



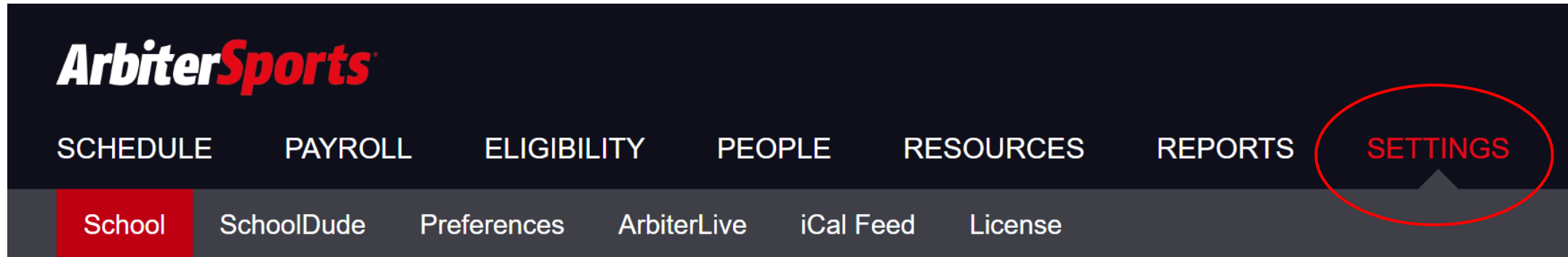
ArbiterGame How-To Guide

AN OVERVIEW OF HOW TO COMPLETE VARIOUS ACTIONS THROUGHOUT THE ARBITERGAME SOFTWARE



Settings

- ▶ Very last tab in the top row after logging into your school's account
- ▶ Where you will make any edits to school's information, update preferences and choose to publish games to ArbiterLive








Settings – School

- ▶ Landing page of the settings tab
- ▶ Where school information is kept up to date
- ▶ Section should be completed as accounts are 5 years old
- ▶ Make sure a logo is uploaded; this lets others know the account is active

School Settings

General	Misc
Legal Name: * <input type="text" value="Ohio High School Athletic Association"/> <small>ex. Lincoln High School</small>	Mascot: <input type="text"/>
Short Name: * <input type="text" value="OHSAA"/> <small>ex. Lincoln</small>	Logo:  <input type="button" value="Select image"/> 
Phone Number: * <input type="text" value="614-267-2502"/>	<small>Only *.JPG, *.GIF, *.PNG images smaller than 5MB. Takes 48 hours to update.</small>
Address1: * <input type="text" value="4080 Roselea Pl"/>	Primary Color: <input type="text" value="#058115"/> 
City: <input type="text" value="Columbus"/>	Enrollment: <input type="text"/>



Settings – Preferences

- ▶ **Ensure the top box is checked**
 - ▶ Disables the ability for opponents to accept the contract on your behalf
- ▶ Second box prevents opponents from creating new teams for your school
- ▶ Third box allows for an additional layer of approval when paying through ArbiterPay

[School](#) [SchoolDude](#) **[Preferences](#)** [ArbiterLive](#) [iCal Feed](#) [License](#)

Preferences

Prevent others from accepting my game contracts: * ☒

Prevent opponents from creating new teams * ☒

Enable Approving Payments * ☐

[Cancel](#) [Save Preferences](#)



Settings – ArbiterLive

- ▶ Allows Admins to choose whether or not a schedule will be published to the ArbiterLive website for public view
- ▶ Tab also provides the URL unique to the school
 - ▶ This can be provided to whomever may need it to view schedules
 - ▶ Schedules can also be accessed through the OHSAA online directory
- ▶ 'Team Roster Settings' gives Admins choice of which teams would be viewable through ArbiterLive

[School](#) [SchoolDude](#) [Preferences](#) [ArbiterLive](#) [iCal Feed](#) [License](#)

ArbiterLive

Publish Schedule on ArbiterLive: * ☒

Team Schedule Url: <https://www.arbiterlive.com/School/43438>

[Team Roster Settings](#)

[Cancel](#) [Save](#)



People

- The People Tab is where you can add Staff Members at your school, Game Day Workers, Officials and create and modify roles.

SCHEDULE	PAYROLL	ELIGIBILITY	PEOPLE	RESOURCES	REPORTS	SETTINGS
Staff	Workers	Officials	Roles			



People – Staff

- ▶ Members of the department can be listed within the staff section
- ▶ Those who will need to make edits will need to be listed as Admins
 - ▶ Ensure only those who need to make edits are listed as Admins
- ▶ Others may be listed as Staff or Payor

Staff Workers Officials Roles					
School Staff					
Add New Staff Member					
Title	Name	Address	Phone Number	Role	Actions
Admin Assistant	Kris Villilo	4080 Roselea Place Columbus, OPhio 43214		Admin	
Admin Assistant	Kim Kiehl	4080 Roselea Place 4080 Roselea Place Columbus, OH 43214		Admin	
Assistant AD	John Kuzio	4080 Roselea Place Columbus, OH 43214		Admin	
Assistant AD	Angie Lawler	4080 Roselea Pl Columbus, Ohio 43214		Admin	
Assistant AD	Tyler Brooks	4080 Roselea Place Columbus, Ohio 43214		Admin	
Assistant AD	Emily Gates	123456789 ,		Staff	
Assistant AD	Sree Turlapati	123456789 ,		Staff	



People – Staff

- To add new staff member, select the green 'Add New Staff Member' button in the upper right corner

School Staff						Add New Staff Member
Title	Name	Address	Phone Number	Role	Actions	
Assistant AD	Ben Ferree bferree@ohsaa.org	[REDACTED]	[REDACTED]	Staff	Edit Delete	
Assistant AD	Angie Lawler alawler@ohsaa.org	4080 Roselea Pl Columbus, Ohio 43214	[REDACTED]	Staff	Edit Delete	
Assistant AD	Tyler Brooks tbrooks@ohsaa.org	4080 Roselea Place Columbus, Ohio 43214	[REDACTED]	Staff	Edit Delete	
Assistant AD	Emily Gates egates@ohsaa.org	123456789 .	[REDACTED]	Staff	Edit Delete	
Assistant AD	[REDACTED]	[REDACTED]	[REDACTED]	Staff	Edit Delete	
Assistant AD	Alexis Holderman aholderman@ohsaa.org	[REDACTED]	[REDACTED]	Staff	Edit Delete	
Assistant AD	Emilee Hardesty ehardesty@ohsaa.org	4080 Roselea Pl Columbus, OH 43214		Staff	Edit Delete	
Athletic Director	Ronald Sayers rsayers@ohsaa.org	4080 Roselea Pl Columbus, Ohio 43214		Admin	no actions	
Athletic Director	Jacki Windon jwindon@ohsaa.org	[REDACTED]		Admin	Edit Delete	
Athletic Director	Brenda Murray bmurray@ohsaa.org	4080 Rosela Place Columbus, Ohio 43214	[REDACTED]	Admin	Edit Delete	



People – Staff

- ▶ Will be prompted to enter email
- ▶ Personal information will then be required in order to create the account
 - ▶ The information will auto-populate if the individual already has an account

Create Staff Member

Email: *

First Name: *

Middle Name:

Last Name: *

Suffix:

Date Of Birth:

SSN:

Address 1: *

Address 2:

City: *

State: *

Country:

Postal Code: *

Phone Numbers:

<input type="text"/>	Ext.	Home ▼
<input type="text"/>	Ext.	Work ▼
<input type="text"/>	Ext.	Cellular ▼

[Cancel](#)

[Create User](#)





People – Roles

- ▶ Allows for Admins to restrict and expand access for those listed as ‘Payor’ or ‘Staff’
- ▶ Payor - Members of this role have access to make payments. This role can be edited to fit your needs
- ▶ Staff - Members of this role have limited access. This role can be edited to fit your needs
- ▶ Click the pencil on the righthand side to make edits to their access

Staff Workers Officials **Roles**

View the default Roles within your Arbiter system. Roles are a collection of permissions available to the users.

