

# Using TheArbiter.NET

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## Overview of TheArbiter.NET

The Arbiter.NET is an online scheduling system for umpires. It allows leagues to load all of their games into one place, and it allows umpires to log in and select exactly the games they want to work. This means that each umpire will be able to choose the sport (Baseball or Softball), the level (AAA, Coast, Majors, Juniors), and the dates that they work. This flexibility is a huge step forward in officiating! It allows everyone to choose when and where they work.

Of course, this flexibility comes with responsibility. Since everyone can choose the games they work, there is an increased need for officials to stretch themselves and do as many games as they can. Its very easy for umpires to fall into the trap of assuming that someone else is going to cover a difficult game, or a difficult time. This flexibility means that everone needs to step up and cover as many games as they possible can!

Sometimes you will be assigned to a game. When this happens, you will receive email from TheArbiter, and you will need to either Accept or Decline the assignment. Please make sure you accept or decline the assignment as soon as you can – this allows the assigners to find alternate umpires if you are unable to cover a game.

Finally, When you sign up for a game, you are responsible for being at the game! You will receive a reminder from TheArbiter.NET as your game approaches. If you need to be removed from a game, you will need to send email to an assigner (Rob Little or Barney Kinzer – email addresses are on [www.thearbiter.net](http://www.thearbiter.net)).

## Logon to TheArbiter.NET

You should have received a “Welcome to TheArbiter.NET” email that gives you your logon and password information.

Connect to

<http://www.thearbiter.net>, and

enter your email address and

password as specified by your

Welcome message. Once you’ve

logged into TheArbiter.NET, you

should see a screen similar to

Figure 1.



Figure 1: Use *Self Assign* to choose games to umpire

## Self Assign

Once you have logged into TheArbiter.NET, you will be able to choose the games that you want to umpire. On the left side of the screen (Figure 1), there is a Self Assign link. Click on this link to assign games.

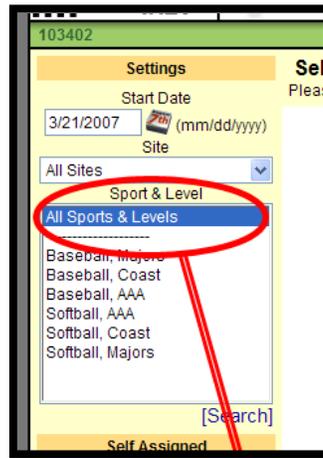
When you click on Self Assign, you will need to *search* for the games that you want to umpire. By default, TheArbiter.NET will show you all games that are available to you to umpire (Figure 2). You may want to select a specific level of Baseball to umpire. This will significantly reduce the number of games that you see.

Once you have selected the level of games that you want to umpire, click the "Search" (Figure 3) link and TheArbiter.NET will show you all of the games that you are eligible to umpire, and that meet your stated requirements.

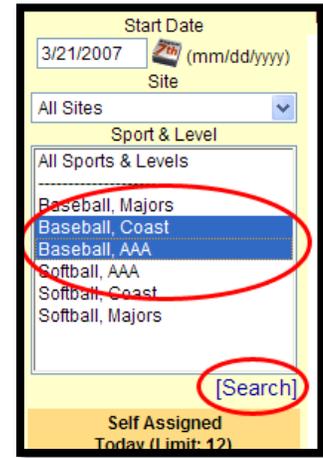
You can also use this search to limit the dates that you want to get results from (for example, you may only want to show games after 4/15/2007).

After you click search, you will see a list of available games (Figure 4). These games are chosen based on your availability and your experience level. In general, any game that is listed on this screen, you are welcome to sign up for. NOTE however, that Redmond North (RNLL) and Redmond West (RWLL) games are list in these results. Be careful which league you sign up for. If you want to umpire cross-league, be sure you understand the local playing rules of the other league (they will be posted on the league websites, with links on the Arbiter.

Also note which position you are signing up for (HP = Home Plate; 1B or Bases represents working the Field). When you are ready to sign up for a game, click, the **[Go]** link next to the game.



