



Arbiter SelfAssign

Tips & Techniques
2016-17

IMPORTANT!!!

You **CANNOT** undo a game assignment!

Be sure you have selected the correct game **BEFORE** you assign it!!!

Before you do anything else, go into Arbiter and **BLOCK** all dates you do not want to work!!

Remember tournament eligibility requirements:
10 Varsity contests (Boys or Girls)
6 Varsity contests each for Boys AND Girls

SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS CONNECTED REFLOCKER PR

DAR SELF ASSIGN PENALTY REPORT

Self Assign (CAOA) Exit

Select a game to self-assign from the list below.

Acco

07937

Assigned

CAOA

NCAAMBB

NCAAWBB

NFHS

SudallEnter

Filter

Start Date: 11/5/2015 (mm/dd/yyyy)

Site: All Sites

Sport & Level:

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity

Search

Settings

Self Assigned Today (Limit: 25): Non

Current Sort:

- Date & Time
- Game
- Position
- Pay (desc)
- Dist
- Sport & Level
- Site
- Home
- Away

[Rese]

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assi
165602	Referee	12/1/2015 Tue 4:00 PM	Girls-Bball Freshman	St. Johns High School, HS Competition Gym	St. Johns High School	Okemos High School	40	\$50.00	[Go
166651	Referee	12/1/2015 Tue 4:00 PM	Girls-Bball Freshman	Eaton Rapids High School, Gymnasium	Eaton Rapids High School	Haslett High School	30	\$50.00	[Go
166788	Referee	12/1/2015 Tue 4:00 PM	Girls-Bball Freshman	DeWitt High School, Main Gym	DeWitt High School	Everett High School (Lansing)	32	\$50.00	[Go

Self Assign

A new link on the "Schedule" tab in the CAO A group.

Filters

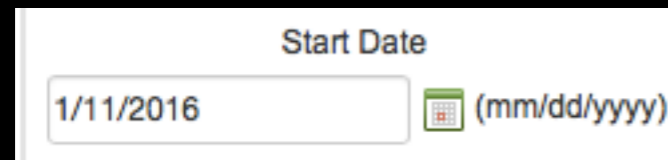
- A list of assignable games are produced by using FILTERS
- FILTERS provide a means to display a list of games you are interested in assigning
- Filter fields include “Start Date”, “Site” and “Sport & Level”

Filters

- The default display is **ALL dates**, **ALL sites**, **ALL sports** and **ALL levels** which are assignable
- Use the Filter fields to limit which assignable games are displayed

There are 3 Filter settings available.

They are “Start Date”, “Site” and “Sport & Level”



Start Date

1/11/2016 (mm/dd/yyyy)

A date input field with a calendar icon and a placeholder format (mm/dd/yyyy).



Site

All Sites

A dropdown menu with a blue border and a downward arrow.



Sport & Level

All Sports & Levels

Basketball, Boys Varsity

Basketball, Boys JV

Basketball, Boys Freshman

Basketball, Girls Varsity

A dropdown menu with a list of sport and level options.

NOTE: All 3 Filter settings are used together to display the games you wish to assign...

Self Assign (CAOA)
Select a game to self-assign from the list below.

Accounts

- 107312
- 107937
- AD Assigned
- CAOA**
- NCAAM
- NF
- SudallEnter

Filter

Start Date: 12/1/2015 (mm/dd/yyyy)

Site: All Sites

Sport & Level

- Basketball, Girls 7th Grade
- Boys-B-ball, Varsity**
- Boys-B-ball, JV
- Boys-B-ball, Freshman
- Boys-B-ball, 8th Grade
- Boys-B-ball, 9/JV

Search

Settings

- Self Assigned Today
- Current Sort: Date & Time
- Game
- Position
- Pay (desc)
- Dist
- Sport & Level
- Site
- Home
- Away

Game	Position	Date & Time	Sport & Level	Site	Home	Away	D
165602	Referee	12/1/2015 Tue 4:00 PM	Girls-Bball Freshman	St. Johns High School, HS Competition Gym	St. Johns High School	Okemos High School	4
166651	Referee	12/1/2015 Tue 4:00 PM	Girls-Bball Freshman	Eaton Rapids High School, Gymnasium	Eaton Rapids High School	Haslett High School	3
166788	Referee	12/1/2015 Tue	Girls-Bball	DeWitt High School, Main	DeWitt High	Everett High School	3

Use the “Sport & Level” filter to restrict the list of games to specific sports (Basketball), and levels (Boys Varsity, Girls JV, etc...)

