

Updates as of 6/23/2021

In the past few years the Arbiter system has required you select the Bill-To, or multiple Bill-To names, from the list. They have also required you select the specific number of games and officials in those columns. The “All” option no longer works. This can create some confusion. If you choose 1 event and 5 officials, but your current event has 6 officials, even though you do all the other steps correctly it will NOT cascade the new game fees to the 6 official event. You MUST select the accurate number of officials for your specific number of events (typically 1 event) or the system will not cascade the game fees. If you are not sure of the specific number of official slots you have listed (that’s a total number as in 0/6 – 6 is the total) double check it before attempting to cascade the game fees.

Also below the information suggests, after you’ve selected your information, you click the “View” button first and to avoid clicking the “Create” button if the list of game fees appears. That is still good information. However, clicking on the “Create” button when a current pay list exists does not create a duplicate list of game fees. So, if you forget to click the “View” button there is no serious issue.

Last, and it’s in red below, the most common mistake assigners make is forgetting to re-check the box at the top of the list before clicking on Cascade. In other words, you’ve done all the required updates to your game fees, but cascading shows 0 slots updated. Odds are better than good that you simply forgot to re-check all the updates you just made before clicking the Cascade button. Fortunately, you can typically just click “Exit”, it will go back to the previous screen and list, then re-check and click Cascade.

Setting up the official's default pay saves the assigner time and prevents some mistakes when manually entering the game fees. It's a 3 step process that includes selecting the schools/sport/level/positions, then identifying the appropriate fees for each, then cascading that pay amount across your assignments.

To start this process go to the "Payroll" tab, and "Payroll" sub-tab. Then click on "Game Fees" under "Officials"



First an overview, the below screen lists from left to right the information the system needs to know to correctly enter the fees for each school, sport, level, number of games involved and number of officials working them. We will go left to right and discuss which item or items need to be selected.

**Manage Fees (Game Fees)** Exit

Mode: ☐ Bill Amounts ☒ Game Fees ☐ Both ☐ Cross Level

Selection

League & Bill-To	Sport & Level	Game Status	Games	Officials	Action
<div> <div>All</div> <div> Apex Friendship High School *  Benjamin Logan Local Schools *  Bexley Middle and High School *  Buckeye Valley High School *  Bucyrus High/Middle School *  Cardington-Lincoln High/Middle School *  Centerburg High/Middle School *  Clear Fork HS/MS *  Delaware Hayes High School *  East Knox High / Middle School *  Elgin High School * </div> </div>	<div> <div>Baseball</div> <div> All  Varsity  JV  Freshman </div> </div>	<div> <div>All</div> <div> Normal  Rainout  Canceled  Forfeit  Suspendec </div> </div>	<div> <div>All</div> <div> 1  2  3  4  5  6  7  8  9  10  11  12 </div> </div>	<div> <div>All</div> <div> 1  2  3  4  5  6  7  8  9  10  11  12 </div> </div>	<div>View</div> <div>Create</div> <div>Exit</div>

First, under "League and Bill-tos" look at the schools that are listed. Not all leagues pay the same amount for officials working the same sport and level. If all your schools do, that makes it easier and you should select "All" in the list and go on the next step. If not, you will have to highlight the schools that pay the same, then repeat the process for the schools that pay differently. We have to do one group of schools at a time. So, click on the first school in the group, then hold

the “ctrl” key down and click on the next one. Repeat the “ctrl-click” process until all the schools that pay the same are highlighted.

**Manage Fees (Game Fees)**

Mode

Selection

League & Bill-To

All

- Apex Friendship High School \*
- Benjamin Logan Local Schools \*
- Bexley Middle and High School \*
- Buckeye Valley High School \*
- Bucyrus High/Middle School \*
- Cardington-Lincoln High/Middle School \*
- Centerburg High/Middle School \*
- Clear Fork HS/MS \*
- Delaware Hayes High School \*
- East Knox High / Middle School \*
- Elgin High School \*

Now that you have the schools selected, we need to select a sport. Click on the drop down arrow to select the sport you wish to set up and click on it. Then select the level of that sport you wish to set up and highlight it.

**Sport & Level**

Baseball

All

- Varsity
- JV
- Freshman

Now select the game status you wish to set up. “Normal” is standard as this means the game was played without issue. For this initial set up select “Normal”. We can come back and set up fees for others later, but to be honest I do not see that as something you will ever really want to set up. If the game is not played the school will make the adjustments on the ArbiterPay screen. If they are not using ArbiterPay you can manually change the fees (go to the end for this process).