**Figure 2:** Search defaults to All Sports & Levels



**Figure 3:** Choose the levels you want, then click *Search*

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
14	HP	3/24/2007 Sat 5:00 PM	Baseball AAA	Hartman Park, Field 5 (All Weather)	RNLL Cubs	RNLL Orioles	0	\$0.00	[Go]
14	1B	3/24/2007 Sat 5:00 PM	Baseball AAA	Hartman Park, Field 5 (All Weather)	RNLL Cubs	RNLL Orioles	0	\$0.00	[Go]
17	HP	3/24/2007 Sat 5:00 PM	Baseball AAA	Hartman Park, Field 6 (All Weather)	RNLL White Sox	RNLL Devil Rays	0	\$0.00	[Go]
17	1B	3/24/2007 Sat 5:00 PM	Baseball AAA	Hartman Park, Field 6 (All Weather)	RNLL White Sox	RNLL Devil Rays	0	\$0.00	[Go]
47	HP	3/24/2007 Sat 5:00 PM	Baseball Coast	Hartman Park, Field 1 (Majors)	RWLL Athletics	RWLL White Sox	0	\$0.00	[Go]
47	1B	3/24/2007 Sat 5:00 PM	Baseball Coast	Hartman Park, Field 1 (Majors)	RWLL Athletics	RWLL White Sox	0	\$0.00	[Go]
53	1B	3/25/2007 Sun 12:00 PM	Baseball AAA	Hartman Park, Field 2	RWLL Angels	RWLL Red Sox	0	\$0.00	[Go]
19	HP	3/25/2007 Sun 12:30 PM	Baseball AAA	Hartman Park, Field 5 (All Weather)	RNLL Yankees	RNLL Red Sox	0	\$0.00	[Go]

**Figure 4:** Note the Position and Teams that you are signing up for. Some teams are Redmond West (RWLL) and some are Redmond North (RNLL). When you are ready to sign up, click the **[Go]** link.

When you click **[Go]** you *will not* get a confirmation before the assignment happens. You will be signed up for the game, and you will immediately return to the current screen.

## Removing Yourself from Games

**If you need to remove yourself from a game**, you must email either Rob Little or Barney Kinzer to be removed (email address are available at [www.thearbiter.net](http://www.thearbiter.net)). Officials **cannot** remove themselves from games once you have accepted. (Note: clicking the **[Go]** link is considered “Accepting” an assignment).

Don't worry – we expect that in the beginning, a lot of “mistakes” will be made and we'll need to unassign people from games. Consider it all to be a learning experience...

## Notifications/Assignments

Whenever an assigner wants you to work a particular game, they will “notify” you of that assignment. You are **not** confirmed for that game until you Accept or Decline the assignment. You will need to log into the Arbiter and look at your schedule in order to do that.

## Viewing Your Schedule

The Arbiter keeps track of all the games you are signed up for. It also keeps track of all of the games that you need to **Accept** or **Decline**.

On the Start page of your Arbiter, click on “Schedule” to view your list of games (Figure 1).

Once you click on Schedule, you will be shown a list of the games that are relevant to you – these will be games that you have already accepted, games you are attached to, and games that have been assigned to you by the scheduler. It is very important that you **Accept** or **Decline** these assignments as soon as you can – this way, the scheduler knows whether or not you can cover the game.

When you have assignments that need to be accepted, you will see large red and green boxes – the green box is for *Accepting* the assignment, and the red box is for *Declining* the assignment.

Simply check the appropriate boxes, and click the Submit button (Figure 2).

