Action (on the left). Then click on each day you are blocking. The day will turn red. (OR..... use the date range box on the right to block all Mondays, all Tuesdays, etc within a date range. Click Apply when done with this box)
  - c) To block a partial day: (THIS MUST BE DONE IF YOU WORK or are UNAVAILABLE for any time frame during the day) Click on **Block Part Day** under Action (on the left). Use the **time range box on the left** to specify the part of the day you are blocking e.g.: 8:00am-4:00pm or whatever the hours you are at work. Then use the **date range box on the right** to select the days for which this applies e.g.: M,T,W,T,F if you work Mon-Fri. Enter the date when this applies e.g.: From 9/1/2014 to 6/30/2014. Click **Apply** when done with this box. The days will turn pink.)
4. **The “Ready to be Assigned Box”** must be checked in order to receive assignments. This box can be found on the main landing page of your account.
5. Contact your assigner if you need the zip code where you leave during the week for assignments changed from home zip code.
6. **LASTLY**, please notify the Section 6 office at [section6@e1b.org](mailto:section6@e1b.org) if there are any schools that you cannot officiate due to conflicts of interest (ie: if you are an alumnus of a district, if you or a relative works or attends that school, etc.) We will block you from assignments at that school.

**QUESTIONS??** Contact your assigner or The Arbiter Technical Support Phone: 801-576-9436 Mon-Thurs. 7am-9pm, Fri. 7am-7pm, Sat 10am-4pm EST!

Thanks for your cooperation!! Section 6