Admin	Members of this role have full access to the system. This is a built-in role and cannot be edited.	
Payor	Members of this role have access to make payments. This role can be edited to fit your needs.	
Staff	Members of this role have limited access. This role can be edited to fit your needs.	



People – Roles

- Use the check boxes to select the access you want ‘Staff’ and ‘Payors’ to have

StaffWorkersOfficialsRoles

Staff

Edit permissions available for users with this role.

Schedule	Schedule Tab	<input checked="" type="checkbox"/>
Schedule (View Only)		<input checked="" type="checkbox"/>
Schedule (Full Access)		<input checked="" type="checkbox"/>
League Scheduler		<input checked="" type="checkbox"/>
Payroll	Payroll Tab	<input checked="" type="checkbox"/>
Event Payments		<input checked="" type="checkbox"/>
Simple Pay		<input checked="" type="checkbox"/>
Account History		<input checked="" type="checkbox"/>
Accounts		<input checked="" type="checkbox"/>
Eligibility	Eligibility Tab	<input checked="" type="checkbox"/>
Students		<input checked="" type="checkbox"/>
Competitive Balance		<input checked="" type="checkbox"/>
Pre-participation		<input checked="" type="checkbox"/>



People - Workers

- ▶ Where you will add staff that work your events and contests
- ▶ Use the '+ Add Event Worker(s)' button to add new staff

Staff Workers Officials Roles

Find Worker

Q

253 Workers

+ New Worker



People - Workers

- ▶ Input email of the new worker, then fill in those fields marked with an asterisk
- ▶ Click 'Create New Worker' to finish

Create New Worker

Email: *

Type: * The Type field is required.

First Name: * The First Name field is required.

Middle Name:

Last Name: * The Last Name field is required.

Suffix:

Date Of Birth:

SSN:

Address 1: * The Address 1 field is required.

Address 2:

City: * The City field is required.

State: * The State field is required.

Country:

Postal Code: * The Postal Code field is required.

Phone Numbers:

Ext.

Home ▼

Ext.

Work ▼

Ext.

Cellular ▼

Cancel

Create New Worker



Resources - Sites

- ▶ Landing page lists satellite sites and campus site(s)
 - ▶ Satellite sites are places not on the school campus that teams will play home contests
 - ▶ Campus site includes sub sites that are typically the school's facilities (i.e. gymnasium, football field, softball field, etc.)
 - ▶ Majority of these should be set up already

Site List

5 Sites

[Manage Satellite Sites](#)



[Anthony Wayne High School](#)
5967 Finzel Rd, Whitehouse Ohio 43571-9884



[Clay High School](#)
5665 Seaman St, Oregon Ohio 43616-2698



[National Trail Raceway](#)
2650 National Rd., SW State Route 41, Hebron Ohio 43025



[Ohio High School Athletic Association](#)
4080 Roselea Pl, Columbus Ohio 43214



[Ohio University-Lancaster](#)
1570 Granville Pike, Lancaster Ohio 43130





Sites – Manage Satellite Sites

- ▶ Add satellite sites by selecting the 'Manage Satellite Sites' button in the upper right hand corner
- ▶ Remove satellite site by selecting the trash can logo to the right of the site
 - ▶ Campus sites cannot be removed

Site List

5 Sites



Anthony Wayne High School
5967 Finzel Rd, Whitehouse Ohio 43071-0664



Clay High School
5665 Seaman St, Oregon Ohio 43066-2698



National Trail Raceway
2650 National Rd., SW State Route 41, Hebron Ohio 43025



Ohio High School Athletic Association
4080 Roselea Pl, Columbus Ohio 43214



Ohio University-Lancaster
1570 Granville Pike, Lancaster Ohio 43130



Manage Satellite Sites

































































Sites – Adding Satellite Sites

- ▶ Will need to search with mile range and name of the venue
 - ▶ May also use just the mileage piece and see each venue in that radius
- ▶ Use check boxes to select the sites that need to be added

Site List

Subscribe to Home Sites

Showing sites within 200 miles named Stadium

<input type="checkbox"/>  Adrian High School (Maple Stadium)	<input type="checkbox"/>  Ashland Community Soccer Stadium	<input type="checkbox"/>  Bernlohr Stadium	<input type="checkbox"/>  Blue Streak Stadium	<input type="checkbox"/>  Bob Wine Field & Lucas Stadium	<input type="checkbox"/>  Bulldog Stadium
<input type="checkbox"/>  Cal U Adamson Stadium	<input type="checkbox"/>  Christopher Stadium	<input type="checkbox"/>  Cleveland Heights High School Stadium	<input type="checkbox"/>  Columbus Crew Stadium	<input type="checkbox"/>  Columbus Crew Stadium	<input type="checkbox"/>  Columbus Crew Stadium
<input type="checkbox"/>  Crew Stadium	<input type="checkbox"/>  Denison Univ. Football Stadium	<input type="checkbox"/>  Don McBride Stadium	<input type="checkbox"/>  Don Paul Stadium	<input type="checkbox"/>  Ely Stadium (Elyria Baseball Field)	<input type="checkbox"/>  Ely Stadium (Elyria)
<input type="checkbox"/>  Firestone Stadium (Akron Racers)	<input type="checkbox"/>  Fostoria Memorial Stadium	<input type="checkbox"/>  Frost Kalnow Stadium	<input type="checkbox"/>  Gant Municipal Stadium	<input type="checkbox"/>  Gettler Stadium	<input type="checkbox"/>  Glass Bowl Stadium (University of Toledo)
<input type="checkbox"/>  Green Memorial Stadium	<input type="checkbox"/>  Greenwood Falcon Stadium	<input type="checkbox"/>  Jesse Owens Memorial Stadium - OSU	<input type="checkbox"/>  JIM ROCKWELL STADIUM	<input type="checkbox"/>  JULIA LAMB STADIUM (OLD SIDNEY FIELD)	<input type="checkbox"/>  Kuntz Stadium
<input type="checkbox"/>  Legacy Field/Alumni Stadium (Magsig Middle School)	<input type="checkbox"/>  Mapfre Stadium	<input type="checkbox"/>  Mapfre Stadium	<input type="checkbox"/>  Marion Harding - Ohio Health Field-Harding Stadium	<input type="checkbox"/>  Marx Stadium	<input type="checkbox"/>  Mason Football Stadium
<input type="checkbox"/>  Middletown - Barnitz Stadium	<input type="checkbox"/>  Municipal Stadium	<input type="checkbox"/>  Muskingum U- McConaugh Stadium	<input type="checkbox"/>  Nippert Stadium	<input type="checkbox"/>  Ohio State Stadium	<input type="checkbox"/>  Ohio Wesleyan Stadium Field
<input type="checkbox"/>  Olentangy Shanahan Middle School FB Stadium Field	<input type="checkbox"/>  OYAA - Berlin High School Stadium	<input type="checkbox"/>  Peden Stadium OU Campus	<input type="checkbox"/>  Pickerington Central - Tiger Stadium	<input type="checkbox"/>  Purple Rider Stadium	<input type="checkbox"/>  Reilly Stadium
<input type="checkbox"/>  Rynearson Stadium-EMU	<input type="checkbox"/>  Schaly Stadium (Marietta College)	<input type="checkbox"/>  Shamrock Stadium	<input type="checkbox"/>  Sienna Heights O'Laughlin Stadium	<input type="checkbox"/>  Spartan Stadium	<input type="checkbox"/>  Springfield South (Evans Stadium)
<input type="checkbox"/>  V.A. Memorial Stadium	<input type="checkbox"/>  Walnut Hills Marx Stadium	<input type="checkbox"/>  Wittenberg - Carleton Davidson Stadium	<input type="checkbox"/>  Wooster, Papp Stadium	<input type="checkbox"/>  Wright State University (Nischwitz Stadium)	<input type="checkbox"/>  Wright State University Nischwitz Stadium
<input type="checkbox"/>  Xenia High School Doug Adams Stadium	<input type="checkbox"/>  Zollner Stadium				