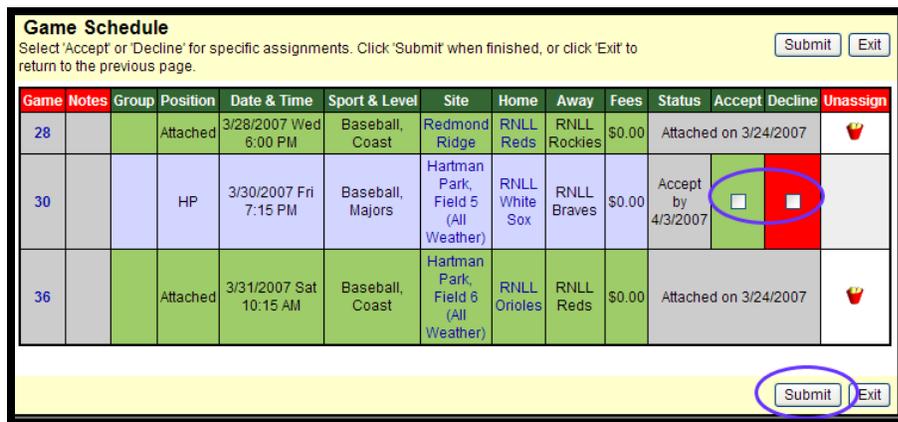
## Blocking Teams

There are a couple reasons to block a team from your schedule. One reason is because you have a son/daughter playing on a particular team. Generally, we do not umpire games in which we have a personal interest (which includes games where a child is playing). This not only avoids the appearance of impropriety, but it also ensures that your attention during the game is on your duties as an umpire and not on any specific person/persons playing on the team. (I have heard it said that if you umpire your sons game, at least you get to watch him play. That’s wrong – if you are watching him play, you’re not doing your job as an umpire).

When you block a team, it will never show up on your list of games available for self-assigning. This leads to the other reason to block a team – to reduce the number of teams that show up in your list. If you umpire for Redmond North, and you have no desire to umpire for Redmond West games, then you can block all of the Redmond West teams. Once you do this, no Redmond West games will show up as available for self-assigning.



**Figure 5:** Click on “Schedule” to see the games that pertain to you (Assigned, Attached, Accepted)



Game	Notes	Group	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline	Unassign
28			Attached	3/28/2007 Wed 6:00 PM	Baseball, Coast	Redmond Ridge	RNLL Reds	RNLL Rockies	\$0.00	Attached on 3/24/2007			
30			HP	3/30/2007 Fri 7:15 PM	Baseball, Majors	Hartman Park, Field 5 (All Weather)	RNLL White Sox	RNLL Braves	\$0.00	Accept by 4/3/2007	<input type="checkbox"/>	<input type="checkbox"/>	
36			Attached	3/31/2007 Sat 10:15 AM	Baseball, Coast	Hartman Park, Field 6 (All Weather)	RNLL Orioles	RNLL Reds	\$0.00	Attached on 3/24/2007			

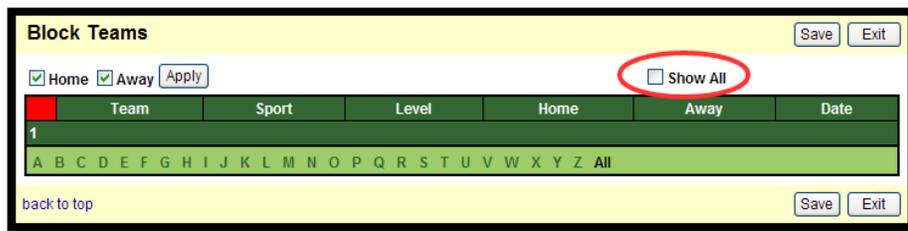
**Figure 6:** Check “Accept” or “Decline” and then click “Submit” in order to Accept or Decline games that are assigned to you.



