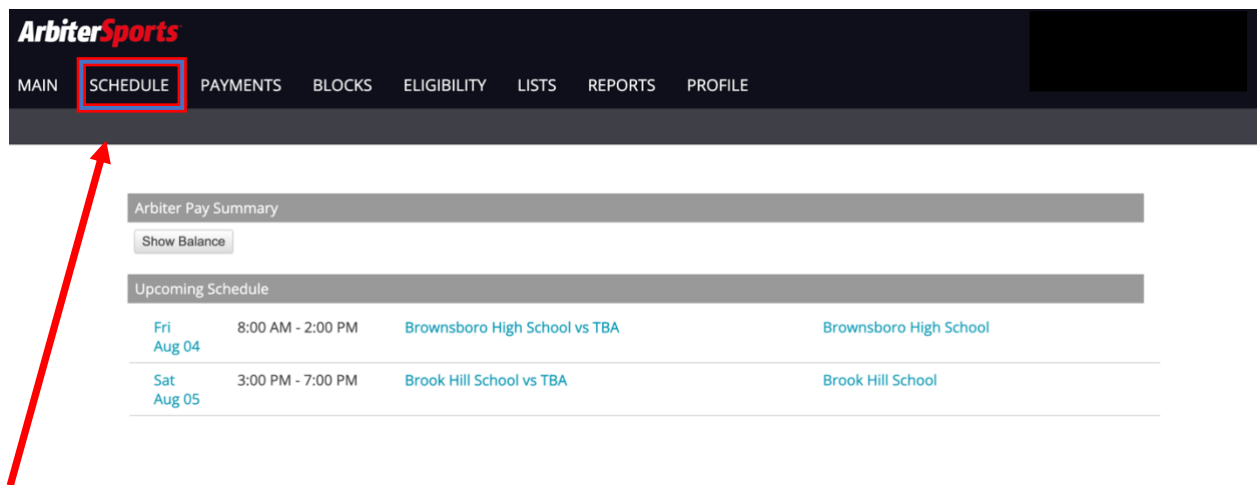


Navigating Arbiter

I. “Accepting” your Matches.

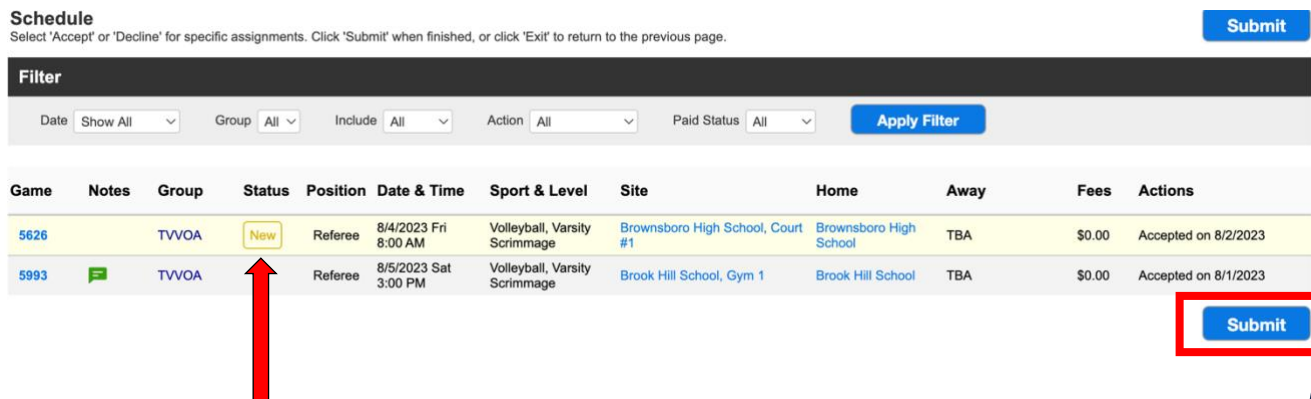
Log in to Arbiter. Once logged in, this screen will open.

This will give you an overview of your upcoming schedule, but matches cannot be “accepted” from this screen! (If this is the only page you look at, it will indicate on my assigner’s screen that you have not seen this match.)



Click on SCHEDULE in the menu bar.

This page then opens.



Any new matches will be highlighted in yellow and say **New** under the status column. Click **Submit** and the yellow will disappear and the match will be officially “accepted”.

Congratulations! You now have a match assignment!

(Remember a match is considered accepted when the scheduler assigns it. There is not an option to decline it once assigned.)

II. Getting Match Information

From this screen, you can see who your partners are, their contact information, the level of play, date, time & location of match and notes from the assigner.