Can't find the site you're looking for?
[Create New Site](#)

fm Done Managing Home Sites



Sites – Campus Site

- ▶ Selecting the campus site will show the school's information as well as a list of the subsites/facilities located on the campus

Site List

Edit Site

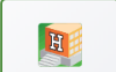
Reminder

When changing site information, please remember that all other schools, assigners, and officials share this site.

Name: *

Ohio High School Athletic Associatio

Type:



High School

Address 1: *

4080 Roselea Pl

Address 2:

Country:

United States

State: *

OHIO

City: *

Columbus

Postal Code: *







43214

Phone Number:

Cancel

Save Site

Sub Sites

CONF	Board Room - Roselea		
CONF	Board Room 1 - Ceramic		
CONF	Board Room 2 - Ceramic		

Add Another Sub Site



Sites – Edit Sub Site

- ▶ Select the pencil to the right of the sub site to edit
- ▶ **Name:** Name of the sub site that is being edited
 - ▶ May be changed if a renaming occurs for any reason
- ▶ **Type:** Select the type of facility this is from the drop down
- ▶ **Supported Sports:** Any sport that will be using the facility will need to be listed here
 - ▶ If the sport is not listed, it will not be able to be scheduled at that facility
- ▶ See additional photos on the next slide

Sub Sites

Name:







Type:

CONF
Conference Room

Supported Sports:

Choose Sport

Please select all sports that may use this sub site.

CONF	Board Room - Roselea		
CONF	Board Room 1 - Ceramic		
CONF	Board Room 2 - Ceramic		

[Add Another Sub Site](#)



Sites – Edit Sub Site

Type of Subsite:



Supported Sports:

- ▶ Must select each one by one
- ▶ Yellow means selected; white means not selected





Sites – Add Sub Site

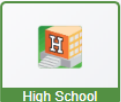
Add a subsite by selecting the 'Add Another Sub Site' link in the bottom left corner of the Sub Sites section

Site List

Edit Site

Reminder
When changing site information, please remember that all other schools, assigners, and officials share this site.

Name: *
Ohio High School Athletic Associatio

Type:

High School

Address 1: *
4080 Roselea Pl

Address 2:

Country:
United States

State: *
OHIO

City: *
Columbus







Postal Code: *
43214

Phone Number:

Cancel

Save Site

Sub Sites

CONF	Board Room - Roselea		
CONF	Board Room 1 - Ceramic		
CONF	Board Room 2 - Ceramic		

Add Another Sub Site




Sites – Add Sub Site

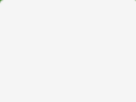
- ▶ Adding a sub site looks just like the edit sub site section
- ▶ Add name, select the type and select the supported sports
- ▶ Click 'Create Sub Site' to finish

Sub Sites

Name:





Type:


Other


Choose Sport

Supported Sports:

Please select all sports that may use this sub site.

CONF	Board Room - Roselea		
CONF	Board Room 1 - Ceramic		
CONF	Board Room 2 - Ceramic		



Teams

- ▶ Landing page will list each team the school has
 - ▶ Three columns listing sport, gender and level
 - ▶ Page can be filtered by each of these
- ▶ The calendar icon indicates events are present for that team; jersey icon indicates students are placed on that team

Team List

38 Teams

+ Create New Team

Select Sport	Select Gender	Select Level	Squad Name		
Archery	Boys	8th			
Archery	Boys	Varsity			
Badminton	Boys	7/8th			
Badminton	Boys	Varsity			
Badminton	Girls	7/8th			
Baseball	Boys	Varsity			
Basketball	Boys	7th			
Basketball	Boys	Freshman			
Basketball	Boys	Junior Varsity			
Basketball	Boys	Varsity			
Basketball	Girls	Varsity			
Cross Country	Boys	7/8th			
Cross Country	Boys	Varsity			
Cross Country	Girls	7/8th			
Cross Country	Girls	Varsity			
Field Hockey	Girls	Junior Varsity			
Football	Boys	Varsity			



Teams – Create New

- ▶ Select the '+ Create New Team' button in the upper right-hand corner of the 'Teams' page
- ▶ Select the sport, level and gender of the team being created
- ▶ Set the defaults just as one would when editing the team

Add Team

Sport: -- Select a Sport --

Level: -- Select a Level --

Gender: -- Select a Gender --

Game Defaults

Workers

Followers

Location

Site: -- Select a Site --

Sub Site:

Officiating

Officiating: No Officials Required For This Game

Times

Setup: 5:00 AM

Dismiss (Home): N/A

Dismiss (Away): N/A

Departure Time: N/A

Game Start: 5:00 AM

Game Duration: 30 minutes

Clean Up: 5:00 AM

Team List

38 Teams

Select Sport	Select Gender	Select Level	Squad Name		
Archery	Boys	8th			
Archery	Boys	Varsity			
Badminton	Boys	7/8th			
Badminton	Boys	Varsity			

+ Create New Team



Teams – Edit Team

- ▶ Clicking on a team will bring up the 'Edit Team' page
- ▶ Not able to change the sport, level or gender of the team; must create a new team if a new level, gender or sport is needed
- ▶ Game Defaults, Roster and Smart Scheduler are sections that will be edited through this page
- ▶ **Game Defaults:** Allows for locations, times and assigners to automatically default when creating a game for that team
- ▶ **Roster:** Provides information on and ability to edit the students competing on the specific team selected
- ▶ **Smart Scheduler:** Creates parameters for additional games to be created after finishing one
 - ▶ Example: After finishing a Varsity game, a JV game will also be created for a specific time and place between the same schools
- ▶ Teams can only be deleted if there are no events scheduled for that team



Edit Team – Game Defaults

- ▶ **Location:** A new game will default to a site that is selected
 - ▶ Can choose between a satellite site or campus/sub site
- ▶ **Officiating:** This is where assigning groups must be added; will need the assigning group number in order to add a group
 - ▶ Will need to add all that will assign for the specific team; will be required to set a default
- ▶ **Times:** This will default the setup time, start time, game duration, clean up time and times for travel purposes when creating game