Basketball, Boys Varsity

Basketball, Boys JV

Basketball, Boys Freshman

Basketball, Girls Varsity

Basketball, Girls JV

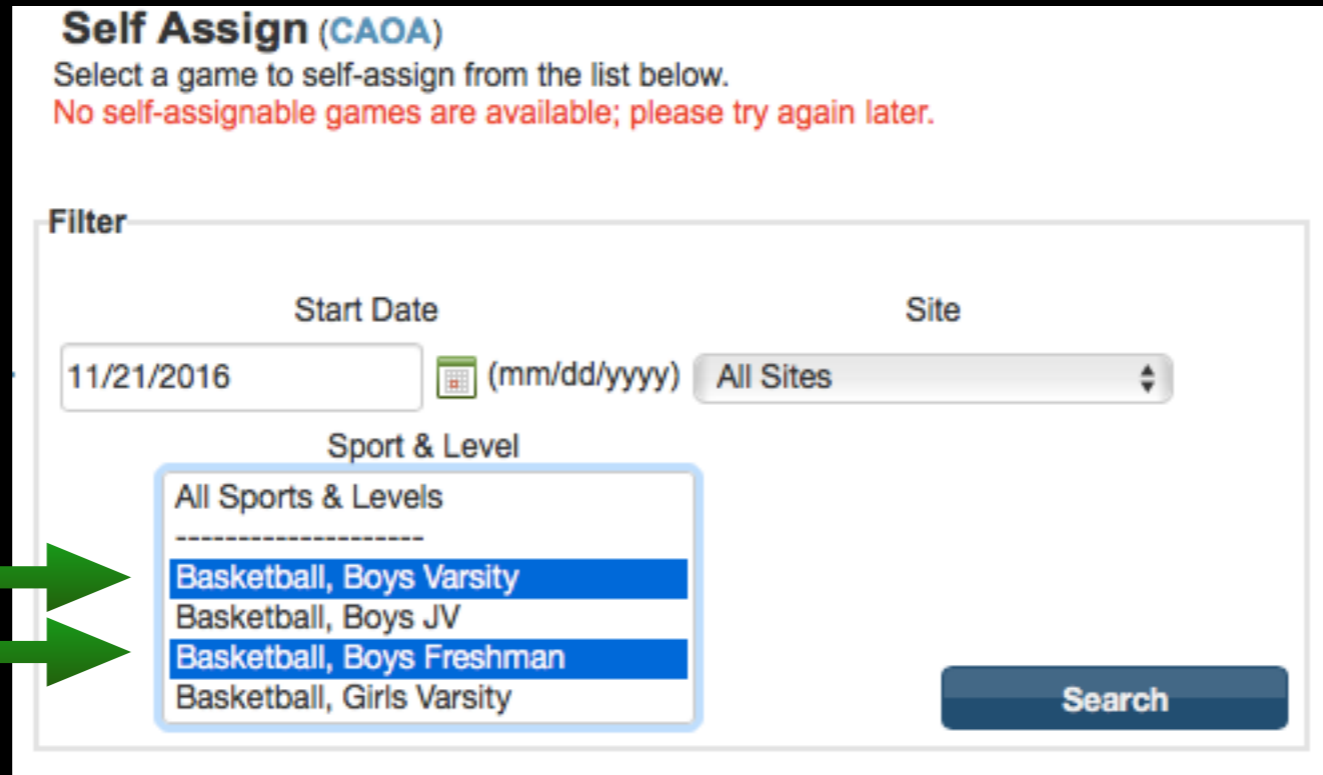
Basketball, Girls Freshman

NOTE: These are the only values that are valid.

Do not use the ones that start with the word “Boys-B-ball”

or “Girls-Bball”

You can make multiple selections in the “Sport & Level” filter...



Self Assign (CAOA)
Select a game to self-assign from the list below.
No self-assignable games are available; please try again later.