**Game Status**

All

- Normal
- Rainout
- Canceled
- Forfeit
- Suspendec

Now we need to tell the system the pay for a designated number of games involving a specified number of officials. In this example I am using 1 game with 2 officials. I simply clicked on the “1” in the games column and “2” in the officials column to highlight them.

Games	Officials
All	All
1	1
2	2
3	3
4	4
5	5
6	6
7	7

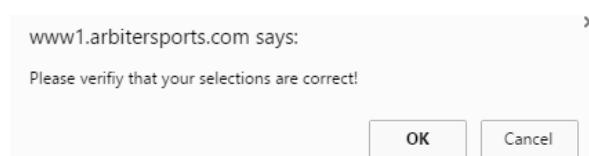
**UPDATE – You MUST click on a number in the Games column and MUST click on a number in the Officials column.**

**Selecting “All” in either of these columns does NOT work correctly!**

So, we now have told the system we are going to set up the pay for specific schools, for varsity level baseball, where the game is played as scheduled, one game with two officials.

League & Bill-To	Sport & Level	Game Status	Games	Officials	Action
<div><div>All</div><div>Apex Friendship High School *</div><div>Benjamin Logan Local Schools *</div><div>Bexley Middle and High School *</div><div>Buckeye Valley High School *</div><div>Bucyrus High/Middle School *</div><div>Cardington-Lincoln High/Middle School *</div><div>Centerburg High/Middle School *</div><div>Clear Fork HS/MS *</div><div>Delaware Hayes High School *</div><div>East Knox High / Middle School *</div><div>Elgin High School *</div></div>	<div>Baseball</div> <div>All</div> <div>Varsity</div> <div>JV</div> <div>Freshman</div>	<div>All</div> <div>Normal</div> <div>Rainout</div> <div>Canceled</div> <div>Forfeit</div> <div>Suspended</div>	<div>All</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div>	<div>All</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div>	<div>View</div> <div>Create</div>

Under “Action” we need to select either “View” or “Create”. If you have not set up the game fees before select “Create”. If you have created the fees for these schools, sport, level, status, games and officials before you will select “View”. If you aren’t sure, click “View”. We do not want to create two different pay amounts for the same things and clicking view will show you anything that exists. If you click “Create” you will see the below caution message.



It’s just a message to make you re-think creating a pay list so you don’t duplicate it. If you click “View” you will not see this message.

Now scroll down to the “Display” area. You will see a screen similar to this one

## Display

Amount: \$

Apply

Cascade

Delete

<input type="checkbox"/>	Delete	Bill-To	Sport & Level	Status	Games	Officials	Position	Amount
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Ump2	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Ump2	0.00
<input type="checkbox"/>	✖	Apex Friendship High School	Baseball, Varsity	Normal	1	2	Observer	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Baseball Umpire	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Ump2	0.00
<input type="checkbox"/>	✖	Benjamin Logan Local Schools	Baseball, Varsity	Normal	1	2	Ump2	0.00

It simply shows the list of potential official positions for these schools, sport/level, status, games, officials, position name(s) and the fees. Note the fees are by default set at Zero.

**NOTE: You'll notice that there are more than 2 officials listed for the 1 game option. This is because you have non-default positions available. Should you choose one of these non-default positions we want the pay to be the same as the default positions. You may also have used a different combination of official names for one event versus another. Example: A track meet may have 3 starters one year, but 4 the next.**










We need to change the fees to the appropriate amount. To do this, click the check box in the top border and it will check all the boxes below. Then enter the amount to be paid for this situation (school(s), sport/level, etc.). Then click "Apply".

Display

Amount: \$ 50

Apply

Cascade

<input checked="" type="checkbox"/>	Delete	Bill-To	Sport
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Apex Friendship High School	Baseball,
<input checked="" type="checkbox"/>		Benjamin Logan Local Schools	Baseball,
<input checked="" type="checkbox"/>		Benjamin Logan Local Schools	Baseball,

s	Games	Officials	Position	Amount
al	1	2	Baseball Umpire	50.00
al	1	2	Baseball Umpire	50.00
al	1	2	Baseball Umpire	50.00
al	1	2	Baseball Umpire	50.00

The game fees to will now change to this amount. **Future games** entered by you involving these schools, or by the schools you highlighted, will now show this fee next to the officiating slot. However, any games that currently exist will still show zero for the fees.

We now need to "Cascade" these fees to the games you have on your current assigning list. To do this RECHECK all the slots by clicking the box in the top border. The click "Cascade".