Game Defaults Roster Smart Scheduler Followers

Location

Site: Ohio High School Athletic Association

Sub Site: Board Room 1 - Ceramic

Officiating

Officiating: An ArbiterOne Assigning Group

Default

Assigner Group: 105755 OHSAA Remove

Assigner Level: Basketball - Boys Regional

Set as Default

Assigner Group: 101884 MOAC Remove

Assigner Level: Basketball/B - Varsity

+ Add Another Group

Times

Setup: 5:00 AM

Dismiss (Home): N/A

Dismiss (Away): N/A

Departure Time: N/A

Game Start: 5:00 AM

Game Duration: 30 minutes

Clean Up: 8:00 AM



Edit Team – Roster

- ▶ Provides the ability to add students to a specific team for a specific school year
 - ▶ Students' teams will not carry over from year to year; addition of students to teams must be completed annually
- ▶ Select '+ Add Players' button on the right side in order to add students to that team
 - ▶ May select multiple students at one time
 - ▶ Select 'All Students' so that a female may be added to a male team

Select Team Members

☐ All Students

Boys

- ☐ Crane, Frasier
No Eligibility Date, Graduates 2021.
- ☐ Crane, Martin
No Eligibility Date, Graduates 2022.
- ☐ Crane, Niles
No Eligibility Date, Graduates 2021.

Game Defaults Roster Smart Scheduler Followers

Team Roster For 2019-20

+ Add Players

No Team Members Assigned.
[Click here to add team members](#)

☐ Action (0)

Delete Team

Cancel

Save Changes



Edit Team – Smart Scheduler

- ▶ Select the green 'Add New' button on the right side
- ▶ **Team:** Select the additional team that will need a game created
- ▶ **Day:** Select the day on which the additional game will need to take place
 - ▶ Can be selected for 10 days before to 10 days after
- ▶ **Hour:** Select the hour in which the additional game will take place
 - ▶ Can be selected for 12 hours before to 12 hours after the hour in which the original contest took place
- ▶ **Site:** Select whether the additional game will take place at the same site or if the sites will swap home and away (i.e. Varsity at home while J.V. is away)

Add New Schedule

Team

(Please Select) ▼

Hour

(Please Select) ▼

Day

(Please Select) ▼

Site

(Please Select) ▼









Cancel

Save



Opponents

- ▶ Landing page will list each opponent that is or has been scheduled
 - ▶ May have as many or as few as needed
- ▶ Opponent must be listed in order to create an event with that school
- ▶ Add a new opponent by selecting the green '+ Add Opponents' button

SCHEDULE STUDENTS PAYMENTS TEAMS SITES OPPONENT OFFICIALS WORKERS REPORTS SETTINGS									
Opponent List									
269 Opponents + Add Opponents									
<input type="checkbox"/> Action (0) -									
<input type="checkbox"/>		Adena HS/MS 3367 Co Rd 550 Frankfort OH 45628-0000 1							1
<input type="checkbox"/>		Alexander High School 6125 School Road Albany OH 45710-8904 3							3
<input type="checkbox"/>		Amanda-Clearcreek High School & Middle School 328 East Main Street Amanda OH 43102-0000 6							6
<input type="checkbox"/>		Anderson High School 7560 Forest Rd Cincinnati OH 45255-4378 3							3
<input type="checkbox"/>		Anthony Wayne High School 5967 Finzel Rd Whitehouse OH 43571-9664 5							5
<input type="checkbox"/>		Archbishop Hoban High School 1 Holy Cross Blvd. Akron OH 44308 4							4
<input type="checkbox"/>		AS Mother of Mercy (OH) 123 123 UT 09360 1							1
<input type="checkbox"/>		Ashland Middle/High School 1440 King Rd Ashland OH 44805-3696 3							3



Opponents – Edit List of Opponents











- ▶ Search using mile radius of a specific zip code
 - ▶ i.e., Find within 10 miles of Postal Code 43214
- ▶ May select as many opponents as needed by using check boxes
- ▶ May also find out of state opponents
- ▶ Look for accounts with logos as that is indicative of an active account
- ▶ Use the 'I can't find an Opponent I'm looking for' link to add a team that is not listed (mostly used with out of state opponents)
- ▶ *Opponents are removed by unchecking the box through the same screen*

Subscribe to Opponents

Find within 10 miles of Postal Code 43214 [Find Opponents](#)

79 potential Opponents found within 10 miles of 43214.

Filter by name:

<input type="checkbox"/>		Academy for Urban Scholars 1808 E Broad Street Columbus, OH 43203	<input type="checkbox"/>		ARTS IMPACT Middle School 680 Jack Gibbs Blvd COLUMBUS, OH 43215
<input checked="" type="checkbox"/>		Beechcroft High School 6100 Beechcroft Rd Columbus, OH 43229-2799	<input type="checkbox"/>		Bishop Sycamore High School 3250 Henderson Rd Columbus, OH 43220
<input checked="" type="checkbox"/>		Bishop Watterson High School 99 E. Cooke Columbus, OH 43214	<input type="checkbox"/>		Brookhaven High School 4077 Karl Road Columbus, OH 43224-2194
<input checked="" type="checkbox"/>		Centennial High School 1441 Bethel Rd Columbus, OH 43220-2084	<input type="checkbox"/>		Champion Middle School – Columbus 1270 Hawthorne Ave Columbus, OH 43203
<input type="checkbox"/>		Clintonville Academy 2018 Indiana Avenue	<input type="checkbox"/>		COF Academy 112 IFFERSON AVE

[I can't find an Opponent I'm looking for.](#)

[I'm Done Subscribing To Opponents](#)



Schedule

- ▶ Main landing page after logging into the school account
- ▶ Will initially show that day's events
- ▶ Use the calendar to select different dates to view
 - ▶ White indicates no events scheduled; blue indicates events are occurring on that date
 - ▶ Filter options are directly below the calendar to view events in a different fashion
 - ▶ May use advanced filter to create filter options that may be needed (i.e., unaccepted contracts, official issues, transportation issues, etc.)
- ▶ See next slide for full overview of the tab

The screenshot shows the 'Simple' tab selected. At the top is a search bar labeled 'Find by Game ID' with a magnifying glass icon. Below this is a calendar for 'October 2019'. The calendar grid shows days from Sunday to Saturday. The 9th is highlighted with a blue border, and the 19th is highlighted with a solid blue background. Below the calendar are three filter dropdown menus: 'Today', 'All Sports', and 'All Levels'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Today ▼
All Sports ▼
All Levels ▼



Schedule

SCHEDULE

PAYROLL

ELIGIBILITY

PEOPLE

RESOURCES

REPORTS

SETTINGS

Schedule

League Scheduler

Simple

Advanced

Find by Game ID



August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Events 8/21/2021 - 8/21/2021

☐ Action (0) ▾

List

Month

Print

View 25 ▾

Add New ▾

Sat, August 21, 2021


<input type="checkbox"/>		2021 OHSAA Early Season Cross Country Invitational Girls Varsity Cross Country vs Belpre High School with 96 other(s).	9:00 AM - 5:00 PM	Not Listed TBA						
<input type="checkbox"/>		2021 OHSAA Early Season Cross Country Invitational Boys Varsity Cross Country vs Belpre High School with 97 other(s).	9:00 AM - 5:00 PM	Fortress Obetz Fortress Obetz						



Schedule – Events Summary







- ▶ Events on the front page have 4 sections to the right of the event
 - ▶ Contract, Officials, Event Workers, Facilities and Transportation
 - ▶ Red means action is required of you; yellow means action is required of another party; green means all is well
- ▶ Click on each icon to view a quick overview of the sections

