

## **Game Verification**

With the season fast approaching us it was brought to my attention that I might be better off sending the ice Coordinators a heads up e-mail to have you pass on to your team managers.

This year the league games will be posted on the D6 web page along with the Arbiter for referee assignments here is the process that will take place. (The Arbiter is scheduling software used by several Districts for different leagues of Referee assignments).

Rob Shuman will complete the ice draw, then he will send me the master schedule for referee utilization for assignments, once the schedule is approved by ALL. The master league schedule will be posted on the D6 web page. (No more changes can be made) I then will get it ready to post on the Arbiter, referees will be only assigned to games posted on the arbiter so both web sites must match. This is why Rob will be turning it over to me (same as past) as we can only have one person make change to make sure referees are assigned and eliminate confusion.

Both the D6 and Arbiter will need to be updated for changes on League games, for scrimmage request and Tournaments those will only be posted on the arbiter.

What I need to do for each association is add you (the ice coordinator) and a team manager for each team so they have access to view the arbiter when a scrimmage is added (same as past) and their league schedule for starters.

In order to set up a contact I need a valid e-mail address for each contact person who will be submitting for scrimmages.

I will set them up, the arbiter will send out a welcome e-mail to the e-mail address entered. I will give them access to log in and view their master schedule , they will need to log in with that e-mail address and their last name. Once they log in they will need to enter in phone numbers and contact information.

Once that is completed they would have access to view all games connected to their team. The system should send the contact person a reminder e-mail 3 days before that game is to take place, if changes are made to a game for any reason you would also get a e-mail telling you a game has been changed and what changed.

After logging in you would click schedule, that would show you your list of game connected to that team or Ice Coordinators that associations arena and or ALL teams. How many games that team has listed for referee assignments. If you click the number in the game field it will bring you to the game and will give you the game information long with pay. Click Notes and it will (if I remember, if not contact me) mention the end time or any other note added to the game.

Scrimmages MUST be submitted through the scrimmage request form on the D6 web page, if a scrimmage gets canceled I need to know through a e-mail with the game number mentioned from the arbiter.

I hope this helps so what I need from you would

1. Complete Team Name
2. Managers Name
3. Valid E-mail address they can get daily.

By getting them set up in the beginning they will be ready when the season takes off and I can keep the posted on any issues I might have by sending out a mass e-mail if needed during busy tournament time.

Thank you

Terri

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