Amount: \$ 50	Apply	Cascade
<input checked="" type="checkbox"/>	Delete	Bill-To

**NOTE: This is the most common mistake made by assigners. They forget to RECHECK before cascading. Don't forget!**

The cascade option screen will now appear.

**Change Related Slot Records**  
Click 'Cascade' to update all related slots based on your selected game fees.

☒ All Slots  
☐ Date Range  
☐ Change Verified Slots

From 8/5/2016 To 8/5/2016

Cascade Exit

There are 3 options. “All Slots” is, as the name implies, all the slots currently on your assigning list. This will be the selection for most assigners who are setting it up for the first time.

However, if you have games on your system from past years (will happen in the future for everyone) then you do not want to change the fees from years ago to the rate paid today. If you have historical assignments present you will select the “Date Range” option by entering the date these fees start and end. This will leave the fees as is for games in the past, but update the fees for the games within the range of dates. We will use this if assignments are out and we find the game fees have been raised starting a specific date for the next few years.

“Change Verified Slots” is something we may never use. Verified games are “locked” and most often involve a school confirming the game for ArbiterPay purposes. We would only use this if the pay rate was different than listed when the game was paid. Again, we will probably never use this option.

After making the selection or entering dates in the “Date Range” boxes, click “Cascade”. You will see, in blue, a message indicating the number slots that have been updated. If this number is “0 slot(s)” then go back to verify you checked all the slots on the previous screen. Also double check your options (All slots, Date Range) as you may have entered an incorrect date. Last, ask yourself do I have games involving those schools, that sport and level already entered and listed. If the schools haven’t entered any appropriate games then nothing could be updated.

## Change Related Slot Records

Click 'Cascade' to update all related slots based on your selected game fees.

Game Fee has successfully cascaded to related slot records. 26 slot(s) are updated.

You have now completed the game fee set up for those schools, that sport and level. You should click “Exit” and repeat the process for the other schools, sports, level, games and officials (different schools?, JV instead of Varsity). If you want to check your work, go to the Assigning tab, find a game where one of the selected schools is the home team, for that sport and level, then click on the X/X to reveal the slots. Each slot should show the correct pay amount now.

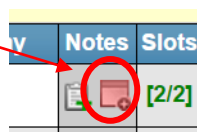
Some considerations when changing the number of games. If you have a **freshman/JV combination** you will have to click the “Cross Level” box. For example, a Freshman/JV combo in basketball would have the appropriate schools selected, Basketball selected as a sport, with both Freshman and JV highlighted (ctrl key), 2 games and 2 or 3 officials dependent on the league policy. When you click “Create” you will see both Freshman and JV level official positions listed. You need check ONLY the Freshman or JV slots initially to enter and “Apply” the fees for those games. Once you have the correct amounts, per game, applied, you can check all the boxes and ‘Cascade’ the list. Also consider **Double Headers**. When creating these you will have 2 games and perhaps 2 officials. Enter the amount **PER GAME** not the total pay as you apply the game fees to the positions. The fees will show the single fee for each game that way. Otherwise you will see the game fee for the total listed twice indicating they should be paid twice the correct rate.

☐ Bill Amounts
 ☒ Game Fees
 ☐ Both
 ☒ Cross Level

	Sport & Level	Game Status	Games	Officials	Action
	Basketball/B	All	All	All	
	All	Normal	1	1	
	Varsity	Rainout	2	2	
	JV	Canceled	3	3	
	Freshman	Forfeit	4	4	
		Suspended	5	5	
			6	6	
			7	7	

View Create

Setting up the default game fees will take care of the majority of your game fee situations. However, there are times when the defaults do not apply. Special events, scrimmage fees and unique suspended game situations can affect the actual pay the officials are to receive. To manually change the default fees, go to the assigning screen, find the game involved and click on the square box in the “Notes” column.



The Game Report screen will open. Change the game fees for each official.

Then check the “Locked” check box next to each of these.

Position	Official	Status	Locked	Paid By BillTo	Game Fee	Pay Travel	Travel	Perdiem	A/D	Verify	Assign	Unassign
\$		On Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00	<input type="checkbox"/>	0.00	0.00	\$	<input type="checkbox"/>		Unassign
\$	T	On Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00	<input type="checkbox"/>	0.00	0.00	\$	<input type="checkbox"/>		Unassign

Save

Then click “Save” then Exit if it doesn’t return you to the assigning screen. You will see that the square box has changed color and now has a lightning bolt icon. This is a quick indication that the game fees have been manually changed. You can also click on the X/X to reveal the officiating slots. The revised game fee should show next to the slots you “locked”.