Sat, October 19, 2019

<input type="checkbox"/>		OHSAA 7th/8th Grade Invitational Girls 7/8th Cross Country vs Bellevue High/Middle School with 98 other(s).	10:00 AM - 3:00 PM	Ohio University-Lancaster Cross Country Course					
<input type="checkbox"/>		OHSAA 7th/8th Grade Invitational Boys 7/8th Cross Country vs Bellevue High/Middle School with 107 other(s).	10:00 AM - 3:00 PM	Ohio University-Lancaster Cross Country Course					







- Sat, October 19, 2019

 OHSAA 7th/8th Grade Invitational Girls 7/8th Cross Country vs Bellevue High/Middle School with 98 other(s).		10:00 AM - 3:00 PM	Ohio University-Lancaster Cross Country Course	    
Contract Addendum Entry Fee: \$60.00 per gender (5-10 competitors) \$6.00 per individual per gender (4 or less competitors) \$120.00 max per school (boys and girls entry) All contracts will state \$60 per gender. DO NOT PREPAY ENTRY FEES! Schools will be invoiced on October 24, 2019 based on the number of runners entered.		Your Status Contract Accepted (Brenda Murray - 09/30/2019 at 12:10 PM)		
Participation Fee \$0		Opponent Status Bellevue High/Middle School has not yet accepted the contract.		
Breach Fee \$0		Bexley Middle and High School has not yet accepted the contract.		
Notes		Blendon Middle School has Accepted the contract. (Harold Fisher - 10/03/2019 at 9:55 AM)		
Game ID 1235011152				
Opponent Contacts Bellevue High/Middle School Cody Cramer				
Bexley Middle and High School Eli Goldberger				
Blendon Middle School Abram Estes				
Buckeye Local Schools (Medina) Tom Harrington				
Carrollton HS/MS Jason Eddy				



- Upper portion of overview indicates who the officials were assigned by

Boys Varsity Football vs Revere Local Schools	7:00 PM - 10:00 PM	Aurora City Schools Veterans Stadium					
Suburban League							
MIKE JOSEPH	23 mi	\$70.00	Confirmed (3/11/2019)				
ROBERT PARKINSON	30 mi	\$70.00	Confirmed (3/10/2019)				
LAMAR OSBORNE	16 mi	\$70.00	Confirmed (3/10/2019)				
TIMOTHY GRASSON	45 mi	\$70.00	Confirmed (3/11/2019)				
Marlon Henson	16 mi	\$70.00	Confirmed (8/24/2019)				
<div><input type="checkbox"/> Show Full SSN</div> <div>Print Voucher</div>							



[Add position](#)



Schedule – Event Workers Section

Event workers may be added quickly by using the 'Add Event Workers' link on the bottom left corner

Select the name of the worker, input the fee, select their role for the contest from the drop down and click assign

Those that are assigned will receive email notification regarding the assignment

Assign Workers

Name

Type

All

Filter

<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	28 mi	\$	<input type="text"/>	Accompanist	Assign
<input type="checkbox"/>	<div></div>	0 mi	\$	<input type="text"/>	Accompanist	Assign

Assign AllCancel

Sat October 19, 2019



Boys Junior Varsity Football
vs Highland High School-Medina

10:00 AM
-
12:00 PM

Aurora City Schools
Veterans Stadium



Event Workers

[Add Event Workers](#)



Schedule – Event Workers Section

- ▶ Adding event workers allows for custom payment amount and assigning of roles for those specific workers
- ▶ Use the checkbox to the left of the name to select the workers and the drop down to assign the role
- ▶ Click the green 'Assign All' button to assign those that you have selected

Assign Workers

Name

Type

All

▼

Filter

<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Accompanist</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Accompanist</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Announcer</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Bookkeeper</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Camp Worker</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Chain Crew</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Clinician</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Clock Operator</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	8 mi	\$ <input type="text"/>	<div>Coach</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Concessions</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Equipment Manager</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Evaluator</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Gate</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Judge</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Libero Tracker</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Multimedia Coordinator</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Musician</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	0 mi	\$ <input type="text"/>	<div>Other Staff</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	26 mi	\$ <input type="text"/>	<div>Parking Attendant</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	26 mi	\$ <input type="text"/>	<div>Pitch Counter</div> <div>▼</div>	<div>Assign</div>
<input type="checkbox"/>	<div></div>	26 mi	\$ <input type="text"/>	<div>Red Hat</div> <div>▼</div>	<div>Assign</div>

Assign All

Cancel



- | | OHSAA 7th/8th Grade Invitational
Girls 7/8th Cross Country
vs Bellevue High/Middle School with 100 other(s). | 10:00 AM
-
3:00 PM | Ohio University-Lancaster
Cross Country Course | | | | | |
|--|--|--------------------------|---|--|--|--|--|--|
| Site
Ohio University-Lancaster
Cross Country Course

Set Up Time
5:00 AM

Clean Up Time
3:00 PM

No Comments | <p>There is a site conflict:</p> <p>Cross Country Course is currently booked for Boys, 7/8th, Cross Country from 12:00 PM to 12:30 PM</p> <p>Contact: Brenda Murray
(614) 267-2502</p> <hr/> <p>Cross Country Course is currently booked for Boys, 7/8th, Cross Country from 10:00 AM to 3:00 PM</p> <p>Contact: Brenda Murray
(614) 267-2502</p> | | | <p>Approved</p> <p>Facility approved on 9/30/2019 by Brenda Murray.</p> | | | | |



Schedule – Transportation Section

- ▶ Similar to the facilities section, this overview will show whether or not requests for transportation have been sent and approved
- ▶ Requests can be approved directly in drop down

Sat, October 19, 2019

<input type="checkbox"/>		Boys Junior Varsity Football @ Newark Catholic High School	10:00 AM - 12:00 PM	Newark Catholic High School Field					
Trip Type Drop Off Departure Time					Request Not Sent <div>Mark as Requested</div> <div>Mark as Approved</div>				



Schedule – New Game

- To begin the process of adding a new game, use the green ‘Add New’ drop down to select ‘New Game’

Simple

Advanced

Find by Game ID

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

All Sports

All Levels

2 Events

10/19/2019 - 10/19/2019

Sat, October 19, 2019

<input type="checkbox"/>		OHSAA 7th/8th Grade Invitational Girls 7/8th Cross Country vs Bellevue High/Middle School with 100 other(s).	10:00 AM - 3:00 PM	Ohio University-Lancaster Cross Country Course				
<input type="checkbox"/>		OHSAA 7th/8th Grade Invitational Boys 7/8th Cross Country vs Bellevue High/Middle School with 109 other(s).	10:00 AM - 3:00 PM	Ohio University-Lancaster Cross Country Course				

Action (0)

Action (0)

List

Month

Print

Add New

New Game

New Practice

New Meet

New Tournament

New Other Event

Import Games

List

Month

View 25



Schedule – New Game

- ▶ New Game is used for 1 v 1 contests; your school v another school
- ▶ The landing page of New Game is where information will be input regarding the game
- ▶ **Title**
 - ▶ Not a necessity, but may be input if it is a special event
- ▶ **Match-Up:**
 - ▶ Use the drop down to select the team you are creating a game for
 - ▶ Use the second drop down to select the school yours will be competing against
 - ▶ The 'Cross Level' button allows you to have teams compete that may be different levels
 - ▶ i.e. your freshman team v their J.V. team

Create Game

Title:

Match-up:

-- Select a Team -- ▼

VS

-- Select an Opponent -- ▼

☐ Cross Level



Schedule – New Game (cont.)

