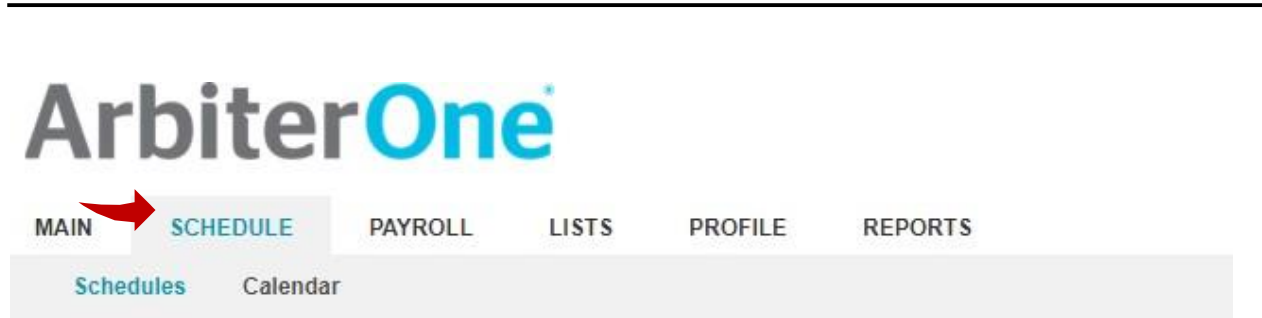


HOW TO ENTER SCHEDULES

Step #1: Log on to Arbiter. On the main tab, click 'SCHEDULE'



Step #2

You will see your 'GAME SCHEDULE'..

Game Schedules (Sandy Welch)

Exit

| Type | Name | Sport | Level | ArbiterPay | Create 1099 | Games | Print |
|---------|-----------------------|------------|----------------|---------------|-------------|-------|-------|
| Bill-To | Overton High School * | | | Pay Officials | 1099 | 0 | |
| Site | Overton High School * | | | | | 0 | |
| Team | Overton High School * | Volleyball | Girls Varsity | | | 0 | |
| Team | Overton High School * | Volleyball | Girls JV | | | 0 | |
| Team | Overton High School * | Volleyball | Girls Freshman | | | 0 | |
| Team | Overton High School * | Volleyball | Girls 8th | | | 0 | |
| Team | Overton High School * | Volleyball | Girls 7th | | | 0 | |

1

Exit

This next screen is where you begin to input your schedule

Do not enter information for the following items. Any needed info will default.

Game #

Sport

Status

League

Type

of Slots

End time

Score

Amount

Enter only information that has a green check mark by it.



All other info will default.

Schedules Calendar

Teams

Away Teams

Game **Add Game** Save Cancel

Preferences

All Team, Site, and BillTo lists will show all your data, but will disable non-standardized data. If you cannot select the data you need, please standardize that item with the appropriate link.

Game # (Next Available) Add custom game ID Status Normal Type League

Sport VOLLEYBALL Date 10/25/2019 Start 5:30 PM

Level Varsity # of Slots 2 End 6:00 PM

Home Overton High School, Girls Varsity * Match Game Level Standardize Teams Score

Away Timpson High School, Girls Varsity * Match Game Level Standardize Teams Score

Site Overton High School * Show all sites and subsites Standardize Sites

Bill-To Overton High School * Standardize Bill-Tos Amount \$0.00 Verified

Save Cancel

LEFT SIDE OF TEMPLATE – WE NEED:

- LEVEL – Varsity
- HOME – Your school + level.... in this case, Girls Varsity
- AWAY - Use the drop down arrow and select the team and level you are playing.
BE SURE THE LEVEL IS THE SAME. IN THIS INSTANCE ‘GIRLS VARSITY’
- SITE - Where the match is being played.... Either the name of your school or use the dropdown box to define what gym (court #1 or court #2) if you are using more than one court.
- BILL TO- Your school name

RIGHT SIDE OF TEMPLATE

- DATE - Enter date of match
- START - Enter start time of match
- END - System will default an end time

Again, do not enter information for the following items. Any needed info will default.

- Game # # of Slots
- Sport End Time
- Status Score
- League Amount
- Type

If you are satisfied with all the information you have entered, **CLICK 'SAVE'**.

You will see that a game number is immediately assigned to your match when you click save.

Since your match has been given a number, it has been entered onto the Arbiter system. To enter your next match, you will just need to change the **AWAY** team, **DATE** and **Verify the start time and click 'save'**. The new match will be added and given a number. Continue until all girls varsity matches are entered.

When you have added all the girls varsity matches, go back to the first screen, select the next level: Varsity Tourney
Junior Varsity
Junior Varsity
Tourney
Freshmen
8th Grade
7th Grade
ETC

When you have two 7th and two 8th grade matches on the same day..... Enter both 7th grade matches in the same gym, just make sure you have two different start times. Do the same with the 8th grade matches. When the matches are actually played, we are ok with you playing a 7A, 8A match in one gym and a 7B, 8B in the other gym. But, for the purpose of scheduling, the matches need to be entered as only one 'level' at each site (gym).

With exception of tournaments, enter all matches the same way. Be sure to click save after you enter all the information for each match. Continue with this process entering info for each of your levels.

TOURNAMENTS: How to enter.

Example: varsity tournament



Follow the above procedure by clicking on varsity on your schedule screen. On the next screen, instead of selecting varsity in the 'level box' you should select Varsity Tourney. Your away team should be TBA. Site, should be which court you are playing on, i.e. court #1. Add your start time, etc. and save. Since we know we are going to have at least two courts, continue as with the other match only this time, instead of adding your team as home team, enter TBA. For the Away team, you will again select TBA. Your site should be your school, court #2. ETC.

After you have completed entering the schedules, there is a print function. Print and check your schedule.

Please send brackets for tourneys as soon as they are available.

Send Kelly an email (tvvoascheduler@gmail.com) letting her know you have entered the schedule so that she can look it over and check from her side to see if it is correct. She will also link the matches.