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

Filter

Date Group Include Action Paid Status **Apply Filter**

Game	Notes	Group	Status	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Actions
5626		TVVOA		Referee	8/4/2023 Fri 8:00 AM	Volleyball, Varsity Scrimmage	Brownsboro High School, Court #1	Brownsboro High School	TBA	\$0.00	Accepted on 7/13/2023
5993		TVVOA		Referee	8/5/2023 Sat 3:00 PM	Volleyball, Varsity Scrimmage	Brook Hill School, Gym 1	Brook Hill School	TBA	\$0.00	Accepted on 8/1/2023

Submit

Click on game # and this screen opens.

Game Details (Game 5626) Exit

Game	Notes	Date & Time	Sport & Level	Site	Home	Away	Voucher
5626		8/4/2023 Fri 8:00 AM	Volleyball, Varsity Scrimmage	Brownsboro High School, Court #1	Brownsboro High School	TBA	

Official	Status	Position	Distance	Email Crew	Phones
J. Michele Bradshaw	Accepted	Referee	44	mbaggie85@gmail.com	903-569-6011 (Home)
Kelly Muffoletto	Accepted	Referee	33	TVVOAScheduler@gmail.com	903-780-7639 (Cellular)
Tina Sawtelle	Accepted	Referee	36	sawtellelina@gmail.com	

You can see who your partners are and if they have accepted the match yet.

The official listed first is the lead official, which means they are the R1 for the highest-level match, unless the notes say differently. (In this case, Michele is the R1 for the Varsity match. The 2nd official is the R2 and the 3rd & 4th listed are linesmen). If there are sub-varsity matches, the lead official usually has the other official be the R1 for those. If there are multiple same-level matches, the officials take turns being the R1 & R2.

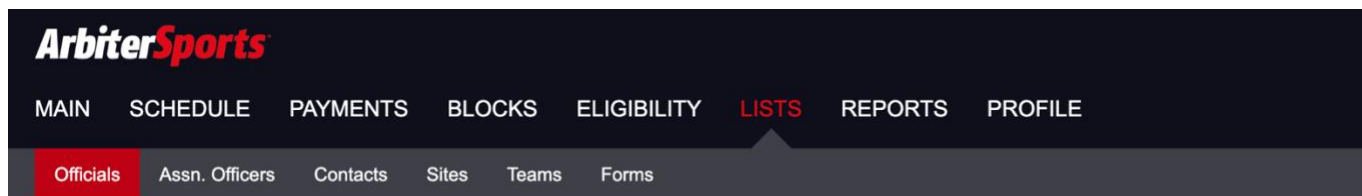
ALWAYS READ THE NOTES! The notes will give additional instructions and can tell you who the R1, R2, and linesmen are. If there is a note, the note box will be outlined in orange. (On the previous screen, the notes box will be green.). Click on the note and it will open. Not all matches will have notes.

★ The R1 is responsible for contacting the other officials to verify date, time and location of matches **at least 2-3 days in advance**. It is best to call or text. **All officials MUST** respond to the call or text to confirm receipt and acknowledge they will be there. The phone numbers for the officials are over to the far right. The drop-down arrow will give additional numbers. Do not wait until game day to contact your partner.

Remember to arrive at a match at least 30 minutes before the start of the match.

III. Lists, Forms and Other Info

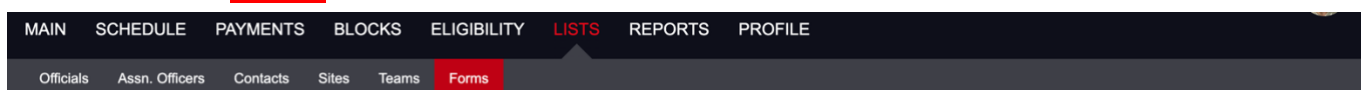
On the menu bar, click on **LISTS** and a sub-menu will open.



The **Officials** tab lists every official in TVVOA and their contact information.

The **Contacts** tab lists the coaches and their contact information.

The **Forms** tab has information all officials need.



Forms

Name	Date
2023 -24 TVVOA Bylaws	6/5/2023
2023 Chapter Meeting Schedule	6/5/2023
2023 Metro Mileage Chart	6/19/2023
2023 Number signals (not available)	8/8/2016
2023 Pay Sheet	4/4/2023
2023 Payment Log	7/25/2018
2023 Playoff Pay Sheet	4/4/2023
2023 Scrimmage Form	8/3/2021
2023 Updated Official's Preference Sheet	4/5/2017
2023 W9 Form	6/29/2020
Arbiter Pay Manual	8/2/2017
Conflicts of Interest	7/13/2014
National Anthem Position	10/28/2016
Rules Misapplication Policy Form	11/3/2015
TVVOA Venmo Bar Code	7/6/2021

Click on any of the blue items and the document will open and can be printed for your use.

IV. Arbiter Pay

A few of our schools pay through Arbiter Pay. All officials must set this up in order to be paid by a participating district. The **Arbiter Pay Manual** explains how to set this up.

Once set up, click payments on the main menu bar. A page will open that gives your balance and the ability to transfer the money to your bank account.