► Where

- Site at which the contest will take place
- Can also select home or away, but typically will be home as most prefer to schedule their own home games

► When

- Date, time and duration of the contest being created

► Info

- Allows for the indication of whether or not the game will be published to ArbiterLive for the public's use
- Game type indicates just that; typically, will be league, non-league or scrimmage
 - Postseason will only be used when the OHSAA/DABs input contests

Where

☒ Home ☐ Away

-- Select a Site --

-- Select a Sub Site --

☐ All sub sites

When

Start Date: *

Start Time: 12:00 PM

Duration: * 30 minutes

Info

Publish Game:

Yes

Game Type: *

League

☐ Bypass Smart Scheduler



Schedule – New Game (cont.)

► Add Contract Addendum

- The addition of any type of information that needs to be legally binding
- Recommend putting any types of yearly agreements within this section

► Add Game Notes

- Odds and ends regarding the contest can be placed here
- i.e., Lunch is being provided, no coolers on the track, where busses need to park, etc.

► Facility Request

- Mark the set up and clean up time for the contest
- Does not need to be required; may unclick the checkbox
- Mark whether the request has been communicated and approved

[Add Contract Addendum](#) [Add Game Notes](#)

Game Notes

Contract Addendum

Facility Request ☒ Required for this game

Set Up Time: 12:00 PM Clean Up Time: 12:00 PM

☐ This request has been communicated to our Facilities Coordinator *

☐ This request has been approved *

[Comments](#)



Schedule – New Game (cont.)

► Transportation Request

- Like facilities, this is not required
- Can select the dismissal time, departure time, number of vehicles needed, and the type of return trip needed from the driver(s)
- Mark whether or not the request has been communicated and approved

Transportation Request ☒ Required for this game

Dismiss Students: 12:00 PM ▼	Bus: 0 ▼
Departure Time: 12:00 PM ▼	Van: 0 ▼
Return Trip: Drop Off ▼	Car: 0 ▼
	Lift Bus: 0 ▼

☐ This request has been communicated to our Transportation Officer *

☐ This request has been approved *

[Comments](#) ▼



Schedule – New Game (cont.)

► Officials

- Use the drop down to select the assignor for that specific contest
 - If assignor is required, they must be input into that specific team's page

Officials

Assigned by:

No Officials Required For This Game ▼



Schedule – New Game (cont.)

► Participation and Breach Fees

- Not required and can be unchecked
- Recommend placing any participation within the Game Notes as well
- Breach fees can be placed into the contest to cover expenses if a contract is broken
- NOTE: Even if a breach fee is not put in the contract itself, the OHSAA Office may handle contract disputes and, if a contract is broken, a fine may be levied against the offending school regardless of whether or not a breach fee is present

Participation and Breach Fees		<input checked="" type="checkbox"/> Required for this game
Participation Fee:		
<input type="text"/>		
Party Paying The Fee		
<input checked="" type="radio"/> Opponent <input type="radio"/> Host		
Breach Fee:		
<input type="text"/>		



Schedule – New Game (cont.)

- ▶ Once each of the fields needed are filled, click either the 'Create Game' or 'Create Game & New' button at the bottom
 - ▶ 'Create Game & New' will create that game and open a new window with a near carbon copy of the game just created
 - ▶ Use the page to make small adjustments for the new contest
 - ▶ This allows for quick creation of multiple contests for a single team

Create Game

Create Game & New



Schedule – Add New Options

► **New Meet**

- A contest with multiple schools participating that is ranked scoring
- Creation is the exact same as New Game, but requires multiple teams be selected
- One set of officials typically

► **New Tournament**

- Multiple teams competing with bracketed format (i.e. Basketball Holiday Classics, Wrestling Tournaments, etc.)
- Requires brackets to be built within the software
- If you're on the fence about whether it should be a meet or tournament, build the event as a meet, and work the brackets outside of Arbiter



Schedule – Add New Options (cont.)

▶ **Practice**

- ▶ Can be used to schedule practices throughout the year

▶ **Other Event**

- ▶ Used to keep non-athletic events in line
- ▶ For example, prom, parent-teacher conferences, band concerts, etc. can be placed in the software just so those who schedule events do not double book the multi-activity students



Eligibility - Students

- ▶ Arbiter allows schools to input students into the system for various functions (eligibility forms, keeping track of medical forms, awards, etc.); the OHSAA's main function is competitive balance
- ▶ Landing page will show all of the students within your school's system

The screenshot shows the 'Eligibility - Students' interface. At the top is a navigation bar with tabs: SCHEDULE, PAYROLL, ELIGIBILITY (active), PEOPLE, RESOURCES, REPORTS, and SETTINGS. Below this is a sub-navigation bar with 'Students' (active), 'Competitive Balance', and 'Pre-participation'. On the left, there is a 'Find Student' search box and a 'Filters' section with expandable categories: 'Graduating Year (1)', 'Year on Team', 'Sport', and 'Level'. The main content area displays '4 Students' with a 'Current Filter: Current Students'. It includes a 'Sort By' dropdown (Name, Eligible Date, Graduation Date, Gender) and a 'Show' dropdown (20). Below this is a table of students with columns for selection, name, and details. Two students are listed: 'Crane, Frasier' and 'Crane, Lillith', both with 'No Eligibility Date, Graduates 2021'. Action icons (key and lock) are visible for each student row.

Selection	Name	Details	Action
<input type="checkbox"/>	Crane, Frasier	No Eligibility Date, Graduates 2021.	Key
<input type="checkbox"/>	Crane, Lillith	No Eligibility Date, Graduates 2021.	Key, Lock



Eligibility - Students

- ▶ The system will not automatically delete or archive students
 - ▶ A student must be deleted if you want to keep the students tab concise
- ▶ Filters are available to find specific groups of students
- ▶ Information present on the landing page includes names, graduation dates, eligibility dates and teams for which that student competes

Sort By: Name Eligible Date Graduation Date Gender Show: 20			
<input type="checkbox"/> Action (0)			
<input type="checkbox"/>		Crane, Frasier No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Crane, Lillith No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Crane, Martin No Eligibility Date, Graduates 2022.	
<input type="checkbox"/>		Crane, Niles No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Doyle, Roz No Eligibility Date, Graduates 2020.	
<input type="checkbox"/>		Moon, Daphne No Eligibility Date, Graduates 2020.	
<input type="checkbox"/> Action (0)			
Show: 20			



Students – Edit Student

- ▶ Clicking on a specific student will take you to the 'Edit Student' page
 - ▶ Edits can be made to student's information from this page
 - ▶ Students can be added to teams from this page as well
- Use blue 'Add to Team' button below the student's grade level to do so

Edit Student

Student Info
First: *
Last: *
Gender: *
Birth Date:
Student Id: *
Graduation Year: *
Email:
Weight (lbs):
Height:

Eligibility
☐ Class Requirements Complete *
☐ Is Physical Current *
Physical Date:
Confirmed Eligible:
Waiver Received Date:
Enrollment Date:
Number of Semesters/Trimesters Enrolled (including current):

Address

Emergency Contact

Notes

Student Teams

Freshman no teams! <input type="button" value="Add To Team"/>	Sophomore no teams! <input type="button" value="Add To Team"/>	Junior <input checked="" type="checkbox"/> Lacrosse, Boys Varsity <input type="button" value="Add To Team"/>	Senior no teams! <input type="button" value="Add To Team"/>
--	---	---	--



Students – Edit Student (cont.)