Filter

Start Date: 11/21/2016 (mm/dd/yyyy)

Site: All Sites

Sport & Level

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity

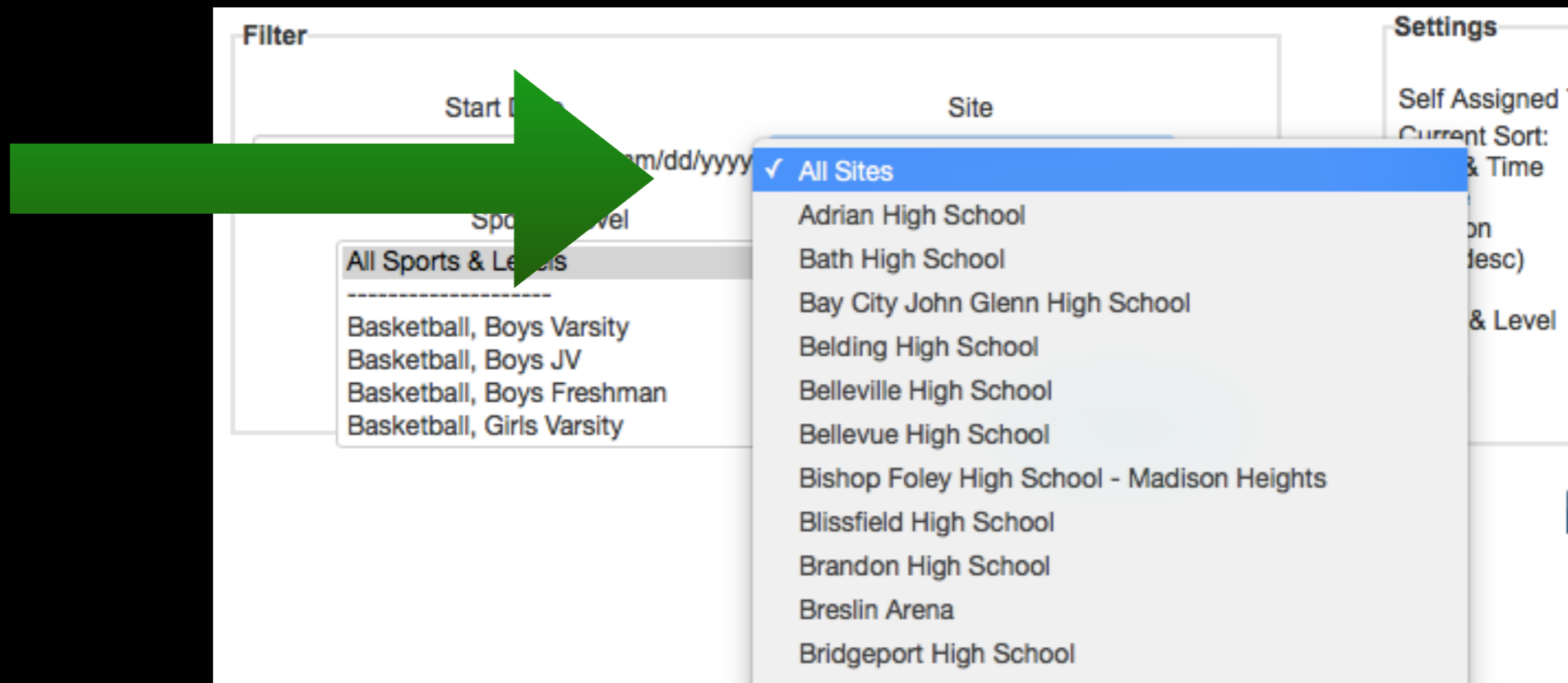
Search

Two green arrows point to the 'Basketball, Boys Varsity' and 'Basketball, Boys Freshman' items in the list.

Hold down the Command key while clicking on each entry. In this example, the filter is set to display “Basketball, Boys Varsity” and “Basketball, Boys Freshman”

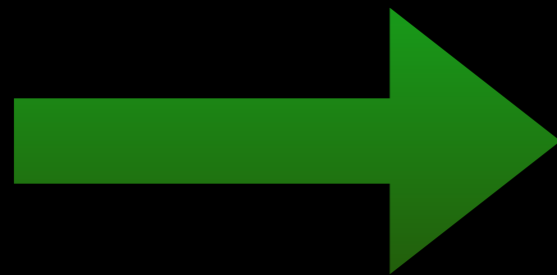
NOTE: On an iPad you must uncheck the “All Sports & Levels” item in the list before clicking on the sport & level items you want selected.

Filter by SITE



- By default, ALL sites will pass the filter
- To select games at a particular site, select the site you want from the “Site” popup.

Filter by Start Date



Filter

Start Date: 1/11/2016 (mm/dd/yyyy)

Site: All Sites

Sport & Level

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity

Search

Use the Start Date field to restrict the list of games to those which occur ON or AFTER that date.