**Figure 7:** Click “Teams” to begin blocking Teams.

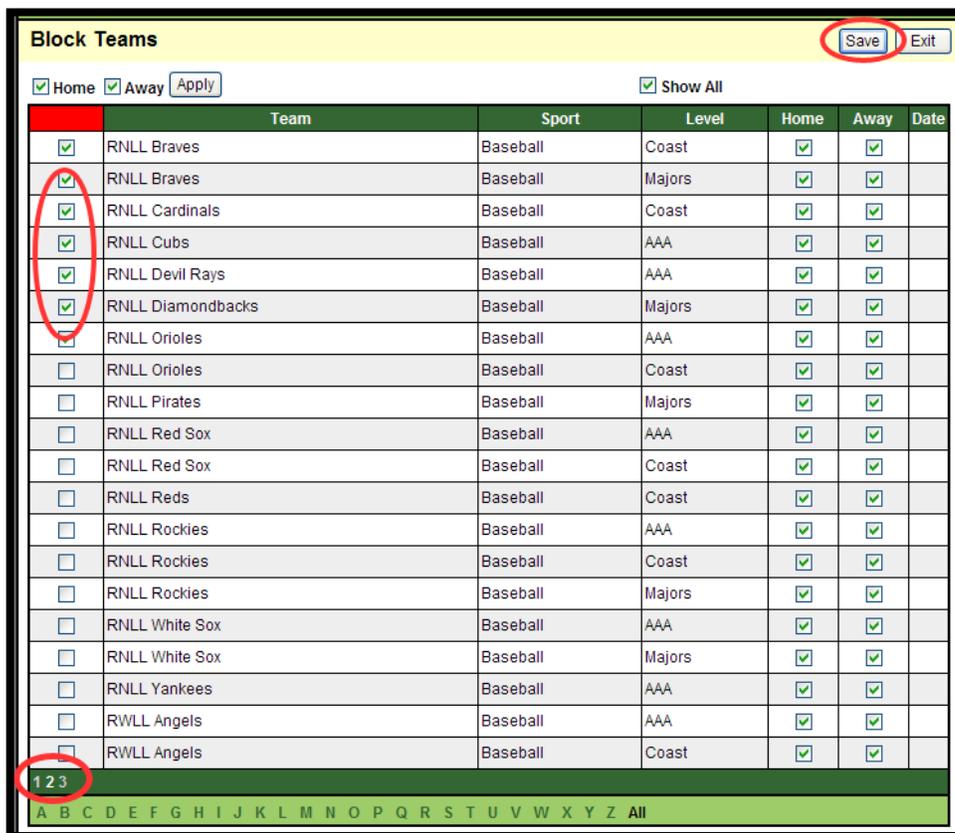
To block a team (or teams), click on the “Teams” link under the “Blocks” heading on the left hand side of the page (Figure 7). You will see a list of the teams that you already have blocked (probably empty).

In order to see the complete list of teams that you can block, you will need to click the “Show All” checkbox (Figure 8). Once you click that checkbox, you will see a long list of teams that are available to you.



**Figure 8:** Click “Show All” to view the teams that you can block

At this point, you can start selecting all of the teams that you want to block. Be sure to click on all of the pages of teams that you can see, and check each team that you want to block. When you are done, click the “Save” button. (Figure 9)



**Figure 9:** “Check” the teams you want to block. Make sure you go through all of The available pages (1,2,3), and click “Save” when you are finished.

Later in the season, you may want to unblock these teams. As we progress through the season, we will be calling on all umpires to cover games, regardless of league affiliation – this way, we can ensure that our kids get the best baseball experience regardless of what league the umpires come from.

### Attaching to Teams

As you go through self assigning games, you may find yourself wondering “Does this game conflict with a game that my son/daughter is playing?” The Arbiter provides a way for you to ensure that you don’t see games that conflict with a game that your child is playing. This is done by “Attaching” yourself to a team. When you are attached to a team, Arbiter assumes that you will have to attend every game that team plays, which means that it cannot schedule you to umpire at the same time.



**Figure 10:** Click “Attach” to begin attaching to games.

To attach to a team, click “Attach” under Schedules (Figure 10). You will now be able to choose the team whose games you want to attach to. You will need to select the Sport, Level, and Team that you want to Attach to (Figure 11). Once you have selected the team, you will see a list of all of the games that the team is scheduled to play. Click on each game that you want to be attached to, then click on Submit (Figure 11).