- ▶ To add student to a team, select the 'Add To Team' link under the student's grade level
- ▶ Select the team for which the student is competing
 - ▶ The pop up will shift and allow for a position and jersey number to be input as well
 - ▶ If the sport is a Competitive Balance Sport, you will be required to input a tier if the entry period for that sport is open
- ▶ After editing a student, click the green 'Save Student' button in the bottom right corner of the page

The screenshot displays three overlapping pop-up windows from a web application:

- Junior**: A window showing a list of teams for a Junior student: "Football, Boys Varsity" and "Lacrosse, Boys Varsity". At the bottom is a blue "Add To Team" link.
- Junior Year Teams**: A window with a scrollable list of sports and teams, each preceded by a "V" icon. The list includes: Hockey, Boys Varsity; Soccer, Boys Varsity; Soccer, Boys Junior Varsity; Swimming, Boys Varsity; Tennis, Boys Varsity; and Track - Outdoor, Boys Varsity - Boys Varsity Team. A "Cancel" button is at the bottom right.
- Choose a player position**: A window for selecting a player's details. It shows "Soccer, Boys Varsity" selected. Fields include: "Player Position:" with a dropdown menu currently showing "-- none --"; "Player Number (Jersey):" with an empty text box; and "Tier:" with a dropdown menu. A "Save" button (in green) and a "Cancel" button (in grey) are at the bottom right.



Students – New Student

- ▶ Students may be added to the system one by one
 - ▶ Click the left portion of the ‘+ New Student’ button in the upper right corner
 - ▶ This will take you to a new page that is exactly the same as the ‘Edit Student’ page
 - ▶ Note: A student must be added to the system before they can be placed on a team

6 Students

Current Filter:
Current Students

[Print Eligibility List](#) [+ New Student](#)

Sort By: [Name](#) [Eligible Date](#) [Graduation Date](#) [Gender](#) Show: 20

☐ Action (0)

<input type="checkbox"/>		Crane, Frasier No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Crane, Lilliith No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Crane, Martin No Eligibility Date, Graduates 2022.	
<input type="checkbox"/>		Crane, Niles No Eligibility Date, Graduates 2021.	
<input type="checkbox"/>		Doyle, Roz No Eligibility Date, Graduates 2020.	
<input type="checkbox"/>		Moon, Daphne No Eligibility Date, Graduates 2020.	

☐ Action (0)

Show: 20



Students – New Student (cont.)

- ▶ When inputting a single student, 5 fields are required
 - ▶ First name, last name, gender, student ID (typically a number) and graduation year
 - ▶ Student ID must stay the same throughout the student's tenure to avoid duplicating that student
- ▶ Additional information may be input depending on the scope of your school's use of Arbiter
- ▶ Select 'Save Student' when finished

Create Student

Student Info

First: *

Last: *

Gender: *

Birth Date:

Student Id: *

Graduation Year: *

Email:

Weight (lbs):

Height:

Eligibility

☐ Class Requirements Complete *

☐ Is Physical Current *

Physical Date:

Confirmed Eligible:

Waiver Received Date:

Enrollment Date:

Number of Semesters/Trimesters Enrolled (including current):

[Sport History...](#)

Address

Emergency Contact

Notes

Student Teams

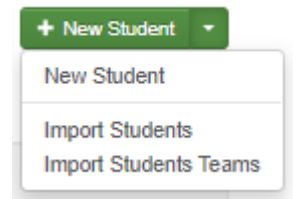
Student information must be saved before assigning teams

Save Student



Students – Import Students

- ▶ Students can also be uploaded in mass if your school has hundreds of new students each year
- ▶ To begin, select the right portion of the ‘+ New Student’ button and click ‘Import Students’
- ▶ On the new page, you **must** download the template provided within the ‘Download Template Button’
 - ▶ Do not make any edits to the top row of the template; this will cause the excel file to not upload correctly



Import Students

Importing students is easy. Simply [download the template](#), type or copy the student details, save the file and then upload it!
Need help? Use the support link above for online help or to contact us!

[Download Template](#)

Choose File No file chosen

Upload



Students – Import Students

- ▶ The first 5 columns are the only five that must be filled out
 - ▶ The Excel document does have a total of 27 columns, but Student ID, First Name, Last Name, Graduating Year and Gender are the only ones that are required
- ▶ The Graduating Year must be entered as a single year
 - ▶ 2020, 2021, 2022, etc.
 - ▶ NOT 2019-2020, 2020-2021, etc.
- ▶ Again, DO NOT make any changes to the first row; this will cause the software to reject the upload

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for File, Home, Insert, Page Layout, and Formulas. The 'Clipboard' group shows Paste, Cut, Copy, and Format Painter. The 'Font' group shows font face (Calibri), size (11), bold (B), italic (I), underline (U), and text color. The spreadsheet grid has 5 columns labeled A through E. The first row (row 1) contains the headers: Student ID, First Name, Last Name, Graduating Year, and Gender. Rows 2 through 8 are empty.

	A	B	C	D	E
1	Student ID	First Name	Last Name	Graduating Year	Gender
2					
3					
4					
5					
6					
7					
8					



Students – Import Students

- ▶ After the Excel template has been filled out appropriately, save the document to an easily accessible location
 - ▶ Ensure the document is save as a .xls file; any other format will cause Arbiter to decline the upload
- ▶ Select the 'Choose File' button on the 'Import Students' page and select the newly saved file
- ▶ Arbiter will provide a summary of how many students were attempted to be uploaded, how many were successful and how many failed
 - ▶ If any failed, a reason will be provided; simply adjust the Excel file appropriately and try again
 - ▶ Assuming the Student ID numbers stay the same, reuploading the Excel file will not cause students to appear twice

Import Students

Importing students is easy. Simply [download the template](#), type or copy the student details, save the file and then upload it!
Need help? Use the support link above for online help or to contact us!

[Download Template](#)

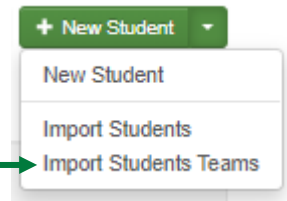
Choose File No file chosen

Upload



Students – Team Import

- ▶ To quickly add whole rosters of students to teams, the ‘Import Students Teams’ function can be used
- ▶ Uses an Excel template similar to ‘Import Students’ tool
 - ▶ As with the previous template, it is imperative that the first row remains unedited when inputting information
- ▶ Use the ‘Download Template’ button on the ‘Import Students Teams’ page



Import Students Teams

Importing students to teams is easy. Simply [download the template](#), type or copy the student/team details, save the file and then upload it!
Need help? Use the support link above for online help or to contact us!