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
170231	Referee	11/29/2016 Tue 4:00 PM	Basketball Girls Freshman	Portland High School, Gym	Portland High School	Grand Ledge High School	46	\$0.00	[Go]
169583	Referee	11/29/2016 Tue 5:30 PM	Basketball Girls JV	Maple Valley High School, Gym	Maple Valley High School -	Springport High School	46	\$0.00	[Go]
169583	Ump 1	11/29/2016 Tue 5:30 PM	Basketball Girls JV	Maple Valley High School, Gym	Maple Valley High School -	Springport High School	46	\$0.00	[Go]
169544	Umpire 1	12/1/2016 Thu 6:00 PM	Basketball Boys JV	Olivet High School, Gym	Olivet High School	Bellevue Jr/Sr High School	52	\$0.00	[Go]

Filter

Start Date: 11/21/2016 (mm/dd/yyyy) Site: All Sites

Sport & Level

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity

Search



Filter by Sport & Level

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
170327	Umpire 1	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
170327	Umpire 2	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
168727	Ump 2	12/9/2016 Fri 6:00 PM	Basketball Girls Varsity	Perry High School, Gym	Perry High School	Stockbridge High School	10	\$0.00	[Go]

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
170327	Umpire 1	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
170327	Umpire 2	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
169075	Umpire 2	12/6/2016 Tue 4:00 PM	Basketball Boys Varsity	Mason High School, Fieldhouse	Mason High School	TBA	21	\$0.00	[Go]
168727	Ump 2	12/9/2016 Fri 6:00 PM	Basketball Girls Varsity	Perry High School, Gym	Perry High School	Stockbridge High School	10	\$0.00	[Go]

Filter

Start Date Site

do not have permission to self assign in this group.

Sites

Sport & Level

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity



Filter by Sport & Level
AND
Filter by Start Date

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
169026	Umpire 1	1/21/2017 Sat 7:00 PM	Basketball Boys Varsity	Charlotte High School, High School gym	Charlotte High School	TBA	38	\$0.00	[Go]
169026	Umpire 2	1/21/2017 Sat 7:00 PM	Basketball Boys Varsity	Charlotte High School, High School gym	Charlotte High School	TBA	38	\$0.00	[Go]
169027	Umpire 2	1/28/2017 Sat 6:00 PM	Basketball Boys Varsity	Charlotte High School, High School gym	Charlotte High School	DeWitt High School	38	\$0.00	[Go]
170422	Referee	2/6/2017 Mon 7:00 PM	Basketball Boys Varsity	Leslie High School, Gym	Leslie High School	Napoleon High School	31	\$0.00	[Go]

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
170327	Umpire 1	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
170327	Umpire 2	12/5/2016 Mon 7:00 PM	Basketball Girls Varsity	Leslie High School, Gym	Leslie High School	TBA	31	\$0.00	[Go]
169075	Umpire 2	12/6/2016 Tue 4:00 PM	Basketball Boys Varsity	Mason High School, Fieldhouse	Mason High School	TBA	21	\$0.00	[Go]
168727	Ump 2	12/9/2016 Fri 6:00 PM	Basketball Girls Varsity	Perry High School, Gym	Perry High School	Stockbridge High School	10	\$0.00	[Go]

Filter

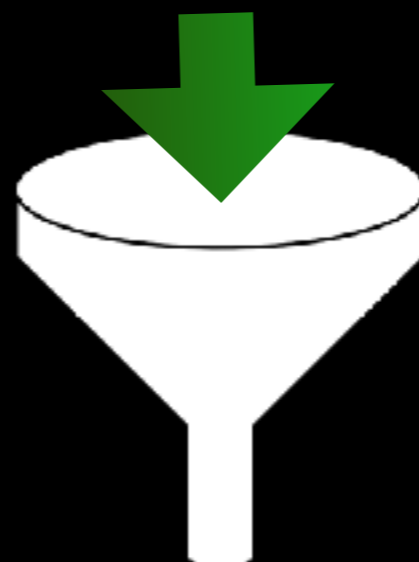
Start Date: 01/01/2017 (mm/dd/yyyy)

Site: Leslie High School

Sport & Level

- All Sports & Levels
- Basketball, Boys Varsity
- Basketball, Boys JV
- Basketball, Boys Freshman
- Basketball, Girls Varsity

Search



Filter by Sport & Level
AND
Filter by Start Date
AND
Filter by Site

Game	Position	Date & Time	Sport & Level	Site	Home	Away	Dist	Pay	Assign
170422	Referee	2/6/2017 Mon 7:00 PM	Basketball Boys Varsity	Leslie High School, Gym	Leslie High School	Napoleon High School	31	\$0.00	[Go]
170422	Umpire 1	2/6/2017 Mon 7:00 PM	Basketball Boys Varsity	Leslie High School, Gym	Leslie High School	Napoleon High School	31	\$0.00	[Go]
170422	Umpire 2	2/6/2017 Mon 7:00 PM	Basketball Boys Varsity	Leslie High School, Gym	Leslie High School	Napoleon High School	31	\$0.00	[Go]