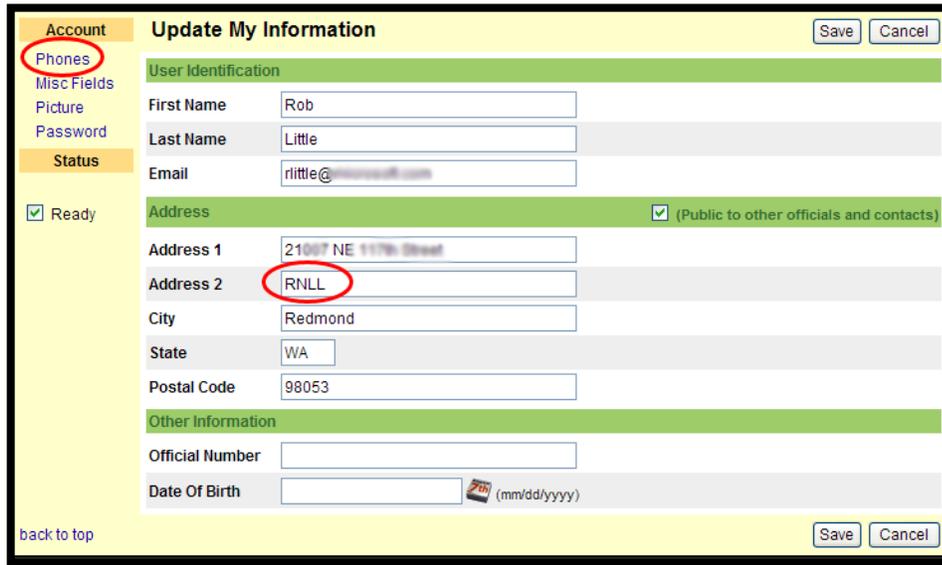
A screenshot of the 'Add Attachments' page in the Redmond Little League system. The page has a header with '103402' and 'Redmond Little League'. Below the header, there are dropdown menus for 'Sport: Baseball', 'Level: Majors', and 'Team: RWLL Angels'. A 'Submit' button is circled in red. Below the dropdowns is a table of games with columns for Game, Date & Time, Site, Home, Away, and Attach. The 'Attach' column contains checkboxes, with the first few rows circled in red.

Game	Date & Time	Site	Home	Away	Attach
8	3/21/2007 Wed 6:00 PM	Hartman Park, Field 3	RWLL Athletics	RWLL Angels	<input type="checkbox"/>
9	3/21/2007 Wed 7:30 PM	Hartman Park, Field 6 (All Weather)	RWLL Angels	RWLL Athletics	<input type="checkbox"/>
52	3/24/2007 Sat 12:00 PM	Hartman Park, Field 1 (Majors)	RWLL White Sox	RWLL Angels	<input type="checkbox"/>
56	3/26/2007 Mon 5:00 PM	Hartman Park, Field 1 (Majors)	RWLL Angels	RWLL Red Sox	<input type="checkbox"/>
145	3/31/2007 Sat 12:00 PM	Hartman Park, Field 1 (Majors)	RWLL Red Sox	RWLL Angels	<input type="checkbox"/>
75	4/9/2007 Mon 5:00 PM	Hartman Park, Field 1 (Majors)	RWLL Angels	RWLL White Sox	<input type="checkbox"/>
94	4/14/2007 Sat 1:00 PM	Hartman Park, Field 3	RWLL Angels	RWLL Twins	<input type="checkbox"/>
103	4/17/2007 Tue 6:00 PM	Hartman Park, Field 1 (Majors)	RWLL Angels	RWLL Athletics	<input type="checkbox"/>
110	4/19/2007 Thu 6:00 PM	Hartman Park, Field 3	RWLL Twins	RWLL Angels	<input type="checkbox"/>
117	4/21/2007 Sat 3:30 PM	Hartman Park, Field 1 (Majors)	RWLL Cubs	RWLL Angels	<input type="checkbox"/>
125	4/23/2007 Mon 6:00 PM	Hartman Park, Field 3	RWLL Athletics	RWLL Angels	<input type="checkbox"/>

**Figure 11:** Select the team, then “Check” the games that you want to be attached to. Once attached, when you are self assigning, you will not see games that conflict with games you are attached to.