[Download Template](#)

Choose File No file chosen

Upload



Students – Team Import

- ▶ When inputting information into the excel document, ensure that the First Name, Last Name and Student ID match the appropriate students
 - ▶ The first 5 columns are required in this template; **tier will only be used for those sports that require Competitive Balance information to be provided**
- ▶ Use the drop down menus provided for School Year, Team and Tier

	A	B	C	D	E	F
1	FirstName	LastName	StudentID	SchoolYear	Team	Tier
2						
3						
4						
5						
6						
7						
8						



Students – Team Import

- ▶ After the Excel template has been filled out appropriately, save the document to an easily accessible location
 - ▶ Ensure the document is save as a .xls file; any other format will cause Arbiter to decline the upload
- ▶ Select the 'Choose File' button on the 'Import Students Teams' page and select the newly saved file
- ▶ Arbiter will provide a summary of how many students were attempted to be uploaded, how many were successful and how many failed
 - ▶ If any failed, a reason will be provided; simply adjust the Excel file appropriately and try again
 - ▶ Assuming the Student ID numbers stay the same, reuploading the Excel file will not cause students to appear twice

Import Students Teams

Importing students to teams is easy. Simply [download the template](#), type or copy the student/team details, save the file and then upload it!
Need help? Use the support link above for online help or to contact us!

[Download Template](#)

Choose File

No file chosen

Upload



Eligibility – Competitive Balance

- ▶ Sports that require Competitive Balance information to be input will appear within the 'Competitive Balance' sub-tab of the 'Students' tab
 - ▶ Note: Sports will only appear once the Roster Entry Period opens
- ▶ Information can only be input during the school year in which you are currently operating

SCHEDULE

PAYROLL

ELIGIBILITY

PEOPLE

RESOURCES

REPORTS

SETTINGS

Students

Competitive Balance

Pre-participation

Competitive Balance

School Year:

2021-22 ▼

Sports:

None Available ▼



Students – Competitive Balance

- ▶ Students that are placed onto rosters that require CB information will appear on the 'Competitive Balance' screen after selecting that sport from the drop-down menu
- ▶ If the students were not tiered during the 'Import Students Teams' process, they may be assigned their appropriate tier through this page
 - ▶ Select the drop down under enrollment and click the tier the student would be assigned based on the guideline set forth in Bylaw 2-2 of the OHSAA Handbook
 - ▶ Please see the [OHSAA's Competitive Balance Resource Center](#) for more information on how to determine a student's tier
 - ▶ Select the green 'Save' button in the bottom right corner to ensure the information is saved appropriately



Competitive Balance

School Year: Sports:

Name	Enrollment	Set By	Date Changed	Deadline
Crane, Martin	<input type="text" value="Tier 0"/>	Sayers, Ronald	10/16/2019 1:22:20 PM	12/1/2019

Save

As an authorized representative of the listed member school, I hereby certify the completeness and accuracy of the roster information submitted to the Ohio High School Athletic Association (OHSAA) for the specified sport listed. The data contains all students for the listed sport and is submitted in accordance with the policies and procedures adopted by the OHSAA Board of Directors and Commissioner's office for the competitive balance program. I understand the last save prior to the deadline will be considered by the OHSAA as the final information upon which the competitive balance formulas and divisional representations will be based. I understand that failure to adhere to the policies and procedures of the roster submission could result in penalties, fines and/or exclusion for teams and/or individuals from the OHSAA's tournament for its member schools in accordance with the OHSAA's member school adopted constitution and by laws.



Payroll

- ▶ The 'Payroll' tab is associated with the use of ArbiterPay
 - ▶ Schools are not required to use ArbiterPay
- ▶ Can be used to issue payment to officials and event workers
 - ▶ Speak with ArbiterSports Sales Rep to discuss transaction prices
 - ▶ Studies show that the issuance of paper checks costs upward of \$5 per transaction when factoring in cost of materials, postage and work time used
 - ▶ Note: ArbiterPay can only be used to pay individuals who **are not** contracted through the school in some form or fashion
 - ▶ Individuals are not charged to withdraw their money from Arbiter when they receive payment
 - ▶ ArbiterSports also prepares the 1099 for everyone
- ▶ To add to the school's available funds, money is paid directly to ArbiterPay in the form of a check or wire transfer



Payroll – Event Payments

- ▶ To issue payments, select the box next to the individual(s) that need to be paid, and use the 'Make Payments' button to the right to complete the transaction
 - ▶ Amounts may be adjusted using the button containing three horizontal lines next to the individual's name

Event Payments Simple Pay Account History Accounts

Event Payments

AP 1565547731 Basketball \$345.74

Payments 2 History

Past 3 months

All Events

Search for Payee

Make Payment (0)

<input type="checkbox"/>	Status	Game Date	Payee	Position	Event	Level	Approved	Game Fee	Travel	Per Diem	Total	...
<input type="checkbox"/>	Ready	7/31/21 @ 01:00 AM		Official	Archery	Boys Varsity	Approve	\$ 1.00	\$ 0.00	\$ 0.00	\$1.00	...
<input type="checkbox"/>	Total is 0	8/06/21 @ TBA		Gate	Football	Boys Varsity	Approve	\$ 0.00	N/A	N/A	\$0.00	...

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25 / page

Row Height Middle



How to sign up for an AP account

- ▶ Go Payroll tab and Accounts sub tab. From there you can press activate account. This will take you to sign up page so you can register for your AP account as a paying school.
- ▶ Once you have registered for an account you will receive a link so you can set up a verification call with our accounting team.
- ▶ If you haven't been in direct contact with one of our sales reps, they will reach out to you and discuss what you are trying to accomplish with your ArbiterPay account.
- ▶ One of our onboarding agents will also reach out to you once your account is created and walk you through your first upload of funds. They will also help you with any questions or training you may need.
- ▶ Process in total takes a little less than one week.



Reports

- ▶ The 'Reports' tab houses a number of different informational items that can be of use
 - ▶ Most used are in relation to transportation, payment vouchers for various individuals, schedules and ineligible official assignments
- ▶ Most noteworthy is the 'Ineligible Official Assignments' report
 - ▶ Shows officials who have been assigned to contests that they may not be permitted to officiate
 - ▶ Using ineligible officials is a liability issue and can result in larger penalties being assessed to the school

The screenshot shows a web application interface for OHSAA. At the top is a dark navigation bar with tabs: SCHEDULE, PAYROLL, ELIGIBILITY, PEOPLE, RESOURCES, **REPORTS** (highlighted in red), and SETTINGS. Below this is a sub-header bar with 'Reports' (highlighted in red) and 'Reports Old'. The main content area is divided into four light gray boxes:

- Most Used**
 - [Team Schedule](#)
 - [Payment Voucher](#)
 - [Ineligible Official Assignments](#)
 - [Transportation](#)
 - [All Events](#)
- Financial**
 - [1099 - No Email](#)
 - [1099 - Unverified SSN](#)
 - [Fees by Sport](#)
 - [Participation Fees](#)
 - [Payment Details](#)
 - [Payment Voucher](#)
 - [SimplePay Payments](#)
- Game Staff**
 - [Ineligible Official Assignments](#)
 - [Officials by Game](#)
 - [Officials Roster](#)
 - [Schedule by Official](#)
 - [Schedule by Worker](#)
 - [Workers by Game](#)
 - [Workers Roster](#)
- Opponents**
 - [Contacts](#)
 - [Opponent Contracts](#)
 - [Opponent Roster](#)
 - [Opponent Team Schedule](#)



Support

- ▶ Contact information for Arbiter
 - ▶ Technical Support
 - ▶ Telephone: 800-311-4060
 - ▶ Email: Support@ArbiterSports.com
- ▶ OHSAA Contact Information
 - ▶ Ronald Sayers
 - ▶ Telephone: 614-267-2502 x130
 - ▶ Email: rsayers@ohsaa.org