To assign yourself to a game, click the “[Go]” button

165291	Ump 1	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	East Lansing High School, Main Gym	East Lansing High School	Waverly High School	13	\$65.00	[Go]
165434	Referee	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	Stockbridge High School, Gym	Stockbridge High School	Leslie High School	21	\$65.00	[Go]
165434	Ump 1	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	Stockbridge High School, Gym	Stockbridge High School	Leslie High School	21	\$65.00	[Go]
165584	Referee	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	St. Johns High School, HS Competition Gym	St. Johns High School	Midland High School	40	\$65.00	[Go]
		12/4/2015							


If successful, you'll see a message like this:



To assign yourself to a game, click the “[Go]” button

165291	Ump 1	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	East Lansing High School, Main Gym	East Lansing High School	Waverly High School	13	\$65.00	[Go]
165434	Referee	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	Stockbridge High School, Gym	Stockbridge High School	Leslie High School	21	\$65.00	[Go]
165434	Ump 1	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	Stockbridge High School, Gym	Stockbridge High School	Leslie High School	21	\$65.00	[Go]
165584	Referee	12/4/2015 Fri 7:00 PM	Girls-Bball Varsity	St. Johns High School, HS Competition Gym	St. Johns High School	Midland High School	40	\$65.00	[Go]
		12/4/2015							

If NOT successful, you may see a message like this:

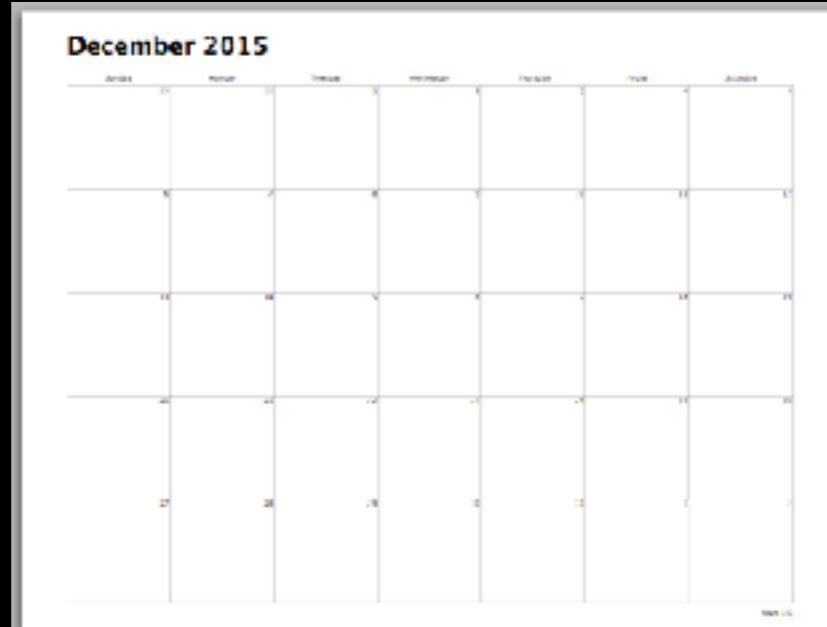


Self Assign (CAOA)
Select a game to self-assign from the list below.
[Successfully assigned as Referee on game #167422.](#)
You have reached your daily limit. Please try again tomorrow.

which means you’ve exceeded your daily limit.
That limit is reset every day at midnight.

Recommended Procedure - Self Assign

1. Use a paper calendar or notepad to record games.



2. Using SelfAssign, find games and pencil them in on your calendar (don't assign them, yet)
3. Confirm you have no scheduling conflicts, such as same sport/level/school within 28 days.
4. Using your calendar, select the games in Self Assign and assign yourself to them.

IMPORTANT!!!

You **CANNOT** undo a game assignment!

Only games that have no issue (frequency, blocks, etc.) will show up on the list

Be sure you have selected the correct game **BEFORE** clicking the [Go] button!!!

After clicking the [Go] button it can take upwards of a minute for the assignment to be completed. **BE PATIENT!**

Once you've successfully assigned yourself a game, it will appear in your schedule as Accepted.

That's it!

QUESTIONS?