## Adding Phone Numbers (and using Arbiter Lists)

Having phone numbers available for the officials makes life a lot easier when there are last-minute changes. The interface in the Arbiter is not intuitive when it comes to “Adding” things to lists.



**Figure 13:** The main information screen allows you to edit things like your address, etc. Please make sure that “RNLL”, “RWLL”, or “Softball” is somewhere in your address. Click on “Phones” to edit your phone numbers.

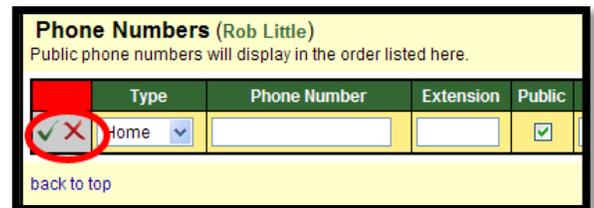
Once you click on “Information” (Figure 12), you will see all of the information that you can change about your account. Some of this is uninteresting (Official Number, etc). If you update your address to be a real address, then Arbiter will calculate distances to the fields. (This only really matters when we get to post-season work with tournaments in faraway places like Walla Walla.

On the left side of the information screen, there’s a link for “Phones.” Clicking on this will take you to the phone number editing screen. This is one of the Arbiter’s typical “list” screens – it will show you all of the phone numbers that the Arbiter has for you (which is probably none). The next step is one of the least intuitive things in the Arbiter (though once you know that there are many different “hyperlink” spots on an Arbiter page, you will be able to discover more things in Arbiter).



**Figure 14:** Click on the “+” to add a phone number.

Click on the “+” at the top of the list (Figure 14). This is how you add an item to any of the lists in Arbiter. Once you click “+”, you will get a new item where you can type in the phone number and other information. After you have entered all of the information, click the green checkmark (this Accepts your changes). IF you click the red-X, then you will cancel this new item.



**Figure 15:** Choose the Type of the phone and enter the phone number. Once you are done, click the green checkmark to accept your changes, or click the red X to cancel. You can add more phone numbers by using the “+”.

Once your phone numbers are in the Arbiter, the list that you see will include those phone numbers. Editing the phone numbers is just as non-intuitive as adding phone numbers. Next to each of the phone number entries is a picture of a “Pencil” (yes, that’s a pencil), and a “Trash Can” (Figure 16). If you click on the Pencil, then you will begin editing the phone number. If you click on the Trash Can, then you will delete that entry.



**Figure 12:** Choose “Information” to edit Phone and other info.

Also next to each phone number entry is an arrow (up and down). The phone numbers are listed in order of priority. When someone needs to contact an official, they will use the phone numbers in the order given. On game reports, the phone numbers of the officials (if made public) are printed on that report, in order of priority. This allows game contacts and other umpires to contact officials when they need to communicate some last minute changes. I recommend using your cell phone number as the primary contact. The up and down arrows next to the phone numbers will allow you to move a number higher and lower in the priority list.

	Type	Phone Number	Extension	Public	Note	Up	Down
	Cellular	425-583-1789		<input checked="" type="checkbox"/>			
	Home	425-792-8246		<input checked="" type="checkbox"/>			
	Work	425-792-8741		<input checked="" type="checkbox"/>			

**Figure 16:** Click the “Pencil” to edit an entry. Click the “Trash Can” to delete an entry. Use the up/down arrows to change to ordering of the phone numbers.

## More Details, Questions/Problems

There is a more extensive Powerpoint slideshow available here: <http://www.thetasoft.com/Umpires/Officials.ppt>. This deck covers blocking dates, etc. Feel free to check it out.

There is a lot more to know about the Arbiter, so feel free to explore. If you have any questions or concerns, or if you run into any problems, please email Rob Little or Barney Kinzer (email address on the Arbiter).